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Subject: USAID/Pakistan Request for Applications (RFA) # 391-12-000002
Conflict Victims Support Program in Khyber-Pakhtunkhwa (KP) and
Federally Administered Tribal Areas (FATA)

The United States Agency for International Development (USAID), through the Office of Acquisition & Assistance in Pakistan is seeking applications from qualified U.S. and Non-U.S. Non-Governmental Organizations (NGOs) for a Cooperative Agreement to fund a program entitled “Conflict Victims’ Support Program”. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations, and the Mandatory Standard Provision “Allowable Costs (APR 2011) for public international organizations), may be paid under the cooperative agreement.

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish in indirect cost rate.

Subject to the availability of funds, USAID intends to provide approximately \$25,000,000 in total USAID funding to be allocated over a three (3) year period, starting o/a June, 2012. Due to the nature of the program, USAID anticipates that at least 60 percent out of the total budget will be proposed as a direct assistance to conflict victims. USAID reserves the right to determine the resulting level of funding for the award. One award is anticipated as a result of this RFA, although USAID reserves the right to fund any or none of the applications submitted.

Eligible organizations interested in submitting an application are encouraged to read this RFA thoroughly to understand the type of program sought and the application submission and evaluation process. USAID encourages applications from potential new partners.

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this Grants.gov opportunity. This RFA consists of this cover letter plus the following Sections:

RFA No. 391-12-000002
Conflict Victim Support Program

1. Section A Program Description;
2. Section B Instructions for Application Format;
3. Section C Selection Criteria;
4. Section D Certifications, Assurances, and Other Statements of Applicant/Grantee;
5. Section E Annexes;
6. Section F Reference Material

This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the site to ensure they have the latest information pertaining to this RFA. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. If you have difficulty registering on www.grants.gov or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance. For interested local partners having difficulty in registering on grants.gov, please contact Mr. Saadi Akhtar at sakhtar@usaid.gov and Ms. Afshan Faisal at aafaisal@usaid.gov.

It is the responsibility of the recipient of this RFA document to ensure that it has been received from Grants.gov in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

Any questions concerning this RFA should be submitted in writing to Mr. Saadi Akhtar, via email to sakhtar@usaid.gov and Mrs. Afshan A. Faisal, via email to aafaisal@usaid.gov. The deadline for submission of questions on this RFA is March 2nd, 2012. Responses to questions will be furnished to all prospective recipients through an amendment to this RFA.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant cooperative agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

Sincerely,



Martha L. Aponte
Agreement Officer
USAID/Pakistan

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SECTION A - PROGRAM DESCRIPTION

I. Program Description

a. Executive Summary

The Conflict Victims' Support Program aims to provide equitable and transparent support to civilian victims of conflict related violence in the Khyber-Pakhtunkhwa (KP) and Federally Administered Tribal Areas (FATA). Designed assistance packages should take into consideration medical, psycho-social, livelihood and long-term support needs of civilian victims ensuring the maximum service-delivery to the beneficiaries.

Subject to the availability of funds, this is expected to be a three-year cooperative agreement valued at \$25 million. Due to the nature of the program, USAID anticipates that **at least 60 percent** out of the total budget will be proposed as a direct assistance to conflict victims. The selected program will coordinate and collaborate directly with the KP provincial line ministries, particularly, the Department of Social Welfare and Women's Development, the FATA Secretariat and others responsible for ensuring the delivery of basic services in the implementation of this program. All designed assistance packages should be closely linked, where possible, to other on-going USG programs in the FATA/KP. The program is expected to be heavily branded and marked through an intensive public communications and outreach program.

For program design purposes, USAID is providing as a very basic definition of the civilian victims of conflict related violence, the target group for this program, as non-military, non-police, non-combatant, and non-civil-servant victims injured, disabled or killed as a result of military operations and/or terrorist related acts in the FATA/KP. Civil-Servants, while civilians, are excluded from this program because they and their heirs are covered through a Government of Pakistan scheme should they be injured or killed in conflict related violence.

b. Background

Pakistan is a country of 170 million people – the sixth most populous country in the world and the second largest Muslim population. Bordering Afghanistan, the KP (approximately 17.7 million people) and FATA (approximately 3.1 million people) are two of the most underdeveloped areas of Pakistan. The FATA/KP's population is poorly educated and lack adequate health care and basic facilities such as water and sanitation. The vast majority of the population lives in rural areas. Subsistence level farming and trade are the primary sources of income for the vast majority of the population. The various tribes of the area are insular and are generally wary of outsiders. At the moment, access to many parts of the FATA/KP is limited and outsiders require local escorts. Security is a serious concern in the area.

Under the Constitution, FATA - is included among the territories of Pakistan. FATA comprises seven Agencies (Bajaur, Mohmand, Khyber, Orakzai, Kurram, North Waziristan, and South Waziristan) and six Frontier Regions (Darra Adam Khel, Sharekera, Jandola and Dara Zinda). The territory is almost exclusively inhabited by Pashtun tribes which are predominantly Sunni Muslims by faith. FATA is represented in the National Assembly and the Senate but remains under the direct executive authority of the President. In 2002, the FATA Secretariat was established and headed by the Secretary FATA. In 2006, the Civil Secretariat FATA was established to take over decision-making functions, with an Additional Chief Secretary, four secretaries and a number of directors. The population is divided along the lines of traditional clan and tribe loyalties. The clans or tribes generally regulate local matters in accordance with customary rules and unwritten codes. The government functions through local-level tribal or clan intermediaries, the maliks, and lungi holders. Ownership of natural resources is also determined according to clan or tribe, with each group controlling resources within its own area and making decisions about the management and use. The KP Province is

relatively more developed due to the administrative structure and control of resources as well as better infrastructure. The Province's main districts are Peshawar, Mardan, Dera Ismail Khan, Lakki Marwat, Kohistan, Kohat, Abbotabad, Haripur and Mansehra, Swat, Bannu and Karak are the main cities. The President of Pakistan appoints a Governor as head of the provincial government of Khyber Pakhtunkhwa. There is a directly-elected Provincial Assembly, which has 124 elected members (including 22 seats reserved for women and 3 seats for non-Muslims). The Provincial Assembly elects a Chief Minister to act as the chief executive of the province, assisted by a cabinet of ministers.

Over the past several years, the tribal areas of FATA, as well as the settled districts in KP province, have seen a sharp spike in the number of terrorist attacks, due to a combination of increased radicalism, spillover from Afghanistan, and violent reaction to Pakistani security and military operations in the FATA/KP. This combination has led to increased civilian casualties in the FATA/KP area.

c. Problem Statement

Pakistan's northwest frontier – KP province and FATA, specifically – lies at the epicenter of the country's struggle with violent terrorist organizations and counter-terrorism interventions. This has led to an increase in civilian casualties (dead and wounded) in the area. For example in the KP there were 58 civilians injured and 4 civilians killed by bomb blasts in 2004 compared to 1047 civilians injured and 412 civilians killed in 2010. In Peshawar district alone the government registered over 11,000 civilian victims and their heirs from 2004 through 2010. Data for the FATA is less available but according to the Institute for Conflict Management there were 336 people injured and 165 people killed in 2011. The vast majority of these casualties are caused by bomb blasts (e.g. suicide bombers and improvised explosive devices).

Government employees (civil-servants) and security forces (military and police) are covered by government benefit schemes that provide financial compensation for damaged property, medical support, and pensions, in the event of disability or death. However, assistance to private citizens – the vast majority of the victims – is sporadic and inconsistent. The arbitrary distribution of civilian compensation packages is because there is not a regular line item within the KP or FATA budgets for civilian compensation. As a result discretionary funds are often used to provide civilians a small compensation (approximately 30,000 rupees for loss of life and 50,000-100,000 rupees for damage to housing), when funding is available. Unfortunately, discretionary funds are overstretched by other demands e.g. flood relief and more often than not there are no discretionary funds available to assist civilian victims. Also, there is little public (victim) understanding of why victims with similar injuries or loss of a family member receive different compensation packages including different monetary compensation or why one victim receives compensation and a second receives no compensation.

To rectify this problem in the KP, the KP provincial government, in partnership with UNDP, presented in November 2010 a concept for a compensation fund for bomb blast victims. As envisioned, it would pool a combination of donor and government contributions to establish an investment fund, proceeds from which would be used to provide short- and long-term aid for civilian victims. While this concept may present opportunities for joint collaboration with USAID's program to amplify the impact for beneficiaries, as of November 2011, it had still not been officially notified (established) by the provincial government, and the 100 million rupees in funding from government coffers was diverted due to the August 2010 floods. As of November 2011, no new funds were available for this proposed fund, and the KP Government, sought U.S. Government assistance with aiding growing number victims of conflict related violence.

Also, in 2010, the KP Government with funding from United Nations Development Program (UNDP) supported a survey of bomb blast victims to gain more information on the needs of civilian victims and civilian assistance to date. The survey was conducted by the Paiman Alumni Trust, a trust organization registered with the Joint

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Registrar of Islamabad Capital Territory. The Paiman Survey interviewed 697 registered victims and/or their heirs. The survey included data collected from one-on-one interviews and focus groups with registered victims and their heirs. The survey's findings highlight areas where assistance to civilian victims may be improved. The significance of this survey for USAID's purposes is the survey compiled information from what would be the target group (civilian victims of conflict related violence) of this program and from the Peshawar district where the majority of the bomb blasts occur. A few of the recommendations from the Paiman Bomb Blast Survey¹ are provided below. Survey is included as reference material and available as an attachment to this RFA in grants.gov.

- Greater transparency in the compensation damage assessment and payment process. The compensation system should have known fixed payment standards and rates.
- Measures should be taken to ensure that women are not discriminated against in the allocation of compensation funds.
- Establish one-window of operation offices in key locations to facilitate the bomb blast victims with obtaining information and the replacement of lost/damaged documents including CNICs, etc.
- Psycho-social/trauma counseling or rehabilitation centers are needed to better care for the long-term needs of victims.
- Livelihood institutes under a public-private partnership should be established to provide income generating and life skills to victims and/or their family members. There should be separate livelihood institutes for men and women.
- Provide easily understandable information on disaster risks and protection options to encourage and enable people to take action to reduce the risks and build resilience.
- Women should be given opportunities to learn skills and build their capacities to empower them economically and socially. It is important to stress that such skills should be those which women are able to utilize for viable economic ventures and not confined to skills which are based on notions of women's capabilities.

Therefore, it is expected that the developed program will take into consideration the above bullet points when designing and implementing an assistance program.

d. *Related USAID Stabilization Programs*

- **KP Reconstruction Program** (\$82 million) is rehabilitating/reconstructing schools, health facilities, water and sanitation systems, and other infrastructure damaged during 2009 security operations and 2010 floods.
- **FATA Infrastructure program** (\$290 million) As part of stability efforts in conflict and post-conflict areas in the FATA, USAID works to improve major road arteries, electricity production and delivery, and water distribution and irrigation systems.
- **Pakistan Transition Initiative** (\$75 million) provides assistance to internally displaced people due to military operations in FATA agencies. Assistance includes food aid, shelters, livelihood, water and sanitation, health and nutrition, camp management etc.
- **FATA Livelihood Program** (\$59.4 million) is aimed at social and economic stabilization FATA Agencies of Kurram, Orakzai, Mohmand, Bajaur, North and South Waziristan, and the Frontier Regions of Kohat, D.I. Khan, Tank, Bannu and Lakki, through workforce development, revitalizing community

¹ Paiman Alumni Trust, Bomb Blast Survey was conducted during July-September 2010. The focus of the survey was Peshawar Bomb Blast Victims during 2007-2010. The survey included 697 bomb blast victims or their heirs. The Survey was funded by UNDP and was conducted in cooperation with the KP Government.

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infrastructure and essential services, and livelihood value chain development for both the agriculture and non-agriculture sectors.

- **Gomal Zam Dam** (\$80 million) is providing assistance for the completion of Gomal Zam Dam and development of primary and secondary irrigation system through the government's lead agency WAPDA (Water and Power Development Authority).
- **ED Links (School Rehabilitation Project)** (\$10 million). In this 18-month initiative USAID is working to revive 170 schools through material and technical support benefitting more than 60,000 children in Malakand. The main components of the program include: increasing community involvement in education; teacher education and professional development; provision of schools supplies, including furniture, science lab equipment, and library books; and the physical renovation of facilities including the rehabilitation of water and sanitation systems.
- **FATA Secretariat Support Program** (\$18 million) is a 5 year project designed to strengthen the internal systems and procedures of the FATA Secretariat, in order to bolster the organization's ability to deliver services to its constituents. The six main project components are: (1) IT Support, (2) PC Automation, (3) HR Support, (4) Communication Strategy, (5) Capacity Building and Training, and (6) Monitoring and Verification.
- **Improved Child Health in FATA Program** (\$26 million) is a 6-year program designed to increase access to quality health services and extend medical coverage to the conflict areas of the FATA. The program includes: facility infrastructure upgrades; the provision of medical equipment and mobile health services; capacity building of FATA Secretariat health staff and health care providers; child health day for immunization and nutrition treatment; and community mobilization to raise awareness of child health issues.
- **Child Protection Program** (\$3.538 million) is a 2-year effort to provide child protection services in the conflict-affected areas of the Malakand Division including support to the SABAOON Center.
- **Radio Transmitters for Pakistan** (\$8.64 million). USAID is funding the installation of powerful new AM transmitters for the Pakistan Broadcasting Corporation (PBC) in Peshawar and D.I. Khan. With this new capability, PBC's signal will cover all of the FATA, and beyond.
- **The Housing Compensation Program** (\$65 million) provides financial support to affected families in the Malakand to help them rebuild their houses that were destroyed due to 2009 military operation.
- **Economic Growth Projects: Entrepreneurs** (\$1.8 million) provides support for agriculture and special trades to 7,200 small households across nine of the worst-affected Union Councils of the Swat district.
- **Economic Growth Projects: Firms** (\$5.25 million) provides direct financial and technical support through cash, in-kind grants, trainings and policy reforms to 265 hotels and 22 fish farms.
- **Economic Growth Projects: Jobs** (\$765,000) trained 1,715 individuals across four sub-districts (*tehsils*) of Swat, established linkages with the job market and provided orientation courses on how to apply for job opportunities.
- **Emergency Assistance to the Internally Displaced Populations** (\$463 million) provided assistance to internally displaced populations due to military operations in the Malakand. Among the assistance provided is food aid, camp management and shelter support, livelihoods, and water & sanitation, hygiene, health and nutrition assistance

e. U.S. Government's Strategic Approach

The Afghanistan and Pakistan Regional Stabilization Strategy outlines the U.S. government's (USG) strategy for supporting the Afghan and Pakistani Governments' efforts to defeat the extremist threat.² The strategy

² Office of the Special Representative for Afghanistan and Pakistan, "Afghanistan and Pakistan Regional Stabilization Strategy," February 2010, available at: <http://www.state.gov/documents/organization/135728.pdf>.

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includes job creation to undermine extremists' appeal and governance to help develop more responsive, visible and accountable institutions. The USG recognizes the importance of security, governance, and development in establishing stability.

Consistent with broader USG development goals and to consolidate gains to support Pakistan's sustainable development, USG is deliberately linking short-term stabilization programs with complementary medium- and long-term development programs. One particularly important implication of USG's partnership in Pakistan is to reinforce the necessity of working to the greatest extent possible through existing structures and systems, rather than building or establishing new ones.

The USAID Administrator's Guidance on Stabilization, January 29, 2011 provides broad direction on how USAID will conduct its stabilization work in Pakistan. The reference guidance is included in Section F "Reference Material"

USG's stabilization programs seek to address and help reduce key sources of instability (SOIs) by engaging and supporting at-risk populations, extending the reach of the Government of Pakistan (GoP) to unstable areas, providing income generation opportunities, building trust between citizens and their government, and encouraging local populations to take an active role in their development. The end objective is to establish a stable environment that fosters sustained social and economic development.

II. Link to USAID's Strategy and Results Framework

The Program supports the below objective and program areas under the USG Foreign Assistance Framework.

Functional Objective 3: Investing in People

Program Area 3.3: Social and Economic Services and Protection for Vulnerable Populations

Help populations manage their risks and gain access to opportunities that support their full and productive participation in society. Help populations rebound from temporary adversity, reduce vulnerability and increase self-reliance.

Program Element 3.3.2: Social Services

Assist special populations, such as victims of the conflict in supportive communities whose needs are not addressed under humanitarian assistance or other programs. Components may include measures to increase the capacity of local service NGOs; establish public/private service delivery partnerships as well as family and community focused service models; establish effective referral networks; or improve public understanding and sensitivity to the needs of the vulnerable.

Program Element 3.3.2.2: Victims of War

Remove barriers to enable full participation of victims of war in support communities to be able to provide for themselves and their families after suffering injuries caused by conflict.

The Program will also contribute to the FATA/KP Stabilization Strategy as follows:

AO 3: Increased stability in target clusters of FATA and KP

IR 2: Extend the legitimacy and de facto writ of GOP in FATA

IR 2.3: Increased income generation activities

IR 2.4: Improved government service delivery to FATA citizens in target clusters

III. Critical Assumptions and Risks

Assumptions:

- Assistance will only be provided to *civilian* victims of conflict related violence.
- Relevant stakeholders are able to agree on a mechanism for identifying, registering, and calibrating assistance to civilian victims of conflict related violence.
- The security environment permits the implementation of the designed elements of this program.
- Access to civilian victims of conflict related violence in the more remote areas of KP and FATA is possible.
- KP Government support and collaboration, particularly the Department of Social Welfare and Women's Development, is available during implementation

Risks:

USAID directs stabilization programs to operate in insecure, dynamic environments where success is uncertain, local conditions are highly variable and USAID direct oversight may not be possible, making fiduciary risks a pressing issue. USAID also acknowledges the personal and physical risks that USAID and implementing partner staff take every day. The disciplined application of analysis is as critical in a stabilization context. The Recipient shall ascertain and prioritize sources of instability, establish a whole-of-government common operating picture, design a focused set of interventions accordingly, and systematically evaluate measures of progress and impact.

IV. Program Description

GOAL: More Equitable and Transparent Assistance for Civilian Victims of Conflict Related Violence Is Provided

Civilian Victims of Conflict Related Violence: As previously noted USAID is providing a very basic definition of "civilian" victims of conflict related violence, the target group for this program, as non-military, non-police, non-combatant, and non-civil-servant victims injured, disabled or killed as a result of military operations and/or terrorist related acts in the FATA/KP. Civil-Servants are excluded from this program because they are covered through a Government of Pakistan scheme should they be injured or killed in conflict related violence. For the purposes of this program, USAID is defining the "family" of the direct civilian victim of conflict related violence as the legal spouse and children. However, while the above provides a basic definition of civilian victims of conflict related violence, Applicants will be asked to define the below.

- How civilian victims will be specifically identified and selected for participation in the designed program.
- The types of compensation to be available under and through the designed program.
- How compensation packages will transparently and equitably be defined and distributed.
- A community vetting procedure so as to ensure this program is not providing assistance to known terrorists and their family members.
- How vulnerable groups, particularly widows and orphans, will be reached and provided for as a part of this program.
- How the designed program will coordinate and collaborate in the implementation of the designed program with the Department of Social Welfare and Women's Development and the FATA Secretariat.
- How the designed program will work with the KP Department of Social Welfare and Women's Development and the FATA Secretariat to develop long-term solutions to providing known, transparent and fixed payment standards and rates for civilian victims of conflict related violence.

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- How the designed program will concretely address gender considerations.

a. Component 1: Physical and social (medical) assistance is transparently and equitably provided to civilian victims of conflict related violence helping them to resume their lives.

The activities under Component 1 are expected to provide short-term relief to civilians affected by violent conflict. Short-term relief might consist of immediate/emergency medical support, physical rehabilitation, and psycho-social (trauma) counseling services, provision of prosthetics or wheelchairs, and other needed assistance. The focus of this activity is expected to identify and fill gaps in the government's official assistance packages, enabling civilian victims who might otherwise "fall between the cracks" to resume their lives. Designed activities will be coordinated closely with line ministries in Khyber – Pakhtunkhwa, particularly the Department of Social Welfare and Women's Development, the FATA Secretariat, and others responsible for ensuring the delivery of basic services to civilian victims. We encourage applicants to consider working with or through Pakistani organizations in the implementation of this component.

Gender considerations should be taken into account when designing civilian assistance package(s). For example, approaches to psycho-social counseling will need to consider cultural norms, such as separate counseling and physical rehabilitation sessions for men and women or that woman victims may require a male escort and/or male relative's permission to participate in counseling/rehabilitation sessions. Further, counseling techniques will likely need to be adjusted depending upon the gender make-up of the counseling group. For instance, in some post-conflict environments stitching circles have been used as a relaxed non-threatening forum for women to gain access to psycho-social counseling. Such a technique while may potentially be an effective forum for women would not be an effective forum for the men in the FATA/KP. Further, men may be less likely to seek psycho-social counseling due to cultural norms yet are the primary victims of conflict related violence. Designed approaches are to these and other gender issues into consideration.

Illustrative activities:

- The one-time distribution of medical supplies, wheelchairs, prosthetics, etc. for civilian victims.
- The provision of post-trauma psychological counseling and/or physical rehabilitation services for civilian victims.
- Assist the government in establishing one-stop shops where civilian victims may easily obtain replacement documentation, e.g., Computerized National identity Cards (CNIC's).
- Work with hospitals and emergency services to establish an emergency hotline where families may obtain information about injured family members relatively easily and quickly following conflict related violence.
- Support efforts to develop emergency action plans and emergency training for hospital staff and government officials.
- Work with local hospitals to identify and train more women and girls to work with female patients. These women may not require full-time employment which could be a burden on hospital budgets but could be trained as care givers for victims to be called up during conflict-related emergencies. Capacity building and strengthening of Rescue 1122 services (Rescue 1122 is the KP equivalent to the US 911 emergency service).

b. Component 2: Citizens impacted by conflict related violence are assisted with regaining their economic livelihoods (income streams) through transparent economic recovery programs.

The activities under Component 2 are expected to provide support to aid the economic recovery of civilians whose businesses or livelihoods were impacted by conflict related violence. Livelihood assistance is expected to take into consideration gender issues as well as market demands.

As a starting point, to designing livelihood activities applicants may wish to conduct a market survey in order to identify market skills needed in the FATA/KP as well as vocational training resources already available in the FATA/KP. This may include consultations with the key public and private sector entities, such as the Small and Medium Enterprise Development Authority (SMEDA), Technical Upgradation and Skill Development Company (TUSDEC), Technical Education and Vocational Training Authority (TEVTA), Chambers of Commerce, Trade and Industry Associations, and similar institutions. As for the distribution of loans or grants, applicants may want to consider the use of existing financial institutions with a background/experience in Micro, Small and Medium Enterprise (MSME financing) or potentially a community collateral mechanism through a local community organization could be utilized to enhance access to micro-finance. Regardless of the mechanism, the recipient is expected to ensure that vulnerable groups like women are not left out the program's benefits and that transparency is maintained in any designed intervention. We encourage applicants to consider working with or through Pakistani organizations in the implementation of this component.

Widows or women-headed households will require occupational skills sufficient to support their families (e.g. dairy farming, organic farming, marble/mosaic making, gem stone polishing, etc.) rather than the more traditional vocation of sewing or child care. As a starting point, this may require a communications strategy targeting men so widows and women-headed households are permitted to participate in livelihood programs and to take on occupations which may be considered non-traditional roles for women. Men and women who have lost function (e.g. a limb, sight, hearing, etc.) will require livelihood skills that allows them to earn a living while taking into consideration their physical abilities e.g. computer and mobile repair, electrician skills.

Illustrative activities

- Micro-Small-sized grants or loans focused on assisting victims to restart or start business ventures.
- Provision of in-kind equipment, materials or training focused on assisting victims to restart or start business ventures (e.g. seeds/tools, livestock/poultry, marketing and vocational skills, etc.).
- Provision of vocational training (or re-training) and marketing skills for victims of conflict-related violence, especially for widows, orphans or where the primary bread winner is now unable to work.
- Resources could be leveraged by tapping corporate social responsibility of the private sector through a consultative process for long term sustainability.

c. Component 3: Long-term solutions for providing transparent and equitable assistance to civilian victims of conflict related violence are jointly developed with key stakeholders.

While most civilian victims of conflict related violence will only require immediate or short-term assistance, there will be a few victims and their heirs that may require longer term benefits. As a result, the activities under Component 3 are anticipated to focus on identifying options for the Government of Pakistan (GoP), KP Government and/or the FATA Secretariat to deliver long-term support for civilian victims of conflict related violence who require ongoing support, either financial or medical. For example, children orphaned by conflict related violence may require years of educational support, or those grievously wounded may never fully recover without outside assistance including longer-term hospital or hospice medical care and rehabilitation assistance. Notionally key stakeholders are: GoKP, the FATA Secretariat, private sector, civil society, and others.

While it is beyond the manageable interest of USAID to enter into open-ended commitments, this program is nonetheless expected to work with a range of stakeholders including the private sector to develop options to convert discrete investments by USAID into longer-term assistance that will endure long after the completion of this program.

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As part of a longer term solution, applicants may also want to consider organizing, in cooperation with government and donor representatives, broad-based stakeholder discussions for establishing criteria and modalities by which the government or those responsible for providing basic-services provides assistance to private citizens and/or their heirs who are injured or killed through acts of terrorism or military operations in the FATA/KP. For instance, the GoP already has a written policy for compensating civilian victims for partial damage to their homes (50,000 to 100,000 rupees). However, the GoP may require help with establishing and regularizing this assistance and expanding the type of assistance provided from housing to other areas such as, educational scholarships for orphans.

Illustrative Activities:

- Work with the KP Department of Social Welfare and Women's Development and the FATA Secretariat to develop a civilian victim compensation system with known, transparent and fixed payment standards and rates.
- Explore assisting the terrorist victims' fund, proposed by the GoKP. While this fund does not yet formally exist, its development in the next 12-18 months will be provide an opportunity to discuss ways in which USAID through this program may contribute resources to the fund – resources that would provide recurring support to civilian victims of conflict related violence who need it. Through this program, USAID could potentially provide advice and technical assistance in helping the government and its partners shape various aspects of the fund in order to maximize its effectiveness in meeting the long-term recovery needs of civilian victim beneficiaries.
- This program might also investigate private sector options for delivering long-term assistance, including defined-benefit schemes offered by some banks and insurance companies.
- Funding from this program or multi-donors might be used to establish a small Pakistani foundation and corresponding endowment, to manage benefits over the long-term. While this option would require a higher level of effort and capacity building up front, it would provide for a transparent and sustainable mechanism for delivering long-term support to victims of conflict related violence.

d. Expected Results/Outcomes

- Civilian beneficiaries live more functional and economically improved lives as a result of the program's interventions.
- At least one longer term benefit solution is operational by the end of this program building resiliency and creating employment opportunities for civilian victims and their heirs, particularly vulnerable groups such as widows and orphans.
- Through an effective public outreach and communication campaign key stakeholders are better aware of the program and its achievements.

e. Monitoring and Evaluation Plan

The designed program will incorporate a strong monitoring and evaluation (M&E) component to ensure the impact of designed activities are accurately tracked, measured and reported. A draft performance monitoring plan (PMP) will be provided by applicants as part of the application process. This draft PMP will be finalized jointly between USAID and the Recipient within 60 days following the award of the proposed cooperative agreement.

Baseline data will be collected by the recipient at the very outset of program in order to systematically assess development results over the life of this program. USAID will provide some third party monitoring assistance to help track progress and ensure compliance with ADS protocols but it is the responsibility of the recipient to track progress and ensure compliance with ADS protocols. As many of the indicators require the collection of

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public opinion data, recipients will therefore need to develop a plan for collecting such public opinion data annually.

While each applicant will be requested to propose a list of indicators that best measures the impact of their individually designed program, the recipient will also be requested to collect and report on the below indicators. The recipient will be asked to define annual targets for each indicator. Regardless of the start date the PMP will be based upon the USG's fiscal year calendar.

