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RAPID MOBILIZATION PLAN

Enhancing Equality in Energy for Southeast Asia (EEE for SEA)

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INTRODUCTION

CORE International, Inc. is pleased to present to USAID our Rapid Mobilization Plan (RMP) for the Enhancing Equality in Energy for Southeast Asia Activity (EEE for SEA), hereafter referred to as the “Activity”. This deliverable is per Section F.10.1: Rapid Mobilization Plan of the Task Order (TO) contract and is submitted on September 11, 2020 per the extension granted by the Contracting Officer (CO) in an e-mail dated August 24, 2020. The TO contract requires the following:

“The RMP shall outline the rapid start-up of activities covering the first 90 calendar days of the Task Order. The RMP must describe the Contractor’s plan to ensure timely establishment of its office(s). It shall also address benchmark technical, management, and logistical (vehicle, office space, etc.) requirements including planning and scheduling for the prompt mobilization of key personnel.”

CORE recognizes the need to mobilize personnel and resources rapidly to maximize our time on-the-ground for delivery of technical assistance. Our proposed mobilization plan is informed by past USAID projects we have successfully mobilized, as well as lessons learned from projects with challenging mobilizations. We will deploy two start-up teams – one focused on operational tasks and one dedicated to technical tasks – to allow our technical personnel to focus on delivering against the EEE for SEA objectives without delay.

This RMP includes the following sections:

- Mobilization Meetings
- Mobilization and Start-Up Activities
- Start-Up Staffing Plan and Schedule
- Schedule of Deliverables for the EEE for SEA Activity
- Appendix A Management Structure and Staffing Plan
- Appendix B Agenda for the USAID/RDMA – CORE Kick-Off Meeting
- Appendix C USAID/RDMA Presentation at the Kick-Off Meeting

MOBILIZATION MEETINGS

CORE's mobilization is guided by information provided by USAID in a series of meetings as summarized in Table I. In addition, USAID/RDMA has scheduled the following additional meetings to provide support to CORE in the mobilization and start-up process:

- Follow-up meeting on GIDAP requirements and deliverable (September 11, 2020, 9:00 am – 10:00 am, Bangkok time)
- Meeting with the Regional Environment Office and Energy and Infrastructure team (September 15, 2020, 9:00 am – 10:00 am, Bangkok time)
- Meeting on TraiNet (September 17, 2020, 9:00 am – 10:00 am, Bangkok time)
- Meeting with the Front Office – USAID/RDMA (September 17, 2020, 9:00 am – 10:00 am, Bangkok time)

Details of all of these and any additional meetings yet to be scheduled, will be included in the first Quarterly Report.

