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**USAID Bureau for Humanitarian Assistance
(USAID/BHA)**

**Supplemental Guidance for NGO Partners in Syria
Fiscal Year (FY) 2022**

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I. Overview

In 2020, the Bureau for Humanitarian Assistance (BHA) was established to streamline USAID humanitarian responses, bringing together the expertise and resources of the former Office of U.S. Foreign Disaster Assistance (OFDA) and Office of Food for Peace (FFP). For the ongoing response to the complex emergency in Syria in FY 2022, USAID/BHA will continue to support integrated, multi-sectoral programming in all regions of Syria.

This supplemental guidance is intended for use by non-governmental organizations (NGOs) and is not necessarily applicable to public international organizations (PIOs). It seeks to broadly articulate USAID/BHA's specific programmatic priorities for the Syria response so that NGO applicants can submit relevant concept papers and applications that align with USAID/BHA's strategic interests. The technical examples provided in the document are suggestions, but not a complete list, of what USAID/BHA may fund. In the spirit of partnership, USAID/BHA invites applicants to present innovative and original solutions for meeting humanitarian needs that may not be presented in this document.

This document should be used in conjunction with the [BHA Emergency Application Guidelines \(EAGs\)](#), which cover all of the overarching policies and technical parameters to which applicants must adhere globally when seeking USAID/BHA funding. The information below expands on the EAGs by addressing specific contextual challenges and priorities related to the Syria crisis. Please note that this supplemental guidance only applies to applications for programs inside Syria, not for programs designed to meet the needs of Syrian refugees in the region.

2. USAID/BHA FY 2022 Approach in Syria

The points below are generally applicable to USAID/BHA-supported programming across all sectors:

- **Multi-Sectoral Integration:** Where feasible and appropriate, USAID/BHA prefers that applicants integrate activities across sectors to holistically reach those most in need, as is appropriate for the proposed area(s) of operations. Opportunities for integration are suggested throughout this document, but are not exhaustive. Applicants should also demonstrate their competencies in implementing activities in each sector proposed.
- **Harmonization and Coordination:** Applicants should ensure that their activities are aligned with both USAID/BHA and available cluster/working group guidance for their proposed region(s) of intervention. Applicants should provide strong justification for activities that fall out of line with this guidance, if applicable. Additionally, USAID/BHA expects applicants to participate actively in all relevant coordination bodies, and to coordinate regularly with other humanitarian stakeholders.

- **Beneficiary Transfer Ratio:** USAID/BHA asks applicants who are proposing either direct transfers of commodities or the provision of cash and voucher assistance (CVA)—whether one-off or recurrent—to ensure that the majority of the budget for these activities is transferred to beneficiaries. This is to ensure the efficient use of funds and to maximize beneficiary reach. The proposed transfer ratio should incorporate the total cash, voucher, or monetary value of the assistance provided, or the total market value of in-kind commodities distributed, inclusive of import costs, where applicable. This figure should be calculated separately for each direct transfer assistance modality and included in the budget narrative.¹ Applications proposing transfer interventions with a ratio of less than 50 percent of related costs transferred to the beneficiary will be more closely scrutinized. Accordingly, applicants will be expected to provide strong justification.
- **Flexible Programming:** USAID/BHA prefers applicants who have the flexibility to shift between modalities and sectors across all activities, if needed, in response to changes in operating context(s) and population displacement.² For service-based activities, this may include information on the applicant’s ability to shift to remote implementation. USAID/BHA also encourages applicants to list proposed geographic areas of intervention as broadly as possible (e.g., northwest Syria), so that changes in humanitarian needs and newly identified gaps can easily be accommodated.
- **Early Recovery Lens:** USAID/BHA recognizes that early recovery needs have significantly increased over the past year. To the extent possible, and where appropriate, applicants are encouraged to design and implement programs in every sector using an “early recovery lens,” which, among other elements, emphasizes promoting access to longer-term, more sustainable services; multi-sectoral integration; and bottom-up, beneficiary-centered approaches. USAID/BHA encourages applicants to coordinate with relevant sectoral coordinators, and especially the Early Recovery & Livelihoods (ERL) Cluster, to design interventions that support and sustain early recovery.
- **Evidence-Based Approach:** USAID/BHA expects all proposed programs to be designed and implemented using strong evidence, with choices informed by information triangulated from multiple sources (e.g. needs and vulnerability assessments, data on local cultural preferences, price monitoring, anthropometric data, agronomic trends, etc.). For example, for livelihoods and bakery activities, USAID/BHA expects to see how the collection of evidence will be used to substantiate activity results, ensure effective use of USAID funds, and increase the applicant’s and the humanitarian community’s knowledge base.

¹ Consistent with USAID/BHA’s preference for integrated programming, costs to deliver other services or intangible goods will not count towards this ratio.

² Please note that while USAID/BHA encourages applicants to incorporate modality flexibility within their applications, USAID/BHA does not allow for some restricted goods to be obtained or purchased via CVA. For more information, please refer to the [EAGs](#).

