

## SANREM CRSP Technical Assistance Program Guidelines

The Sustainable Agriculture and Natural Resource Management (SANREM) CRSP Leader with Associates (LWA) cooperative agreement is designed to allow the SANREM CRSP to quickly respond to Mission needs through the Associate Award mechanism. This mechanism provides maximum flexibility to USAID Missions, Bureaus, and Offices to quickly initiate, design, and manage topic, country, and region-specific activities through the SANREM CRSP without lengthy competitive awards processes. The LWA mechanism follows the guidelines of Contract Information Bulletin 99-10 Leader/Associate Assistance Instruments (May 14, 1999).

In addition to the Associate Award mechanism, the SANREM CRSP has a **Technical Assistance Program** of \$50,000 per year to provide quick direct technical assistance to Missions through SANREM CRSP core funding. The technical assistance provided must be consistent with the general program description of the SANREM CRSP Leader award, which covers most aspects of agriculture, natural resources management, water resources management, and ecosystems management, and environmentally sound development. The SANREM CRSP's USAID Agreement Officer's Technical Representative (AOTR) determines whether the proposed technical assistance activity is consistent with the SANREM CRSP mandate.

Technical assistance activities are short-term in nature and typically involve the SANREM CRSP putting together a team of experts for a quick assessment of a development problem and then developing an action plan or recommendations to solve the problem. The technical assistance funding is most commonly used to cover the travel expenses and time of the experts. Recipients of technical assistance funding are expected to provide matching funds for the technical assistance activity but this is negotiable. USAID match can also be used for subsequent implementation of the technical assistance activity recommendations. The maximum amount of a technical assistance activity award is \$50,000, but awards are more typically in the range of \$20,000 to \$30,000.

The procedure for a USAID Mission, Bureau or Office to request technical assistance is as follows:

1. A USAID Mission, Bureau or Office submits a request for technical assistance from SANREM to the SANREM AOTR and/or SANREM Program Director. The AOTR evaluates the technical fit with the SANREM CRSP and determines whether SANREM is an appropriate mechanism for the task at hand. The request should specify the:
  - a. Problem
  - b. Nature of the proposed activity
  - c. Expected results
  - d. Required timelineThe SANREM AOTR is Harry Rea, USAID/EGAT/AG, [HRea@USAID.GOV](mailto:HRea@USAID.GOV).
2. If the AOTR approves the technical fit with SANREM, the SANREM CRSP Program Director is contacted directly to clarify/elaborate a Statement of Work (SOW) and budgets (SANREM and USAID Mission, Bureau or Office contributions) for the technical assistance activity.
3. The SANREM CRSP makes a decision as to whether the proposed activity is technically and financially appropriate. If not, the applicant is notified that the technical assistance activity as proposed is not possible, the reasons for the decision, and possible alternative implementation mechanisms.
4. If the request for technical assistance is approved, the SANREM Management Entity (ME) in collaboration with the USAID Mission, Bureau or Office develops a final SOW and budget, to which the Mission, Bureau or Office and the SANREM AOTR and ME must all agree to.
5. The SANREM ME identifies appropriate expertise and mobilizes a team to carry out the SOW.
6. The SOW is implemented and a final report is submitted to the requesting USAID Mission, Bureau or Office.