- Increased % of the target population reporting greater transparency and equity in the civilian victim compensation damage assessment and payment process disaggregated by sex, participants and non-participants.
- % of the target population reporting the selection process for USG-supported physical and social assistance is transparent disaggregated by sex, participants and non-participants.
- % of the target population reporting knowledge of the USG-supported physical and social compensation packages disaggregated by sex, participants and non-participants.
- Number of people benefitting from USG support social services disaggregated by sex, the type of assistance*, female head of household, teenagers (13-19), children (0-12), community (USG common indicator)

*Type of assistance depends upon the designed program and its selected social service interventions (e.g. Psycho-social/trauma counseling, medical support, training for first responders, physical therapy, etc.).

- % of target population reporting that their economic condition has improved as a result of USG assistance disaggregated by sex, participants and non-participants. (FATA/KP Stabilization Strategy Indicator)
- % of the target population reporting that the selection process for economic recovery assistance is transparent
- # of assisted victims and their heirs provided with economic recovery assistance disaggregated by sex and the type of assistance.
- Was a plan established for providing long-term support for civilian victims of conflict related violence in the FATA/KP? Is that plan operational? If so, how?
- # of public-private partnerships resulting in long-term solutions for assisting civilian victims of conflict related violence
- # of community meetings or similar initiatives to seek public input into the development of long term solutions
- % of the people in the target community aware of the project disaggregated by sex (FATA/KP Stabilization Strategy indicator)
- % of the people in the target community aware of the U.S. Government's support of the project disaggregated by sex (FATA/KP Stabilization Strategy indicator)
- # of TV and radio spots produced and aired advertising the program and the American people's support for it.

V. Other Considerations

a. Gender

Gender is a social construct that refers to the relations between and among the sexes, based on their relative roles. It encompasses the economic, political and socio-cultural attributes, constraints and opportunities

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associated with being male or female. Gender is dynamic, and may vary across cultures and over time. For these reasons, gender roles should not be assumed but investigated.

USAID requires that gender integration is incorporated into new program designs. Specifically gender integration entails the identification and subsequent treatment of gender differences and inequalities during program/project design, implementation, monitoring, and evaluation. USAID policy and procedures related to gender integration are found in the below ADS sections:

ADS	Strategy Cycle
ADS 201	Planning
ADS 203	Assessing and Learning
ADS 302	USAID Direct Contracting
ADS 303	Grants and Cooperative Agreements to Non-Governmental Organizations

Gender Considerations for the Program

Men are employed or travel outside of the family home and therefore they are in far greater numbers the *direct* victim of conflict related violence. Direct victims are those that are at or near the conflict site location and as a result of this they are killed, injured, disabled or require medical treatment and may need trauma counseling. Whereas, women and children may also be directly impacted by conflict related violence they are far more likely to be *indirect* victims of conflict related violence when their husband, father, brother or son are directly impacted by conflict related violence. This is because women are far more likely to work in/around the family home where conflict related violence is less likely to occur. As a result applicants are requested to take into consideration the different needs of those directly and indirectly impacted by the violence. For example a man (a direct victim) who lost a limb due to conflict related violence in a market where he was working will require immediate medical treatment and may require long term care such as, trauma counseling, physical therapy, a prosthetic limb and vocational retraining. Whereas as the wife of this direct victim may require medical training to provide in-home care to her husband and vocational or income generation assistance while her husband is healing or longer depending upon the injury. She may also require trauma counseling as a result of the effects of seeing her husband injured.

In addition, applicants are requested to take into consideration the conservative nature of the region when designing civilian assistance interventions. For example, a woman is injured by a roadside bomb. While she has not lost a limb, she does require both physical therapy to regain mobility and trauma counseling. It is highly unlikely that her family would give permission for her to receive either physical therapy and/or trauma counseling from a man unrelated to her or be permitted to travel great distances from her home for treatment. A similar example was provided in the Paiman Bomb Blast Survey where women killed by conflict related violence were being returned to their families not cleaned and not prepared for burial because there were insufficient women trained or available to provide this service, and this service could not be provided by a man unrelated to her. Therefore, it is likely that the recipient may need to train more women to meet the medical needs of women victims of conflict related violence and that sessions for physical therapy and/or trauma counseling may require separate space or times for men and women.

Given that women do not have the same access to community structures such as men do, women including widows will need to be sought out and provided with user friendly information about the types of assistance that is available to her. Further for women to gain access to this assistance, male family members may likely need to be the first point of contact. These male family members may need to be provided with sufficient

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information about the program that alleviates any family concerns they may have while empowering women to freely and properly use assistance offered her.

In addition, as noted by the Paiman Alumni Trust Bomb Blast survey of the 697 victims or heirs in their survey one-third were illiterate. Keeping in mind that this survey was conducted in Peshawar district applicants should expect the literacy numbers will be lower in other parts of the FATA/KP. Therefore, applicants should anticipate that the majority of their victims or heirs (men and women) assisted by any designed program are likely illiterate and will require specialized assistance when seeking victim assistance support. Specialized materials will need to be prepared or use of alternative sources to reach these women and men. For instance, instead of using newspapers, applicants may want to consider radio messaging or direct community forums.

Widows (women who have lost their husbands and breadwinner due to conflict related violence) will require specialized assistance. While culturally these women are expected to be taken care of by her husband's family it cannot be assumed that this will happen. These women will likely require vocational and/or income generation assistance that would be culturally appropriate for her while allowing her to earn a sufficient income to take care of her family. She may need educational assistance for school-aged children. The Ministry of Social Welfare and Women's Development suggested that women might be provided skills and materials to start up their own businesses in organic gardening, dairy farming and cheese/butter making with the proper use of preservatives, candle-making, marble/mosaic making, gem stone making, and poultry farming to name a few. There may be access to land issues related to some of these that will need to be worked out with male family members as part of the assistance process.

The recipient will make every effort to collaborate with the Social Welfare and Women's Development Department in the implementation of gender equity solutions. Finally, recipients will be required to disaggregate indicator data by sex.

b. Management and Staffing

USAID anticipates that the recipient will establish an office in Peshawar and that key personnel will be assigned to work on the program 100% of their time. Further, USAID strongly encourages early identification of alliances with KP government and FATA Secretariat representatives and other key stakeholders, in order to ensure program success. This will promote successful implementation across the population. Success can only be achieved in a dynamic and dangerous environment with trained field staff. Therefore, the program will require a mix of expatriate and local specialists. The changing and challenging security environment requires flexible and responsive mechanisms to the maximum extent practicable. The Recipient must plan to operate independently at all times and have contingency plans in place.

c. Addressing Terrorist Vetting Requirements

U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. USAID award instruments contain standard provisions providing recipients with notice of their obligation to comply with these prohibitions.

To comply with this, implementer will vet potential recipients and sub-grantees through the following international databases: (1) the Specially Designated Nationals (SDN) List administered by the Department of the Treasury's Office of Foreign Assets Control (OFAC); (2) the UN's 1267 Committee List on Al-Qaida and the Taliban and Associated Individuals and Entities; (3) the State Department's *Terrorist Exclusion List*; and the

EPLS list for debarred contractors. In addition, the implementer will be required to develop and utilize a community-level vetting system.

d. Environmental Compliance

1. The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. [recipient] environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this [RFA/Cooperative Agreement].

2. In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

3. No activity funded under this [Cooperative Agreement] will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a request for categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved regulation 216 environmental documentation.")

4. As part of its initial Work Plan, and all Annual Work Plans thereafter, the [recipient], in collaboration with the USAID Agreement Officer Technical Representative (AOTR) and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this Cooperative Agreement to determine if they are within the scope of approved Regulation 216 environmental documentation.

5. If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such New activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

6. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

Note: IEE for this activity has been approved with Categorical Exclusion & Negative determination dated September 01, 2011.

e. PERFORMANCE MONITORING AND REPORTING REQUIREMENTS

Reporting requirements:

Annual Work plans: Within 30 days from the commencement date of this Agreement, the Recipient shall prepare and submit for approval by USAID AOTR annual work plan, which will include all activities to be managed and implemented by the Recipient during the first fiscal year. The annual work plan will clearly

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indicate specific tasks and individual responsibilities for task completion. Workplans will serve as a reference point for quarterly and annual progress reports and will permit monitoring of the award performance and costs. Regardless of the start date of this award, all work plans will be based upon the U.S. Government's fiscal calendar year.

The annual work plan will establish the timeline for objectives that indicate progress towards the tasks that need to be performed to achieve objectives. It will specify activities on a critical path and show critical performance benchmarks for the responsible parties. It will also be one of the progress performance monitoring tools for USAID.

As a part of the annual work plan, the Recipient shall update the Performance Monitoring and Evaluation Plan (PMEP) that allows for documenting implementation progress against specified performance indicators and related targets and benchmarks. Performance monitoring is critical to the Conflict Victim's Support program and broader policy and program learning in Pakistan. Recipient should propose a robust monitoring and evaluation framework that will allow for monitoring of progress in meeting the project goals and objectives. This conceptual framework should integrate inputs, activities, outputs, outcomes, and impact under this Program. Recipient shall establish realistic expectations for what the project can produce in its various phases of implementation. Recipient shall establish base line data sets that will be important for project monitoring and final evaluation.

Subsequent annual work plans will be submitted no later than July 30th. In addition to the above information, the work plans will include detailed budgets with a pipeline analysis of costs incurred and projections of costs for the life of award implementation plan for achieving project outputs.

Quarterly Performance Progress Reports: The Recipient shall submit Quarterly Performance Progress Reports within 30 days following the end of the fiscal reporting period (e.g., October 30, January 30, April 30 and July 30), and shall briefly present the information contained in 22 CFR 226.51(d). These reports will include progress toward planned achievement of milestones, the implementation and collaboration plan, PMEP data reporting and success stories (highlighting the people-level and institutional-level impact of project activities, accompanied by photographs of the activities described) as well as provide progress toward standard indicators for Operational Plan (OP) reporting, USAID Performance Management Plan (PMP) and other USAID reporting purposes. This report will also include explanation of problems, delays, or adverse conditions and actions taken or contemplated to resolve the situation, or any assistance needed to resolve the situation. The 4th quarter progress report (October 30th) will be incorporated in the Annual Performance Progress Report.

Annual Performance Progress Report: The Recipient shall submit an Annual Performance Progress Report on annual basis to to the USAID Agreement Officer and AOTR. The recipient is encouraged to consult with the USAID AOTR in finalizing the Annual Performance Progress Report. The report should summarize the information contained in the quarterly progress reports with greater detail provided for the 4th quarter.

Midterm Evaluation Report: USAID will fund and conduct an external mid-term evaluation, which will be conducted in year two of the project. The outcome of the evaluation should be included in the year two work plan. Recommendations and analyses will be used to inform on-going implementation of the project.

Final Report: The Recipient is required to submit a draft final report to the AOTR 30 days prior to the end of the award. Once comments are provided by the AOTR, final report will be submitted within 90 calendar days

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after the estimated completion date of the Award. The Recipient shall submit one copy of a Final Report to the USAID AOTR and one copy to the Agreement Officer. In addition, one copy shall be submitted to:

USAID Development Experience Clearinghouse (DEC)

Online (preferred):

<http://dec.usaid.gov>

Mailing address:

Development Experience Clearinghouse

M/CIO/KM

RRB M.01

U.S. Agency for International Development

Washington DC 20523

The Final Report shall contain the following information as described in 22 CFR 226.51(d), covering the full period of the Award: an executive summary of the accomplishments and results achieved; an overall description of the activities and accomplishments; a summary of problems/obstacles encountered during implementation; an assessment of the performance in accomplishing the project's objectives; significance of these activities; findings; comments and recommendations; other pertinent information.

This report should eliminate politically sensitive or proprietary information. Reports should incorporate as many graphics (maps, photos, charts, etc.) as possible and should include all project and evaluation tools and materials, in annex.

Financial Reporting

1. The recipient must submit the Federal Financial Form (SF-425) on a fiscal quarterly basis (October 30th, January 30th, April 30th and July 30th) via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). The recipient must submit a copy of the FR at the same time to the Agreement Officer's Technical Representative (AOTR) and The Agreement Officer (AO).

Electronic copies of the SF-425 can be found at:

http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf

Line item instructions for completing the SF-425 can be found at:

www.whitehouse.gov/omb/grants_forms

2. The recipient must submit the original and two copies of all final financial reports to USAID/Washington, M/CFO/CMPLOC Unit, the Agreement Officer (AO), and the AOTR. The recipient must submit an electronic version of the final Federal Financial Form (SF-425) to U.S. Department of Health and Human Services in accordance with paragraph (1) above.

3. Local recipients' method of payment is subject to the results of the required pre-award survey as applicable.

VI. Substantial Involvement

USAID/Pakistan's substantial involvement in the Conflict Victims Support Program will include, but not limited to the below.

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a. Key Personnel: Prior approval and any changes of key personnel by the Agreement Officer's Technical Representative (AOTR).

b. Performance Monitoring and Evaluation Plan: Prior approval by the AOTR of a complete Performance Monitoring and Evaluation Plan (PMEP) is required. The PMEP is to include an illustrative timeline for the completion of performance management tasks, plans for training staff, reporting and information sharing, and marking and branding.

The Performance Monitoring Plan elements also include, but not limited to:

- Intermediate results and indicators along with targets for each fiscal year;
- Baseline data for conditions at the start of the project;
- Reporting of deliverables against PMP targets and Data Quality Assessment (DQA); and,
- Reporting on conflict-affected civilian groups (principal breadwinner, women, youth, etc.) with both PMP indicators and budget/project data.

c. Work plans: Approval by the AOTR of an annual work plan, including a training plan and annual indicator targets, and budget describing all the activities to be funded under the Agreement. The Recipient must submit the first work plan within 30 days from the signing of the Agreement covering the first fiscal calendar year. Subsequent annual work plans shall be submitted annually by July 30.

Work plans should also reflect the amount of counterpart contributions to be provided, indicated whether these are cash or in-kind contributions, and what these contributions will cover. Besides a budget, the work plan shall also describe the Recipient's planned activities for the year, including a timeline with relevant milestones indicated, and include expected results, tied to the Recipient's Monitoring and Evaluation Plan.

Significant changes by the Recipient to approved annual work plans will require AOTR approval and concurrence of relevant USAID regional structure staff.

d. Sub-awards: Technical concurrence on the selection of sub-award recipients not already identified in the Applicant's application.

VII. Authorizing Legislation

This award is authorized in accordance with the Foreign Assistance Act of 1961, as amended.

VIII. Program Eligibility Requirement

To be eligible for assistance under the Private Voluntary Organization grant program and other programs listed in 22 CFR 203.1, both U.S. Private Voluntary Organizations and International Private Voluntary Organizations must be registered with USAID, as required by 22 CFR 203. The registration requirement does not apply to local Private Voluntary Organizations.

IX. Award Administration

22 CFR 226, OMB Circulars, and the Standard Provisions for U.S. Non-governmental Recipients will be applicable for U.S. Non-governmental Organizations. For non-U.S. organizations, the Standard Provisions for Non-U.S., Non-governmental Recipients will apply. While 22 CFR 226 does not directly apply to Non-U.S.

Applicants, the Agreement Officer will use the standards of 22 CFR 226 in the administration of the award. These documents may be accessed through the world-wide-web at:

<http://www.usaid.gov/business/regulations/>

X. Applicability of 22 CFR Part 226 (May 2005)

- a. The provisions of 22 CFR Part 226 and the Standard Provisions that will be attached to the Agreement upon award are applicable to the recipient and to sub recipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a sub recipient from coverage. The Recipient shall assure that sub recipients have copies of all the attached standard provisions.
- b. For any awards or sub awards made to Non-US organizations, the "Standard Provisions for Non-US Non-governmental Grantees" shall apply. All Recipients are required to ensure compliance with monitoring procedures in accordance with OMB Circular A-133.

XI. Special Agreement Requirements

Applicants must carefully consider the following special provisions to be incorporated in the resulting agreement:

a. SECURITY CONDITIONS

The Recipient must be aware of security conditions in Pakistan, and by entering into an agreement, assumes full responsibility for the safety of its employees. Prior to commencing work, the Recipient shall ensure that it has adequate procedures in place to advise its employees of situations or changed conditions that could adversely affect their security. In order to keep abreast of security conditions in Pakistan, the Recipient shall seek information from all available sources, including the USAID Pakistan EXO/Safety & Security Office (SSO), for all areas in which its employees work or travel. The Recipient acknowledges that security conditions are subject to change at any moment, that USAID cannot guarantee the accuracy of any information that it may provide to the Recipient and that USAID assumes no responsibility for the reliability of such information. The Recipient has sole responsibility for approving all travel plans for its employees and/or his dependents traveling to post if allowed by the Recipient's personnel internal policies. The Recipient will also be responsible for immediately notifying USAID Pakistan and the U.S. Embassy American Citizen Services section in the event a U.S. citizen employee does not return from travel as expected or does not report to work. In the event that USAID requests the Recipient to do so, the Recipient's Chief of Party (COP) shall assume responsibility for contacting all of its employees. The Recipient shall provide to the USAID Pakistan EXO/SSO the name, current address, and current home and/or cellular telephone number of the COP and of an alternate designated employee. The Recipient will be responsible for ensuring that the information on file in the USAID Pakistan EXO/SSO is up-to-date so that in an emergency, the COP or alternate representative can be reached immediately and he/she can rapidly contact all other affected employees.

The Recipient will be requested to notify USAID/Pakistan Agreement Officer Technical Representative (AOTR) and EXO/SSO about any changes of the individual listed in the security plan as in charge of Security.

Once the agreement is awarded, the Recipient shall be required to submit a list of all personnel involved in the implementation of the project, including subcontractor's personnel. The required list shall be submitted to the AOTR and EXO/SSO no later than 30 days after the start date of the agreement and must be updated every

quarter after the start date of the agreement and/or if a change of personnel happens. "Recipient's personnel identifying data" is included in Section E, Annex 4.

b. SECURITY PROTOCOL

The Recipient shall develop a security plan to safeguard all project operations and to comply with all United States Government regulations and Pakistani law. The plan is to be implemented and maintained also by all subcontractors (and/or sub-grantees). The security plan will be reviewed by the Agreement Officer in consultation with USAID/Pakistan's EXO/SSO.

The plan shall include:

- Procedures for reporting and addressing security threats.
- Procedures for reporting any deaths related to the project.
- Procedures for reporting and addressing any persons missing or kidnapping incidents.
- Name and contact information of security contact person for the head office and regional office(s).
- An internal "cascade" list for communicating with staff, which should be updated/, maintained by the Recipient. The Recipient shall provide the name, address and telephone numbers of the COP and their designee to USAID as principle contacts in case of security situations/emergencies. The Recipient will be responsible for passing information to their staff.

c. LIFE SUPPORT AND SECURITY SERVICES

The Recipient will be responsible for maintaining the security of its personnel, materials and equipment. All employees of the Recipient must meet the requirements of their work-site, which may include, but not limited to background checks, security/restricted area clearances, drug-free workplace, safety training and/or any other company safety and security requirements.

The Applicant will provide USAID/Pakistan a security plan and budget for security costs as part of its application as further detailed in Section B. The Security Plan and budget shall delineate and justify for reasonableness all costs and provide a coherent, overall integrated security plan that demonstrates that the Applicant has undertaken a thoughtful review of their security needs and includes analysis of the various elements of a security system.

[END OF SECTION A]

SECTION B – INSTRUCTIONS FOR APPLICATION FORMAT

1. PREPARATION AND SUBMISSION GUIDELINES

The federal grant process is now web-enabled, allowing for applications to be received on-line. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. Instructions to submit applications electronically on-line in response to this RFA are found on Grants.gov in the "For Applicants" section – under "Apply for Grants". Applicants are encouraged to submit an electronic copy of their applications via email to Mr. Saadi Akhtar at sakhtar@usaid.gov and Ms. Afshan Faisal at aafaisal@usaid.gov

In addition, applicants are required to submit one (1) original and three (3) hard copies of the technical and cost application. Hard copy submissions shall be received no later than the closing date and time indicated on the top of the cover letter, at the location designated below:

By Air Courier or Hand Delivery:

Saadi Akhtar and Afshan A. Faisal
Acquisition and Assistance Specialist
USAID C/O U. S. Embassy
Diplomatic Enclave, Ramna 5
Islamabad, Pakistan
Tel. +92-51-2081494/ 1288

The hard copies of applications and modifications thereof shall be submitted in sealed envelopes or packages addressed to the office specified above, with the RFA number, the name and address of the applicant, and whether the contents contain technical and/or cost applications noted on the outside of the envelopes/packages. Applications must be in English language.

The applicant must provide all required information in its application, including the requirements found in any attachments to this RFA. Applicants should retain for their records one copy of all enclosures which accompany their applications.

To be eligible for award, the application should be prepared according to the structural format set forth below in (2) Technical Application Format and (3) Cost/Business Application Format. Applications which are received late or are incomplete run the risk of not being considered in the review process. Late applications will be considered for award only if the Agreement Officer determines it is in the Government's interest.

USAID will consider only applications conforming to the format prescribed below. All applications received by the closing date and time on the cover letter will be reviewed for responsiveness and programmatic merit in accordance with the specifications outlined in these guidelines and the application format. Section C addresses the selection criteria and procedures for the applications. As part of the application, applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment with the application.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes should:

(a) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages TBD"; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

2. TECHNICAL APPLICATION FORMAT

Technical applications must not exceed **20** pages, utilizing Times New Roman 12-font size, single spaced, typed in standard 8.5 x 11 paper size with one-inch margins both right and left and each page number consecutively. Cover letter, dividers, table of contents, annexes (e.g. performance monitoring plan, personnel resumes, past performance information, certificates, security plan, forms, etc.) will **not** count toward the page limitation. Any pages that exceed the page limitation will not be furnished to the Evaluation Committee. There is no page limit on attachments or cost application.

The technical application will have more significant importance than cost application in the selection of a successful applicant. It should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of the program. Therefore, it should be specific, complete and presented concisely. It should take into account and be arranged in the order of the technical evaluation criteria specified in Section C.

Technical Application Contents: The application, at a minimum, shall contain the following:

a. Cover Page

A single page with the name of the program, the RFA number, and names of the organizations/institutions involved in the proposed application, and the lead or primary Applicant clearly identified. In the case of a group, please indicate the lead or primary Applicant clearly; followed by any proposed subgrantees and/or recipients (hereafter referred to as "subs"), including a brief narrative describing the unique capacities and skills being brought to the program by each institution. In addition, the Cover Page should include information about a contact person for the prime applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, e-mail address and telephone and fax numbers. Also state whether the contact person is the person with authority to contract for the applicant, and if not, that person should also be listed.

b. Table of Contents

The Table of Contents should list all parts of the technical application, with page numbers and attachments.

c. Application Executive Summary

The Executive Summary (not to exceed two pages) should briefly describe the proposed activities, goals, and anticipated results (both quantitative and qualitative). Briefly describe technical and managerial resources of your organization. Describe how the overall program will be managed. State the bottom line funding request from USAID and the bottom line funding secured from other sources (state sources and amounts) for the proposed program.

d. Technical Approach

In this section, applicants are not to merely repeat what is already described in this RFA. Applicants should focus on describing how the proposed strategy and approach for contributing to USAID/Pakistan's Strategic Goal for the FATA/KP and achieving the program goal and the three components of this program will be met. The narrative should provide a clear description of what and how the Applicant proposes to do. Applicants are expected to provide a thorough and concise analysis of the targeted sector. They should present a convincing and compelling articulation of their technical approach. The application's structure should reflect the evaluation criteria listed in Section C. At a minimum, the technical approach should address the following:

1. Methodology – does the assistance program have a clear plan for achieving the program's goal, the three components, and providing the maximum service delivery to the beneficiaries?
2. Contribution to Stability – does the assistance program address instability factors and contribute to stability in the FATA/KP?
3. Affordability and Durability – how will the benefits provided through this program continue to accrue beyond the life of the program? Are long-term issues clearly and realistically addressed in the designed program?
4. Gender Considerations – does the program clearly think through gender issues? Is the gender strategy a true gender strategy meaning the strategy does not solely focus on women's issues? Applications that solely address women's issues or simply state they will address gender issues or similarly vague language will be considered non-responsive to this selection criterion.
5. Public-Private partnerships – does the program make maximum use of public-private partnerships in achieving short- and long-term results?
6. Victim identification/Assistance package definitions – does the assistance program have realistic plan for identifying civilian victims of conflict related violence? Does the assistance program have realistic plan for defining assistance packages? How will the program ensure implementation delays do not if and/or when consensus agreement cannot be reached with the government and/or other donors on victim identification and/or assistance packages in a timely manner.
7. Fosters Collaboration – does the assistance program provide a realistic and clearly defined plan for fostering collaboration with the government and other key stakeholders?
8. Transparency and accountability – does the assistance program provide for a realistic and clear plan for ensuring transparency and accountability? Does the assistance program provide a clear/realistic plan defining civilian support packages and for communicating this information to the victims at large? How will fraud and corruption be mitigated?
9. Performance Monitoring and Evaluation – does the assistance program have a clear plan for monitoring, evaluating and reporting on the impacts of this program? Are annual targets ambitious yet realistic? Does the program have clear data quality procedures in place?
10. Preliminary Performance Monitoring Plan (PMP): As an annex to this section, the Applicant will provide a draft Performance Monitoring Plan. The PMP must explain how the applicant proposes to

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monitor the program and assess program impact. The PMP must include results, indicators with FY targets, data source information, frequency of data collection, collection methods, data verification, and responsible parties for data collection, baseline information and benchmarks. The applicant must discuss the ways in which the collection, analysis and reporting of performance data will be managed under the project. All data collected must be disaggregated. In designing the overall PMP, applicants should consider the human and financial resources necessary for its implementation, especially in hard to reach conflict impact areas. All data must be disaggregated by sex. The draft PMP must follow the USG's fiscal calendar year regardless of the start date of this program. It is the applicant's responsibility to ensure that all costs related to the implementation of the PMP are included in the cost application.

e. Key Personnel

The key personnel specified in the award are considered to be essential to the work being performed hereunder. Prior to replacing any of the specified individuals, the Recipient must notify both the USAID Agreement Officer and AOTR reasonably in advance and must submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the designed assistance program. No replacement will be made by the Recipient without the written consent of the Agreement Officer.

USAID does not have any preference as to whether the key personnel are U.S., regional or Pakistani staff. Given the dollar value and the complexity of this program USAID expects these key personnel to have the appropriate qualifications and experience to work as a team to manage a complex U.S. government program. Applicants are encouraged to maximize the use of local staff whenever possible. Applicants should consider hiring a number of local staff to facilitate interaction with targeted communities. Local staff should be fluent in local language and English.

As an annex to this section, applicants shall submit resumes for key personnel. The resumes must be no more than two pages each and should include at least three professional references with current telephone numbers or email addresses for each reference. Each resume shall be accompanied with a **signed** letter of commitment for each candidate indicating his/her (a) availability to serve in the stated position on a specific date and for a definitive term of service and (b) agreement to the compensation levels as set forth in the cost proposal. Please note that documentation that reflects an "exclusive" relationship between an individual and an applicant is NOT requested and should NOT be submitted.

The following three positions are designated by USAID as key personnel:

1. Chief of Party (COP)
2. Finance and Administration Director
3. Communications Outreach and Information Sharing Specialist

According to ADS 303.3.11.b, USAID's policy limits key personnel to a reasonable number of positions, generally no more than five positions or five percent of Recipient employees working under the award, whichever is greater. The key personnel are expected to fulfill the following illustrative primary responsibilities to ensure quality programming in a fluid, complex operating environment.

Minimum Responsibilities for All Key Personnel Positions:

- Lead for respective position area.
- Ensure implementation of targeted strategies to respond to stabilization priorities as identified by key stakeholders.

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- Facilitate collaborative partnerships between government officials, donors, and relevant stakeholders.
- Ensure that all policies and practices instituted are compliant with USAID's performance monitoring, policy and compliance programming requirements set forth in the USAID Automated Directives System (ADS) and other rules and regulations.

Desired Minimum Qualifications for All Key Personnel:

- An undergraduate degree from an accredited university is required. A degree in a field relevant to the position is highly desirable.
- Relevant *technical* experience in proposed position in a conflict affected environment.
- Relevant to proposed position on *similar international, donor funded programs*; USG experience highly desirable.
- Progressively responsible experience leading/directing a team and *managing staff* in a conflict affected environment.
- *Experience jointly coordinating and collaborating with host country stakeholders is highly desirable.*
- Fluent oral and strong analytical, written English communications skills.
- Demonstrated interpersonal skills including diplomacy, tact, and the ability to negotiate and influence.
- Strong computer skills, including ease and skill in using word Excel spreadsheets, email, the Internet, Windows applications.
- Experience training staff is highly desirable.