- **Gender, Age, and Social Inclusion (GASI):** USAID/BHA expects applicants to tailor proposed interventions to the capacities, needs, and interests of women, men, girls, and boys, as well as diverse and marginalized groups (e.g. youth, older persons, persons living with disabilities [PLWD], ethnic and religious minorities, lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) persons, and others).³ In particular, given the prevalence of PLWD in the Syrian context, USAID/BHA prioritizes applications that comprehensively address this population’s unique needs. Applications should meaningfully address the various barriers that PLWD are facing and ensure that they are equally reached with and benefit from humanitarian assistance, with robust protection measures in place. Applicants are expected to clearly state what analysis, methods, and tools they will use to monitor and evaluate GASI.
- **Safe Programming:** USAID/BHA will prioritize applications that demonstrate meaningful adherence to safe programming principles across all proposed sector interventions, as outlined in the [EAGs](#). All applications should clearly articulate how programs will be made accessible to vulnerable populations, and particularly those whose movement and access to assistance is restricted (e.g. women, adolescent girls, older persons, and PLWD). They should also explain how risks of gender-based violence (GBV) and other forms of violence, abuse, and exploitation will be mitigated. Applicants must identify clear, defined procedures for assessing and mitigating potential protection risks, including protocols and focal points for promoting accountability to beneficiaries. All applicants are encouraged to include safe programming awareness-raising and capacity-building activities in all sector interventions. USAID/BHA asks all applicants to demonstrate that they have taken into consideration gender equality and the unique needs of other marginalized populations in all stages of the humanitarian program cycle. Applicants should also show that they have factored mitigation of macro-level protection issues—such as lack/loss of civil documentation or housing, land, and property (HLP) considerations—into program design.
- **Protection from Sexual Exploitation and Abuse (PSEA):** USAID/BHA requires applicants to conduct rigorous analysis of the risks and factors that may contribute to the occurrence of sexual exploitation and abuse across all proposed sectors and activities. Applicants should demonstrate that they have procedures in place to prevent, mitigate, compassionately respond to, report on, and —if committed by partner staff—punish those who commit exploitation and abuse. In particular, applicants are encouraged to proactively consult with women and girls within target communities to identify key SEA risks and appropriate enhanced protection and beneficiary safety measures to combat them. Applicants are encouraged to view the operating

³ USAID/BHA does not currently require partners to mainstream LGBTQIA+ inclusion across programming as a cross-cutting issue. However, USAID/BHA encourages partners to consider all aspects of social inclusion and the impacts of overlapping vulnerabilities that may include a focus on LGBTQIA+ persons. USAID/BHA supports safe and inclusive programming and encourages implementing partners, when feasible and appropriate, to ensure that the capacities and interests of LGBTQIA+ persons impacted by humanitarian crises are integrated in program design, development, implementation, and evaluation.

environment in Syria as being highly permissive to the occurrence of SEA, and are therefore recommended to utilize enhanced PSEA measures. USAID/BHA asks applicants to focus on the mitigation of abuse and exploitation before it occurs.⁴

- **Accountability to Affected Populations (AAP):** USAID/BHA prioritizes programs that are designed with the active participation of targeted communities, are based on the fair application of vulnerability criteria, ensure that marginalized populations have equitable access to assistance and redress, and have the ability to adapt to beneficiary feedback. Applicants should demonstrate that they have effective policies, procedures, and mechanisms in place to promote AAP. In doing so, applicants should provide information on how they will engage with target populations, promote aid transparency, and collect and sufficiently respond to beneficiary complaints and feedback. USAID/BHA asks applicants to clearly articulate their methods and systems for conducting vulnerability analyses, safe and accountable beneficiary selection, retargeting, and post-distribution monitoring. Applicants should incorporate both passive and active methods of soliciting beneficiary feedback into their proposed interventions and articulate how they will be accountable to collected information.
- **COVID-19 Response:** USAID/BHA expects applicants to indicate how they have adapted their proposed interventions to mitigate and respond to risks associated with the COVID-19 pandemic, particularly in service delivery and transfers/distributions to beneficiaries. All applications including COVID-19 response activities should follow the latest USAID/BHA [Guidance for COVID-19 Applications](#), as published on the [USAID/BHA Emergency Applications “Partner with Us” resource page](#).
- **Duty of Care:** USAID/BHA requires applicants to incorporate duty of care provisions into their applications to allow for a swift response to acute staff needs during and after hostilities. USAID/BHA supports duty of care packages for prime awardees and sub-partners that align with the Syria INGO Regional Forum (SIRF)’s 2019 standards, at minimum. Applicants should include a copy of their duty of care policies in their applications, while also meaningfully incorporating associated line items within submitted budget documents.
- **Capacity Building:** USAID/BHA requests applicants proposing to work with local partners to submit capacity building plans, partnership policies, and/or any other supporting documentation detailing the steps that will be taken to further sub-partners’ organizational development and functional capabilities throughout the life of the

⁴ Note that applicants must provide 1) a code of conduct (CoC) that include PSEA or PSEA policy that is in line with the six principles outlined by the Interagency Standing Committee Task Force on PSEA in humanitarian crises and 2) an implementation plan that outlines how the applicant will train employees on the CoC or PSEA policy; details how they will communicate the PSEA policy and systems for reporting to beneficiaries and affected communities; describes what systems are in place to prevent, detect, and respond to allegations and instances of SEA; and explains how these systems are safe, accessible, confidential and survivor-centered. Applicants should inform USAID/BHA of what measures they have in place to respect survivors’ safety, dignity, and wishes to inform applicants’ responses to any SEA incident or issue that is escalated.

program. Applicants should budget for and hire at least one full-time staff member dedicated to supporting partnership and capacity building efforts; these focal points should be clearly indicated in the detailed budget and budget narrative. USAID/BHA is also supportive of the inclusion of dedicated funds to support capacity building efforts, as well as overhead costs for sub-partners in budget requests.