TABLE 1. SUMMARY OF USAID/RDMA-CORE MEETINGS – EEE FOR SEA ACTIVITY

MEETING DATE	TOPICS	PARTICIPANTS	SUMMARY OF HIGHLIGHTS
INITIAL MEETING WITH THE COR			
Thursday, August 20, 2020 (8:30 – 9:30 am Bangkok time)	Management structure and staffing plan	<p>Mr. William Sedlak, Regional Contracting Officer (RCO), USAID/RDMA</p> <p>Ms. Amanda Van den Dool, Contracting Officer's Representative (COR), USAID/RDMA</p> <p>Mr. Rashane Sala-Ngarm, Project Management Specialist and Alternate COR, USAID/RDMA</p> <p>Ms. Tanapreeyanun Paoluglam, Acquisition & Assistance Specialist, USAID/RDMA</p> <p>Lois Varrick, Home Office Project Manager, CORE</p> <p>Vinod Shrivastava, Home Office Project Advisor, CORE</p>	<p>Brief presentation by CORE on the management structure and staffing plan for the Activity (See Appendix A)</p> <p>Detailed discussion of key personnel qualifications</p> <p>Discussion of the COP candidate proposed by CORE</p> <p>Arrangement of a follow-up meeting with the proposed COP candidate (meeting took place on August 24, 2020)</p> <p>Process for receiving concurrence for other personnel performing under the Activity</p> <p>Status of research on field office establishment including corporate registration, office space, office build-out, IT providers, etc.</p> <p>Development of a draft communications and start-up plan for remote work given the COVID-19 situation (submitted by CORE on August 27, 2020)</p>
KICK-OFF MEETING			
Thursday, August 27, 2020 at 8:00 pm to 9:30 pm (Bangkok Time)	Contractual matters Communications overview Other subjects Questions & answers	<p>Mr. William Sedlak, Regional Contracting Officer</p> <p>Ms. Amanda Van den Dool, COR, EEE for SEA, USAID/RDMA</p> <p>Mr. Rashane Sala-Ngarm, Project Management Specialist, USAID/RDMA</p> <p>Ms. Tanapreeyanun Paoluglam (Ms. Noi), Acquisition & Assistance Specialist, USAID/RDMA</p> <p>Mr. Joseph Truong, Supervisory Regional Development Outreach and Communications Specialist, USAID</p> <p>Ms. Morakod Srianthumrong, Financial Analyst, Office of Financial Management, USAID</p> <p>Wiraporn Srisuvanwattana, Development Outreach and Communications Specialist, USAID</p>	<p>Presentation by the CO and Financial Analyst on contract type, budget, compliance, approval process, foreign tax reporting, geographic code, invoicing formats and contents and other contractual matters (See Appendix B for the agenda and Appendix C for the presentation)</p> <p>Discussion by the communications team on branding and marking, process for preparing proper and concise impact statements, contractual requirement for outreach and communications strategy, rules on utilization of social media and websites, and other issues</p> <p>Discussion of questions submitted by CORE prior to the kick-off meeting</p> <p>Provision of templates for various communications, tax reporting, and the TICA process by USAID to CORE following the meeting</p>

MEETING DATE	TOPICS	PARTICIPANTS	SUMMARY OF HIGHLIGHTS
		Lois Varrick, Home Office Project Manager, CORE Vinod Shrivastava, Home Office Project Advisor, CORE	
OTHER MEETINGS			
Friday, September 3, 2020, 9:30 am – 10:30 am (Bangkok Time)	Environmental compliance and EMMP requirement	Mr. Rashane Sala-Ngarm, Project Management Specialist, USAID/RDMA Ms. Laurie Frydman, Mission Environmental Officer (MEO) Ms. Jennifer Leisch, Energy and Infrastructure Advisor Lois Varrick, Home Office Project Manager, CORE Vinod Shrivastava, Home Office Project Advisor, CORE	Discussion of the Initial Environmental Examination (IEE) and the categorical exclusion based on the low-risk determination Concurrence by USAID that an Environmental Monitoring and Mitigation Plan (EMMP) is not required based on the categorical exclusion Guidance on future reporting based on any change in scope of the Activity Provision of the USAID environmental procedures hub website including the screening checklist
Tuesday, September 8, 2020, 9:00 am – 10:00 am (Bangkok Time)	Office registration process Gender	Ms. Amanda Van den Dool, COR, EEE for SEA, USAID/RDMA Mr. Rashane Sala-Ngarm, Project Management Specialist, USAID/RDMA Ms. Natt Kraipet, Gender Advisor Ms. Nujpanit (Jom) Narkpitaks, Development Officer and POC for Thai Government Lois Varrick, Home Office Project Manager, CORE Vinod Shrivastava, Home Office Project Advisor, CORE	Presentation on the process of selecting host country participating entity, TICA letter process, registration and visa process and current status of TICA (Government of Thailand's suspension of issuance of visas until further notice) Presentation of gender requirements and the contents of the Gender and Inclusive Development Action Plan (GIDAP) including a discussion on the GIDAP deliverable along with the Year 1 Annual Work Plan Decision on a follow-up meeting on gender to discuss the way forward in terms of the deliverable requirement Provision of the most recent standard gender indicators to CORE by USAID
Thursday, September 10, 2020, 8:00 am – 9:00 am (Bangkok Time)	Monitoring and Evaluation	Ms. Amanda Van den Dool, COR, EEE for SEA, USAID/RDMA Mr. Rashane Sala-Ngarm, Project Management Specialist, USAID/RDMA Mr. Charles (Will) Lewis, Mission Gender and Social Inclusion Advisor Ms. Supattira Rodboontham (Ke), Program Management and Operation Team Lead, Regional Environment Office Lois Varrick, Home Office Project Manager, CORE	Mission Gender and Social Inclusion Advisor provided a comprehensive presentation on the importance of MEL and tips on selecting indicators based on guidelines in ADS 201 (program cycle) and ADS 579 (development data) Information on accessing the Learning Lab and MEL Toolkits Information on the development of a new Regional Development Cooperation Strategy (RDACS) that would result in the development of a new PMP for the RDMA next year Importance of reporting results under the Indo-Pacific Strategy and the Women's Global Development and Prosperity Initiative