Local Professionals: Applicants should propose sufficient qualified and experienced local professional staff to technically support program implementation and local office operations throughout the duration of the program. Applicants are encouraged to maximize the use of local staff wherever possible. Applicants should consider hiring a number of local staff to facilitate interaction with targeted communities. Local staff should be fluent in local language and English.

f. Management Approach

This section shall address the following:

1. Effective Management System and Procedures for personnel, sub-contracts, commodities, trainings and information technology solutions and demonstrated utilization of Pakistani professionals for country program staff in response to this RFA. The Applicant is requested to submit a management/personnel plan organizational diagram, to be submitted as an Annex and related charts to explain lines of authority and reporting arrangements of their proposed central office and field coordination plan. The Applicant shall demonstrate:
 - a. Sound knowledge and methodology capacity to achieve program results.
 - b. Sound operational and financial management capacity.
 - c. An ability to monitor programs effectively and gather and analyze data on program impact, particularly in a conflict environment.
 - d. Experience managing similar stabilization programs in conflict environments.
 - e. Experience working jointly and facilitating assistance efforts with the host government and other relevant stakeholders.
 - f. Experience with marketing and advertising program achievements and results in similar conflict settings.
 - g. The organizational diagram will illustrate the below.

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- i. The relationship between the central office located in Peshawar and any proposed sub-office
- ii. Collaboration and/or partnerships with other organizations from delivery of assistance, resource leveraging to monitoring and evaluation.
- iii. How the organizational structure will make strategic decisions and ability to quickly evolve and respond to changes on the ground.

2. Capability to Mobilize long/short-term technical assistance in areas that are within and those not included in the illustrative areas of technical assistance: The Applicant shall also submit a mobilization plan with proposed timeframes/benchmarks for training and deploying staff, setting up office(s), procuring vehicles and office equipment, and initiating work activities with both the public and private sector.

3. Proposed partners, their expertise, and their roles and responsibilities vis-à-vis the prime. Partnering with eligible local organizations is strongly encouraged, and some functions may be performed by local sub-partners as appropriate.

g. Past Performance

Include a description of all contracts, grants, and cooperative agreements which the Applicant has implemented involving similar or related programs over the past three years with organizations (commercial, governmental, and NGOs). Include the below information.

- a. Agreement (or grant/contract) name and award number (if any), annual amount received for each of the last three years, and beginning and ending dates
- b. Performance location
- c. Name and address of organization for which the work was performed
- d. Current telephone number and email address of responsible representative of the organization for which the work was performed
- e. Brief description of the program activity and a summary of results achieved to include:
 - i. Demonstrated knowledge and experience operating similar or related programs (e.g. conflict or stability programs);
 - ii. Demonstrated experience putting in place systems and operational processes to ensure cost controls, transparency and accountability; and,
 - iii. Demonstrated experience collaborating with the military, host government and other relevant stakeholders.

3. COST/BUSINESS APPLICATION FORMAT

The Cost/Business Application is to be submitted under separate cover from the technical application.

The following sections describe the documentation that Applicants for assistance awards must submit to USAID prior to award. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details. The budget shall be submitted in unprotected excel sheet.

Budget: which provides in detail the total estimated amounts for implementation of the program your organization is proposing. The budget to be presented under the Cost/Business Application should relate to results while also showing the percentage of the proposed budget allocated as a direct assistance to conflict victims. A matrix format will probably be most suitable. The Cost/Business Application should be for a period

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of up to 36 months using the budget format shown in the SF-424A. If there are any training costs to be charged to this Agreement, they must be clearly identified.

Budget narrative: which provide detailed budget explanation and supporting justification of each proposed budget line items. It must clearly identify the basis of costs elements, such as market surveys, price quotations, current salaries, historical experience, etc. A summary of the budget must be submitted using Standard Forms 424, 424A and 424B, that are available to download at:

http://www.grants.gov/agencies/approved_standard_forms.jsp

Standard Form 424: <http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>

Standard Form 424A: www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf

Standard Form 424B: www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf

The budget must include:

- The breakdown of all costs associated with the program according to costs of, headquarters, regional and/or country offices, if any;
- The breakdown of all costs proposed by each partner organization involved in the program;
- Potential contributions of non-USAID or private commercial donors to the expected Cooperative Agreement; if any
The name (if identified), annual salary, and expected level of effort of each candidate named and charged to the activity. **Provide annual salary history for at least the three most recent years for all identified and proposed long-/short-term key and non-key personnel;**
- If not included in an indirect cost rate agreement negotiated with the U.S. Government, the applicable fringe benefit rates for each category of employees, and an explanation of the benefits included in the rate;
- Breakdown of allowances by specific type and by person;
- Travel, per diem and other transportation expenses detailed to include number of international trips, expected itineraries, number of per diem days and per diem rates;
- All equipment proposed to be purchased;
- USAID branding and marking estimated costs (refer to page 40 of this RFA);
- 10. Mid-term evaluation cost (refer to page 18th of this RFA)), and
- 11. Financial plans for all proposed sub-grants and subcontracts, and they must have the same format
And level of detail as those of the applicants.

In the case of a group application, the Cost/Business Application must include a copy of the legal relationship between the prime applicant and its partners. The application document should include a full discussion of the relationship between the Applicant and its partners, including identification of the Applicant with which USAID will treat for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.

d) The proposed budget should provide cost estimates for the management of the program (including program security, monitoring and communications and information sharing). Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities, particularly to Pakistani civilian beneficiaries. Accordingly, those applications with minimal administrative costs may be deemed to offer a "greater value" than those with higher costs for program administration. Additionally, those applications with a greater proportion of cost share may be deemed to offer a "greater

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value.” The percentage of funds proposed for programming versus administrative costs will be taken into consideration, i.e. the cost of staff salaries, equipment, travel and allowances vs. funding for the program objectives and expected results as identified in Section A.

e) Include a plan containing the main activities of the program. List on the vertical axis the activities, and on the horizontal axis the following information: (a) name of implementers; (b) time frame, noting estimated dates of completion; and (c) the respective cost. This information would be added onto the Preliminary Annual Workplan requested under the Technical Application, but also including cost.

f) The cost/business portion of the application should describe headquarters and field procedures for financial reporting. Discuss the management information procedure you will employ to ensure accountability for the use of U.S. Government funds. Describe program budgeting, financial and related program reporting procedures.

g) Security Costs - The Applicant will provide USAID/Pakistan a security plan and budget for security costs as part of its application. The Security Plan and budget shall delineate and justify for reasonableness all costs and provide a coherent, overall integrated security plan that demonstrates that the Applicant has undertaken a thoughtful review of their security needs and includes analysis of the various elements of a security plan. Applicants should consider any costs foreseen for security, as identified in Annex No. 3 “Sample Format for Initial Security Plan” to include security equipment, security-related communication equipment, and guards required for program implementation. These costs should be included under “Other Direct Costs.” Security Costs shall be clearly identified in the cost application in a separate budget line item and must be included as part of the overall Applicant's cost application.

h) Seminars and Conferences - The Applicant should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

i) Foreign Government Delegations to International Conferences: Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference “Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the AOTR.

j) Applicants should assume notification of an award approximately sixty (60) days after the date established as a deadline for receipt of applications.

II. A current Negotiated Indirect Cost Rate Agreement (NICRA);

Applicants and subgrantees who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant government agency shall submit the following information:

Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;

Cash flow and organizational chart; and

A copy of the organization's accounting manual.

III. Required Pre-award Certifications, Assurances and other Statements of the Recipient, included in *Section D* Certifications, Assurances and Other Statements;

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IV. Details regarding the level of cost share your organization is proposing for this activity. Cost sharing may be proposed from any available and interested local and international funding sources, including but not limited to, government and public institutions, individuals, corporations, NGOs, and foundations.

V. Applicants should submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

1. Have adequate financial, management and personnel resources and systems, or the ability to obtain such resources as required during the performance of the award.
2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
3. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
4. Has a satisfactory record of integrity and business ethics; and
5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations (e.g., EEO).

VI. Applicants that have never received a grant, cooperative agreement, or contract from the U.S. Government are required to submit:

- a. Copies of audited financial statements for the last three years, which a Certified Public Accountant or other auditor satisfactory to USAID has performed;
- b. Projected budget, cash flow, and organization charts; and
- c. Copies of applicable policies and procedures (e.g., accounting, purchasing, property management, personnel).

VII. Certificate of Compliance: Submit a copy of your Certificate of Compliance if your organization's systems have been certified by the USAID/Washington's Office of Acquisition and Assistance (M/OAA).

The following information should also be taken into consideration when developing the budget:

1. **Labor** - Direct salaries and wages for each year of the Agreement shall be in accordance with the organization's established personnel policies, the applicable cost principles and the current salary history of proposed LT/ST employees. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, be subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of compensation, and amount of time proposed for key and non-key personnel. Anticipated salary increases during the period of the Agreement should be included.

Additional Requirements for Personnel Compensation

a. Limitations

(1) Salaries and wages must be reflective of the "market value" for each position. Salaries and wages may not exceed the Applicant's established policy and practice, including the Applicant's established pay scale for

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equivalent classifications of employees, which shall be certified by the Applicant. No individual salary or wage may exceed the employee's current salary or wage, or the highest rate of annual salary or wage received during any full year of the immediately preceding three (3) years without the approval of the Agreement Officer. Salaries for locally employed staff should not exceed the Local Compensation Plan for USAID/Pakistan.

(2) Base pay, or base salary, is defined as the employee's basic compensation (salary) for services rendered. Taxes which are a responsibility or liability of the employee are inclusive of, and not additive to, the base pay or salary. The base pay excludes benefit and allowances, bonuses, profit sharing arrangements, commission, consultant fees, extra or overtime payments, overseas differential or quarters, cost of living or dependent education allowances, etc.

(3) This USAID-funded project implemented under the anticipated Cooperative Agreement will be for an estimated period of performance of three (3) years; also referred to as the Award Period. Unless the Applicant/Recipient demonstrates otherwise to the USAID Agreement Officer's satisfaction, Cooperating Country Nationals (CCNs) employed by the Applicant/Recipient solely to work under the USAID-funded project under this Agreement are considered by USAID as employed by the Applicant/Recipient for a specified period not to exceed the Agreement Period. This provision shall be interpreted in accordance with applicable cost standards including OMB Circular A-122 (Cost Principles for Non-Profit Organizations) and OMB Circular A-21 (Cost Principles for Educational Institutions), as applicable, including, but not limited to Selected Items of Cost - Compensation for Personal Services, and 22 CFR 226.

b. Annual Salary Increases

Annual salary increase and/or promotional increase may be granted in accordance with the Applicant's established policies but up to the maximum of 5%. Salary increases may be granted after the employee's completion of each twelve months of satisfactory services under the USAID award.

Fringe Benefits - If accounted for as a separate item of cost, fringe benefits should be based on the Applicant's audited fringe benefit rate, supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or historical cost data. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g. health and life insurance, FICA, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. Fringe Benefits for local staff should be accounted in accordance with Pakistan's labor law.

Supplies and Equipment - Differentiate between expendable supplies and nonexpendable equipment (NOTE: Equipment is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, unless the Applicant's established policy establishes nonexpendable equipment anticipated to be required to implement the project, specifying quantities and unit cost.)

Allowances, if any, must be broken down by specific type and by person and must be in accordance with the Applicant's established policies.

Travel and Per Diem - The narrative should indicate the purpose of trip(s), number of trips, domestic and international, and the estimated unit cost of each. Specify the origin and destination for each proposed trip, duration of travel and number of individuals traveling. Proposed per diem rates must be in accordance with the Applicant's established policies and practices that are uniformly applied to federally financed and other activities of the Applicant.

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Other Direct Costs (ODC) - could include costs such as communications, office rental, utilities, report preparation costs, passports, visas, medical exams and inoculations, insurance (other than the Applicant's normal coverage), other field office operation costs, etc. The narrative, or supporting schedule, should provide a complete breakdown and support for each item of other direct costs.

Proposed (Sub) contracts/agreements - Applicants who intend to utilize subcontractors or sub recipients should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the Applicant. Extensive (sub) contract/agreement financial plans should follow the same cost format as submitted by the Applicant.

An award shall be made only when the Agreement Officer makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID. For the organizations that are new to USAID, or organizations with outstanding audit findings, it may be necessary to perform a pre-award survey. The cost/business applications of all applicants submitting a technically acceptable application will be evaluated for general reasonableness, cost realism, allowability and allocability.

Source and Origin Requirements: The authorized geographic code for procurement of goods and services under this agreement is 935, which includes "any area or country but excluding prohibited sources".

Cost Sharing: Cost sharing is an important element of the USAID' recipient relationship. In addition to USAID funds, Applicants are encouraged to contribute resources from own, private or local sources for the implementation of this program. Contributions can be either cash or in kind and can include contributions from the NGO, local counterpart organizations, project clients, and other donors (excluding other USG funding sources). This may be from program generated funds such as client savings, interest and fees in line with USAID standard provisions on cost sharing. The minimum cost share contribution established for the program is 10%.

Unnecessarily elaborate applications: unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the Applicant's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

4. SECURITY PLAN FORMAT

The Applicant shall submit a Security Plan and budget as a part of their proposal. The Security Plan shall be based on a credible threat analysis and risk assessment. The plan shall provide a coherent, integrated security plan, which demonstrates that the applicant has undertaken a thoughtful review of their security needs and includes analysis of the various elements of a security system showing how threats will be mitigated. The security budget shall delineate and justify for reasonableness all costs. The security budget shall be complete and include comprehensive budget notes. The Security Plan and budget shall also include a point of contact to answer questions or provide clarifications regarding security throughout the life of the program. The applicant is encouraged to acquire professional advice from an expert of its choosing to assist in establishing an overall security plan/system. The security plan accompanied by the budget will be reviewed together with the technical and cost proposals and it needs to demonstrate that the security needs to successfully implement the program description as presented in the applicant's technical approach have been addressed/considered.

A sample format for Initial Security Plan is included in this RFA, Annex 3.

5. COOPERATIVE AGREEMENT AWARD

The Government may award a cooperative agreement resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value (see Section B of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The Government may award a cooperative agreement on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

Awards will be made to responsible applicants whose applications offer the greatest value, cost and other factors considered. Applicants are specifically advised that until an executed document is received and duly signed by an Agreement Officer, no program expenditures will be paid by USAID/Pakistan.

In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

- a) Section C - Selection Criteria;
- b) Section B - Instruction for Application Format;
- c) Section A – Program Description;
- d) Cover Letter.

A written award mailed or otherwise furnished to the successful applicant(s) within the time for acceptance specified either in the application(s) or in this RFA (whichever is later) shall result in a binding cooperative agreement without further action by either party. Before the application's specified expiration time, if any, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations or discussions conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.

Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting cooperative agreement unless explicitly stated otherwise in the agreement.

To be eligible for award of a cooperative agreement, in addition to other conditions of this RFA, organizations must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub-awards issued under the cooperative agreement.

Foreign Government Delegations to International Conferences: Funds in the cooperative agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences" <http://www.info.usaid.gov/pubs/ads/300/refindx3.htm> or as approved by the Agreement Officer.

6. AUTHORITY TO OBLIGATE THE GOVERNMENT

The USAID Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before receipt of either a fully executed Agreement or a specific written authorization from the Agreement Officer.

[END OF SECTION B]

SECTION C - SELECTION CRITERIA

Applications will be evaluated according to the following criteria. The relative importance of each criterion is indicated by the number of points assigned. A total of 100 points is possible. Applicants should understand these criteria serve to: (a) identify the significant issues which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. *The greater the equality of applications, the more important price becomes in selecting the best value to the U.S. government.*

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Applicants shall organize the narrative sections of their technical applications in the same order as the selection criteria. Technical evaluation of applications will be based on the extent and appropriateness of the proposed approaches and feasibility for achieving the goal and the three components in accordance with the below criteria.

If an award is not made on the initial applications, USAID may request clarification and supplemental materials from applicants whose applications have a reasonable chance of being selected for award. The entry into discussion is to be viewed as part of the evaluation process and shall not be deemed by USAID or the applicants as indicative of a decision or commitment upon the part of USAID to make an award to the applicants with who discussions are being held.

A. TECHNICAL APPLICATION CRITERIA

Technical Approach	40 points
Key Personnel Qualification & Experience	35 points
Management Approach	15 points
Past Performance	<u>10 points</u>
<i>100 points</i>	

1. Technical Approach – Total 40 points

- a. The extent to which the proposed program demonstrates technical soundness, reflects a solid understanding of the FATA/KP context, will contribute to USAID's FATA/KP stabilization strategy, and will achieve the desired program goal and its three components.
- b. The extent to which the proposed program effectively addresses victim identification measures including meeting terrorist financing vetting requirements, fosters collaboration with the government and other donors in identifying victims and defining and distributing civilian assistance packages, and promotes transparency and accountability in identifying civilian victims and distributing civilian assistance packages.
- c. The extent to which the proposed program holistically and creatively addresses and inter-weaves gender (men/boys and women/girls) issues, constraints and interventions throughout the design.
- d. The extent to which the proposed program innovatively and soundly utilizes public-private partnerships to address short, medium and long-term victim assistance solutions.
- e. The extent to which the draft Performance Monitoring Plan includes detailed information about (1) how the applicant will measure and track the impact of this program; (2) data quality procedure, policies and how data integrity will be ensured including how the results will be attributable to the designed program; (3) the level and extent that yearly indicator targets are ambitious yet realistic; and (4) when and how baseline and annual public opinion table will be collected.

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- f. The extent to which the proposed program demonstrates an effective and innovative approach to ensuring the maximum service delivery to beneficiaries is provided.

2. Key Personnel Qualifications & Experience - Total 35 points

Demonstrated capability, field and relevant management experience in similar projects, education and qualifications of proposed Chief of Party. **(15 Points)**

Demonstrated relevant experience in similar projects, appropriate academic backgrounds, and qualifications of proposed other Key Personnel. . **(20 Points)**

- a. Chief of Party: (1) An advanced degree from an accredited university is required. A degree in a field relevant to the position is highly desirable; (2) at least 8-10 years of relevant technical experience in an international development setting on similar international donor funded programs is required. Experience in a conflict affected environment is desired, (3) at least 5-7 years of experience in a chief of party or similar leadership role is required. Experience on a USAID-funded program is desired, (4) At least 5-7 years of progressively responsible experience leading and directing a team on a donor funded program is required, (5) proven experience directly collaborating with donor and host country government representatives, (6) fluent oral and strong analytical, written English communications skills is required, (7) demonstrated interpersonal skills including diplomacy, tact, and the ability to negotiate and influence is required, (8) strong computer skills, including ease and skill in using word, excel spreadsheets, email, the Internet, Windows applications, is required, and (8) experience training staff is highly desirable.
- b. Finance and Administration Director: (1) a university degree from an accredited university in accounting or a field relevant to the position is required; (2) at least 6-8 years of relevant technical experience in an international development setting on similar international donor funded programs is required. Experience in a conflict affected environment is desired, (3) at least 3-5 years of progressively responsible experience in a similar role in a donor funded program, is required. Experience in a similar role on a USAID-funded program is desirable, (4) fluent oral and strong analytical, written English communications skills, (5) proven experience jointly coordinating and collaborating with donor representatives and host country stakeholders highly desirable (6) demonstrated interpersonal skills including diplomacy, tact, and the ability to negotiate and influence, (7) strong computer skills, including ease and skill in using word, excel spreadsheets, email, the Internet, Windows applications, and (8) experience training staff is highly desirable.
- c. Communications Outreach and Information Sharing Coordinator: (1) a university degree from an accredited university is required. A degree in a field (e.g. public relations, communications, etc.) relevant to the position is highly desirable; (2) at least 5-7 years of relevant technical experience in an international development setting on similar international donor funded programs, is required. Experience in a similar role on a USAID-funded program is desirable, (3) at least 3-5 years of progressively responsible experience in a similar role on a donor funded program, (4) proven experience directly collaborating with donor representatives and host country government stakeholders, (5) fluent oral and strong analytical, written English communications skills is required. Native English speaker is preferred, (6) demonstrated interpersonal skills including diplomacy, tact, and the ability to negotiate and influence, (7) strong computer skills, including ease and skill in using word Excel spreadsheets, email, the Internet, Windows applications, and (8) experience training staff is highly desirable.

3. Management Approach – Total 15 points

Subfactor 3.1: Relevant organizational expertise and organizational chart

- a. Integrated and holistic organizational structure including a clear organizational chart ensuring effectiveness and efficiency to achieve maximum results, make strategic decisions, monitor, deal with security issues and ability to quickly evolve and respond to changes on the ground.
- b. Relevant organizational expertise to design, implement and manage the program including relevant experience working in a conflict environment similar to the FATA/KP.
- c. Clear implementation plan that demonstrates a logical and integrated approach to the use of program resources to achieve specified objectives and results under each component.
- d. Demonstrated experience collaborating with the host government and other relevant stakeholders.
- e. Demonstrated ability to recruit and retain highly qualified technical staff.

Subfactor 3.2: Mobilization Plan

Realistic and clear timeframes/benchmarks for deploying staff, setting up office(s), procuring vehicles and office equipment, and initiating work activities including the first disbursements of civilian compensation packages.

4. Past Performance – Total 10 points

Applicants and any proposed partners will be evaluated in accordance with ADS 303.3.6.3. The Technical Review Committee will validate an applicant's past performance reference information by relying on existing evaluations to the maximum extent possible; and making a reasonable, good faith effort to contact all references to obtain verification or corroboration on the below evaluation criteria.

- How well an applicant performed
- The relevancy of the work performed
- Instances of good performance
- Instances of poor performance
- Significant achievements
- Significant problems
- Any indications of excellent or exceptional performance in the most critical areas.

In cases where an Applicant lacks relevant performance history, information on performance is not available or an applicant is a member of a class of applicants where there is provision not to rate the class against a sub factor, then the applicant will not be evaluated favorably or unfavorably on performance. The "neutral" rating assigned to any Applicant lacking relevant performance history is a score commensurate with the percentage of points received vs. possible points. An exception to this neutral rating provision: the non-small businesses prime with no history of subcontracting with small business concerns. Prior to assigning a "neutral" past performance rating, the Agreement Officer may take into account a broad range of information related to an Applicant's performance.

B. COST APPLICATION EVALUATION

Cost has not been assigned a weight but will be evaluated for realism, reasonableness, allowability, allocability, and cost effectiveness. The pre-award evaluation of cost effectiveness will include an examination of the application's budget detail to ensure it is a realistic financial expression of the proposed project and does not

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contain costs which may be unreasonable or unallowable. Applications that have more efficient operational systems that reduce operation costs will be more favorably considered.

Cost sharing will be evaluated on the level of financial participation proposed and the added value it represents to the program. As technical scores converge, application that maximize direct activity costs including cost sharing and that minimize administrative costs will be more favorably considered. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured by a responsibility determination.

Notes on Cost Sharing:

- a. Cost share is defined by USAID as "contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the recipient's records." Please take note of the provision on cost sharing in 22 CFR 226.23.
- b. The minimum requirement for cost sharing under this RFA is **10%** of the total costs. USAID requires applicants to demonstrate their commitment to program success by addressing the requirement for cost sharing. USAID policy is that cost sharing is an important element of the USAID-recipient relationship.
- c. Additional revised USAID policy on cost share can be found in ADS 303.3.10.4, Meeting Cost Sharing Requirements and Standard Provision "Cost Sharing (Matching) (February 2012).

C. SECURITY PLAN – No points

Points will not be assessed for evaluation purposes. Security plans will be reviewed in coordination with USAID's Security Office on the extent to which the plan demonstrates reasonableness, clarity and feasibility of the proposed approach to ensure security for personnel and facilities. Plans will be assessed a pass or fail rating. If the deficiencies are deemed minor in nature, the Applicant will have an opportunity to address and correct them. The Applicant must have an acceptable plan prior to receiving an award.

D. BRANDING STRATEGY AND MARKING PLAN – No points

Although points will not be assessed for evaluation purposes, applicants shall briefly describe (not to exceed two pages) how they will promote USAID identity, U.S. Government's support for this program and the program's achievements in Pakistan, particularly, the FATA/KP.

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or subaward, must be marked appropriately overseas with the USAID Identity. See Section 641, Foreign Assistance Act of 1961, as amended; 22 CFR 226.91.

Under the regulation, USAID requires the submission of a Branding Strategy and a Marking Plan, but only by the "Apparent Successful Applicant," as defined in the regulation. The Apparent Successful Applicant's proposed Branding and Marking Plan may include a request for approval of one or more exceptions to marking requirements established in 22 CFR 226.91. The Agreement Officer is responsible for evaluating and approving the Branding Strategy and a Marking Plan (including any request for exceptions) of the Apparently Successful Applicant, consistent with the provisions "Branding Strategy," "Marking Plan," and "Marking of USAID-funded Assistance Awards" contained in AAPD 05-11 and in 22 CFR 226.91. Please note that in contrast to "exceptions" to marking requirements, waivers based on circumstances in the host country must be approved by

the Mission Director or other USAID Principal Officers, see 22 CFR 226.91(j). More information on Branding Strategy and Marking Plan are available at <http://www.usaid.gov/branding/assistance.html>.

Applicants should be fully aware that USAID/Pakistan anticipates a robust branding strategy and marking plan including a mass media campaign advertising this assistance. USAID estimates that approximately 2% of the total budget is a good guide when budgeting for marking and branding.

E. BEST VALUE DECISION AND AWARD

Award will be made to the Applicant whose application offers the best value to the U.S. Government. Best value is defined as the expected outcome of a procurement that, in the Government's estimation, provides the greatest overall benefit in response to the requirement. The final award decision is made, while considering the recommendations of the Technical Evaluation Committee (TEC), by the Agreement Officer. The Agreement Officer's decision about the funding of an award is final and not subject to review. Any information that may impact the Agreement Officer's decision shall be directed to the Agreement Officer.

For this RFA, technical application merits are considered significantly more important than cost relative to deciding which Applicant might perform the work best. Cost realism, effectiveness and reasonableness will be the determining factors in the event that the applications receiving the highest ratings are closely ranked. Therefore, after the final evaluation of the application, the Agreement Officer will make the award to the Applicant whose application offers the best value to the Government considering technical, cost and other factors.

[END OF SECTION C]

SECTION D

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENT

- Please complete the certifications and assurances on the following website:

Certifications, Assurances, & Other Statements of Recipient:

<http://www.usaid.gov/policy/ads/300/303sad.pdf>

Certification Regarding Terrorist Financing Implementing E.O. 13224:

http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd04_14.pdf

- **OMB CIRCULAR A-133 OR SIMILAR AUDITS**

If applicable, please provide the date of your most recent A-133 or similar audit, including findings and results of such audits.

Solicitation No. _____

Application/Application No. _____

Date of Application/Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____ Date _____

- **KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

- PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Print Name and Title: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

FORMATS\GRNTCERT: Rev. 06/16/97 (ADS 303.6, E303.5.6a) When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement". The recipient must obtain from each identified subgrantee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary. See ADS Chapter E303.5.6a, 22 CFR 208, Annex1, App A. For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the grant standard provision entitled "Debarment, Suspension, and Related Matters" if the recipient is a U.S. nongovernmental organization, or in the grant standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the recipient is a non-U.S. nongovernmental organization.

- **CERTIFICATION REGARDING MATERIAL SUPPORT AND RESOURCES**

As a condition of entering into the referenced agreement, _____ hereby certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity, including but not limited to the individuals and entities listed in the Annex to Executive Order 13224 and other such individuals and entities that may be later designated by the United States under any of the following authorities: § 219 of the Immigration and Nationality Act, as amended (8 U.S.C. § 1189), the International Emergency Economic Powers Act (50 U.S.C. § 1701 et seq.), the National Emergencies Act (50 U.S.C. § 1601 et seq.), or § 212(a)(3)(B) of the Immigration and Nationality Act, as amended by the USA Patriot Act of 2001, Pub. L. 107-56 (October 26, 2001)(8 U.S.C. §1182). _____ further certifies that it will not provide material support or resources to any individual or entity that it knows, or has reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated, or will immediately cease such support if an entity is so designated after the date of the referenced agreement.