- **Equitable Local Partnerships:** USAID/BHA encourages applicants proposing to work with local partners to actively involve them in the design of and budgeting for applications submitted to USAID/BHA for funding consideration. USAID/BHA strongly prefers applications developed with strong consideration to equitable partnership principles. Applicants are encouraged to demonstrate how local partners have been or will be involved in the conceptualization, design, planning, and management of the proposed intervention.

3. Key Focus Areas by Sector

This document includes specific guidance for the USAID/BHA sectors of Food Assistance, Health, Shelter and Settlements (S&S), Water, Sanitation, and Hygiene (WASH), Agriculture, Economic Recovery and Market Systems (ERMS), Multi-Purpose Cash Assistance (MPCA), Nutrition, and Protection. USAID/BHA recognizes the importance of addressing the full spectrum of humanitarian needs in a holistic and integrated manner, and remains fully committed to a needs-based humanitarian response.

The sectors included in this document do not constitute an exhaustive list of planned USAID/BHA-supported sectors in Syria for FY 2022. The ordering is also not indicative of BHA's sector prioritization. Where substantiated by needs assessments, USAID/BHA will also consider applications for programming in other sectors, provided they follow [EAG guidance](#).

Food Assistance

- **Rapid emergency response:** USAID/BHA will prioritize food assistance applications that meet acute humanitarian needs for populations facing rapid-onset food insecurity due to sudden shocks, such as conflict, displacement, and climate-related shocks. USAID/BHA encourages applicants to utilize flexible approaches that allow for transitioning between emergency response food assistance modalities, including in-kind ready-to-eat rations (RTEs), food vouchers, and cash transfers, as is appropriate based on context, market functionality, and needs. Rapid responses should align with Food Security and Livelihoods (FSL) Cluster and Cash Based Working Group (CBWG) guidance. Applicants should also include clearly defined strategies for transitioning beneficiaries from first-line rapid emergency response interventions to second-line responses for food assistance via enhanced coordination and referrals, graduation to monthly food assistance, and/or use of other measures that build beneficiaries' socioeconomic resilience.
- **Monthly food assistance:** USAID/BHA will prioritize applications for monthly food assistance through the modality most appropriate to local contexts, markets, and needs.

Such modalities include locally, regionally, and internationally procured (LRIP) in-kind food baskets and CVA targeted to meet the needs of food-insecure households. While USAID/BHA is supportive of a multi-modality approach to enhance programmatic flexibility, BHA supports the continued transition from in-kind to CVA in support of local markets and to better meet specific household needs.

USAID/BHA expects applicants to provide a minimum of eight months of regular assistance to the same food-insecure households over a 12-month period, as recommended by the FSL Cluster. For all modalities, approaches that enhance multi-sectoral programmatic integration are highly encouraged, particularly those that link food security with positive outcomes in the nutrition and livelihoods sectors. In line with the FSL Cluster's recommended three-line response, USAID/BHA also encourages applicants to create linkages between food security and livelihoods programs where possible. Chosen modalities should be shown to be the most appropriate, based on the [USAID Modality Decision Tool for Humanitarian Assistance](#). Applicants must undertake 100 percent beneficiary verification for recurrent assistance activities.⁵

LRIP: All applicants proposing LRIP of in-kind food commodities must demonstrate organizational capacity in procuring, packaging, transporting, and delivering food baskets within the Syrian context. Applicants must take steps to ensure food safety and quality control. Any applicant proposing to distribute in-kind food baskets must also demonstrate competency in conducting nutritional content analysis according to globally recognized standards and FSL sector guidance. Supplemental Guidance Annex I includes further guidance on USAID/BHA's LRIP policy.

CVA: Applicants proposing CVA to meet food needs should submit their standard operating procedures (SOPs) and market-based analysis justifying the appropriateness of CVA for the intervention, bearing in mind the economic crisis, inflation, and currency volatility. Applicants must demonstrate proven experience in successfully implementing CVA programs in Syria or similar remote management environments. Please detail the complete chain of custody, including voucher control, following redemption by the beneficiary, as relevant. USAID/BHA will also fund and encourages MPCA interventions where they are shown to be the most effective modality for meeting needs across sectors. Please refer to the MPCA section for further guidance.

- **Bakery interventions:** USAID/BHA will support market-based bakery and bread value chain interventions to increase bread supply and provide access to bread at a subsidized price. Primary activities under this objective include provision of locally or regionally procured flour and yeast to bakeries and financing for maintenance, minor repair, and limited rehabilitation of bakeries and mills, where appropriate. USAID/BHA will allow for the provision of up to 50 percent of an existing bakery's flour inputs, and will not support the establishment of new bakeries. To reduce the potential for dependence on USAID/BHA

⁵ This is not required for one-off assistance interventions.

inputs, such as flour and yeast, USAID/BHA requires an exit strategy for all bakery programs and strongly encourages integration with other sectors, such as agriculture and nutrition.

Applicants proposing bakery interventions should provide information on their bakery selection criteria, such as catchment population details, current bakery production (including other sources of flour), total production capacity, storage capacity, power supply, and an analysis of chosen bakeries' economic viability. Evidence of impacts from previous bakery activities, where applicable, is also encouraged. Applicants should develop agreements or contracts with bakeries that clearly articulate the conditions of assistance and how bread prices will be determined and adjusted throughout the course of program implementation. To ensure greater sustainability, USAID/BHA prefers bakery owner reinvestment into bakeries and, where feasible, for applicants to demonstrate a reduced reliance on their flour and yeast contributions over time.

