

groups and individuals sanctioned by the U.S. Government (USG) and limited ability of USAID/OFDA personnel to directly monitor program implementation. USAID/OFDA will review its global portfolio at a minimum annually to determine where these conditions make it necessary for applicants to provide additional information regarding programmatic safeguards and risk mitigation strategies.

The requirements for additional information addressed in the document titled [USAID/OFDA Required Risk Mitigation for High-Risk Environments](#) on the [Resources](#) page regarding risk assessment and mitigation measures vis-à-vis groups and individuals sanctioned by the USG apply to all proposals for the geographic areas listed in the annex. Applicants should consult this annex to determine whether they must submit risk assessment and mitigation information with their proposal.

Proposals for USAID/OFDA funding in the geographic areas listed in the annex, and any other areas where applicants believe heightened risks exist, must include the information described in the risk mitigation guidance in one or more annexes of your proposal.

## ***W. Logistics Requirements***

All partners managing commodities in any sector must submit information regarding logistics operations. Even in fluid disaster contexts, USAID/OFDA partners must plan to the extent practicable for supply chain management, including procurement, transport, and warehousing of commodities. USAID/OFDA recognizes that in sudden-onset emergencies several aspects of supply chain planning may not be fully known at the time of proposal submission. In these cases, USAID/OFDA requires partners to provide as many details as available during the proposal submission, and to clearly note what information is unknown.

USAID/OFDA recognizes that partners develop documents addressing logistics and procurement plans in varying formats. USAID/OFDA does not require a specific format for any of the requirements below, **so long as they include the information requested**. However, USAID/OFDA requests that specific elements be included in the submission, based on the type of activity, as detailed below.

For the guidance in this section, commodities are defined as any materials purchased and directly benefiting or distributed to beneficiaries as part of the project implementation. The below requirements are applicable to proposals submitted under all sectors that include procurement, warehousing, or transport of commodities, excluding pharmaceuticals, other medical commodities, and other restricted commodities. Procurement, transport, storage and/or distribution of USAID-restricted goods must follow the applicable USAID regulations, which are described in the Restricted Goods section.

1. If you plan to use USAID/OFDA funds for procurement, storage, or transport, of commodities, provide a brief (one page or less) description of logistics/operational structures. Include logistics teams, offices, warehouses, and transport relevant to achieving goals of this project.

2. If you plan to use USAID/OFDA funds in excess of \$50,000 for procurement of commodities, provide:
  - a. A procurement plan in your format including:
    - i. List of commodities planned for procurement, including unit description, cost per unit and cost per kit;
    - ii. Planned location of procurement (international, national, local);
    - iii. Timeframe when ready for distribution;
    - iv. Quality control processes and concerns, specifying whether third-party inspection or other methods of quality control will be used to ensure that the commodities received match the original specifications; and
    - v. If commodities are imported, steps taken to facilitate import and anticipated issues with importation.
  - b. A current procurement policy that is applicable in the country of operation. This includes the bidding policy, selection of vendors, basic details for vendor selection, and the process for approving any deviations from such policies. If your organization intends to deviate from its standard organizational procurement practices for procurements under the proposed award, the proposal package must outline the procurement policies that will be applied.
  - c. A transport plan detailing how the commodities will be transported from vendor to warehouse and/or distribution sites. The transport plan must include a risk mitigation statement to detail how risks, such as: accidents, damage, diversion and theft of goods will be mitigated.
3. If you plan to store commodities in support of USAID/OFDA funded projects(s):
  - a. You must submit a storage plan (number of warehouses, storage space required) detailing the adequacy of storage facilities and capacity and how you will keep commodities secure until they are distributed.
  - b. You must confirm the presence of a warehouse management policy applicable in the country of operation. USAID/OFDA requires you to submit your current warehouse management policy.
4. You must provide details of the fleet vehicles including cars, trucks, scooters, motorcycles, boats, and aircraft or generators, demonstrating they are sufficient to support the project:
  - a. List of vehicles in fleet transferred onto this project (if applicable) including number, type, make, and model.
  - b. List of vehicles in fleet (type, make, and model) planned for purchase or rent in the current proposal.
  - c. If this information is available at the time of submission, specify how you plan to use fleet vehicles and generators purchased/transferred onto this project once the project concludes.
5. If you plan to purchase fleet vehicle(s) including cars, trucks, scooters, motorcycles, boats, and aircraft or generators with USAID/OFDA funds or request USAID/OFDA funds to rent or maintain a vehicle fleet:
  - a. You must submit a management plan that includes service/maintenance of USAID/OFDA funded-vehicles and generators, or of rented vehicles and generators, if your organization is responsible for maintaining them.
  - b. You must submit your current fleet management policy that is applicable in the country of operation.