For purposes of this certification, "material support and resources" includes currency or other financial securities, financial services, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

For purposes of this certification, "engage in terrorist activity" shall have the same meaning as in section 212(a)(3)(B)(iv) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1182(a)(3)(B) (iv)).

For purposes of this certification, "entity" means a partnership, association, corporation, or other organization, group, or subgroup.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Signature: _____

Print Name and Title: _____

Date: _____

Address: _____

NOTICE:

If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

- CERTIFICATION REGARDING USE OF FY2004-FY2008 HIV/AIDS FUNDS

PROHIBITION ON THE USE OF FEDERAL FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION -ASSISTANCE (JULY 2004)

(a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

(b) [This subsection (b) only applies to foreign non-governmental organizations and PIOs receiving U.S. Government funds to carry out programs that target victims of severe forms of trafficking as either prime awardees or subawardees.]

(1) For programs that target victims of severe forms of trafficking, as a condition of entering into this agreement or subagreement, the recipient/subrecipient agrees that in its activities outside of the United States and its possessions it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked.

(2) The following definitions apply for purposes of this clause:

FOREIGN NON-GOVERNMENTAL ORGANIZATION – The term “foreign non-governmental organization” means an entity that is not organized under the laws of any State of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

SEVERE FORMS OF TRAFFICKING IN PERSONS. - The term “severe forms of trafficking in persons” means— (A) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

(B) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

(c) The recipient shall insert this provision in all sub-agreements under this award.

(d) This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination, in whole or in part, of the agreement by USAID prior to the end of its term.”

ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (ASSISTANCE) (JUNE 2005)

An organization that is otherwise eligible to receive funds under this agreement to prevent, treat, or monitor HIV/AIDS shall not be required to endorse or utilize a multisectoral approach to combatting HIV/AIDS, or to endorse, utilize, or participate in a prevention method or treatment program to which the organization has a religious or moral objection.

Survey on Ensuring Equal Opportunity for Applicants

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Grant Name: _____ **CFDA Number:** _____

1. Does the applicant have 501(c)(3) status?

Yes No

2. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer 15-50
 4-5 51-100
 6-12 over 100

3. What is the size of the applicant's annual budget? (Check only one box.)

Less than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

Yes No

5. Is the applicant a non-religious community based organization?

Yes No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

Yes No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

Yes No

8. Is the applicant a local affiliate of a national organization?

Yes No

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money our organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725.

[END OF SECTION D]

SECTION E - ANNEXES

ANNEX 1 – MANDATORY AWARD REQUIREMENTS

1. IMPLEMENTATION OF E.O.13224 -- EXECUTIVE ORDER ON TERRORISM FINANCING (SEP 2004)

The Recipient/sub recipient(s) is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient/sub recipient(s) to ensure compliance with these Executive Orders and laws. This provision must be included in all sub awards issued under this agreement.

2. STANDARD PROVISIONS FOR U.S. NON-GOVERNMENTAL ORGANIZATIONS

Mandatory Standard Provisions for U.S. Non-Governmental Organizations and some or all Required as Applicable Standard Provisions would be incorporated in the resulting agreement. Interested applicants shall read them at USAID website: <http://www.usaid.gov/policy/ads/300/303maa.pdf>.

3. STANDARD PROVISIONS FOR NON U.S. NON-GOVERNMENTAL ORGANIZATIONS

Mandatory Standard Provisions for Non-U.S., Nongovernmental Organization and some or all required as Applicable Standard Provisions would be incorporated in the resulting agreement. Interested applicants shall read them at USAID's website: <http://www.usaid.gov/policy/ads/300/303mab.pdf>

[END OF ANNEX 1]

ANNEX 2 – BRANDING STRATEGY AND MARKING PLAN

1. BRANDING STRATEGY – ASSISTANCE (December 2005)

(a) Definitions

Branding Strategy means a strategy that is submitted at the specific request of a USAID Agreement Officer by an Apparently Successful Applicant after evaluation of an application for USAID funding, describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens. It identifies all donors and explains how they will be acknowledged.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that the Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new landmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and is provided without royalty, license, or other fee to recipients of USAID-funded grants or cooperative agreements or other assistance awards or subawards.

(b) **Submission.** The Apparently Successful Applicant, upon request of the Agreement Officer, will submit and negotiate a Branding Strategy. The Branding Strategy will be included in and made a part of the resulting grant or cooperative agreement. The Branding Strategy will be negotiated within the time that the Agreement Officer specifies. Failure to submit and negotiate a Branding Strategy will make the applicant ineligible for award of a grant or cooperative agreement. The Apparently Successful Applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events and materials, and the like.

(c) Submission Requirements

At a minimum, the Apparently Successful Applicant's Branding Strategy will address the following:

(1) Positioning

What is the intended name of this program, project, or activity?

Guidelines: USAID prefers to have the USAID Identity included as part of the program or project name, such as a "title sponsor," if possible and appropriate. It is acceptable to "co-brand" the title with USAID's and the Apparently Successful Applicant's identities. For example: "The USAID and [Apparently Successful Applicant] Health Center."

If it would be inappropriate or is not possible to "brand" the project this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the program or project. *For example: School #123, rehabilitated by USAID and [Apparently Successful Applicant]/ [other donors].*

Note: the Agency prefers "made possible by (or with) the generous support of the American People" next to the USAID Identity in acknowledging our contribution, instead of the phrase "funded by." USAID prefers local language translations.

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo.

Note: USAID prefers to fund projects that do NOT have a separate logo or identity that competes with the USAID Identity.

(2) Program Communications and Publicity

Who are the primary and secondary audiences for this project or program?

Guidelines: Please include direct beneficiaries and any special target segments or influencers. *For Example: Primary audience: schoolgirls age 8-12, Secondary audience: teachers and parents – specifically mothers.*

What communications or program materials will be used to explain or market the program to beneficiaries?

Guidelines: These include training materials, posters, pamphlets, Public Service Announcements, billboards, websites, and so forth.

What is the main program message(s)?

Guidelines: *For example: "Be tested for HIV-AIDS" or "Have your child inoculated."*

Please indicate if you also plan to incorporate USAID's primary message – this aid is "from the American people" – into the narrative of program materials. This is optional; however, marking with the USAID Identity is required.

Will the recipient announce and promote publicly this program or project to host country citizens? If yes, what press and promotional activities are planned?

Guidelines: These may include media releases, press conferences, public events, and so forth.

Note: incorporating the message, "USAID from the American People", and the USAID Identity is required.

Please provide any additional ideas about how to increase awareness that the American people support this project or program.

Guidelines: One of our goals is to ensure that both beneficiaries and host-country citizens know that the aid the Agency is providing is "from the American people." Please provide any initial ideas on how to further this goal.

(3) Acknowledgements

Will there be any direct involvement from a host-country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional co-sponsor?

Note: it is perfectly acceptable and often encouraged for USAID to "co-brand" programs with government ministries.

Please indicate if there are any other groups whose logo or identity the recipient will use on program materials and related communications.

Guidelines: Please indicate if they are also a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

(d) Award Criteria. The Agreement Officer will review the Branding Strategy for adequacy, ensuring that it contains the required information on naming and positioning the USAID-funded program, project, or activity, and promoting and communicating it to cooperating country beneficiaries and citizens. The Agreement Officer

also will evaluate this information to ensure that it is consistent with the stated objectives of the award; with the Apparently Successful Applicant's cost data submissions; with the Apparently Successful Applicant's project, activity, or program performance plan; and with the regulatory requirements set out in 22 CFR 226.91. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

2. MARKING PLAN – ASSISTANCE (December 2005)

(a) Definitions

Marking Plan means a plan that the Apparently Successful Applicant submits at the specific request of a USAID Agreement Officer after evaluation of an application for USAID funding, detailing the public communications, commodities, and program materials and other items that will visibly bear the USAID Identity. Recipients may request approval of Presumptive Exceptions to marking requirements in the Marking Plan.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award, which the Agreement Officer must still obligate.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new brandmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and USAID provides it without royalty, license, or other fee to recipients of USAID funded grants, cooperative agreements, or other assistance awards or sub-awards.

A **Presumptive Exception** exempts the applicant from the general marking requirements for a *particular* USAID-funded public communication, commodity, program material or other deliverable, or a *category* of USAID-funded public communications, commodities, program materials or other deliverables that would otherwise be required to visibly bear the USAID Identity. The Presumptive Exceptions are:

Presumptive Exception (i). USAID marking requirements may not apply if they would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials, such as election monitoring or ballots, and voter information literature; political party support or public policy advocacy or reform; independent media, such as television and radio broadcasts, newspaper articles and editorials; and public service announcements or public opinion polls and surveys (22 C.F.R. 226.91(h)(1)).

Presumptive Exception (ii). USAID marking requirements may not apply if they would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent (22 C.F.R. 226.91(h)(2)).

Presumptive Exception (iii). USAID marking requirements may not apply if they would undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as "by" or "from" a cooperating country ministry or government official (22 C.F.R. 226.91(h)(3)).

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Presumptive Exception (iv). USAID marking requirements may not apply if they would impair the functionality of an item, such as sterilized equipment or spare parts (22 C.F.R. 226.91(h)(4)).

Presumptive Exception (v). USAID marking requirements may not apply if they would incur substantial costs or be impractical, such as items too small or otherwise unsuited for individual marking, such as food in bulk (22 C.F.R. 226.91(h)(5)).

Presumptive Exception (vi). USAID marking requirements may not apply if they would offend local cultural or social norms, or be considered inappropriate on such items as condoms, toilets, bed pans, or similar commodities (22 C.F.R. 226.91(h)(6)).

Presumptive Exception (vii). USAID marking requirements may not apply if they would conflict with international law (22 C.F.R. 226.91(h)(7)).

(b) **Submission.** The Apparently Successful Applicant, upon the request of the Agreement Officer, will submit and negotiate a Marking Plan that addresses the details of the public communications, commodities, program materials that will visibly bear the USAID Identity. The marking plan will be customized for the particular program, project, or activity under the resultant grant or cooperative agreement. The plan will be included in and made a part of the resulting grant or cooperative agreement. USAID and the Apparently Successful Applicant will negotiate the Marking Plan within the time specified by the Agreement Officer. Failure to submit and negotiate a Marking Plan will make the applicant ineligible for award of a grant or cooperative agreement. The applicant must include an estimate of all costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and so forth in the budget portion of its application. These costs are subject to revision and negotiation with the Agreement Officer upon submission of the Marking Plan and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

(c) **Submission Requirements.** The Marking Plan will include the following:

(1) A description of the public communications, commodities, and program materials that the recipient will be produced as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity. These include:

(i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;

(ii) technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID;

(iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and

(iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

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- (i) the program deliverables that the recipient will mark with the USAID Identity,
 - (ii) the type of marking and what materials the applicant will be used to mark the program deliverables with the USAID Identity, and
 - (iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking.
- (3) A table specifying:
- (i) what program deliverables will not be marked with the USAID Identity, and
 - (ii) the rationale for not marking these program deliverables.
- (d) **Presumptive Exceptions.**

(1) The Apparently Successful Applicant may request a Presumptive Exception as part of the overall Marking Plan submission. To request a Presumptive Exception, the Apparently Successful Applicant must identify which Presumptive Exception applies, and state why, in light of the Apparently Successful Applicant's technical proposal and in the context of the program description or program statement in the USAID Request For Application or Annual Program Statement, marking requirements should not be required.

(2) Specific guidelines for addressing each Presumptive Exception are:

- (i) For Presumptive Exception (i), identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why the program, project, activity, commodity, or communication is 'intrinsically neutral.' Identify, by category or deliverable item, examples of program materials funded under the award for which you are seeking exception 1.
- (ii) For Presumptive Exception (ii), state what data, studies, or other deliverables will be produced under the USAID funded award, and explain why the data, studies, or deliverables must be seen as credible.
- (iii) For Presumptive Exception (iii), identify the item or media product produced under the USAID funded award, and explain why each item or product, or category of item and product, is better positioned as an item or product produced by the cooperating country government.
- (iv) For Presumptive Exception (iv), identify the item or commodity to be marked, or categories of items or commodities, and explain how marking would impair the item's or commodity's functionality.
- (v) For Presumptive Exception (v), explain why marking would not be cost-beneficial or practical.
- (vi) For Presumptive Exception (vi), identify the relevant cultural or social norm, and explain why marking would violate that norm or otherwise be inappropriate.
- (vii) For Presumptive Exception (vii), identify the applicable international law violated by marking.

(3) The Agreement Officer will review the request for adequacy and reasonableness. In consultation with the Cognizant Technical Officer and other agency personnel as necessary, the Agreement Officer will approve or

disapprove the requested Presumptive Exception. Approved exceptions will be made part of the approved Marking Plan, and will apply for the term of the award, unless provided otherwise.

(e) **Award Criteria:** The Agreement Officer will review the Marking Plan for adequacy and reasonableness, ensuring that it contains sufficient detail and information concerning public communications, commodities, and program materials that will visibly bear the USAID Identity. The Agreement Officer will evaluate the plan to ensure that it is consistent with the stated objectives of the award; with the applicant's cost data submissions; with the applicant's actual project, activity, or program performance plan; and with the regulatory requirements of 22 C.F.R.226.91. The Agreement Officer will approve or disapprove any requested Presumptive Exceptions (see paragraph (d)) on the basis of adequacy and reasonableness. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

3. MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS (December 2005)

(a) Definitions

Commodities mean any material, article, supply, goods or equipment, excluding recipient offices, vehicles, and non-deliverable items for recipient's internal use, in administration of the USAID funded grant, cooperative agreement, or other agreement or subagreement.

Principal Officer means the most senior officer in a USAID Operating Unit in the field, e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives. For non-presence countries, the cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible operating unit, the Principal U.S Diplomatic Officer in the non-presence country exercising delegated authority from USAID.

Programs mean an organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an organization to carry out the responsibilities assigned to it.

Projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output or a desired result (for example, services from a fully functional water/sewage treatment facility).

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

Sub-recipient means any person or government (including cooperating country government) department, agency, establishment, or for profit or nonprofit organization that receives a USAID sub-award, as defined in 22 C.F.R. 226.2.

Technical Assistance means the provision of funds, goods, services, or other foreign assistance, such as loan guarantees or food for work, to developing countries and other USAID recipients, and through such recipients to sub-recipients, in direct support of a development objective – as opposed to the internal management of the foreign assistance program.

USAID Identity (Identity) means the official marking for the United States Agency for International Development (USAID), comprised of the USAID logo or seal and new brandmark, with the tagline that clearly communicates that our assistance is “from the American people.” The USAID Identity is available on the USAID website at www.usaid.gov/branding and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, or cooperative agreements, or other assistance awards.

(b) Marking of Program Deliverables

(1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward with the USAID Identity, of a size and prominence equivalent to or greater than the recipient's, other donor's, or any other third party's identity or logo.

(2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity. The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.

(3) The Recipient will mark technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID with the USAID Identity.

(4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people's support.

(5) The Recipient will mark all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies, and other materials funded by USAID, and their export packaging with the USAID Identity.

(6) The Agreement Officer may require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government's identity be larger and more prominent if circumstances warrant, and as appropriate depending on the audience, program goals, and materials produced.

(7) The Agreement Officer may require marking with the USAID Identity in the event that the recipient does not choose to mark with its own identity or logo.

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(8) The Agreement Officer may require a pre-production review of USAID-funded public communications and program materials for compliance with the approved Marking Plan.

(9) Sub-recipients. To ensure that the marking requirements "flow down" to sub-recipients of sub-awards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded sub-award, as follows:

"As a condition of receipt of this sub-award, marking with the USAID Identity of size and prominence equivalent to or greater than the recipient's, sub-recipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the sub-recipient, USAID may, at its discretion, require marking by the sub-recipient with the USAID Identity."

(10) Any 'public communications', as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer:

"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

(11) The recipient will provide the Agreement Officer's Technical representative or other USAID personnel designated in the grant or cooperative agreement with two copies of all program and communications materials produced under the award. In addition, the recipient will submit one electronic or one hard copy of all final documents to USAID's Development Experience Clearinghouse.

(c) Implementation of marking requirements.

(1) When the grant or cooperative agreement contains an approved Marking Plan, the recipient will implement the requirements of this provision following the approved Marking Plan.

(2) When the grant or cooperative agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within [***Agreement Officer fill-in***] days after the effective date of this provision. The plan will include:

(i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.

(ii) The type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,

(iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking,

(3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:

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- (i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
 - (ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
 - (iii) USAID marking requirements would undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as "by" or "from" a cooperating country ministry or government official;
 - (iv) USAID marking requirements would impair the functionality of an item;
 - (v) USAID marking requirements would incur substantial costs or be impractical;
 - (vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;
 - (vii) USAID marking requirements would conflict with international law.
- (4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.

(d) Waivers.

- (1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient will submit the request through the Cognizant Technical Officer. The Principal Officer is responsible for approvals or disapprovals of waiver requests.
- (2) The request will describe the compelling political, safety, security concerns, or adverse impact that require a waiver, detail the circumstances and rationale for the waiver, detail the specific requirements to be waived, the specific portion of the Marking Plan to be waived, or specific marking to be waived, and include a description of how program materials will be marked (if at all) if the USAID Identity is removed. The request should also provide a rationale for any use of recipient's own identity/logo or that of a third party on materials that will be subject to the waiver.
- (3) Approved waivers are not limited in duration but are subject to Principal Officer review at any time, due to changed circumstances.
- (4) Approved waivers "flow down" to recipients of sub-awards unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.
- (5) Determinations regarding waiver requests are subject to appeal to the Principal Officer's cognizant Assistant Administrator. The recipient may appeal by submitting a written request to reconsider the Principal Officer's waiver determination to the cognizant Assistant Administrator.

(e) Non-retroactivity. The requirements of this provision do apply to any materials, events, or commodities produced prior to January 2, 2006. The requirements of this provision do not apply to program, project, or

activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) where the construction and implementation of these are complete prior to January 2, 2006 and the period of the grant does not extend past January 2, 2006.

[END OF ANNEX 2]

ANNEX 3 - SAMPLE FORMAT FOR INITIAL SECURITY PLAN

INTRODUCTION

The items contained herein are to be considered a baseline in the development of a Security Plan. As this guidance was developed for use across the Agency, it cannot take into account all "on-the-ground" situations. Thus, developers should consider the augmentation of their security plans to meet specific threats and possible emergencies posed by the environment.

Each USAID partner will look at its security posture differently. The plan should include:

- 1) An opening statement of management responsibilities with a brief description that summarizes the corporate, company, and/or organizational philosophy regarding security in general (high profile, low profile etc.) and specifically towards this program.
- 2) A description/summary with an overview of the particular program. The plan should also indicate the intended method of managing the "safety and security program" i.e. in house by a security manager or contracted to a third party.
- 3) A Threat Analysis and a Risk Assessment conducted by a competent authority, preferably a professional Security Expert. This product should cover all facets of the Applicant's operations (i.e. lodging, office, transportation, operational area, etc.)
 - Current and previous security situation (to include crime, insurgent activity, kidnappings, police and military operations, etc.) in the area(s) of proposed program activities, the company's offices, and employee living areas.
 - Previous security incidents that involved the company and/or its personnel or other organizations in the vicinity previous and current threats against the company and/or its personnel.
- 4) Location(s) of proposed program offices and activities.
- 5) Period of Performance of the program.
- 6) The company or organization's current security plan (if applicable) including perimeter security (i.e. "11' high, 1' foot thick, concrete and brick wall, with razor wire on top totaling approx. 13' that surrounds the facility/ies, CCTV system, 10' high metal entry/exit door manned by a 24/7 armed guard, with cabin, etc).
- 7) For requests of vehicles:
 - Number of vehicles requested
 - Vendor that will be utilized
 - Frequency of travel utilizing vehicles
 - Terrain
 - Driver Training Plan
 - Passenger orientation and driver training plan.

Note: Armored vehicles have different handling characteristics and drivers and perspective passengers should be trained in evasive driving techniques as well as handling the particular type of vehicle in emergency situations.

- 8) A security point of contact in case for questions or clarifications.

9) Planned methods to mitigate the threats, including evidence of an assessment or evaluation of alternative security precautions. These may include but not be limited to:

Issuance and use of two-way radios and/or other communication networks, upgrading buildings, deploying guards and/or guard force, CCTV system, or purchasing additional vehicles as recommended by security experts, assessing the manner in which the FAV is envisaged to be used in terms of safety etc.

10) A cost breakdown along with comprehensive budget narrative. Initial funding request should be identified broken out by line item and incremental funding identified capturing annual cost and overall funding limit for the life of the award.

Please note that the above items are not an all-inclusive list; there may be additional relevant information or items to be considered. Therefore, when submitting a Security Plan, all relevant and necessary information must be addressed/explained.

SECURITY COUNTERMEASURES

The following topics are not part of an all-inclusive list, but represent a guidance of the elements the developer should consider to protect life and property from attack, theft, or environmental loss. If any of the topics is not considered relevant for the specific program, a short statement outlining why the topic is not relevant to the plan should be included.

Physical Security for the Program Office(s) and/or Expat personnel's residences

- Facility Location(s) – provide pertinent security information for each facility and/or residences
- Site Plan(s) / photographs
- Perimeter
 - o Barriers (bollards/vehicle control/personnel access control/ditch)
 - o Perimeter wall (anti-climb/construction)
 - o Visitor and package/mail screening
 - o CCTV coverage and data storage – method to monitor and security of the storage medium.
 - o Lighting
 - o Setback
- 'Hardline' protection
 - o Wall construction
 - o Man-passable openings
 - o Doors and Locks
 - o Windows and Shatter Resistant Window Film (SRWF)
 - o Access control procedures
 - o Eliminating climbable platforms if applicable
- Interior
 - o SRWF
 - o CCTV (archiving)
 - o Imminent Danger Notification System type alarm

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- Safe room - procedures
- Room locks
- Emergency procedures posted, drilled, and documented

Guard Force Considerations for the Program Office(s) and/or Expat personnel residences

- Guard Force
 - Guard force duties
 - Staffing per shift
 - Equipment that will be issued (armed/unarmed etc.)
 - Shift hours (avoid 12 hour shifts)
 - Pre-hire screening
 - Documented training (rules of engagement, firearms, first aid etc.)

Infrastructure

- Power
 - Generator (back-up power) size
 - Fuel delivery and storage
- Other Considerations
 - Potable water source and emergency supply
 - Environmental factors (flood/seismic)
 - Proximity to emergency response
 - Fire safety, smoke and carbon-monoxide alarms
 - Emergency food stores

SAFETY & SECURITY POLICIES AND PLANS

Corporate, company, and or organizational policies and plans that are specific to the program/project should be addressed.

Policies

- Incident reporting (SIR, IR, SR, etc.)
- Weapons on the premises/
- Premises access
- Pre-hire staff vetting
- Branding (USAID and other)
- ID issuance and display
- Medical treatment
- Movement on foot and vehicular
- Vehicle accident
- Night letters and other threats to staff
- Visitors access procedures
- Safeguarding sensitive information
- Travel policies including local, field and international.

- Compliance with licenses under Pakistan laws.

Plans

- Communications plan (including emergency cascade phone list)
- Fire in/on the premises
- Bomb threat
- Emergency Evacuation from premises
- Emergency Evacuation area/country
- Personal Recovery/Kidnapping release plan
- Emergency Action Plan

STAFF TRAINING

Training should be addressed at the outset of the program with scheduled refresher training included. Additionally, all training should be documented and recorded. Drills to establish the level of comprehension should also be considered.

- Operational Security
 - o Cell phone
 - o Travel
 - o Handling of sensitive information
 - o Public
- Environmental Awareness/Cultural Sensitivity
- First Aid – what supplies and capabilities will be on premises
- Driving/Passenger
- Counterintelligence

[END OF ANNEX 3]

ANNEX 4 - RECIPIENT's PERSONNEL IDENTIFYING DATA

Information to be provided only if selected for award

Local hire personnel					
Full name	DOB	Identification number	POB	Current address	Phone number

Expat (U.S./TCN) personnel					
Full name	DOB	Passport Number	POB	Current address in Pakistan	Phone number in Pakistan

[END OF ANNEX 4]

[END OF SECTION E]

SECTION F – REFERENCE MATERIAL

- USAID Administrator's Guidance on Stabilization, January 29, 2011 : See page 64
- Paiman's Bomb Blast Survey: Available as an attachment to this RFA in grants.gov.



The Administrator

29 January 2011

Administrator's Stabilization Guidance

USAID programs in both Afghanistan and Pakistan are critical enablers for the success of the President's strategy. In particular, USAID's stabilization programs play a vital role supporting counterinsurgency efforts. The points enumerated below provide broad direction for how USAID will conduct its stabilization work in Afghanistan and Pakistan. This guidance will inform, and be informed by, the forthcoming Agency-wide Policy for Development Assistance to Counter Violent Extremism and Insurgency. It anticipates forthcoming guidance on government-to-government assistance and will be revised periodically.

Stabilization is a different development assistance approach. While stability is a necessary precursor for our long-term development goals, stabilization programming often has different objectives, beneficiaries, modalities, and measurement tools than long-term development programming. Our training, planning, metrics, labeling, and communications efforts, among others, must reflect both the differences and the linkages.

Context matters. Plot community stabilization programs along a stabilization continuum, ranging from a less to more stable environment, recognizing that the continuum is often highly dynamic. A locality that is stable today may be unstable tomorrow. Flexibility is required when programming resources and identifying benchmarks. Clearly identify how a program supports the advancement of a community along the stability continuum to allow people to have a common understanding of their environment and appropriately focus, integrate, and adapt their programs.

Link stabilization and long-term development efforts. Consistent with USAID's broader development goals, and in order to guard against waste, diminishing returns, and the creation of unsustainable dependencies, identify ways to link deliberately short-term stabilization programs with subsequent

complementary medium- and long-term development programs. Establish clear, conditions-based sequencing criteria and coordination mechanisms, internally and with our implementing partners, between stabilization programs and those that are intended to follow afterwards. Enduring stability and our broader developmental goals depend on that effective transition.

Train staff for stabilization efforts. Given the necessary linkages between stabilization programming and long-term development programming, appropriate training to enable our staff to succeed is critical. The most recent field experiences and learning need to drive and shape training. Adapt policies and systems to account for these requirements and ensure that personnel receive the appropriate training, field mentorship, and technical resources to succeed.

Hone in on sources of instability. Not every developmental need is a source of instability. Customized, adaptive programming, grounded in research and experience, is required to identify and effectively respond to *specific* drivers of instability. The disciplined application of analysis is as critical in a stabilization context as in any other. Ascertain and prioritize sources of instability, establish a whole-of-government common operating picture, design a focused set of interventions accordingly, and systematically evaluate measures of progress and impact. One of USAID's analytical tools is the District Stabilization Framework (DSF). Employ DSF, with appropriate modifications for your mission, in areas where we have stabilization objectives. Demonstrate impact against targeted sources of instability.

Be selective, flexible, and agile. Establish well-defined engagement and sequencing criteria for establishing stability programs in a given locality. With limited resources, make choices about where stabilization investments will achieve the greatest impact against our broader objectives. Incorporate cost effectiveness in determining the smartest allocation of resources. More is not necessarily better. Robust and responsive monitoring and evaluation systems are critical for ascertaining whether the programs are achieving cost-effective impact and enable us to make mid-course corrections. Since the operating environment is extremely fluid, poise platforms and contingency resources to rapidly expand or shift programming as opportunities arise. For instance, a positive change in district political leadership might provide a window for stabilization programming that did not exist before.

Devolve authorities for maximum local impact. We can only be successful in a dynamic and dangerous environment if our trained field staff has appropriately

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responsive and flexible contracting mechanisms and resources at their disposal. Devolve program design and management to the field to the maximum extent practicable, streamline procurement, and strengthen close coordination with implementing partners and communities. Program oversight should be a closely shared responsibility between the field and headquarters.