USAID/BHA-supported humanitarian flour-to-bakery programs should be distinct from stabilization-based bakery interventions through a design that prioritizes identified food needs for vulnerable, conflict-affected communities. They should also serve as a complement to concurrent household food assistance activities.

- **Supplemental Nutrition Assistance:** In conjunction with monthly food assistance packages, USAID/BHA will consider applications that include supplemental nutrition assistance to improve the dietary adequacy of specific groups who have outsized nutrient requirements or nutritional risks compared to the average household member. This includes children under five, pregnant and lactating women (PLW), the elderly, PLWD, and others who are at risk of nutritional deficiencies. USAID/BHA will prioritize top-ups of fresh, nutritious foods through the most appropriate modality, whether in-kind, cash-based, or voucher-based. Supplemental nutrition assistance activities should be aligned with FSL Cluster guidance. All applicants proposing cash- and voucher-based supplementary nutrition assistance must provide standard operating procedures and demonstrate engagement with the relevant cash-based response coordination group in the operational area. Integration of nutrition screening, referral, counseling, and behavior change communication is also highly encouraged. Please see the nutrition section below for further guidance.

Health

USAID/BHA will prioritize support for the provision of assistance under the basic primary health care activities, higher level care, and pharmaceuticals and medical commodities (PMC) sub-sectors. This includes, but is not limited to, support for emergency and inpatient care, the provision of sexual and reproductive health (SRH) services, the prevention and treatment of communicable diseases, non-communicable disease interventions, the provision of mental health and psychosocial support services (MHPSS), and community-based health interventions implemented by community health workers (CHWs). USAID/BHA is supportive of both static and mobile modalities of health service provision to provide primary care and emergency basic health and trauma care, as is appropriate for the context and target population.

Applicants should note that while USAID/BHA is generally supportive of health facility rehabilitations, they should not be proposed as standalone activities. USAID/BHA is supportive of rehabilitations that are required to safely and effectively carry out health service delivery and/or where they are critical to maintaining health referral networks. USAID/BHA is also not supportive of applications proposing standalone procurements of PMC. Procurements of PMC must be made in support of proposed health activities and in alignment with the [USAID/BHA Pharmaceutical Guidance](#).

Additionally, USAID/BHA is supportive of applications proposing integrated and appropriately targeted MHPSS responses that are clearly linked to psychosocial support programs outlined under USAID/BHA's protection sector. Throughout the pandemic, USAID/BHA anticipates that all health sector applications will include adaptations and integrated response to COVID-19. Applications including COVID-19 response activities should follow the latest USAID/BHA [Guidance for COVID-19 Applications](#), as published on the [USAID/BHA Emergency Applications "Partner with Us" Resource](#) page.

S&S

USAID/BHA will continue to support a variety of shelter modalities (e.g., the provision of emergency shelter kits, light rehabilitation, and repairs) as appropriate and aligned with minimum SPHERE standards to provide an adequately covered living space for the most vulnerable internally displaced people (IDPs), returnees, and other vulnerable populations lacking adequate shelter. Given the protracted nature of the crisis, USAID/BHA welcomes applications that propose more transitional shelter solutions, such as light rehabilitation of collective centers, household-level shelter repairs, and the installation of sturdier temporary or semi-permanent shelter solutions in lieu of tents.

Applications should demonstrate thorough consideration of coverage gaps and HLP issues while also showing evidence that the intervention has been coordinated with relevant bodies, such as Shelter/Non-Food Items (SNFI) and/or Camp Coordination and Camp Management (CCCM) clusters and working groups. Shelter solutions targeting informal settlements or camp settings must include broader settlement considerations to ensure access to basic services; proposed interventions should also include site improvements to mitigate the impacts of natural hazards and to address safety and protection concerns. USAID/BHA supports the provision of emergency shelter kits for recently displaced populations, where relevant coordination bodies indicate there is an unmet need.

USAID/BHA encourages the integration of WASH, health, and other services with shelter interventions for a settlements-based approach. USAID/BHA is also supportive of CVA for shelter and settlement needs that builds on beneficiaries' skills, increases their access to livelihoods, and reinvigorates local economies, all the while improving household shelter outcomes. For these interventions, applicants should demonstrate their ability to provide appropriate technical oversight, support, and training to prevent harm. Note that USAID/BHA will consider applications for the installation of tents only insofar as they are temporary, last-resort interventions.

- **Winterization:** USAID/BHA’s approach to winterization activities will vary by region, and USAID/BHA encourages advanced planning by partners. USAID/BHA will prioritize a largely CVA-based winterization response with support to tent insulation activities, resources for heating, and other activities in line with regional cluster and working group winterization guidance. Applicants proposing to distribute non-food items from Turkey into northwest Syria will be expected to coordinate with USAID/BHA’s single-source procurement provider at the start of the award. However, USAID/BHA will consider requests from applicants to independently procure items on a case-by-case basis.

WASH

USAID/BHA welcomes applications employing a mixture of modalities to ensure access to basic services for the most vulnerable populations and to address new emergency WASH needs as they arise. Preferred WASH interventions are those designed with consideration of public health risks and impacts, with robust systems for quality control in line with WASH Cluster or working group standards, and with mind to sustainability. Examples of supported activities include limited rehabilitation of critical, conflict-damaged WASH infrastructure (e.g. community-level water network or sewage systems), the supply of spare parts for their maintenance and repair, and the establishment of committees of community water users to support operations and maintenance. Additionally, USAID/BHA encourages meaningful integration of WASH rehabilitation activities with food security, health, nutrition, and shelter interventions.