MEETING DATE	TOPICS	PARTICIPANTS	SUMMARY OF HIGHLIGHTS
		Vinod Shrivastava, Home Office Project Advisor, CORE	<p>Advice on optimizing survey and data collection efforts to correspond with budget</p> <p>Advice on the need for advance deliberation for sample design, baseline values, and ensuring the correlation between data collection and data users</p> <p>Discussion on the five data quality standards – validity, integrity, precision, reliability, and timeliness</p> <p>Need for the partners to report their data in the Development Information Solution (DIS) system sometime next year</p> <p>The Program Management and Operation Team Lead, Regional Environment Office presented on the elements of the MEL Plan and description of the key elements of MEL already included in Section C of the task order contract (problem statement, theory of change, logic framework, etc.)</p> <p>Recommendation for CORE to use standard Asia EDGE indicators but based on the uniqueness of the EEE for SEA, CORE would need to develop our own indicators</p> <p>An offer to provide the CORE Team with an advance review of our first cut of our indicators, targets, and results -- (PIRS/PITT) before the due date of October 10, 2020</p>

MOBILIZATION AND START-UP ACTIVITIES

PROJECT START-UP

CORE International has begun the process of establishing a field office in Bangkok, Thailand to manage the EEE for SEA Activity. CORE's major subcontractor, Tetra Tech, has a presence in Bangkok through another activity for USAID. We are closely working with Tetra Tech and they are providing advice to us on various aspects of office space availability, leasing information, company registration requirements, and related logistics arrangement for us to mobilize and establish our field office as soon as possible. In parallel, we have requested and received approval for our proposed DCOP/Lead Stakeholder Engagement Coordinator candidate, Ms. Prae Piromya, based in Bangkok. We are making arrangements for her onboarding so that she can take on the responsibilities to assist CORE with both field office establishment and recruitment of local staff. Discussions with the COR indicated that we may not need a country gender specialist in all of the 7 countries. This staffing requirement will be discussed in more detail in the work planning process.

Establishing a presence in Bangkok through a fully staffed and dedicated field office is key to providing USAID with a timely and successful start-up. CORE is committed to providing a local platform that will allow us to immediately begin implementing EEE for SEA technical activities. While CORE is working to secure our business registration and office space in Thailand, we are conducting all start-up activities remotely from our offices in Bethesda, Maryland. Given the COVID-19 situation and the travel restrictions in the U. S. and Thailand, it may be some time before any U.S. staff, including our COP (to be recruited and onboarded), will be able to travel to Thailand and the Southeast Asia region.

Therefore, our current focus is on the following four simultaneous activities:

- Manage all start-up activities remotely. This process has already begun with CORE and Tetra Tech staff proposed for this Activity as part of our proposal to USAID.
- Continue to seek approval for both field office and home office personnel in order to fortify our team and accelerate our administrative, management, and technical activities.
- Continue all activities needed to establish the field office and conclude the company registration and other requirements including establishing a local bank account.
- Selection of a counterpart host entity for the EEE for SEA activity and initiating the process of securing cooperation from the Thai International Cooperation Agency (TICA).