Reinforce success. Successful stabilization efforts should lead to new opportunities for tangible development investments that reinforce success and the faith of local communities in the durability of stability. Create enduring stability “ink spots” rather than prematurely shifting resources and attention before a foundation is set, confidence is built, and momentum is irreversible.

Work across borders. Since conflict dynamics in the region cross national political boundaries, work with the embassy border coordinators to examine opportunities for border region programming and cross-border coordination. Maximize opportunities to compare best practices.

Support country ownership. Country ownership is a hallmark of effective development. Unless trust in the host government is restored, no stabilization effort will be sustainable. With every action, ask whether it is strengthening the host nation's ability to respond to its own citizens' concerns. Enable host nation institutions, governmental and nongovernmental, to ultimately design and implement host nation-led stabilization programs. Build stabilization capacity to ensure a successful transition to greater host nation leadership.

Communicate country ownership. Communicating host nation leadership and partnership complements and amplifies our efforts to strengthen their legitimacy and effectiveness vis-à-vis the insurgency. Weave communication elements into programming. Branding is one component of this effort. By statute and policy, under most circumstances, aggressively brand or co-brand “USAID.” Under certain circumstances, local context may make branding or co-branding counterproductive. In those instances, consider other nuanced methods to balance security, political, and communications goals and, where necessary, seek appropriate branding waivers. Work with other donors and partners to ensure this same commitment to strengthening citizen confidence in the host government through appropriate communications.

Take the pulse of the population. A key element in counterinsurgency is support of the population. A wide array of tools is needed to understand how that support shifts over time and how our actions drive changes in perception and behavior.

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Incorporate perception surveys attuned to local context and objectives to inform your analysis of sources of instability, establish baselines, and measure impact. Seek out the perspectives of our Foreign Service Nationals, local national partner staff, and other experts. Combine survey data with other qualitative and quantitative metrics of attitudes and behavior to adapt and improve.

Innovate and learn. To succeed in these dynamic environments, USAID must be a learning organization. We have to learn and adapt faster than the forces we are trying to confront. Every activity is an opportunity to learn what works, what does not, and why. Finding innovative solutions that can be scaled for impact requires methodical experimentation. Create mechanisms to self-critique, continuously adapt, and share lessons learned, especially with our interagency, international, and cross-border colleagues. Build a culture that rewards adaptation, innovation, and problem solving.

Take calculated risks. USAID acknowledges the high degree of programmatic, fiduciary, and personal risk inherent in stabilization programs. USAID directs stabilization programs to operate in insecure, dynamic environments where success is uncertain, local conditions are highly variable, and USAID direct oversight may not be possible, making programmatic and fiduciary risks pressing issues. USAID also acknowledges the personal and physical risks that USAID and implementing partner staff take every day. In light of the above considerations, and due to the Administration's strategic priorities in these two countries, it is USAID policy that, so long as appropriate risk management issues are addressed and documented, no person shall be held responsible for adverse consequences, if any, arising solely out of a decision to implement stabilization assistance in difficult areas. This policy must not be construed to relieve USAID personnel involved in decisions to implement stabilization programs from employing reasonable risk mitigation measures. A companion USAID policy directive on government-to-government assistance will provide further guidance on fiduciary and programmatic risk mitigation and should be applied jointly with this stabilization guidance.



Rajiv Shah
Administrator
U.S. Agency for International Development

[END OF SECTION F]

[END OF RFA]



Draft Report

Bomb Blast Survey



Draft Report



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ABBREVIATIONS

SW&DD	Social welfare and Women Development Department
UNDP	United Nations Development Program
M & E	Monitoring and Evaluation
A & V	Authentication and Validation
FGD	Focus Group Discussions
UC	Union Council
PDMA	Provincial Disaster Management Authority

Executive Summary

Pakistan has been gripped by terrorism in recent times. This report provides a summary review of the affects that have taken place due to terrorist acts in Pakistan particularly in Khyber Pakhtunkhwa Province. As an increasing number of bomb blasts rock Pakistan's major cities, concerns for the country's security are rising. There is currently a wide and diverse range of interventions in the emergency response to address the protection needs of the vulnerable population. Despite best efforts, there are gaps in coordination and planning, isolated efforts and limited collective monitoring of data. To cover these gaps a proper and systematized way of conducting a survey was planned for the victims of the bomb blast of district Peshawar.

The purpose of the survey was to clearly identify the needs of bomb blast affectee' households of the residents of District Peshawar.

IMPLEMENTATION:

The salient aspects of the study were based on the Desk Review of available resources of information about bomb blasts and related data, Communication and Awareness Strategy regarding public awareness before/during conducting the survey, Registration process and validation, Field Survey through questionnaires/FGDs/Interviews and workshops, re-validation and data screening, data entry and compilation of results.

In the preparatory phase of the project a Desk Review and Baseline data collection of bomb blast incidents was a major focus. After which a complete geographic boundaries of Peshawar district covering 92 UCs and Cantonment was traversed to map the area based on the sites of bomb blasts, availability of post offices, location of UC offices/staff presence and spatial coverage/convenience, identification of prominent places for display etc. The area was thus distributed in three zones with seven UCs clusters (Detailed below) for efficient operational management.

Registration forms and Questionnaires were developed for Survey with the affectee and Focused Group Discussions with different groups of people were carried out. *Interview formats* were also streamlined following the finalized and approved *Authentication and Validation Checklist* by UNDP and SW&WDD.

With a view to ensure maximum access to the victims of bomb blast, PAIMAN Trust laid out an awareness campaign which included *a press conference* which proved to be a curtain raiser for the survey. Registration forms were placed at all the UCs and Post Offices to be given to those who had been victims of bomb blasts since Jan 2007. Banners and posters were designed and placed at all vantage points to reinforce the awareness campaign. Awareness campaign was also launched through eight TV cable operators covering almost all the urban areas of the city.

The *capacity building* of the core and field staff was done to enhance their ability to work efficiently in the field by making them understand the project and its core interests through training workshops.

PAIMAN ensured necessary liaison and coordination with focal persons of UNDP and SW&WDD for necessary aspects of the survey. Coordination with other departments like post offices, union council staff, health department, police, media etc was also carried out for smooth conduct of survey. At places focal person of SW&WDD extended appreciable support to assist in gaining access to information from a couple of departments.

All the data collected was compiled and processed. A quantitative data analysis using SPSS was done and is being shown diagrammatically while the qualitative data is being given in the form of narration along with case studies. Based on findings from quantitative and qualitative data, following recommendations are outlined:

- ❖ PAIMAN highly recommend the establishment of two livelihood institutes in two affected areas with high ratio of affectees in district Peshawar. These institutes should be made under public private partnership and should instigate trainings for the disaster affectees in the fields of livelihood as well as life skills for both male and female in separate institutes linked with SMEDA, TEVTA and TDAP.
- ❖ Proposed the establishment of one window operation offices in four zones of District Peshawar to facilitate the affectees in provision of lost/damaged documents including CNICs and Property etc.
- ❖ A Center for Disaster Management should also be established and linked with the service provider institution (e.g. police, hospitals, Social Welfare Department etc).
- ❖ The capacity of PDMA/DDMA be enhanced strengthened to address the issues of compensation as per the categories of affectees. Relief fund shall be pooled and reserved in PDMA for emergency relief activities to be carried out on immediate basis in times of need. The number of female employees in PDMA be increased to 10% as per government's commitment.
- ❖ Communication and media strategy should be developed for creating awareness regarding the compensation criteria as well as options available.
- ❖ Burn Center with latest equipment and medicines should be established in Peshawar district. It is needed to arrange for the capacity building of the existing staff and also recruit trained staff for the proposed burn center in Peshawar district.

PART – 1

PROJECT LAYOUT

Background

Pakistan is in the midst of an ongoing struggle against tenacious and brutal extremist groups who kill innocent people and terrorize communities. The present wave of terrorism in Peshawar is retaliation by militant groups (now under attack in their tribal strongholds in Waziristan, Orakzai, Khurram, Darra Adamkhel, Khyber Agency, Mohmand, Bajaur and Swat). Peshawar as the provincial capital of the Khyber Pakhtunkhwa has received the brunt of terrorism mainly due to easy accessibility and being vulnerable to attacks because of its geographical surroundings. It is close to the hide-outs of the militants in the adjacent tribal areas.

Thousands of children, women, adults and aged people have suffered serious injuries due to bomb blasts, leaving them with lifelong disabilities. Children and women are more vulnerable due to unawareness and no long term family support in case of dead parents/guardians and due to the absence of resources for extended treatment and rehabilitation.

In order to ensure a coordinated and consolidated response for the rehabilitation and protection of the most vulnerable population, by all partners (national and international) it is critical to devise a systematic and planned line of action that addresses the immediate as well as the medium to long term needs of the children, women and men who are at risk of losing all hopes resulting in large scale human catastrophe due to suicide bombings in different parts of Peshawar in particular and Khyber Pakhtunkhwa in general. There is currently a wide and diverse range of interventions in the emergency response to address the protection needs of the vulnerable population. Despite best efforts, there are gaps in coordination and planning, isolated efforts and limited collective monitoring of data. To cover these gaps a proper and systematized way of conducting a survey was planned for the victims of the bomb blast of district Peshawar.



Target Area-Peshawar District

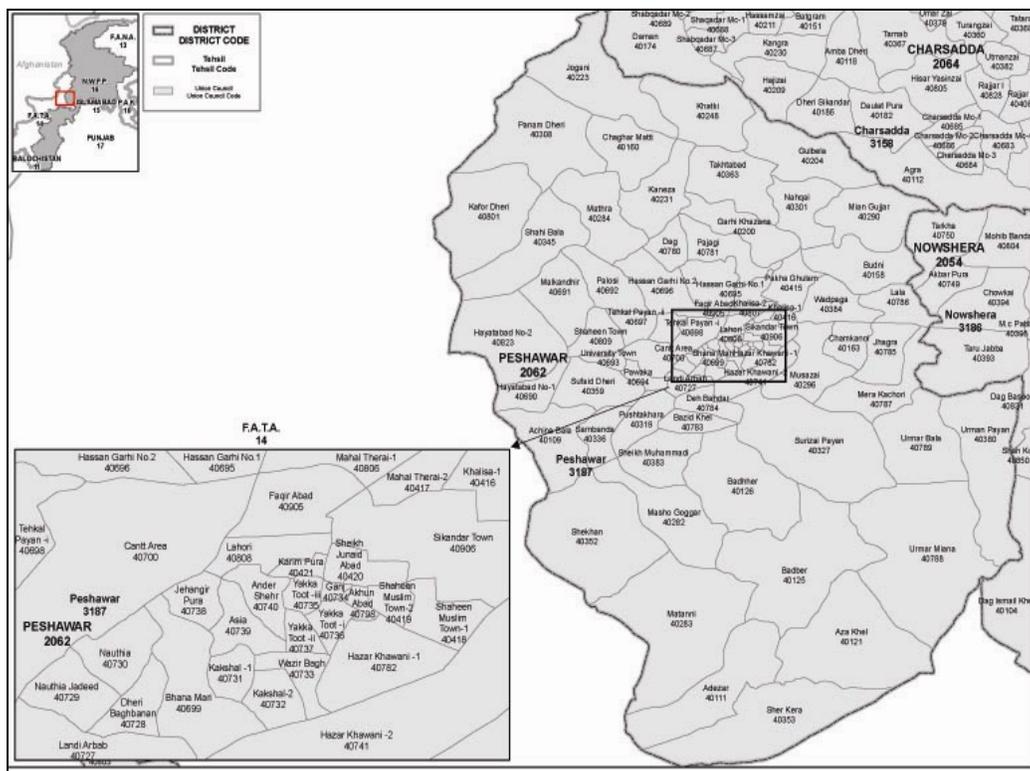
Peshawar is situated near the eastern end of the Khyber Pass and sits mainly on the Iranian plateau along with the rest of the Khyber-Pakhtunkhwa. Peshawar is literally a frontier city of South-Central Asia and was historically part of the Silk Road. The Capital and the largest city of the Khyber Pakhtunkhwa

(KPK), Peshawar, has enjoyed tremendous historical, Military and political importance because of the Khyber Pass which has been a vintage point as a gateway for invaders of the sub-continent.

Being a commercial hub of the region (especially Pushtun belt of Pakhtunkhwa, FATA and adjoining parts of Afghanistan), it attracts trade and commerce activity in the region as well as communication center. Peshawar's environment has suffered tremendously due to an ever increasing population, unplanned growth and a poor regulatory framework. Air and noise pollution is a significant issue in several parts of the city, and the water quality, once considered to be exceptionally good, is also fast deteriorating.

The Khyber Pakhtunkhwa capital Peshawar is divided into three sections, the old city, cantonment and a modern residential area. However the survey covers all 92 UCs of Peshawar district as well as *Cantonment (not part of UCs demarcation)* especially due to its strategic importance and affected demography.

MAP OF PESHAWAR DISTRICT



Peshawar's inhabitants consist mainly of Pashtun people with Hindkowan as the minority group. Languages such as Pashto, Persian, and Hindko are spoken in Peshawar.

- Urban Population: 51.32% (1,036,000 persons)
- Rural Population: 48.68% (983,000 persons)
- Male/Female ratio: 1.1:1
- Average annual growth rate 3.56%

In the past couple of years, life has not as good it was few years back in Peshawar. The hustle and bustle, the happiness, the fun and the joy everything has vanished in thin air. Peshawar now gives an image of a

graveyard with countless ‘living dead’. The armed conflict and the ascendancy of extremist elements particularly in Khyber Pakhtunkhwa/FATA have affected everyone in multiple ways. The data collected from media and district reports (though with slight variation) for incidents involving blasts and killings in Peshawar since Jan 2007 is extracted from reference Wikipedia, Violence in Pakistan 2006-2010 and media reports and is appended below. It is pertinent to highlight that a substantial number of victims *belong to other districts and FATA Agencies surrounding Peshawar*. There may be victims belonging to Peshawar Districts but got afflicted in blasts outside the boundaries of Peshawar district.

Victims – Peshawar District 2007-2010			
Year	Dead	Injured	Total
2007	1454	2462	3916
2008	1247	3129	4376
2009	289	675	964
2010 (up to June)	634	1511	2145

Note: The data includes few target killings..

This has led to the survey and analysis of data of bomb blast affectees of District Peshawar by the Social Welfare and Women Development Department (SW&WDD) Government of Khyber Pakhtunkhwa in collaboration with the Provincial Disaster Management Authority (PDMA) and under the technical support of United Nations Development Authority on pilot basis for the purposes of planning and resource allocations for future interventions

Survey Project Parameters

Purpose: The purpose of the survey is to clearly identify the needs of bomb blast affectees’ households of the residents of District Peshawar.

Specific Objectives/Derivatives:

- a. Develop database of victims (residents of Peshawar District) of bomb blasts and the nature of affliction (recommended coverage period from 2007 till date).
- b. Conduct survey involving 60% affectees victims registered.
- c. Development of household profile of the bomb blast victims of cases registered as above.
- d. The general expectations of government response based on the different categories of affliction/casualties in bomb blasts.
- e. Propose specific interventions with measurable outputs, budgetary outlays with target categories and asset losses.

Scope:

- The nature of affliction/damage
 - Dead (knowledge through their NOK/family members)
 - Disabled/incapacitated (affect on senses or limbs)
 - Injured (not incapacitated)

- Trauma/psychosocial cases
- Property/Asset Losses

➤ **Affectees Attributes**

- Direct bomb blast victims (any type of blast – explosive, UXO, missile, shell, land mine, Improvised Explosive Devices-IED, plastic and pellet explosive-suicide jackets, drone attacks-for residents of Peshawar involved outside the boundaries of Peshawar district, etc)
- Weapons victims (shootout/cross-fire of any nature connected with blast)
- Indirect cause like stampede, evacuation (as a consequence of a bomb blast)

➤ **Affectees Coverage (Residents belonging to Peshawar District including 92 UCs and Cantonment):**

- ❖ Victims amongst the residents of Peshawar Districts (due to bomb blasts within Peshawar district boundaries)
- ❖ Victims of residents of Peshawar Districts (due to blasts outside the district boundaries of Peshawar District)
- ❖ Settlers/Refugees settled in Peshawar with Pakistani CNIC as residents of Peshawar.

➤ **Targeted Beneficiaries**

All affectees (residents of Peshawar) of the bomb blasts from January 1st, 2007 till December 30th, 2010 with following nature of affliction/damage

- Dead (knowledge through their NOK/family members)
- Disabled/incapacitated (affect on senses or limbs)
- Injured (not incapacitated)
- Trauma/psycho-social cases
- Property/Asset Loss cases

Methodology and Approach

The salient aspects of the study were based on the following:

- Desk Review of available resources of information about bomb blasts and related data.
- Communication and Awareness Strategy regarding public awareness before conducting the survey.
- Registration process and validation
- Field Survey through questionnaires/FGDs/Interviews and workshops
- Re-validation and data screening
- Data entry and compilation of results

The proposed geographical scope of the study was spread over 92 Union Council of district of Peshawar which was divided into 7 zones for conduct of survey and Focused Group Discussions with different categories of affectees as mentioned below.

PART-2

PROJECT IMPLEMENTATION

Implementation Outline

The project was implemented in three phases as per following outline:

Preparatory Phase:

- Desk Review and Baseline data collection of bomb blast incidents.
- Mapping of the target area and developing clusters for operational management
- Development/finalization and approval of survey tools and checklists
- Development of MIS/Database layout
- Development of material for media/awareness campaign.
- Training of core and field staff
- Coordination with stakeholders specially departments and duty bearers.

Implementation Phase

- Communication and Awareness Activities
- Layout for Authentication and Validation Mechanism
- Registration Process Layout and Pre-survey Validation
- Conduct of Field Survey through questionnaires
- FGDs with different groups
- Interviews with stakeholders

Consolidation

- Re-validation of cases
- Screening of Data
- Data Entry and compilation
- Finalization of Survey findings and Recommendations

Preparatory Phase

Desk Review and Initial Data Collection

The general format of the desk research consisted of all pertinent material both primary and secondary sources available. A letter was issued by the SW&WDD to all related departments and stakeholders for the assistance in collection of existing data of the bomb blast victims. Team leaders and the coordinators visited these departments for the collection of the available data of the victims. The data was collected from the following stakeholders.

The study of the primary source included data of the injured or dead or damages with relevant department, offices and resources. It included seeking information for desired data from:

- a. Newspapers/archives
- b. TV/Radio Record
- c. Home and Tribal Affairs Dept Record
- d. DCO/DRO and Dist Revenue Dept Record
- e. Hospitals Record
- f. Police Dept Record
- g. Other resources like publications/reports etc.

Mapping of the target area and developing clusters for operational management

Complete geographic boundaries of Peshawar district covering 92 UCs and Cantonment was traversed to map the area based on the sites of bomb blasts, availability of post offices, location of UC offices/staff presence and spatial coverage/convenience, identification of prominent places for display etc. The area was thus distributed in three zones with seven UCs clusters as shown below for efficient operational management:

Zone	Cluster #	# of UCs/Cluster	Location	Type
ZONE 1	UC Cluster A	18 UCs	North	Rural
	UC Cluster B	13 UCs	Central	Urban
ZONE 2	UC Cluster C	10 UCs	Central	Urban
	UC Cluster D	8 UCs + Cantonment	Central	Urban + Cantonment
ZONE 3	UC Cluster E	12 UCs	West	Urban/Rural
	UC Cluster F	13 UCs	East	Rural
	UC Cluster G	18 UCs	South	Rural
		92 UCs + Cantonment	Peshawar District	Urban, Rural and Cantt

Development/Finalization and approval of Survey Tools and Checklists

The following tools /checklists were developed and were discussed and approved by experts from SW&WDD and UNDP:

- Questionnaire: Copy attached
- Registration forms: : Copy attached
- FGDs Questionnaire: : Copy attached
- Interviews format: : Copy attached
- Authentication and Validation Checklist: Copy attached

Development of MIS/Database layout

The research team and experts developed the data base for qualitative analysis. The database was based on the questionnaire designed for the survey. It was tested to ensure elimination of bugs at two stages. Firstly at the initial stage of its pilot test and thereafter enrichment was done after review during the survey process.

Development of material for media/awareness campaign

Various banners and posters were designed to conduct the awareness campaign. Copies attached.

Capacity Building Sessions

The capacity building of staff was done in two phases.

- Project staff training on layout and activities of the project including roles and responsibilities, mapping layout, awareness and communication strategy, mobilization techniques, registration process, Authentication and Validation Mechanism and project activities/plan, was conducted at Peshawar.
- Another training workshop was arranged at Islamabad for the team to understand the process/techniques of filling up of various forms like questionnaires, registration and validation forms. The process of conduct of FGDs was also included in this training.
- One refresher workshop was conducted for review and enrichment of processes after two weeks of the field work based on feedback by M&E staff, the field teams and suggestions by UNDP team associated with the survey.

Coordination with UNDP/SW&WDD and Other Stakeholders

PAIMAN ensure necessary liaison and coordination with focal persons of UNDP and SW&WDD for necessary aspects of the survey. The coordination with other departments like post offices, union council staff, health department, police, media etc was also carried out for smooth conduct of survey. At places focal person of SW&WDD extended appreciable support to assist in gaining access to information from a couple of departments.

Miscellaneous Aspects

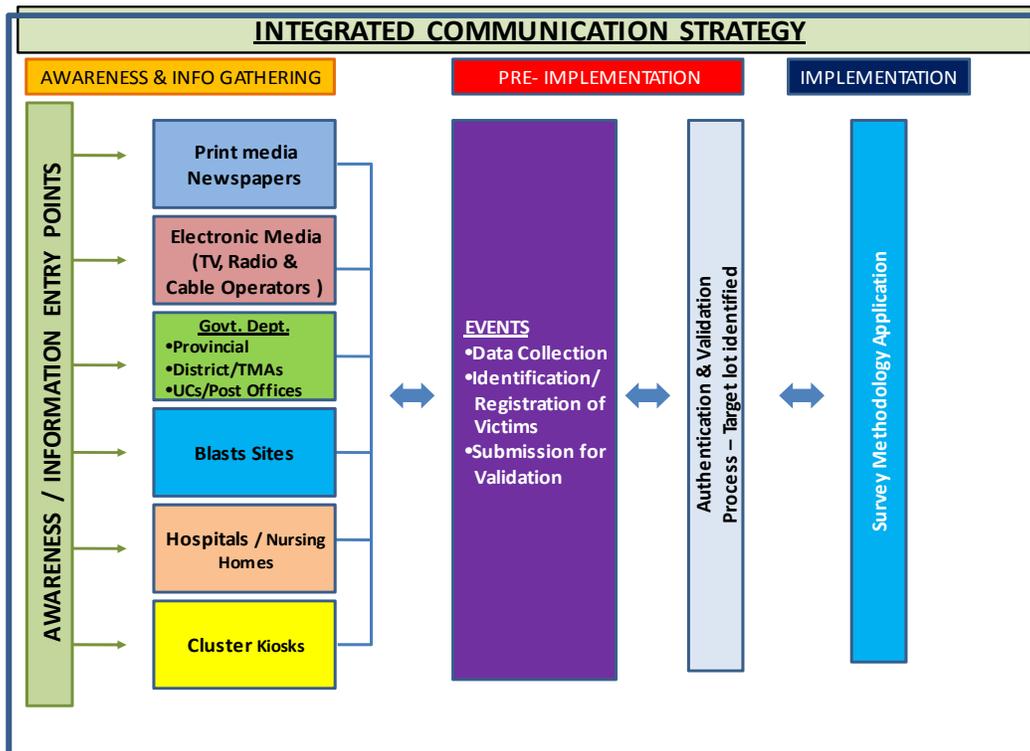
- Gender Considerations: It is important to keep in mind that behavioral determinants may differ for men and women. Therefore, it was imperative that data collected from both men and women separately and a gender analysis was to be conducted to determine differences. The research teams, of course, included both men and women. Interventions need to be sensitive to the concerns of both men and women, since messages designed to persuade one group may not necessarily speak to the other. The gender perspective was to be covered at length.
- Ethical Considerations: The aspect was to be kept in view throughout the survey. FGDs and interviews were to be conducted with the all the key stakeholders to ensure following ethical guidelines in using the information and perceptions of those interviewed for the purpose of the study.

- Finalization of Work Plan. The plan was finalized for all the activities during this stage. The Work Plan is attached.

Implementation Phase

Communication and Awareness Campaign

An integrated strategy was applied based on a two way communication process with multiple entry points for awareness campaign duly integrated with information gathering. The salient features of the integrated communication strategy are outlined in the diagram given below:



With a view to ensure maximum access to the victims of bomb blast, PAIMAN laid out an awareness campaign which included the following activities:

- As a curtain raiser, a *press conference* was arranged on 14 July 2010 at the Peshawar Press Club to announce the details of the survey. All media persons from electronic and print media and journalists were invited. The Minister for SW&WDD chaired the press conference and explained the objectives of the survey and its importance for future policy planning. The program of survey and salient features were outlined by Mossarat Qadeem, ED PAIMAN Alumni Trust, responsible for conduct of the survey.
- To have an access to survey information, PAIMAN contacted all UCs and Cantonment Board staff in the district as well as all Post Offices for the subject survey and

coordinated for assistance in informing all concerned through visitors to these offices along with other office bearers to propagate the details of the survey.

- Registrations forms were placed at all the UCs and Post Offices to be given to those who had been victims of bomb blasts since Jan 2007. The staff at these offices was also familiarized with the technique of filling the forms and details of documents required to support their claims for validation, with a view to assist victims especially those who were illiterate.

- Posters were placed at all vantage points especially UC offices, Post Offices, mosques, bus stands, banks, schools and colleges, hospitals, market areas and community centers etc. An effort was done to ensure that all community and commercial areas in the 92 UCs and Cantonment of the district. These posters gave all details of the survey, the documents required to register as well as the contacts of Control Room of PAIMAN as well as all the survey team leaders who could be contacted at any time of the day.



- Awareness campaign was also launched through eight TV cable operators covering almost all the urban areas of the city. The campaign continued from 27th July 2010 to 13 August through following cable net works.
 - White Band cable
 - Cable World
 - Khyber Cable
 - New Bangash Cable
 - Five star Cable
 - ZK Cable
 - OK Cable
 - Universal Cable.
- Banners of different sizes were displayed at various vantage/prominent points as well as UCs offices and post offices all over the district. These banners were displayed in phases purpose, procedure, documentation process, collection/registration points, contact of all the teams working in various zones as well as Control Room at PAIMAN's office at Peshawar
- A huge quantity of leaflets was distributed by team members in various areas of the district and at many occasions explained the details to many people who could not read in this mass awareness campaign.

- Advertisement was given in the leading newspapers for the subject purpose, procedure, documentation process, collection/registration points, and contact of all the teams working in various zones as well as Control Room at PAIMAN's office at Peshawar.

- PAIMAN also followed the awareness through display on transport where many posters were pasted on rickshaws, buses and vans to act as mobile information carriers within the cantonment and urban areas. This has been a quite useful medium of information/awareness as a score of people (passersby or travelers) who just stood next to the transport displaying the poster and dialed the contact numbers given on the posters and enquired about host of details regarding the survey.



