Introduction to USAID Grants Workshop

Concept Note and Agenda

Organized by:

The USAID & NASA partnered SERVIR-Mekong Program

26 August 2016, Marriott Courtyard Hotel, Bangkok, Thailand

Background

SERVIR-Mekong: The SERVIR-Global network of regional geospatial support hubs is an initiative of the United States National Aeronautics and Space Administration (NASA) and the United States Agency for International Development (USAID). SERVIR-Mekong, the newest hub in the network is a geospatial data for development program designed to respond to the needs of the Lower Mekong countries. It builds the capacity of governments and other key stakeholders in the Lower Mekong countries to employ publicly available satellite imagery and geospatial technologies for decision making related to climate change, environmental management, and disaster risk management. SERVIR-Mekong is implemented by the Asian Disaster Preparedness Center (ADPC) and its technical partners Spatial Informatics Group (SIG), Stockholm Environment Institute (SEI), and Deltares.

SERVIR-Mekong is holding a workshop to help build the capacity of institutions in the region for responding to USAID funded grants. Given the highly regulatory environment of U.S. Government funded activities, and the complexity of their solicitations, SERVIR-Mekong is providing this workshop to help participants understand the requirements of a USAID grant and how to effectively respond to Request for Applications.

Workshop Objectives

The main objectives of this workshop are:

1. To train participants in responding to USAID grant solicitations through hands-on case studies of activity planning, gantt exercises and budgeting examples
2. To increase participants' understanding of USAID compliance regulations around grants
3. To increase participants' knowledge of internal controls and best business practices for administering USAID grants

Agenda: Day 1: August 26, 2016

8:30 - 9:00	Introduction and Objectives
9:00 - 9:30	Part I - Understanding the USAID grant framework
9:30 - 10:15	Part II - Grant lifecycle + Exercise
10:15 - 10:30	RFAs and Concept Papers - What to expect
10:30 - 10:45	Tea/Coffee break
10:45 - 12:00	Part III - Case Study/Group exercise - Creating an activity plan and Gantt chart for a solicitation
12:00 - 12:30	Discussion/Feedback on exercise
12:30 - 1:30	Lunch
1:30 - 2:30	Internal Controls and standards of business conduct
2:30 - 3:45	Part IV - Case study/group exercise - Creating a budget for a solicitation
3:45 - 4:15	Tea/Coffee break
4:15 - 5:00	Discussion/Feedback on exercise
5:00 - 5:30	Wrap up/Closing