USAID/BHA is supportive of applicants who can demonstrate the capacity to adapt to any impact a reduction in water availability will have on the most vulnerable populations. Priority will be given to applications that propose the most cost-effective options that account for impacts on other sectors—particularly public health—and demonstrate consideration to economies of scale. For example, applications including water trucking must include strong justification for why other modalities are not being proposed and include an exit strategy. Applications including WASH-based COVID-19 response activities should follow the latest [USAID/BHA Guidance for COVID-19 Applications](#), published on the [USAID/BHA Emergency Applications “Partner with Us” Resource](#) page.

USAID/BHA encourages the use of CVA to meet WASH needs—particularly hygiene—where markets are functioning and CVA is shown to be the most appropriate modality. For example, a potential intervention may include the provision of WASH CVA for households to purchase essential hygiene supplies or water from local markets. USAID/BHA is supportive of applications with WASH response mechanisms to quickly assess and respond to WASH response gaps across a range of scenarios and contexts and through the use of multiple modalities. Applications for WASH rehabilitation projects should address the requirements outlined in the [WASH Design and BoQ Guidance](#).

Agriculture

USAID/BHA plans to help improve agricultural livelihoods in Syria by supporting local food availability; livestock rearing; irrigation; and the self-reliance of smallholder farmers, host communities, and IDPs. USAID/BHA will prioritize applications that include efforts to restore and strengthen agricultural livelihoods in a manner that is integrated with food assistance, nutrition, ERMS, and WASH programs where applicable. USAID/BHA also will prioritize support for key value chains, agriculture-focused cash-for-work activities, small business loan and grant strategies, and the provision of critical agricultural inputs, such as seeds, tools, animals, and/or fodder to bolster local food production.^{6 7} USAID/BHA will consider programming that addresses drought and water issues, prioritizing early warning systems and irrigation support. USAID/BHA partners may also respond to identified food needs by supporting auxiliary functions that increase food production, improve food availability, and enhance income generation. Examples of this approach include the provision of agricultural technologies; supply, maintenance, and repair of farming equipment; improving food storage capacity; food retail activities; and value-added food processing.

Agriculture activities should include a training component that addresses ecologically and culturally appropriate production techniques and sustainable natural resources management practices. Activities should demonstrate understanding of crop production and horticultural systems, market appropriateness, feasibility, and cost efficiency when selecting the method of training and input provision, as defined in the [BHA Emergency Application Guidelines - Annex A](#). Applicants should prioritize input provision that promotes and/or strengthens local systems based on a strong understanding of inputs systems, and particularly seed systems. Applicants proposing emergency agricultural livelihood interventions must also demonstrate that the areas selected for these activities are reasonably stable and are not expected to see large-scale conflict or displacement that would put programmatic assets at risk of seizure or abandonment. Furthermore, applicants should discuss the processes that they will follow to verify HLP rights before initiating agricultural livelihood activities. Where applicable, USAID/BHA recommends applicants include detailed results from previous livelihood activities implemented, including demonstration of progress over time, utilization, and effects of activities implemented.

ERMS

USAID/BHA encourages market-based interventions that improve livelihoods and critical market systems for conflict-affected populations in Syria. Supported ERMS interventions can help build household and community resilience, and/or complement other interventions, such as food assistance or shelter support. The specific ERMS interventions proposed to USAID/BHA should be appropriate to the particular context and informed by local market information and dynamics. While BHA will consider supporting market assessments, this should

⁶ Note that if applicants plan to distribute seeds, then they also must provide training in pest management.

⁷ Applicants proposing CVA for agriculture sector programs must ensure that pesticides, or pesticide-containing materials, are not obtained or purchased using this modality. Note that restricted goods, which include seeds, fertilizers, and pesticides, are subject to additional USAID requirements, such as submission of a Pesticide Evaluation and Safer Use of Action Plan (PERSUAP) or a USAID Seed Grower's Declaration of Quality. Specific requirements are laid out in the [EAGs](#). If proposing seeds, applicants should confirm whether they are chemically-treated and provide further details on their specifications.

only be after applicants have made full use of other available market and value chain assessments done in recent years. Applicants should demonstrate a clear need for additional new assessments.

Activities that seek to provide sustainable incomes (e.g. support for starting or restarting micro-enterprises or linking people to employment opportunities) or to create sustainable, system-wide benefits (e.g. supporting critical market systems or making moderate improvements to infrastructure) are preferred over shorter-term activities, such as cash-for-work. Wherever possible, partners should make use of local skills and capacities (e.g. supporting local actors to provide quality vocational training rather than directly providing it themselves). All activities should be based on a realistic perspective of local capacity to maintain assets and structures. While USAID/BHA welcomes indirect interventions that intervene at various levels of a market system, the ultimate beneficiaries of supported ERMS interventions should be vulnerable, crisis-affected households who have insufficient economic ability to meet their basic needs.

Partners proposing temporary employment (cash-for-work) should refer to the [USAID/BHA For-Work Guidance](#) when proposing specific work projects.

MPCA

USAID/BHA welcomes the use of MPCA as a means for beneficiaries to address recurring basic needs that fall across multiple humanitarian sectors. USAID/BHA also supports one-off MPCA interventions as an emergency response to new displacements or to address other urgent needs. Whether regular or one-off, applicants who propose MPCA must provide or cite market monitoring that provides evidence that cash is appropriate to meet a variety of needs.