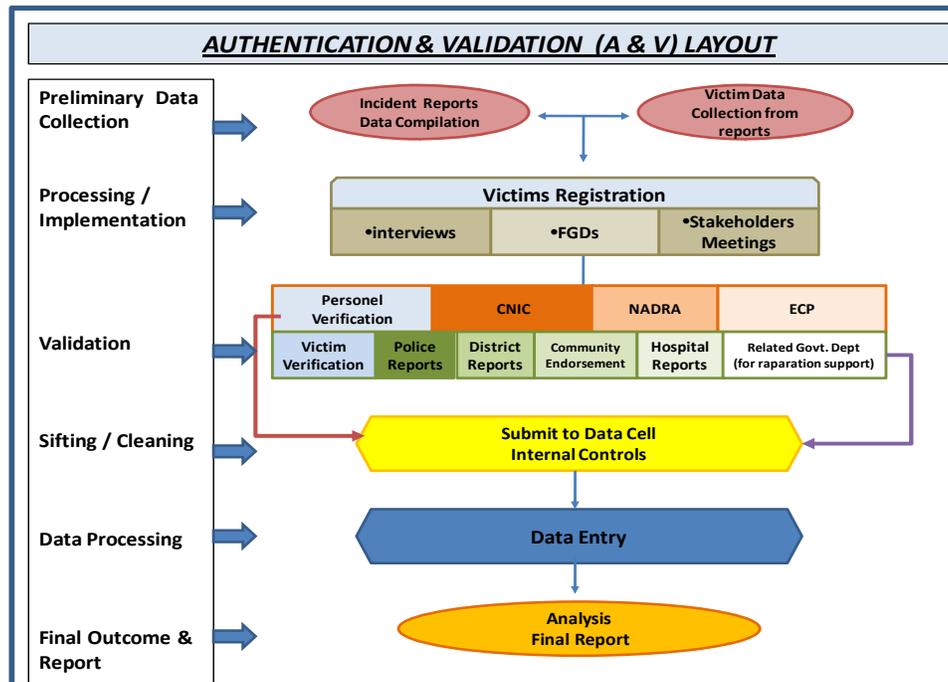
- The quantity of the material displayed/distributed is summarized below:

S.No	Material	Total Number
1	Banners Displayed	500 (small) + 200 (Large)
2	Posters Pasted/Distributed	10,000
3	Leaflets Distributed	10,000
4	Registration Forms(UCs/Post Offices etc)	10,000

Layout for Authentication and Validation Mechanism

To guard against normal trend of *overkill, exaggerated/false reporting and assumed perceptions*, it was mandatory to employ a sound and efficient *Authentication and Validation (A&V) Mechanism* for identification/authenticity of victims, category of injury, assistance extended and other relevant information. PAIMAN employed dedicated teams with a dual role of M&E as well A&V with following responsibilities besides M&E role:

- ❖ The teams ensured that all respondents registered as victims/households of victims were verified through the A&V checklists.
- ❖ The authenticity of residency of the victims was established (through Union Councils, police stations and communities).
- ❖ The validation was further supplemented for extent of casualty/damage through local police incident reports, district reports, hospital reports, media reports.
- ❖ The validation was further qualified through local community information/endorsement for cases not authenticated by other records/establishments.
- ❖ The data was NOT allowed to be submitted/subjected to internal controls or entered into dbase till verification was confirmed by the A&V team. The layout is given below:



Registration Process Layout and Pre-survey Validation

A comprehensive form was developed by PAIMAN (copy attached) for registration of victims. PAIMAN adopted a triple entry points system of registering of victims as follows:

- *Entry Point ‘A’:* The registration forms were distributed/placed in sufficient quantity at all UCs offices, post office and mosques in district Peshawar for the convenience of the people. Specific spots in commercial areas as well as bomb blast sites were also identified keeping in view the easy accessibility of the communities. The posters/banners/leaflets and other media communication means employed led to this entry point for the registration by the victims. These form submission venues were visited by mobile teams every alternate day and forms filled and submitted by victims along with copies of available supporting documents were collected and brought to the Control Room of PAIMAN, where these were scrutinized by A&V Team.
- *Entry Point ‘B’:* The second route adopted was registration of the victims which were accounted for in the initial data accrued from the desk review and from departments etc. Direct visit to the victim’s house from the available addresses led to entry for registration of a number of victims. It may be pointed out that incomplete addresses led to lot of futile search for victims as general addresses were given in most of the record available with hospitals/police and government office.

- *Entry Point 'C'*. The third entry point was quite useful especially in urban areas where we approached the communities at the bomb blasts sites. Quite a good number of victims were identified though mostly cases of property losses.
- The total number of persons registered was over 900 but many were not meeting eligibility criteria but they still applied. The teams verified the cases as per record available and cleared any queries before accepting the victim as validated, for an interview. Many times the teams had to visit certain offices or communities to conduct pre-survey validation before time was set for a meeting with the victim. The details of the documents required for authentication were also explained to the victims before the interview. Almost 820 were accepted after pre-validation.

Conduct of Survey through Questionnaires

All victims who were approved for interview after pre-validation were informed for the interview and time/RV was settled for the purpose. PAIMAN conducted interviews of 820 claimants out of which 23 were later rejected due to fabricated information or lack of substantial evidence/documents to qualify validation. The details of validated victims are as follows:

Number of Male & Female Affectees (validated)

Sex of Victim	Number	Percent
Male	611	88
Female	86	12
Total	697	100

Type/Category of Cases

Type of Victims	Number of Claimants	
Injury	266	38
Death	263	38
Movable Property Loss	77	11
Immovable Property Loss	91	13
Total	697	100

The number of victims was less than expected, which was contributory to the following factors:

- A substantial number of victims belonged to the other districts/agencies.
- Many victims did not produce citizenship proof of residents of Peshawar.
- Some victims or their families have shifted for quite some time and their whereabouts were not known.
- Few victims refused to participate due to lack of credibility of the results of the exercise as many complained about the injustice of compensation extended earlier.
- Many victims of bomb blasts were not identified at any stage for months and years.

Conduct of Focus Group Discussion - FGDs

Focused Group Discussions were held with different stake holders keeping in view the future strategies for the victims. The detailed reports of FGDs are separately enclosed however these FGDs were conducted with the following stake holders at the venues given below:

S N	DATE	VENUE	CATEGORY
1	July 7 th , 2010	Peeples Mandi	Male Victims
2	August 6 th , 2010	Kabuli Police station	Police
3	August 10 th 2010	Regional Office PAIMAN Alumni Trust	Injured females
4	August 10 th , 2010	Regional Office PAIMAN Alumni Trust	Mother of deceased and Widowed Women
5	August 16 th , 2010	Chamber of Commerce (Qissa Khawani)	Male Injured and Property Victims
6	August 16 th , 2010	Achini Bala	Property Damage
7	August 17 th , 2010	Kakshaal UC office	Male Injured
8	August 18 th , 2010	Chamkani	Male Disabled Victims
9	September 7 th , 2010	Lady Reading Hospital	Male Paramedic Staff
10	September 7 th , 2010	Meena Bazar (New Verity hour) shop	Disable Female
11	September 18 th , 2010	Lady Reading Hospital Peshawar	Doctors
11	21st Sept, 2010	Peshawar Press Club	Media Persons

Interviews with the Stakeholders

Interviews were conducted with different stake holders to get their views. The findings are appended in next part however the list of interviews is as follows:

S N	DATE	VENUE	CATEGORY
1	August 6, 2010	Director Bait ul Mal Office University Town Peshawar	Provincial Director Bait ul Mal)
2	August 19, 2010	District Officer Peshawar Office	Social Welfare
3	August 18, 2010	Direct victim of property injured	Meena Bazar
4	September 7, 2010	Casualty of Lady Reading	Director Casualty
5	September 7, 2010	DHO Office Hashtnagri	Executive Director Heath
6	September 13, 2010.	Edhi Representative	Main Office City
7	September 17, 2010.	Gul bahar Police Station	Bomb Disposal Squad

Consolidation Phase

Quantitative Data Collection

The tool for quantitative data was a questionnaire. Data obtained from FGDs and interviews was used to construct closed-question surveys to obtain additional information from individual respondents. The findings were then used to obtain further information from target group of people. Salient features include:

- A (no of questions) survey instrument was used in the collection of ordinal data (specified position in a numbered series).
- The questionnaire designed was coded with a plan for analysis purpose and shared for approval with PDMA/UNDP/Social Welfare Dept before the pilot test.
- The questionnaire was filled by the injured, immediate relative of those killed and others directly or indirectly affected by bomb blasts such as loss of moveable and immoveable property.
- A Like scale, along with “yes” or “no” questions and demographic inquiries was used to collect data for summarizing bomb blasts affectees’ situation, perception towards impact of conflict on them and their families and expectations from the government for future interventions.
- As the information received from the field, was dealt as follows:
 - a- Coding to reports: As the report from the field was received, the proper coding of report was done with references.

- b-** Record keeping: The entire report was kept in proper and secure way for future references.
- c-** Data entry: After the formal coding, the information was entered in database as per the reporting format.

Qualitative Data Collection

Tools for qualitative data collection was Focus Group Discussions with community members, relatives of those killed and others directly or indirectly affected by bomb blasts in 7 selected areas to obtain additional information from individual respondents as well in-depth individual interviews with stakeholders and Key informant Interviews with Government officials and staff.

Data entry & data cleaning: After completion of the data collection process the data was entered into data base. All the data was critically checked and cleaned before data analysis.

Data Analysis: Data was critically analyzed and examined through SPSS software for finding the statistical results from the collected data.

Part-3

PEOPLE VOICE THEIR SUFFERINGS & LOSS

This chapter is divided into three portions. The first portion is qualitative description of the findings from interviews and focus Group Discussions while the second portion contains the quantitative analysis of the survey conducted with 690 victims of the bomb blast. The third portion highlights policy recommendation along with suggested interventions or project ideas.

Section I. Findings based on Focused Group discussions and Interviews

For developing an effective disaster response and mitigation framework accurate knowledge of vulnerabilities and capacities, community assessment and mapping of all factors including socio-cultural, political and economic needs to be understood.

The FGDs and interviews highlight many of the facts which can be used to develop different interventions at various levels for the affectee.

When bomb blast occur people only see the physical damage in the form of deceased, injured people, destruction of infrastructure, vehicles, livelihood etc while psychological impact is being ignored. Psychological impact or trauma is not just a private problem. Like the shock wave from a bomb blast, the consequences of untreated trauma radiate far beyond an individual ground zero, inflicting damage throughout our society. The affects can be felt from our hospitals and community to our schools and businesses — costing our nation millions of rupees. Likewise the socio-economic consequences of such hazards for all those who are directly or indirectly affected by such hazards are for life time.

People suffer in different ways: “My son was a shopkeeper at a stall selling clothes in this market. I know he is dead, but it would give me some sense of mental peace if I could see his body,” said Saleha Begum who still regularly visits the site of her only son’s death.

Hundreds of people who were not injured are psychologically affected. “I suffered panic attacks for days, even though I was not injured in the blast but just heard the enormous boom some distance away,” said Mushtaq Ali, 27 a shopkeeper in People Mandi.

It is being learnt that Psychological impact of such incidents are extremely intense on the survivors and many remain under trauma for weeks and months. There is a need for psycho-social counseling to take them out of this situation.

People showed their concern that in such emergency situation, female dead bodies are received or female casualties take place during hospitalization and the dead bodies are not usually given bath before their discharge from the hospital and are directly coffined. There is a need to appoint female staff for the said purpose according to Islamic Values.

After those who are killed, the most affected are the injured who frequently suffer long lasting effects. From our discussions we found that people who suddenly find themselves blind, deaf and disfigured have to live with the consequences of the blast for life. The dependants of the dead and injured suffer as well. People who lost their means of earnings their dependent siblings have suffered from a lack of food and other provisions. The burden of raising children who lost their parents in the blast has been transferred to other people. For those who were attending school many have had to discontinue their studies.

2.1 KEY Findings:

1. *Ineffective Rescue Response/ ineffective emergency response*

Majority of the affected population said that the government rescue response was too clumsy. There were inadequate ambulances to ferry the dead and the injured to hospitals. A prompt rescue might have saved many injured.

In addition, many people died under the debris as the provincial government lacked machinery to remove the rubble quickly. Many shops were gutted as the post-blast fire management was slow. The immediate blast damage multiplied due to inefficient rescue response. Similarly, general public is also not trained in basic civil defense techniques.

Case Study:

“My husband died in a bomb blast. His body was found after 2 days as it was buried under the debris. He could have been rescued if a timely help could have reached him. We kept asking the rescuers and the government officials but the answer was always, “we are trying but you people have to cooperate with the government. We don’t have enough machinery to clear the debris soon.” said Mussarat Shaheen (Spouse of the deceased).

Lack of Immediate Emergency response by the Government was complained by majority of the direct or indirect affectees. A participant Mohammad Khan shared:

“After the blast the community members helped each other by pulling out the dead bodies from the debris and rushed the injured to hospitals in private cars and moved the kids and women to the safer places. The government help never reached on time since the bomb blasts have been taking place in KPK”.

2. *Level of Medical Preparedness*

A majority of participants revealed that the level of preparedness in hospitals treating the bomb blast victims was low. The hospitals were not prepared to handle large number of casualties, both outdoor and admissible cases.

a. Emergency Treatment

- Hospitals are short of staff and equipment to handle large number of emergency cases. The kind of efficiency that is needed to manage emergencies was missing. Staff would waste precious time in only checking the blood group of seriously injured victims, minimizing chances of survival.
- There is also no procedure in place to document and certify particularly the graveness of injuries, leading to compensation that could be disproportionate to the physical damage caused.
- The burn patients are in a very critical condition. Apart from all this hospitals are short of life saving medicines and in most cases these medicines are not available in the hospital and has to be bought from the shops outside which is a time consuming and life risking act. Dr Ali Hyder agreed, “The burn unit is the weakest unit in our hospital with only three beds which is a shame for us.”
- Hospitals are short of Staff and proper equipments to cope with the emergency situation secondly the delay in treatment is also due to the fulfillment of the procedural formalities which leads to serious condition of the injured. The victim stressed that in Government hospitals there are no proper facilities especially when it comes to loss of body parts

“They examine patient like animals in (Qasab Khana) Hospital and the staff treats only those people who have some sound and influential approach”

Malik Saleem shared this regarding Umer Gul, one of the disabled people from bomb blast in People Mandi)

b. Long-Term Treatment

People suffering very serious injuries face grave problems in paying the expenses of their long-term treatment. In many cases, such injured have to move to private hospitals for treatment or have to pay from their own pockets in public hospitals. Moreover, there is no proper mechanism for the rehabilitation of people who are rendered disabled in blasts. For example, arrangements for artificial limbs and long-term physiotherapy are missing.

c. Psychological Trauma

People who suffer psychological trauma are not even considered affected. Direct and indirect victims, particularly who have lost their loved ones in the blast or suffered any forms of disability, need long-term counseling and treatment to help them overcome the trauma and for their rehabilitation.

There are 86 consultants and over 800 other doctors available in Lady Reading Hospital Peshawar as well as nurses and medical students but at the time of severe casualties like the People Mandi Blast, it was beyond our capacity to handle the situation. While the hospital has a large accident and emergency care department, staffed by 62 doctors and headed by a trauma care specialist, “there is a need for more formalized trauma care and more expertise is needed, given the situation we normally face in Peshawar”, said the doctor.

3. Undefined Compensation System

A majority of the affected population shared and complained that they had received compensation after the blast. However, they were not satisfied with the arbitrariness of the compensation delivery mechanism that was put in place. The compensation was not distributed through the right authorities but was handed over to different unions and irrelevant stakeholders for distribution among the affected.

The affected of the People Mandi bomb blast acknowledged that it was the first time the government had released funds for compensating the property losses in any bomb blast. They also acknowledged the role of the provincial health minister in persuading the President to order the release of funds for the People Mandi bomb blast victims.

Government showed no interest in the rehabilitation of the affected.

“We visited many governmental offices e.g. DCO, MPA, ministers, and CM to get some help but unfortunately no support was ever granted in kind and cash, after the blast not a single government official visited the victims to ask about their conditions. Even ambulances were not provided in emergency situations”. Said Qadeer Khan, victim of the Plastic Market blast.

The majority of participants were not happy with the way compensation was decided and disbursed. Some key issues that were highlighted include:

a. No Process for Damage Assessment for Compensation

Most participants said that there was no system in place to assess the damage for giving compensation. The amount of compensation was decided without any fixed standards, leading to differential payments to victims with similar damages. Some participants said that the amount of compensation was determined on the basis of the political affiliation of the victims or their closeness with the office-bearers of the association.

“There was no proper assessment of the damages. The list of affected was prepared on the wishes of the members of the association.” [Saleem, Shop Owner, People Mandi]

“Members of the association distributed money among people who were close to them. Many deserving people remain unpaid.”
[Shahid, Tea Stall Owner, People Mandi]

“I received one lac rupees for my shop, but a relative of the president of the association, **who had lost nothing in the blast, received six lac rupees.**” [Muneer Ahmed, Stall Owner, People Mandi]

4. Lack of Victim's Clarity on Long-Term Support [Rehabilitation]

A majority of participants were not familiar with the idea of compensation other than in the form of lump sum cash as Cash support enables victims to meet their priority needs. They just insisted on cash money and non asked for long term institutional arrangements to look after the affectee on sustainable basis. However, some participants agreed that the compensation for widows should be in the form of free education for their children or free housing facilities etc

5. Lack of Security

The majority of the victims complained that in the incident of bomb blast the government has failed to provide security to general public. As police never reaches the site in time even if they do, they don't follow any strategy for public security. According to Ali Bacha, victim of Khyber Bazar bomb blast

“When we were horrified by the bomb blast and people were dying and were crying from anguish, thieves and pickpocket were busy doing their job and there was no body to stop them.”

Specific gaps and challenges are identified in the following five main areas:

- (a) Governance: organizational, legal and policy frameworks;
- (b) Risk identification, assessment, monitoring and early warning;
- (c) Knowledge management and education;
- (d) Reducing underlying risk factors;
- (e) Preparedness for effective response and recovery.

These are the key areas for developing a relevant framework for action.

Part 4 - Understanding bomb blast disaster through Gender Lenses

Some groups are more vulnerable than others. Vulnerability is not just poverty, but the poor tend to be most vulnerable due to their lack of choices. The influences of both poverty and development processes on peoples' vulnerability to disasters are now well-established, significantly affected by class, caste, ethnicity, gender, disability and age.

During the survey we looked at gender in two principal dimensions: firstly, the way gender figured significantly during the actual incident of bomb blast and in the immediate aftermath of rescue and relief activity, and secondly, the incorporation of gender in the policy and program responses of government.

Where the international development discourse has adopted the Millennium Development Goals (MDGs) as a framework to strengthen commitments to gender equality, the bomb blast incident's aftermath continues to pose serious questions as to which, and to what extent, our existing political, economic and social structures recognize and respond effectively to the gender dimensions of disasters.

The inequalities between women and men in accessing resources, skills, and social status were outlined more than two decades ago through the UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).¹ In 1995, the Fourth World Conference on Women and the Beijing Platform for Action (BPFA) provided a framework in which government policies may ensure the protection and promotion of gender responsive plans of action.⁷ Bringing together these Conventions and the BPFA and creating an international lobby for integrating gender into disaster responses, the Asia Pacific Women's Watch successfully advocated with the UN for this purpose. These resulted in the adoption in 2006 of a new Economic and Social Council (ECOSOC) Resolution on "Integrating Gender Perspective in Post-Disaster Relief.

Pakistan, like many other nations, has ratified the CEDAW Convention and accepted the BPFA and the MDGs as well as the outcomes of all UN Conferences which have gender as a focal area of concern. These frameworks acknowledge that to eradicate poverty, women's limited access to productive resources and assets when compared with men need to be critically recognized. They also accept that social, cultural and economic factors mitigate against women having the same access and rights as men to obtain equal wages, to learn life skills, to livelihoods and markets and that women are also more vulnerable to violence, both societal and domestic. However, the lack of mechanisms that would respond to such phenomena is being underscored by the slow response of our departments in the aftermath of the such disastrous incidents, and the failure to recognize the implications of existing gender gaps.

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From the survey and interviews with widows, orphans, injured, disabled, mothers of deceased, it is being learned that the sufferings, problems and needs of women affectee are different than men. In case of loss of husband or father their vulnerabilities have increased manifolds as many of these women are illiterate without any sustainable means of income and in most cases dependent on their relatives. As a female head of the household their responsibilities have increased but lack resources to shoulder those responsibilities. Widows shared that they have no one to provide for their livelihood and find it extremely difficult to pay for the education of their children, buy even milk for their infant child or marry their daughter as they have no money to give dowry. Women are also constrained as they are unable to show collateral when requesting loans to improve their livelihoods. In some cases due to lack of access to information, limited mobility and insufficient documents they are unable to receive compensation money. In many cases, however the compensation money received by the widows or the injured women themselves has been taken by their in-laws or other relatives. Some widows were expelled from their homes by their in-laws after they got control of the compensation money.

Case study

The bomb struck the van carrying 16 passengers on its way to Shabqadar from Peshawar. Zahira and her sister in-law Zakia got severely injured while Zahira's husband died on the spot. Zahira received minor injuries while Zaitoon was severely injured. After few months Zahira received compensation money for her husband's death from the government and Zaitoon received compensation as injured person. We were told that the mother in law has taken money from both. When the mother in law was questioned, she said, "I had to take money from Zahira as I had to pay back the loans, her husband had taken from people and from Zaitoon also as I needed money for her treatment." Zahira shared with us that her husband had no loans to pay and Zaitoon told us that she was never taken for proper medical checkup or treatment and today after a year of the bomb blast she still is very ill. She cannot move her right arm and right side of the neck because the fractured bones have not been properly treated and now she feels that she will be handicapped for ever, if not taken proper care of or treated by specialist immediately.

One of our findings is that gender-biases and stereotypes has complicated and prolonged women's recovery as women do not seek or receive timely care for physical and mental trauma. The vulnerable and the helpless have been further marginalized and victimized in some cases. In this context the "vulnerability of women" should be understood to be primarily cultural and organizational rather than biological or physiological. *These Vulnerabilities* can be minimized if adequate measures of assistance and physical and legal protection are adopted at different levels by the government.

These district teams found that women were affected differently from men and that focused programmes to address women's needs were urgent.

We learned that women experienced the greatest stress due to their multiple responsibilities and generally inferior social status in our society. It is well known that *"stress weakens a woman's resistance to disease and adversely affects her ability to undertake essential economic and family activities.*

It is being found that the degrees of vulnerability among women in emergencies differ considerably. During FGDs and interviews the disabled, elderly, pregnant and lactating women, and widows asked for assistance on a longer term or sustained basis, whereas the injured women asked for short term support in the form of medicine and trauma therapy etc. These distinctions are important in determining the types and levels of support.

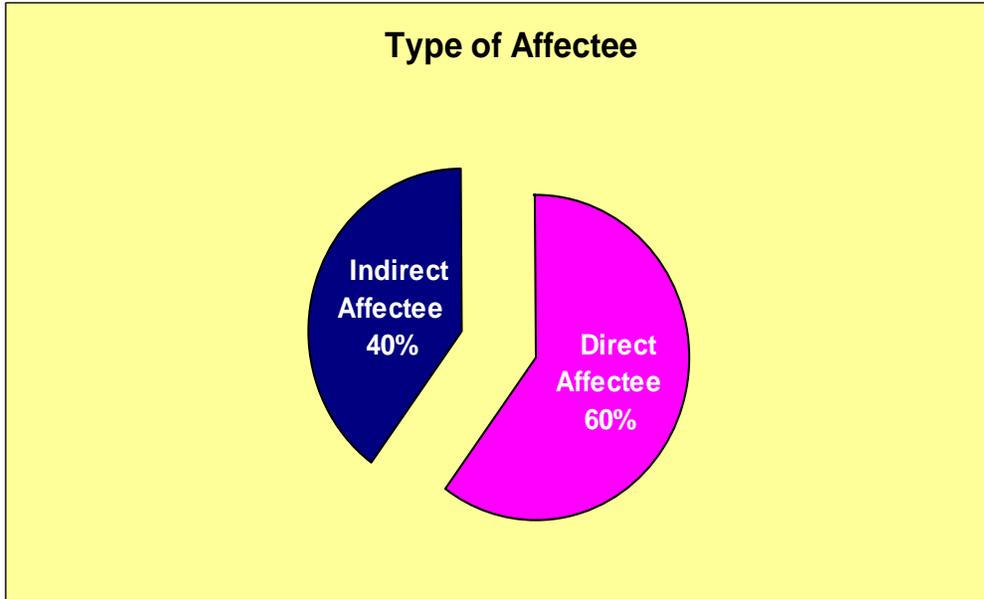
Psychological support and understanding for women who have suffered the trauma of the bomb blast during and after and particularly experiences loss of loved ones could enable them to regain confidence and self-respect, without which they can hardly carry on their normal lives or support others. In majority cases women said that their future, and that of their children, is bleak.

There is no step taken to set up skill building institutes for the affected women. Further, women perspective is abysmally missing in addressing the special socio-psychological needs of the women victims who are experiencing post-blast trauma. There are no socio-psychological counseling or rehabilitation centers available to these women that can help them in their recovery from the distress. They require long-term rehabilitation, trauma counseling, health services and income generating activities

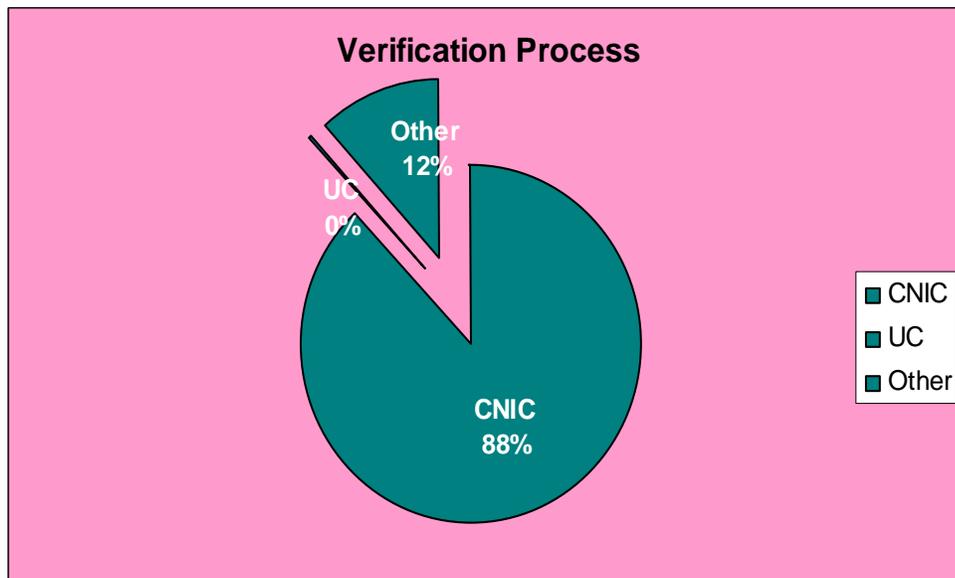
One of our major findings is that gender-disaggregated data of deceased, injured of bomb blast is not available which actually forms the basis of gender responsive programmes.

Part 5 - Quantitative Analysis of the Findings

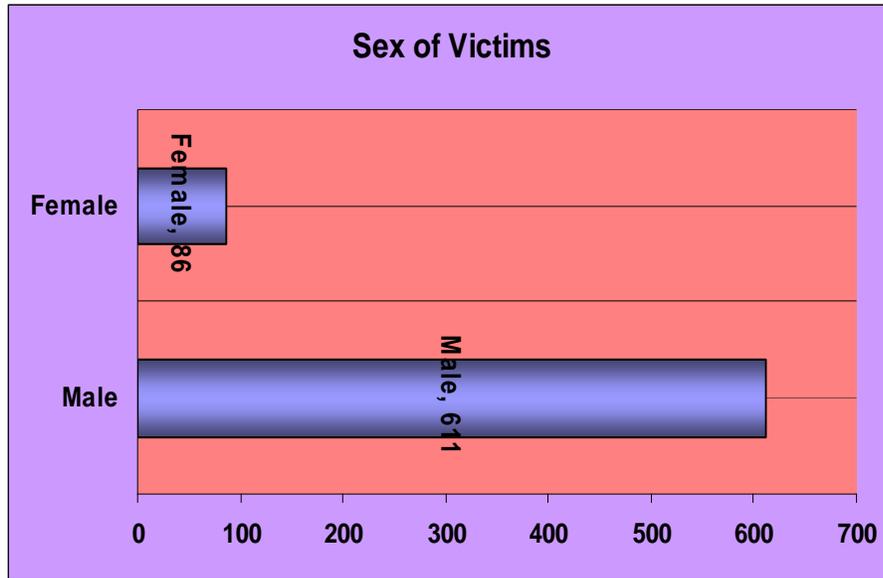
This report is based upon long-term need assessment of victims/heirs of the victims of bomb blasts, occurred in the doomed city of Peshawar from January 1, 2007 to June 30, 2010. The long term need of 697 claims of victims/heirs of victims was assessed during this exercise.