Following the business registration of CORE and securing our office space in Bangkok, all local personnel will operate from the field office. In the interim, as we receive approval for local personnel, they will operate remotely until such time as the office is opened. As discussed later, we have started our field office staff recruitment as we select qualified candidates. Furthermore, once we have selected the field office location and entered into a lease agreement, we will engage with local contractors for furnishing the office and providing all other requirements (internet, office equipment, communications services, and related services).

FIELD OFFICE LOGISTICS AND CORPORATE BUSINESS REGISTRATION

While remote work is continuing, we have begun the process for selecting the location for our field office in Bangkok. Our key criteria for the selection of the office location are (i) proximity to USAID/RDMA offices to facilitate close working relationships with the COR and other RDMA officials, (ii) potential opportunity to locate in the vicinity of other USAID partners, especially Tetra Tech in order to establish inter-partner collaboration, (iii) cost considerations including quality of the building and (iv) comparative costs with other nearby locations. In addition to information from Tetra Tech, the COR has concurred and approved Mr. Dinesh Wahi, CORE's Manager for Procurement, Logistics, and Contract Support to assist in the process of setting up our field office. He is in the process of inquiring about office space, equipment procurement, banking requirements, and the registration process. Our proposed schedule for the anticipated date for an operational field office is provided later.

REMOTE WORK IN THE COVID-19 ENVIRONMENT

As mentioned before, immediately after TO award, CORE International began start-up activities that included the Kick-Off Meeting and several follow up meetings, some of which will be held over the next several weeks. In discussions with the COR, Lois Varrick has assumed the position of Interim COP while we are actively seeking a COP candidate. In this position, Ms. Varrick has rearranged her schedule to accommodate the 11-hour time difference between Bangkok and the U. S. East Coast. CORE has offered to USAID/RDMA officials the time window of 8:00 pm – 11:00 pm U.S. East Coast time (7:00 am – 10:00 am Bangkok time), Sunday through Thursday of each week. This is the time slot that USAID/RDMA and CORE are using for our remote meetings. In addition, we have fortified our IT systems to facilitate collaboration including meetings through Google Meet, Zoom and other means.

We have placed an ad for the COP position in Devex and we have shared the announcement with numerous LinkedIn networks including the Chief of Party Exchange, Society for International Development, Women Working in Development, and Asia Clean Energy Forum. It was also shared with the COR who has shared it with other stakeholders and partners in Asia. We have received a number of CVs in response to this ad and we are currently reviewing them. We plan to propose a COP candidate to the COR for approval as soon as we are able to recruit, vet, and select a qualified candidate.

In addition to Lois Varrick operating as the Interim COP, Vinod Shrivastava of CORE is serving as the Senior Energy Sector Reform Advisor for this activity. He is engaged in supporting the Interim COP in all start-up activities as well as beginning the process of technical research and activities related to the work to be conducted as part of the Performance Work Statement (PWS).

Tetra Tech staff are supporting a number of areas including advising on field office and company registration issues, approach to and challenges in selecting a counterpart host entity in Thailand, and securing TICA cooperation. In addition, Tetra Tech technical specialists are supporting the development of various deliverables. Cadmus is also supporting the CORE Team in the development of various deliverables.

As mentioned earlier, in discussions with the COR, we propose to continue our remote activities while also making all of the necessary arrangements for establishing a fully staffed and operational office in Bangkok and selecting a qualified COP ready to move to Bangkok as soon as the COVID-19 situation and Thai government travel constraints are lifted.

Once normal travel to Thailand and the region is resumed, CORE will provide the COR with an anticipated travel schedule for key personnel and STTA experts for field activities. In addition, we will make plans for expeditious relocation of the COP to Thailand to assume her/his responsibilities to manage the field office and report to the COR, USAID/RDMA.

SECURING VISAS AND WORK PERMITS FOR EXPATRIATE STAFF

Under the direction of our DCOP, CORE will support the preparation of visa application packages to ensure all necessary requirements are met and visas are obtained expeditiously for the COP and any other expat travelers to Thailand and the region in order to launch the Activity without delay.