USAID/BHA requests that applicants demonstrate their previous experience in implementing CVA interventions. Applicants must be able to point to robust monitoring systems and requisite staff capacity. Applicants who propose MPCA must provide clearly articulated standard operating procedures for CVA that include a detailed description of how tools will be deployed and how beneficiary data used to verify identity will be collected and safeguarded. USAID/BHA supports the use of digital cash delivery mechanisms in situations where they will enhance the efficiency and/or effectiveness of programs. Applications that propose pilots of new tools and methodologies will be considered and must include details on how the pilot will be evaluated. Applicants proposing pilots should also have a plan for incorporating learning into programmatic operations.

Applicants must coordinate with the CBWG and with other humanitarian actors implementing CVA programs in the area of intervention. In harmonization with the CBWG, USAID/BHA expects that transfer values will be set according to the Survival Minimum Expenditure Basket (SMEB), designed as an indicator of the cost of the minimum, culturally appropriate items that a family of five needs to survive for one month. Applicants are also encouraged to make best use of market monitoring mechanisms where these are present, and to conduct additional market monitoring as needed.

Given liquidity challenges, inflation, currency devaluation, and the overall economic situation in Syria, applicants should outline contingency plans for how challenges will be addressed to prevent or mitigate interruptions to MPCA programs.

Nutrition

USAID/BHA's priorities for nutrition activities in Syria focus on Maternal Infant and Young Child Nutrition in Emergencies (MIYCN-E), management of acute malnutrition, and supplemental nutrition assistance. Successful applicants will propose integrated nutrition activities that address the underlying causes of nutritional deficiencies and capitalize on opportunities to improve nutrition outcomes across the spectrum of nutritional needs. In particular, USAID/BHA encourages applicants to consider how nutrition-specific interventions can be integrated into activities within the health, WASH, and food assistance sectors.

Nutrition interventions that focus on the management and treatment of acute malnutrition should be closely coordinated with and between the health and nutrition clusters. USAID/BHA will support training costs for treatment centers and community nutrition workers. Applicants are encouraged to incorporate training on the family Mid-Upper Arm Circumference (MUAC) approach by community nutrition mobilizers and to provide regular follow-up, given access constraints in many operating environments. In addition, as per the USAID/BHA technical guidelines, applicants who implement Targeted Supplementary Feeding (TSFP) and/or Outpatient Therapeutic Feeding (OTP) programming are encouraged to procure buffer stocks as a contingency measure in coordination with UNICEF or WFP.

Integrated activities may include malnutrition screening and referral for wasting treatment that is conducted during health consultations or food assistance distributions, and the provision of MIYCN-E resources in maternity centers, health centers, and mobile locations where health partners are active. Integration with WASH may be achieved through joint targeting approaches, efforts to promote safe food preparation, and sanitation interventions designed to measurably reduce the prevalence of environmental enteric dysfunction. Nutrition interventions should be closely coordinated with food assistance efforts in the same operational areas by drawing referrals from food security actors, providing Supplemental Nutrition Assistance (SNA) transfers to complement existing rations, coordinating on targeting approaches, and informing agricultural planning and livelihoods approaches for both production and marketing that considers nutrition goals. USAID/BHA also encourages qualified nutrition actors to engage in social behavior change communication linked to MIYCN-E as a part of service delivery and/or distributions in other sectors.

Protection

USAID/BHA prioritizes applications for comprehensive, service-based protection programs addressing the overlapping and intersectional needs of affected populations, particularly in the areas of the prevention and response to GBV, psychosocial support services (PSS), and child

protection (CP). In particular, USAID/BHA prefers protection sector interventions that are integrated with other health sector activities, such as integrated GBV and SRH interventions.

GBV interventions centered on the provision of case management services, as well as individual and group-based PSS, community-based protection mechanisms, and the establishment of women and girls' safe spaces (WGSS) are preferred. USAID/BHA also welcomes interventions specifically addressing the PSS needs of populations facing heightened vulnerability because of gender, age, disability, sexual orientation, and/or displacement status. Child protection programs should target the most vulnerable children, including but not limited to unaccompanied and separated children, out-of-school children, and children with disabilities.

Given the prevalence of unexploded ordnance (UXO) in Syria, applicants are encouraged to consider UXO risks in program design and to incorporate explosive ordnance risk education (EORE) or individualized support to persons impacted by mines within their proposed interventions, as feasible and appropriate. Additionally, understanding the magnitude of HLP and civil documentation challenges in Syria, USAID/BHA is also broadly supportive of programming addressing these protection issues.

USAID/BHA recognizes that most protection interventions require qualified staffing to achieve results. As such, protection interventions relying on full-time paid staff, as opposed to volunteers, are strongly preferred. USAID/BHA will only consider awareness-raising and capacity-building interventions as secondary activities where they complement and support service-based programming. Applicants should also be able to demonstrate that referral networks have immediate and direct linkages to specific services. If relying upon a combination of mobile and static service delivery, applicants should ensure parity of services between modalities.

4. Submission Requirements

Risk Mitigation

USAID/BHA classifies Syria as a high-risk operating environment. Because of this classification, all applicants are also required to complete a thorough analysis of key programming risks relative to the assistance modalities proposed in applications. Areas of analysis include fraud, corruption, mismanagement, and the provision of reputational or material benefits to U.S.-sanctioned groups and other actors.