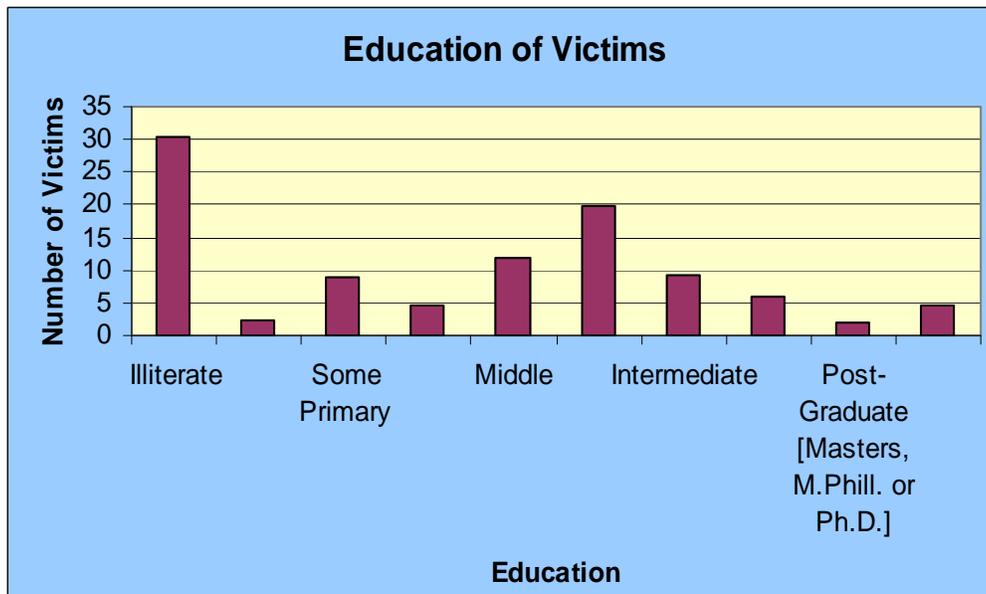
The claims included of 416 direct affectees and 281 indirect affectees. These victims include 266 injured victims, 263 dead victims and 168 victims had to bear loss of property.



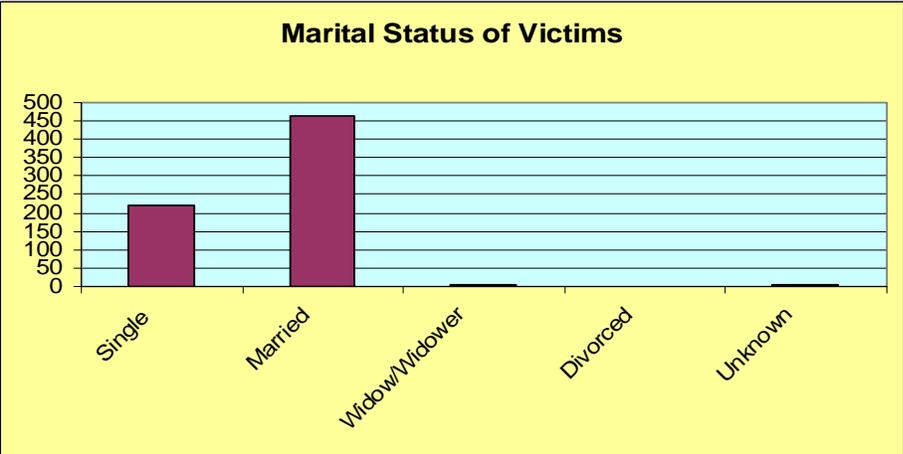
Since the exercise was focused on the residents of district of Peshawar, the residency of 613 claimants was verified through CNICs while three of the claimants were verified through union councils. Remaining 81 claimants were verified through other sources.



A total of 611 claimants were male while 86 were female. The victims belonged to various age groups. Almost three fourth of the victims are aged between 11 and 50. A total of 179 victims were aged between 21 to 30 years while 149 were aged between 30-40 years.

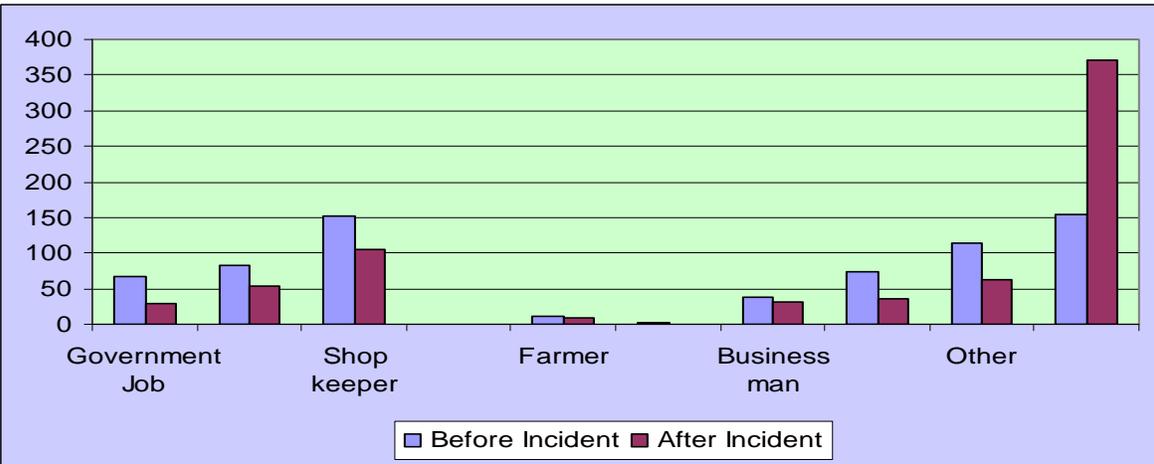


Around one third of the victims were illiterate while another one fifth of the victims were matriculate. In literate victims, around three fourth of the victims had not passed any college examination while rest of one fourth possessed some qualification higher than matriculation. The literacy status of 32 victims could not be ascertained.



Around two third of the victims were married while 32% were single. Remaining 1% of victims was either widows, widowers and divorced or their martial status could not be determined. While the pre-incident employment status of 324 victims could not be ascertained, as many as 248 victims were confirmed to have some kind of employment before they underwent the tragedy. Around 134 victims were unemployed before the incident. Only 122 victims were verified to have employed after incident while 75 were yet to get a job. The post-incident status of 487 victims could not be confirmed.

Profession of the Victims

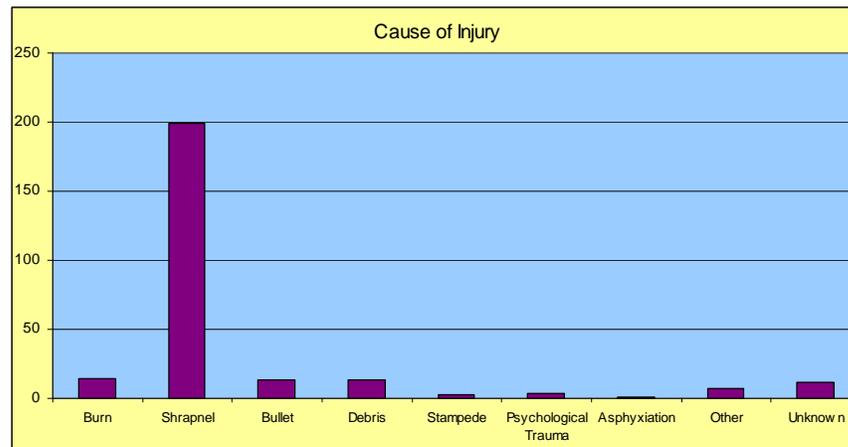


Most of the victims reported are/were shopkeepers. Around 151 victims were shopkeepers before the incident out of which 104 are able to return to their profession. The number of victims with

government job is 67, out of which only 28 are now serving government offices. Out of 83 private job doers before incident, only 54 are doing such jobs. A total of 74 labours fell victim to bomb blast, out of which 35 are able to do labour after the incident. The employed people in ‘other’ category (114) are reduced to just 63 after the tragedy. Out of 38 businessmen falling victim of bomb blasts, 31 are able to return to their businesses.

Injured victims

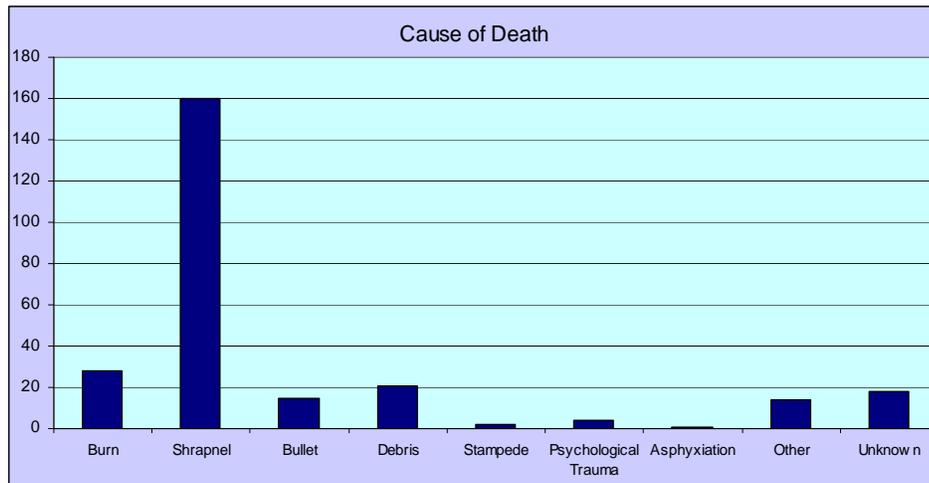
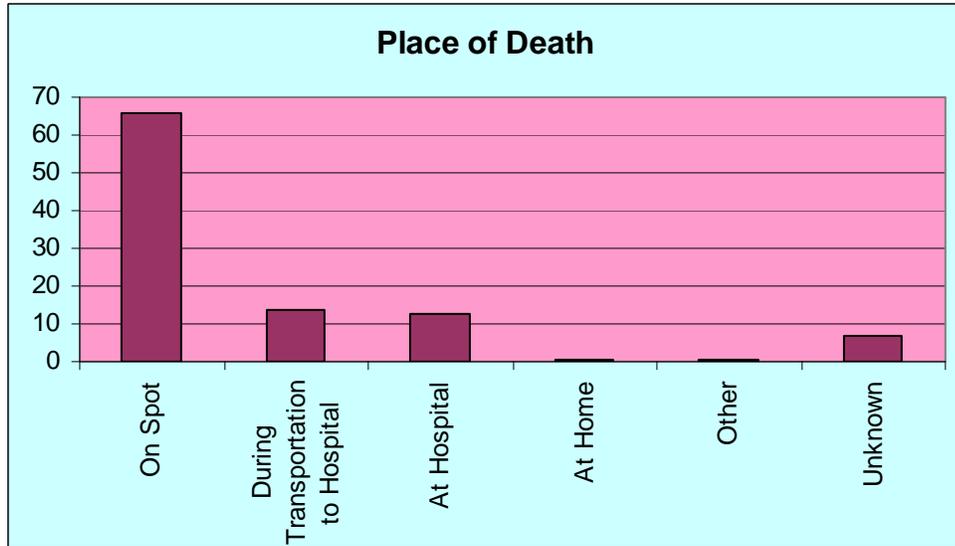
Out of total 266 injured victims, three fourth suffered injuries due to sharpened bomb particles. The people falling victim to burn injuries become 5% of total inured victims. Similar percentage of victims had to suffer injuries due to debris, stampede and bullet each.



Out of 266 injured victims, 186 victims shared the information about their treatment expenses. On an average, every injured victim spent an amount of Rs 116,668 on the treatment of injuries. On an average, every injured victim expected a compensation amount of Rs 408,000 from government. As many as 147 injured victims confirmed that they had got compensation amount. Around half of the injured victims expressed that they would spend the compensation amount on income generation for household. One quarter of the victims wanted to spend it on medical treatment while one fifth said they wished to spend amount on repaying outstanding debt if they are provided with compensation money. The male respondents mainly wanted to spend money on income generation while some female respondents wanted to spend it on medical treatment and debt repayment.

Dead Victims

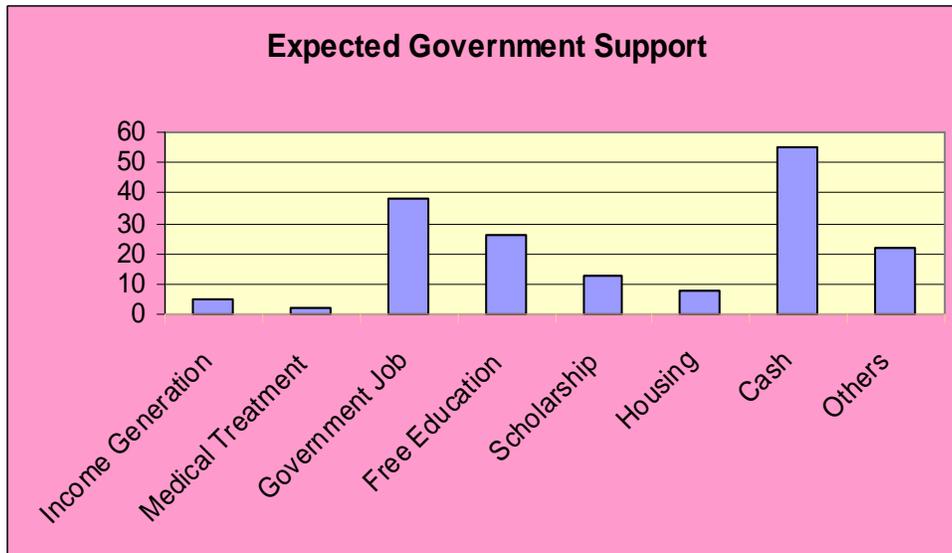
Around two third of dead victims were killed by sharpened bomb particles while 11 were burnt to death. Around 6% got fatal bullet injuries while 8% were killed by debris. Two third of the dead victims died on the spot while 27% succumbed to injuries either while being shifted to hospital or after reaching the hospitals.



Heirs of only 11 heirs of dead victims shared the information about expenses and expectations of government support. On an average, the family of each dead victim had to spent Rs 74,124 on medical treatment and other expenses. On an average, the heirs of each dead victim expected a compensation amount of Rs 532,000. The heirs of 215 victims told that they had received compensation amount of 300,000 from the government.

The heirs of around half of the dead victims told that they would spend the compensation amount on income generation for household. Around one fifth of heirs said that they would spend it on house building. Around 10% told that they would repay their family loans.

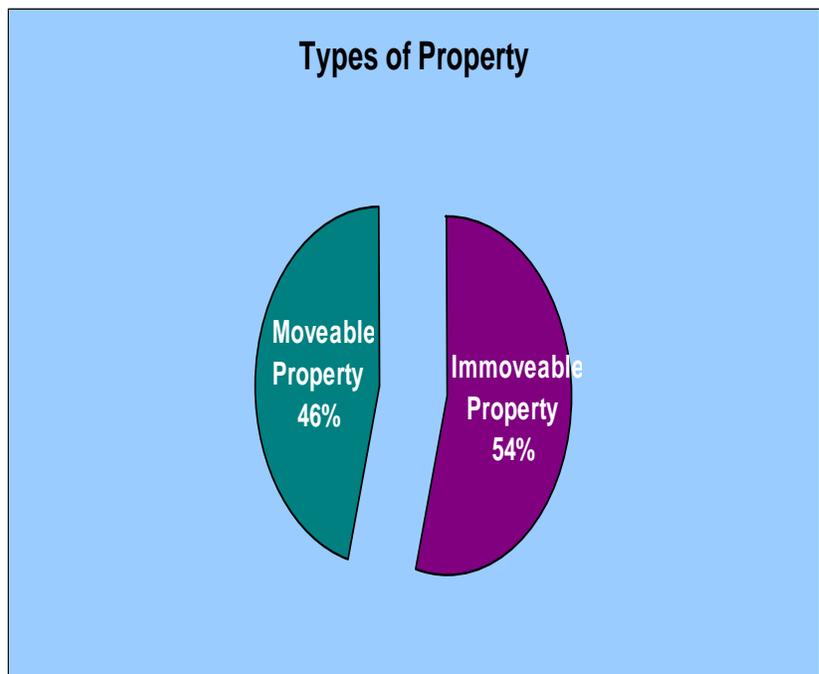
When asked what they want from government other than cash compensation, around one third wanted more cash support, more than one fifth told that they wanted government job while 15% wanted free education.



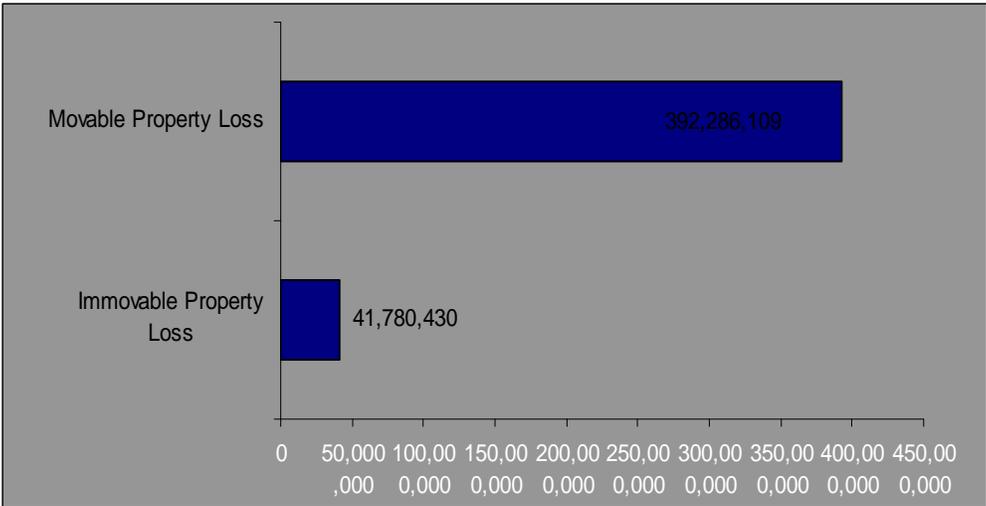
Property loss

Among 168 victims who had to bear property loss, around 54% had to lose their immovable property while 46% were deprived from some kind of movable property. In movable property cases, 66 claimants shared the information of reconstruction and retrieval cost and expected compensation.

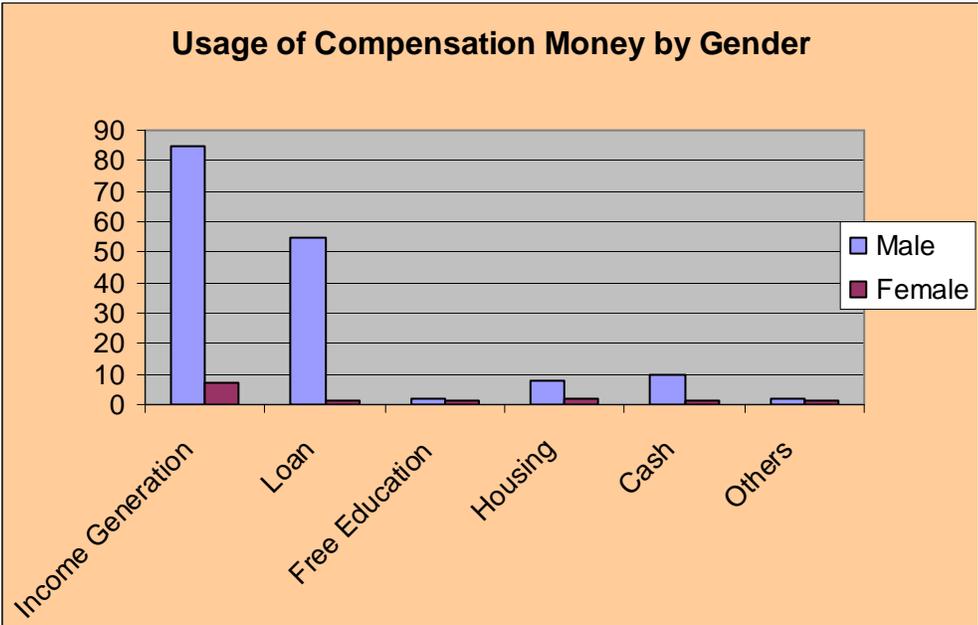
Each claimant had on an average, spent an amount of Rs 633,000 on reconstruction or reclamation of property. Each claimant wanted an amount of Rs 765,000 as compensation. In immovable



property case, 92 victims sharing the information told that they, on an average, had spent an amount of 4.2 million rupees on reconstruction and reclamation of property. Each claimant wanted, on an average, a compensation amount of 2.7 million rupees from government.



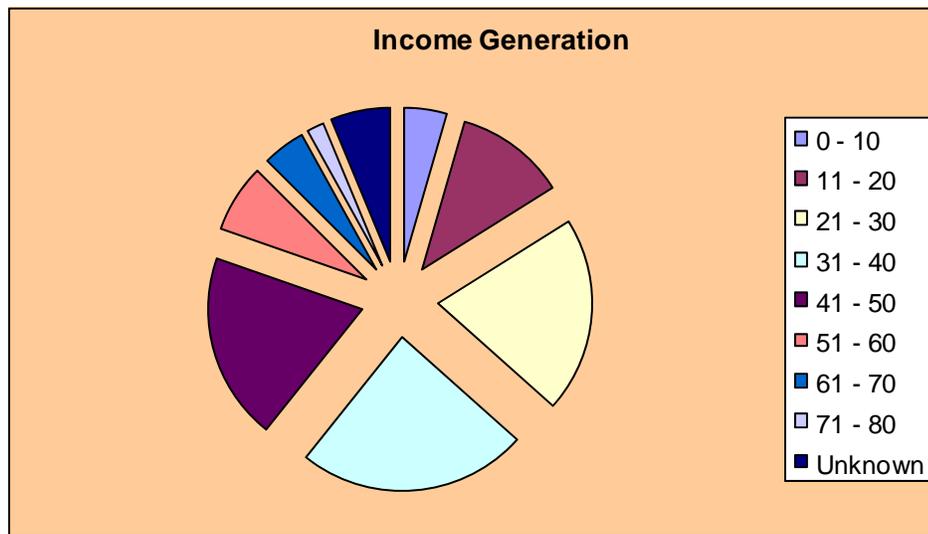
More than one half of the victims who have to bear property loss, wanted to spend the compensation amount on income generation while one third wanted to use it as an opportunity to repay the loan.



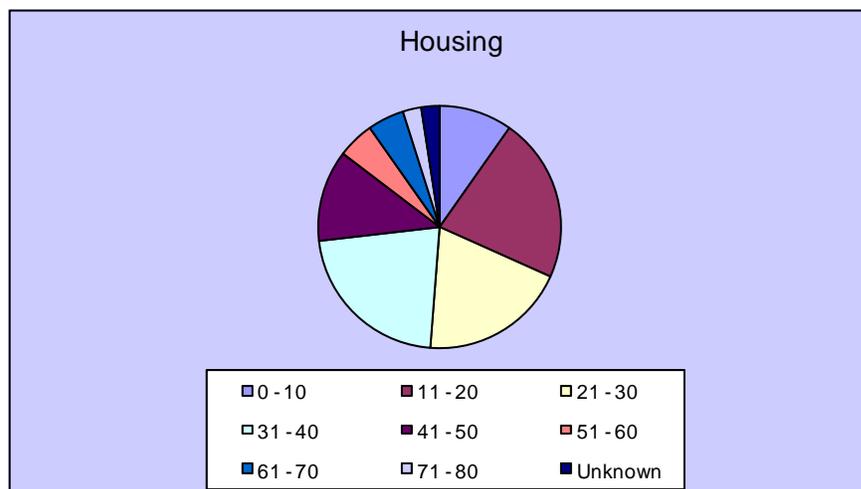
Most of the families were reported to get compensation in cash & kind. Total number of 697 affectees demanded financial support to carry on Income Generation for their families of which 11% of the female affectees and 89% of the male affectees asked for income generation schemes/opportunities and support. When asked what they want from government other than cash compensation, they demanded Loan grant to reconstruct the infrastructure, 99% male affectees asked for Loan from government with low rate of interest, where as only 1% female

affectees demanded for Loan. Around 10% of male affectee demanded Cash compensation to earn their bread & butter as compared to only 2% female who had been left with nothing. Similarly 9% male asked for free housing as compared to 3% female. In some cases affectee were observed demanding Cash and Kind support from the government for reconstruction of their damaged (fully or partially) properties as they could not return loans if taken minimum number of affectees demanded Free Education for their children.

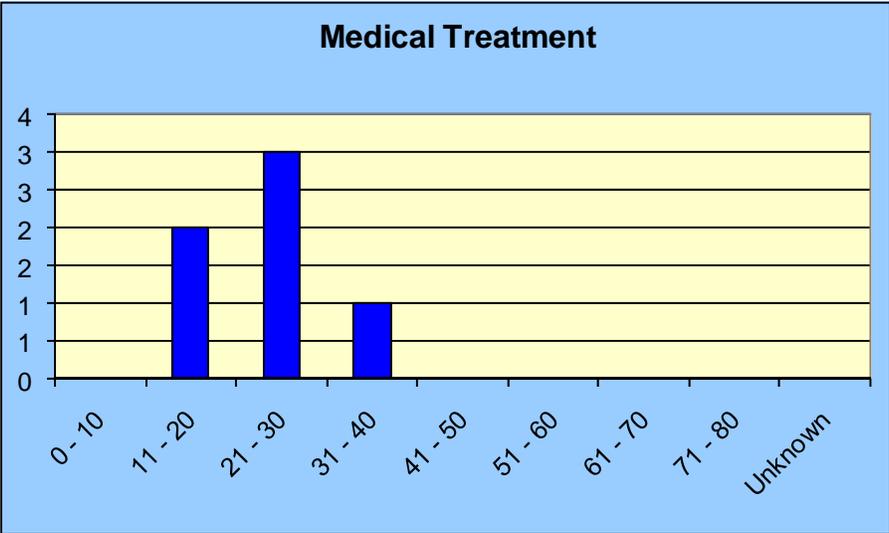
- **Use of Compensation Money by Age:** The detail of the compensation money by age is given below:



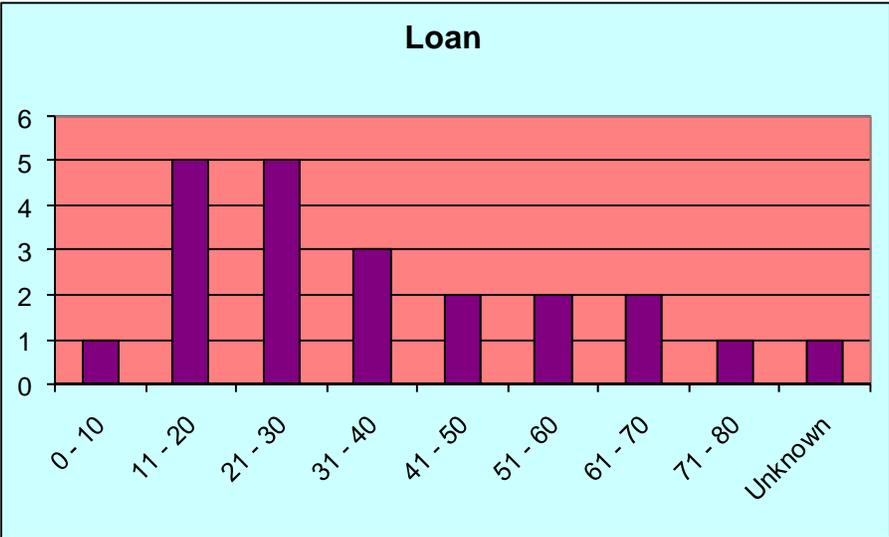
More than one half of the victims 45% demanded financial support to carry on Income Generation for their families. Certain needs are categorized in accordance with the age groups of the affectees in which between the ages of 32 to 40 years affectees demanded the support for Income generation purpose who have to bear property loss, wanted to spend the compensation amount on income generation.