DEVELOPMENT AND SUBMISSION OF KEY CONTRACTUAL DELIVERABLES

In accordance with the task order deliverables requirements, CORE International's Year 1 Annual Work Plan is due on October 10, 60 days after the effective date of the Task Order. Several other documents are also due on the same date as part of the overall Annual Work Plan submission. These documents are as follows:

- Monitoring, Evaluation, and Learning (MEL) Plan (page 36 of the contract)
- Communications and Outreach Plan (page 38 of the contract)
- Environmental Mitigation and Monitoring Plan (EMMP) (page 35 of the contract)
- Gender and Inclusive Development Plan (page 38 of the contract)

In discussion with the COR and the Mission Environment Officer (MEO), it was the determination of the MEO that this Activity was a low-risk activity and that no EMMP was required since the PWS included mostly research, education, training and related tasks.

The CORE Team is currently preparing the above required documents and will be submitting them to the COR for review and approval on October 10, 2020.

LAUNCHING OF TECHNICAL RESEARCH AND RELATED ACTIVITIES

Objective I in the PWS is: Identify Core Challenges to Gender Equality in the Energy Sector in Southeast Asia. We have proposed the following three interventions for conducting the work under Objective I:

1. Intervention I.1: Collect Country-Specific Data
2. Intervention I.2: Map Existing Programs and Document Key Challenges and Lessons Learned in Bilateral and Regional USAID Programs
3. Intervention I.3: Engage Energy Stakeholders to Document Core Challenges in Advancing Women's Engagement and Leadership in SEA's Energy Sector

The CORE Team has begun working on Objective 1 and specifically on Intervention 1.1. We have had a planning meeting with key Tetra Tech personnel already engaged in the Engendering Utilities Activity to document lessons learned and key findings in that Activity to inform our team in the collecting country-specific data. This exercise is being conducted by the STTA and full-time staff in our team remotely. In addition, we plan to conduct any surveys and stakeholder meetings also remotely using various meeting platforms – Cisco Web, Microsoft Teams, Skype, Zoom, etc.

In addition to having started activities under Objective 1, we plan to have internal working meetings to begin the planning for Objectives 2 through 5. Our Year 1 Work Plan will detail the schedule of all activities under the five objectives in the PWS and provide a detailed schedule for Year 1 along with the schedule for all the deliverables.

START-UP STAFFING PLAN AND SCHEDULE

START-UP TEAMS

CORE will dedicate the necessary level of staffing resources to ensure a rapid and effective start-up, tackling multiple items simultaneously. This exercise has already begun. Applying lessons learned, CORE will deploy two teams - one to cover all operational matters and the other to launch technical activities. This, in our experience, enables the technical team to remain focused on the objectives of the project from the onset, while the operations/logistics team expeditiously implements all operational tasks including company registration in Thailand, establishing and furnishing the field office, and other related arrangements.

Technical Team. The Technical Team (both key personnel and non-key personnel) will be part of the start-up technical team. The Key Personnel (KP) will be supported by the STTA specialists and advisors covering all areas of the PWS including all cross-cutting specialty tasks. The Technical Team will organize consultative sessions with USAID COR, Mission staff and key Southeast Asia counterparts. The Technical Team includes the following persons:

1. Lois Varrick, Chief of Party (Interim) & Home Office Program Manager, is managing technical start-up activities remotely, and providing oversight of the operations team's start-up activities.
2. Vinod Shrivastava, Senior Energy Sector Reform Advisor and Home Office Program Advisor, under guidance from the Interim COP, is supporting technical start-up activities including internal team discussions on starting activities under the various objectives in the PWS.