Applicants must also describe in detail appropriate measures to mitigate identified risks to the greatest extent possible. These measures must include safeguards and other processes by which the applicant will prevent USAID funding from being used in violation of U.S. sanctions. Applicants invited to submit a full application may be asked additional risk mitigation questions. Applicants may expect to receive questions on what efforts they will take to prevent the payment of taxes, fees, and tolls to U.S.-sanctioned groups or what mechanisms they have in place to safeguard financial resources, including the use of money service providers.

Please note that successful applications for programs in northwest and northeast Syria will be subject to vetting of key personnel from the prime awardee and any proposed sub-awardees. Additional information on USAID's vetting procedures in Syria can be found on USAID/BHA's ["Partner with Us" Resource Page](#). It is the applicant's responsibility to stay informed and current on all partner vetting requirements, and USAID retains the right to expand partner vetting of humanitarian programs in Syria as deemed necessary. Additionally, applicants should confirm in their applications that no USAID/BHA funds will be used for U.S. citizens to enter Syria to implement activities under the proposed program.

Third-Party Monitoring (TPM)

USAID/BHA contracts a third-party monitoring (TPM) provider to monitor the implementation of partner programs and provide additional oversight of USAID/BHA-funded awards. All awardees are subject to monitoring visits and are expected to assist and coordinate with the TPM provider by sharing distribution plans and locations in a timely manner.

Separately, all applicants are required to budget for independent third-party monitors in their applications as part of their wider risk mitigation measures. USAID/BHA's guiding principles for Syria partner-led TPM are:

- Partners should prioritize TPM site visits in areas where they do not have direct access or are implementing primarily through sub-partners.
- The TPM must be conducted by a third-party contractor. They must be external to the implementing partner's organization.
- The scope of the TPM should be limited, with a focus on output verification. Priority should be given to direct observations (e.g. distribution site visits) to determine whether activities are being implemented as planned and to receive feedback from beneficiaries.
- The TPM contractor should report to the partner on a frequent enough basis to provide useful and timely information to project management. It is recommended that they report at least one to two times per month.
- When contractors are selected for TPM, please share their names with the BHA award's Agreement Officer's Representative (AOR).
- Partners should incorporate findings from the TPM into their regular reporting, as outlined in the award.⁸

Local and Regional Procurement Guidance for Food Commodities:

As per the current BHA Emergency Application Guidelines and [USAID/BHA Functional Policy \(BHAFFP\) 20-03](#), USAID/BHA prioritizes procurement of food commodities in developing

⁸ Note that partners are not in general required to share TPM reporting with USAID/BHA. However, partners are specifically required to report identified programmatic irregularities (e.g. fraud, waste, abuse, diversion, and the like) to USAID/BHA, per the terms of their award.

countries, locally from the country of intervention if possible (in this case Syria itself), or regionally if locally is not possible (for Syria, “regionally” is defined as the continent of Asia, to include the Near East, and North Africa). Consequently, all USAID/BHA Syria food assistance partners must, absent a waiver, procure food commodities with both source and origin in Asian, Near Eastern, or North African countries listed in the “Lower Middle Income Countries and Territories” level or below on the Official Development Assistance (ODA) recipients list of the Organization for Economic Cooperation and Development (OECD) Development Assistance Committee (DAC). A commodity’s source is the country from which the seller ships the commodity; a commodity’s origin is the country in which the commodity was produced. If a commodity undergoes processing that creates a commercially recognized new commodity, which is significantly different in basic characteristics or in purpose of use (e.g., wheat flour or vegetable oil), the origin is defined as the country in which the commodity was milled/refined/processed. A list of countries allowed for procurement is appended in Annex I: USAID/BHA Source and Origin Restrictions for Food Commodities Syria. See [BHA Functional Policy 20-03](#) for further details on USAID/BHA’s policy on source and origin.

5. **Application and Submission Guidance**

This guidance is intended to be supplementary to the Application and Submission requirements found in the [BHA Emergency Application Guidelines](#)⁹.

Concept paper submission: Applicants are strongly encouraged to discuss concept papers and their submission with USAID/BHA Syria Disaster Assistance Response Team (DART) field staff (based in Turkey and Jordan) prior to official submission. As per the USAID/BHA Emergency Application Guidelines, concept papers should be submitted online via the BHA Application and Award Management Portal (AAMP). While USAID/BHA accepts concept notes on a rolling basis, concept notes received by February 1, 2022 will be prioritized for review based on funding availability.

To access AAMP, please go to the [USAID/BHA Partner with Us page](#), and click on the “Concept Papers/Applications” button. For AAMP assistance, contact the team at bha.aamp@usaid.gov. All applicants, including those applying for a funded modification to an existing USAID/BHA-supported emergency project, must upload a concept paper to AAMP for consideration. All documents should be submitted in accordance with the format detailed in the [EAGs](#). Concept papers should not exceed five pages, excluding annexes. Please delineate submitted budget documentation by both USAID/BHA sector and region of implementation.

Application submission: USAID/BHA will directly request selected applicants to upload applications to AAMP. If invited to submit an application, applicants should then submit the application to AAMP for review. Please delineate submitted budgets by both sector and region

⁹ Applicants should review and follow all relevant sector guidance (including the Structures keyword, as applicable) for any infrastructure repair or rehabilitation activities. This will include submitting Bills of Quantity (BOQs) and illustrative construction diagrams.

of implementation. *Applicants are not advised to submit applications to AAMP unless specifically requested to.*

USAID/BHA will make funding decisions by mid-calendar year, subject to the availability of funding. Please note that there is no established time limit or approval deadline associated with the application review process; USAID/BHA will make award decisions as quickly as possible, informing applicants of funding decisions and providing further instructions and submission deadlines throughout the spring and summer seasons. Additionally, USAID/BHA reserves the right to fund no part, or only parts, of individual applications received.