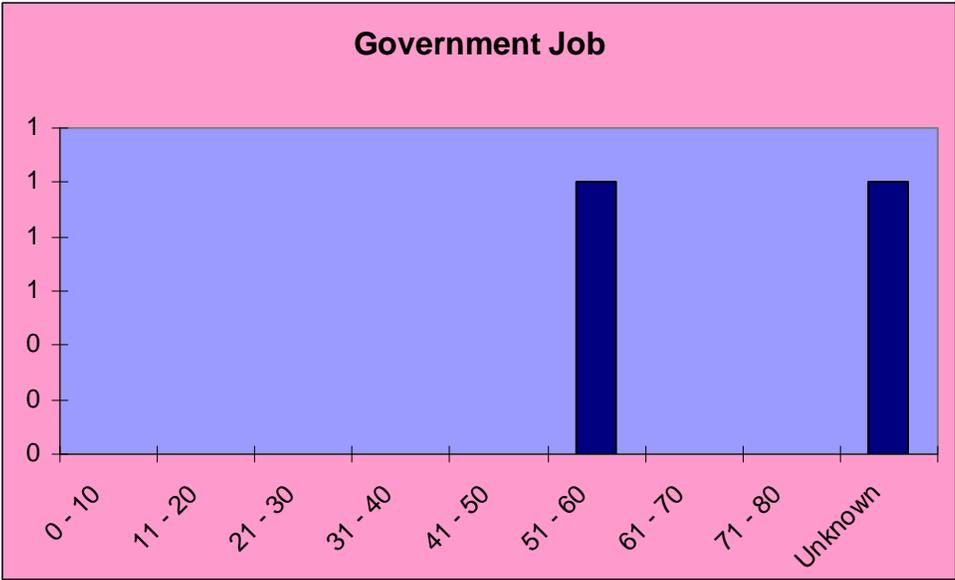
Around 15% affectee demanded for the reconstruction reclamation of property from government. In accordance of the age groups of the affectees in which between the ages of 11 to 20 and 31 to 40 years affectees demanded for the infrastructure support from government who have to bear a massive property loss.



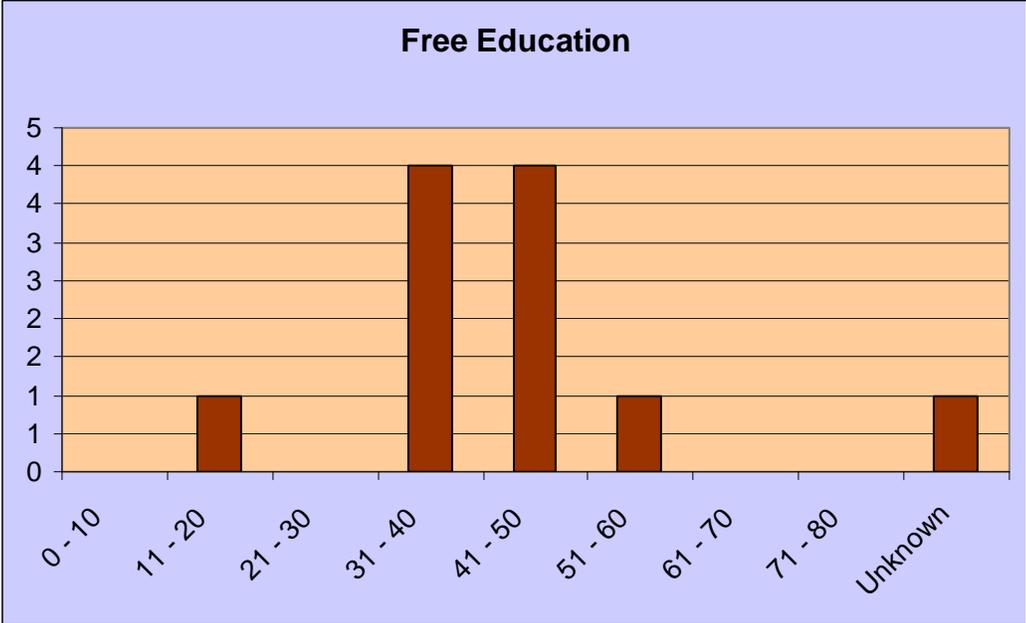
Only 3% affectees demanded for the Medical treatment as compensation money from government. In accordance of the age groups of the affectees in which between the ages of 21 to 30 years affectees demanded for this support from government.



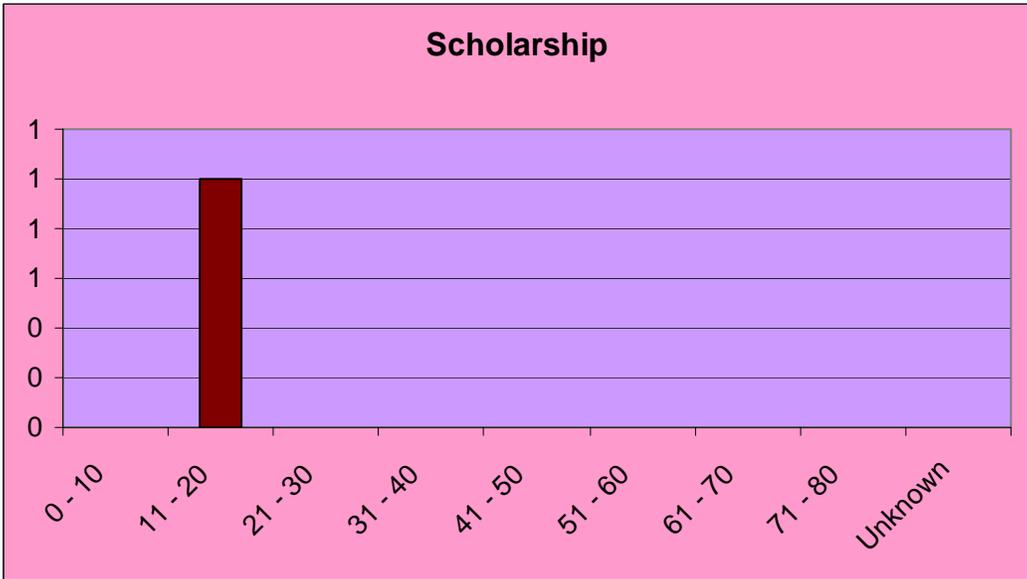
In which, 10% affectees demanded for the government support in the form of Loan as a compensation. The affectee between the ages of 11 to 20 and 21 to 30 years demanded for the Loan from government as all of them had born the loss of vast property.



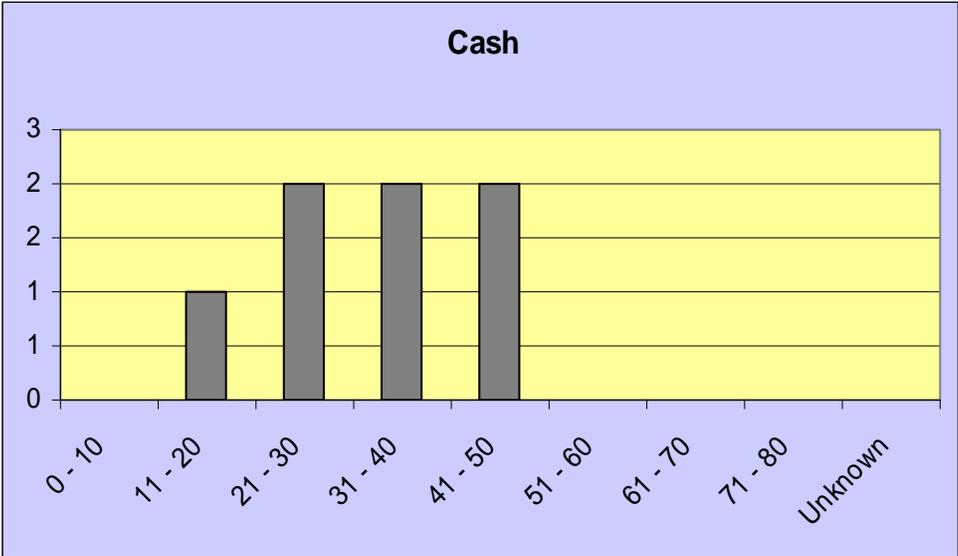
Only 2% affectees demanded for Government Job as compensation money from government. The affectee between the ages of 51 to 60 years demanded for this kind of support.



Around 7% affectees demanded for the Free Education from government. In this context the affectee between the ages of 31 to 40 and 41 to 50 years demanded for Free Education from government as compensation.



Only 1% affectees demanded for Scholarship as compensation money from government. The age groups of the affectees between 11 to 20 years demanded scholarship as support for their education till completion.



Only 3% affectees demanded for the Cash support from government. In accordance of the age groups of the affectees in which between the ages of 11 to 20, 21 to 30 and 31 to 40 years affectees demanded for the cash support from government.

Part 6 - Recommendations

The findings of the survey and interviews stresses the importance of disaster risk reduction as well institutional frame work to redress the loss being underpinned by a more pro-active approach to informing, motivating and involving people in all aspects of disaster risk reduction in their own local communities. It also highlights the scarcity of resources allocated specifically from development budgets for the realization of risk reduction objectives, either at the national or the regional level or through international cooperation and financial mechanisms, while noting the significant potential to better exploit existing resources and established practices for more effective disaster risk reduction and institutional framework to address post-disaster relief programmes.

It is important to ensure more systematic action to address disaster risks in the context of sustainable development and in building resilience through enhanced national and local capabilities to manage and reduce risk.

III. I. Institutional Mechanisms

- ❖ There is a need to develop and strengthen institutions, mechanisms and capacities at all levels, in particular at the community level, that can systematically contribute to building resilience to hazards like the one we face every now and then in Khyber Puktunkhwa;
- ❖ An institutional framework needs to be developed to emphasis in disaster management towards vulnerability reduction, instead of emergency response. This framework should highlight strategies for addressing the issues of social and economic vulnerabilities of different groups in the community and varied categories of affectee. Ethno-cultural diversities, age, and vulnerable groups should be taken into account when planning for compensation through this institutional framework.

The *DRR Mainstreaming Framework* should be formed and be utilized to raise political will and commitment for disaster risk reduction, as well as providing a guide to policy and practice. It could be both operational and normative (prescribing standards), but should not be directive. The purpose of this framework should be to provide information regarding disaster risk to policy makers at multiple levels of authority and types of responsibility. It should, however, be sufficiently specific to serve as a guide for action at the respective levels of policy making.. But the framework is only the starting point: the series of indicators be developed to provide a guide to a locally-based process that would adapt the framework to specific physical, economic, political, social and cultural conditions. In many ways, agreeing on a flexible, transparent, straight forward set of questions and benchmarks is easy but significant work will be required to clarify the purpose of benchmarks and ways of measuring progress against them. The harder part seems to be stimulating inclusive, participatory processes with key stakeholder buy-in that uses a disaster reduction framework to achieve real gains for vulnerable communities.

- ❖ An integrated, multi-hazard approach to disaster risk reduction should be factored into policies, planning and programming related to sustainable development, relief, rehabilitation, and recovery activities in post-disaster situations in disaster-prone areas like Peshawar or other parts of Khyber Pukhtunkhwa
- ❖ Establish and strengthen the capacity to record, analyze, summarize, disseminate, and exchange statistical information and data on hazards mapping, disaster risks, impacts, and losses; support the development of common methodologies for risk assessment and monitoring.
- ❖ Research, analyze and report on long-term changes and emerging issues that might increase vulnerabilities and risks or the capacity of authorities and communities to respond to such hazards and disasters.
- ❖ Provide easily understandable information on disaster risks and protection options, especially to citizens of Khyber Pukhtunkhwa, a high-risk area, to encourage and enable people to take action to reduce risks and build resilience. The information should incorporate relevant traditional and indigenous knowledge and culture heritage and be tailored to different target audiences, taking into account our cultural and social factors.
- ❖ Government should develop partnerships to implement schemes that spread out risks, reduce insurance premiums, expand insurance coverage and thereby increase financing for post disaster reconstruction and rehabilitation, including through public and private partnerships, as appropriate. Promote an environment that encourages a culture of insurance.
- ❖ Strengthen networks among disaster experts, managers and planners across sectors and between regions, and create or strengthen procedures for using available expertise when agencies and other important actors develop local risk reduction plans.
- ❖ The NDMA should be allocated enough funds to address the immediate needs of the bomb victims in the form of medical allowances, food supply, shelter etc
- ❖ The number of female staff be enhanced in NDMA by 10% as per government commitment.
- ❖ The capacity and resources of Social Welfare and Women Development department be enhanced and strengthened to address the short term needs of the most vulnerable and marginalized victims like disable, widows, orphans and children.

Gender Considerations

- ❖ Gender analysis should be made an integral element in the planning and practice of rehabilitation interventions for the affectee. In this way, women who have been the most vulnerable will not be further marginalized and can be targeted with appropriate interventions in different fields.
- ❖ A gender perspective should be integrated into all disaster risk management policies, plans and decision-making processes, including those related to risk assessment, early warning, information management, and education and training.
- ❖ Measures be taken to ensure that women are not discriminated against in the allocation of compensation funds.
- ❖ The challenge of integrating a gender responsive framework needs to be addressed.
- ❖ Women should be given opportunities to learn skills and build their capacities to empower them economically and socially. It is important to stress that such skills should be those which women are able to utilize for viable economic ventures and not confined to skills which are based on gendered notions of women's capabilities.

Hospital planning, staffing and handling

- ❖ All hospitals must have a designated disaster committee composed of knowledgeable representatives from medical and non-medical departments. The committee should formulate a disaster plan that is flexible enough to meet the demands of major disasters but is practical and considerate of hospital trauma capabilities, location, personnel, and resources. A handbook outlining this plan should be widely circulated and easily accessible during times of disaster. The handbook should emphasize factors which help in organizing specific teams for a particular disaster. These factors include (i) nature of the disaster (ii) number of disaster victims; (iii) period of disaster: bomb blasts and fires are usually 1-day problems, while conflict, riots etc may continue for a few days.
- ❖ The security and protocol for visiting dignitaries should be anticipated and organized, thereby preventing the interruption of activities of disaster relief being carried out by health care providers². The committee has the responsibility for dissemination and reappraisal of the plan in terms of the community's and hospital's changing needs. The disaster plan must be tested quarterly in the form of a drill. The director of the disaster plan should be a physician or a surgeon experienced in both administration and trauma care. The importance of the triage system and mass disaster management must be emphasized at all levels (i.e., from medical students to senior consultants).
- ❖ The changing nature of terror attacks in Khyber Pukhtunkhwa mandates continued vigilance and disaster preparedness. The multidimensional burns patient, complicated by other injuries, has become increasingly common. A burns disaster plan with emphasis on effective command, control, and communication as well as organization of health care personnel following a 'team concept' is the urgent need of the time to ensure that the sudden onset of a crisis situation at an unexpected time does not overwhelm hospital manpower and resources.
- ❖ In bomb blasts, the injuries suffered by the victims are usually burns, cuts and superficial wounds. The city of Peshawar is in need of a burn center because the patients/victims are shuttled between different hospitals in case of an accident or emergency. A Burn Center should be established on modern footings to avoid such situations.
- ❖ Enough stock of life saving medicines should be available within the hospitals.
- ❖ Nearly all the ambulances in Lady reading Hospital are mechanically unfit for the mobilization of the victims and need mechanical repairs on urgent basis.
- ❖ There should be a laboratory close to police lane for DNA testing as the blood samples for the DNA testing are usually sent to Lahore which is time consuming and expensive as well.
- ❖ Additional trained medical staff is needed as the present staff is over burden.
- ❖ Latest medical equipment should be provided in sufficient number to the medical staff so that they may be able to perform their duties more smoothly and effectively.
- ❖ The existing equipments are to be maintained properly because usually in government hospitals they are not handled with care which leads to damages of the expensive and necessary equipment.

² This was one of the major complain of the hospital staff as well the affectee that visit of dignitaries create a lot of problems.

- ❖ There must be ICU, surgical cutters, suction machine and auto clear machine for sterilization of surgical instrument in causality.
- ❖ The casualty departments should be expanded and fully equipped for the better accommodation of more patients / victims at times of emergency.
- ❖ Female staff for x Rays and ECG should be recruited.
- ❖ Proper arrangements shall be made to receive and preserve dead bodies of the victims to be handed over to their relatives

Community planning and Participation

- ❖ Disaster planning is the responsibility of all sections of the community. The police, fire brigade, civil defense, press, local government department, Civil society organizations, elected representatives, industrial groups, and community groups must participate in the pre-disaster planning. The community as a whole has the responsibility to teach first aid to groups in the community that could be utilized in disaster situations. The disaster may involve the normal communication network itself. Therefore, two-way radio systems and messenger systems must be included as backups in the event of a communication-system failure. It is vital to have communication between disaster site and hospitals, so that the patients can be distributed to various hospitals depending upon their capacity.
- ❖ Promote community participation in disaster risk reduction through the adoption of specific policies, the promotion of networking, the strategic management of volunteer resources, the attribution of roles and responsibilities, and the delegation and provision of the necessary authority and resources

Training in disaster planning

There is need for introducing special curriculum for disaster planning at the undergraduate medical and paramedical levels, as well as at different higher education levels for better medical and other community-related preparedness. Drills and training programs must be conducted regularly.

Some Suggestions from the affectee

a. From the families of the deceased (Death Cases):

- Monthly Stipend for those families who have lost their sole bread earners.
- The amount of compensation should be increased so that the family members of the deceased should start a business to earn their living.

b. From Injured and their families (Injured Cases):

- Medical Facilities should be made vigilant..
- Employment opportunities should be provided to those with lost/damaged businesses.

- The victims of bomb blasts often complain of not receiving the compensation in time. A 3rd party validation and Monitoring for the compensation of Bomb Blast victims shall be established to avoid preferential treatment causing frustration among the victims.
- The affectee should be issued special certificates as special people so that they can be fully assessed in the daily routine life at different forums.
- Two percent quota is reserved for the disabled/ special people, which is mostly vacant in many government departments. We can help the government in this regards if the government consult us for the placement of educated bomb blast affectees in any government job.
- Provison of free education for the children of the deceased.
- Long Term Scholarship for children of the deceased be arranged.

c. From People with Damaged Properties (Property Cases):

- Government to rebuild homes and reconstruct damaged infrastructures.
- Government to provide them loans without interest so that they can restart their business to support their families.
- Grant process of Compensation and its distribution system may please be simplified
- Financial policy may be made flexible for the issuance of new loans for business reconstruction and return of already taken heavy loans

Areas of concern

- ❖ Access to Bomb blast data from cantonment and army is impossible.
- ❖ Lack of support has been a problem from health department.
- ❖ Addresses of victims are another issue as many of them have shifted and were not available.
- ❖ There was a difference between the data collected from District Govt and health Department.

Recommended Projects

1- Livelihood Institutes (Public Private Partnership)

Establishment of two livelihood institutes is highly recommended in two affected areas with high ratio of affectees in district Peshawar. These institutes should be made under public private partnership and should instigate trainings for the disaster affectees in the fields of livelihood as well as life skills for both male and female in separate institutes. Market opportunities to the products should be made available. These institutions should be linked with SMEDA, TEVTA and TDAP.

2- One Window Operation Office

Establish one window operation offices in four zones of District Peshawar to facilitate the affectees in provision of lost/damaged documents including CNICs and Property etc. These offices should provide information and facilitation to the affectees both at the same time.

3- Center for Disaster Management

A Center for Disaster Management should be established and linked with the service provider institution (e.g. police, hospitals, Social Welfare Department etc). This center should instigate trainings/ workshops for the capacity building of the duty bearers/service providers/volunteers on disaster management of both "Man Made (bomb blasts etc) and/ or Natural disasters (floods, earthquakes etc) .

4- Compensation

The capacity of PDMA/DDMA be enhanced strengthened to address the issues of compensation as per the categories of affectees. Relief fund shall be pooled and reserved in PDMA for emergency relief activities to be carried out on immediate basis in times of need. Communication and media strategy should be developed for creating awareness regarding the compensation criteria.

5- Burn Center

Burn Center with latest equipments and medicines should be established in Peshawar district. Medical staff in the existing hospitals is not well trained to handle the burn cases. It is needed to arrange for the capacity building of the existing staff and also recruit trained staff for the proposed burn center in Peshawar district.

ANNEXURE I Work Plan

#	Description	1 st Month			2 nd Months				3 rd Month			
1.	Survey modalities finalized											
2.	Preliminary Data Collected											
3.	Press Conference by Minister											
4.	Tools Developed for approval											
5.	Launch Awareness Campaign											
6.	Development of guidelines											
7.	Training of Staff											
8.	Pretest Conducted											
9.	Consultative Workshop											
10.	Finalization of guidelines											
11.	Stakeholders Meetings											
12.	Data processing set up											
13.	Implementation of Survey											
14.	Validation and M&E Processes											
15.	Data entry and editing											
16.	Analysis/preparation-draft report											
17.	First draft of the report											
18.	Review/enrichment of Report											
19.	Submission of Final Report											

ANNEXURE : II

Survey Questionnaire

[The format is differnt. It will be send in the soft \(CD\) & hard copy](#)

ANNEXURE III

Registration Form



بم دھماکوں کے متاثرین کا رجسٹریشن فارم

پشاور کا رہائشی (جنوری 2007 تا جون 2010)



عام معلومات

متاثر فرد کا نام: _____ متاثر فرد والد یا شوہر کا نام: _____

شناختی کارڈ نمبر: _____ رابطہ نمبر (فون): _____

رابطہ نمبر (موبائل): _____ یوٹیلٹی نمبر: _____ ٹاؤن: _____

موجودہ پتہ: _____ مستقل پتہ: _____

ہلاک شدہ کا وارث

وارث کا نام: _____ وارث کے والد یا شوہر کا نام: _____

شناختی کارڈ نمبر: _____ ہلاک شدہ سے رشتہ: _____

رابطہ نمبر (فون): _____ رابطہ نمبر (موبائل): _____

پتہ: _____

بم دھماکہ کی تفصیلات

بم دھماکہ کا جائے وقوع: _____ تاریخ بم دھماکہ: _____ وقت: _____

نقصان کی نوعیت: (۱) ہلاکت (۲) زخمی (۳) نفسیاتی تناؤ (۴) مالی نقصان

(۱) منقولہ: قسم: _____ نقصان کا تخمینہ: _____

(۲) غیر منقولہ: قسم: _____ نقصان کا تخمینہ: _____

ہسپتال کا جہاں علاج ہوا: _____ پولیس اسٹیشن جہاں رپورٹ درج ہوئی: _____

کیا درخواست دہندہ کے پاس مندرجہ ذیل دستاویزات موجود ہیں؟

(۱) شناختی کارڈ یا فارم بی (۲) ہسپتال کا سرٹیفکیٹ (۳) موت کا سرٹیفکیٹ

(۴) نقصان شدہ املاک کے دستاویز (۵) پولیس رپورٹ (۶) تباہ شدہ املاک کے قوائف

(۷) وراثت کے دستاویز (۸) کوئی اور ضروری دستاویز

صرف دفتری استعمال کے لئے

فارم نمبر _____ ٹیم نمبر _____ تاریخ وصولی: _____

تصدیق کے لئے بھیجا گیا: _____ وصول کنندہ: _____ اشرفی نمبر: _____

تصدیق کے بعد عمل درآمد: _____

ANNEXURE IV

Questionnaire for the FGD

PAIMAN Alumni Trust

Bomb Blast Affectees Households Survey for the Residents of District Peshawar?

- a. How did the bomb blast affect you?
- b. Are you satisfied with the support you received from the government after the blast? Support for the treatment for the injured? Support in handing over of the body and burial of the dead?
 - i. Probe Question 1: *Role and support for NGOs*
 - ii. Probe Question 2: *Role and support of community*
 - iii. Probe Question 3: *Role and support of Media*
- c. Have you received any compensation for damages?
 - i. Probe Question 1 [*For people who received compensation*]: Are you satisfied with the process of compensation? What were the issues you faced in the acquisition of compensation?
 - ii. Probe Question 2 [*For people who haven't received compensation*]: Why have you not received compensation? Which government agency have you applied to? Has the agency given any reason for delay?
- d. What kind of improvement do you want to see to in the government compensation system?
- e. What kind of improvement do you want to see to in the government compensation system?

ANNEXURE V**List of Union Councils**

Union Councils of Peshawar District

S N	UC Name	S N	UC Name	S N	UC Name
1	Mahal Tehrai-1	36	Larama	31	Adezai
2	Mahal Tehrai-2	37	Dag	32	Aza Khel
3	Hassan Garhi No.1	38	Mathra	33	Sherkera
4	Hassan Garhi No.2	39	Kaniza	34	Surizai Payan
5	Shahi Bala	40	Chaghar Matti	35	Mera Surizai Payan
6	Sikandar Town	1	Khalisa-1	36	Achini Bala
7	Sheikh Junaid Abad	2	Khalisa-2	37	Mera Kachori
8	Pawaka	3	Jehangir Pura	1	Fariq Abad
9	University Town	4	Wazir Bagh	2	Gulbahar
10	Shaheen Town	5	Kakshal-1	3	Shaheen Muslim Town-1
11	Tehkal Payan-1	6	Kakshal-2	4	Shaheen Muslim Town-2
12	Tehkal Payan-2	7	Hazar Khawani-1	5	Lahori
13	Tehkal Bala	8	Hazar Khawani-2	6	Karim Pura
14	Palosi	9	Deh Bahadar	7	Ander Shehr
15	Malkandir	10	Bhana Mari	8	Asia
16	Lala Kily	11	Dhari Baghbanan	9	Gunj
17	Chamkani	12	Landi Arbab	10	Yaka Toot-1
18	Budhni	13	Hayatabad-1	11	Yaka Toot-2
19	Wadpaga	14	Hayatabad-2	12	Yaka Toot-3
20	Pakha Ghulam	15	Urmer Payan	13	Akhood Abad
21	Kankola	16	Urmer Miana	14	Nauthia Qadeem

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22	Nahaqi	17	Urmer Bala	15	Nauthia Jadeed
23	Gul Bela	18	Musa Zai	00	Peshawar Cantonment
24	Khatki	19	Bazid Khel		
25	Takhatabad	20	Sheikh Muhammadi		
26	Khazana	21	Badabar Mariamzai		
27	Haryana Payan	22	Surizai Bala		
28	Kafoor Dehri	23	Badaber Hurizai		
29	Shahi Bala	24	Mattani		
30	Regi	25	Maryazmzai		
31	Sufaid Dehri	26	Mashoogagar		
32	Jogani	27	Suliman Khel		
33	Panam Dheri	28	Shekhan		
34	Garhi Sher Dad	29	Sarband		
35	Pajjagi	30	Pshtakahara Payan		

ANNEXURE VI**A & V Format****Part-1 Citizen Authentication**

S No.	Item	Reference	Available		Status	
			Yes	No	Correct	False
1	CNIC					
2	Form B					
3	Voter Registration					
4	UC/Town					
5	Community					
6	Birth Certificate					
7	Death Certificate					
8	School Certificate					
9	Business/Trade Certificate					
10	Tax Registration					
11	Utility/Consumer Bills					
12	Others					

Part - 2 Infliction Validation**Section-A Deceased Victims**

1	Death Certificate					
2	Hospital Report					
3	Police Report / FIR					
4	DCO / any other Dept.					
5	Media Report					
6	UC / Town Report					
7	Community Endorsement					
8	> Imam Masjid / Namaz-e-Janaza					
9	> Gorkan					
10	> Community Influential					

Section-B Injured Affectees						
1	Major					
2	Minor					
3	Hospital Record					
4	Treatment Expenditure Record					
5	Police Report					
6	DCO Office Report					
7	Media Report					
8	UC / Town Report					
9	Community Endorsement					
Section-C Trauma / Psychology Affectees						
1	Hospital Record					
2	Treatment Expenditure Record					
3	Police Report					
4	DCO Office Report					
5	Media Report					
6	UC / Town Report					
7	Community Endorsement					
Section-D Property/Asset Loss						
1	Immovable					
2	Movable					
3	Police Report					
4	DCO Office Report					
5	Media Report					
6	UC / Town Report					
7	Community Endorsement					
8	Lost Property Documents					
9	Copy of Contract or agreement					
10	Tax Documents					
11	Trade Documents					

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12	Bank Documents					
13	Any other Supporting Documents					

Relevant Documents Attached

1	CNIC					
2	Form B					
3	Death Certificate					
4	Hospital Treatment Certificate					
5	Police Report / FIR					
6	Documents of Property Damaged					
7	Documents of Property Lost					
8						
9						
10						

Verification Received on: _____ Verification Period: _____

Received by: _____ Submitted to: _____