Guidance for new applicants: New U.S. and non-U.S. applicants can find guidance on applying for USAID/BHA funding in the [EAGs](#). Please refer to section 8.1 for guidance specific to organizations that have never received direct funding from either USAID or from the U.S. government more generally.

Successful applicants may be requested to undergo a pre-award survey once they have received notice that their submissions have been selected for funding. USAID/BHA is required to conduct a pre-award survey prior to funding an organization that has 1) never been a recipient of a USAID grant, cooperative agreement, or contract or 2) not received an award from any federal U.S. government agency within the last five years. For more information regarding the requirements of the pre-award survey process, please refer to the following resources in addition to the EAGs:

- [2 CFR § 200.206](#): Federal awarding agency review of risk posed by applicants;
- [ADS 303.3.8](#): Pre-award certifications, assurances, representations, and other statements of the recipient and pre-award terms;
- [ADS 303.3.9](#): Pre-award risk assessment
- [ADS 303.3.9.1](#): Pre-award surveys
- [ADS Reference 303SAM](#): Non-U.S. organization pre-award survey guidelines and support; and
- [ADS Chapter 59I](#): Financial audits of USAID contractors, recipients, and host government entities.
- [ADS Reference 59I maa](#): USAID financial audit guide for foreign organizations.

Applicants should note that the pre-award survey process may be several months in duration from initiation to completion. The pre-award survey also may not immediately be initiated upon notification of funding selection. Applicants are advised to plan against this timeline accordingly; USAID/BHA Syria DART field staff will work closely with successful applicants to navigate this process.

ANNEX I. USAID/BHA Source and Origin Restrictions for Food Commodities in Syria

USAID/BHA restrictions on source and origin requirements for food commodities apply for local and regional food procurement in Syria. Although the following guidance is tailored to the Syria crisis response, it is derived from [BHA Functional Policy 20-03](#).

Definitions

Source: A commodity's source is the country from which a commodity is shipped by the supplier.

Origin: A commodity's origin is the country in which it was grown or produced. If a commodity undergoes processing which creates a commercially recognized new commodity that is significantly different in basic characteristics or in purpose of use (e.g. wheat flour or vegetable oil), the origin is defined as the country in which the commodity was milled/refined/processed.

Per the above, wheat flour has different characteristics from and is used differently than wheat grain. Therefore, the action of producing wheat flour produces a new commodity.

Restrictions

Food commodities procured for USAID/BHA programs must comply with both of the following sets of restrictions.

Geographic Restrictions: Food commodities must be sourced and originate either from within the country in which they will be used (e.g. locally, i.e. Syria) or in a country that is within the same continent (e.g. regionally—in this case, Asia, the Near East, and North Africa). For the purposes of the Syria regional response, USAID/BHA considers North Africa to be regional. Commodities that are not sourced and produced within Asia, the Near East, and North Africa (e.g. international procurements) will generally not be allowed under Syria awards in the absence of a waiver. However, for international procurement, a waiver is not required as long as the country is Lower-Middle Income, a Least Developed Country, or Other Lower-Income Country, with the exception of India, West Bank/Gaza, and Nicaragua.

Developing Country Restrictions: USAID/BHA prioritizes food commodity procurement with International Disaster Assistance (IDA) funding in developing countries. In addition to regional requirements, commodities must also have source and origin in countries that are listed at the “Lower Middle Income Countries and Territories” level or below on the Organization for Economic Cooperation and Development (OECD) Development Assistance Committee (DAC) List of Official Development Assistance (ODA) Recipients available here: <http://www.oecd.org/dac/stats/daclist.htm>. Procuring from “Upper Middle Income Countries”, whether regional or international, requires strong justification and a waiver.

Waiver

If for any reason a project cannot be implemented under these restrictions or would have to be

delayed at the expense of providing urgent life-saving assistance to vulnerable crisis-affected households, please notify the AOR for your award in writing as soon as possible to request a waiver.

Note that the waiver request will require a management review within USAID/BHA. Please provide the following documents to request a waiver:

1. An itemized list of commodity type, quantity, and intended source and origin locations.
2. A clear justification documenting why the commodities cannot reasonably be procured in a way that would meet operational needs under USAID/BHA's policy restrictions. Supporting details might include insufficient availability on local/regional markets, inability of local production to meet quality requirements, purchase of commodity mixes from vendors that might at some time include commodities from non-allowed countries and for which disaggregation would not be possible or would disrupt supply chains for timely provision of emergency assistance, or exorbitant discrepancy in cost.

Below is a list of countries that are allowable for procurement within the USAID/BHA procurement policy as of December 2021. Please consult the latest [OECD list](#) and apply the restrictions prior to every procurement, as the OECD list does change.

Local Procurement

1. Syrian Arab Republic

Regional Procurement (Asia, Near East, and North Africa)

2. Afghanistan
3. Bangladesh
4. Bhutan
5. Cambodia
6. Egypt
7. Iraq
8. Indonesia
9. Jordan
10. Kyrgyzstan
11. Lao People's Democratic Republic
12. Lebanon
13. Mongolia
14. Morocco
15. Myanmar
16. Nepal
17. Pakistan
18. Philippines
19. Sudan
20. Sri Lanka
21. Tajikistan
22. Tunisia

23. Turkey
24. Uzbekistan
25. Vietnam
26. Yemen