In addition to the above CORE personnel that are dedicated to this Activity, several members of Tetra Tech, CORE's major subcontractor, are supporting various start-up activities. The following staff of Tetra Tech (included in our proposal and approved by USAID) are providing a variety of start-up and rapid mobilization support:

1. Jeannelle Blanchard, Senior Program Advisor, is providing technical leadership for the Tetra Tech implementation team and advising the CORE Team on project office start-up including personnel recruitment and onboarding, as well as PWS implementation.
2. Jessica Menon, Senior Gender Advisor, is engaged in working with the CORE Team on the lessons learned and best practices in the Engendering Utilities Activity as related to the EEE for SEA Activity. Specifically, she is involved in various aspects of Objective I interventions in the PWS.
3. Ryan Kirkpatrick, Senior Communications Advisor, is supporting the development of the Communications and Outreach Plan (due on October 10, 2020 along with the Year I Work Plan) and advising our Team on all branding and marking requirements.
4. Arai Monteforte, Energy Sector Advisor/Manager, is participating and support the team in developing research methodologies and identifying key counterparts for the Activity.
5. Monica Simarmata, Energy Sector Associate, is supporting the development of the Year I Work Plan among other start-up task support efforts.

Also, CADMUS, CORE's subcontractor in the area of environmental, MEL, and Gender and Regulators, will provide support through the following specialists, as may be required:

1. Christina Becker-Birk, Vice President, is providing oversight and review of CADMUS' input to the CORE Team.
2. Emily Chessin, Senior Associate, is supporting the M&E activity.
3. Mike Minkoff, Senior Associate, is supporting environmental aspects of the Activity.

Operations Team. The Operations Team will be comprised of both home office and field office personnel. The field office personnel will be housed in our Bangkok field office under the management of our COP and will be responsible for day-to-day operations. The home office personnel will provide surge support to the field office personnel, as required, throughout the TO duration. In the field office, the Operations Team will be led by the DCOP once she is onboarded.

The rest of the team consists of home office experts with knowledge of USAID's requirements, CORE's policies and procedures, and experts from CORE with the knowledge of local business practices and requirements. The Operations Team will benefit from CORE's Project Start-up Kit, which reflects best practices based on a deep knowledge of USAID regulations and many years of on-the-ground experience through establishing and operating field offices under prior USAID projects.

Until the DCOP is onboarded, Mr. Dinesh Wahi, CORE's Manager of Procurement, Logistics, and Contract Support, will continue to serve as the lead for the Operations Team under the direct supervision of the Interim COP, Lois Varrick. The operations start-up is focused on the establishment of the project office, security protocols, research on housing for the COP, recruitment of required operations and technical staff, identification of Southeast Asia service providers, local vendor subcontract execution, obtaining VAT exemption letters from USAID and Southeast Asia tax authorities, establishment of administrative systems and procedures, and preparation of various project specific manuals.

KEY PERSONNEL AND FIELD OFFICE PERSONNEL

Onboarding of Key Personnel and Field Office Personnel. The following is the current status of recruitment and onboarding of the three Key Personnel (KP) for this Activity:

1. Chief of Party (COP): CORE has advertised this position and is currently reviewing resumes in response to our recruitment effort. We are simultaneously engaging through LinkedIn and other formats to expand the reach of the advertisement. We requested all interested applicants to provide their information no later than September 30, 2020 and we would hope to be able to present a qualified candidate to the COP by mid- to late October.
2. Deputy Chief of Party (DCOP): We have received concurrence of our DCOP candidate, Ms. Prae Piromya, and we are proceeding with bringing her on board.
3. Senior Gender Specialist: This position is being filled by Tetra Tech. They have advertised for this position and a recruitment process is underway. We plan to submit a request for USAID's approval for this KP position within the next four to six weeks.

Following the approval of these KPs, CORE and Tetra Tech will begin the onboarding process which will include introducing these KPs to all other members of the Team, perform corporate and Activity orientation programs including familiarizing them with CORE's management systems, USAID requirements, policies and procedures, and other subjects.

Key Personnel and Field Office Personnel Training. Once the COP and DCOP are onboard, CORE will provide them with an Activity Orientation and Training Program (CORE's standard policy is to train COPs and DCOPs as part of the onboarding process). Specifically, we will provide training to these two KPs in the following areas:

- Contract Components
- Scope of Work/Performance Work Statement (PWS) and Milestones
- Standard Deliverables
- Travel and Safety
- Health and Wellness
- Activity Management
- Communications Protocol
- Ethics and Compliance
- Procurement Guidelines
- Surge Support
- Personnel Reviews
- Personnel Management and Time Management Techniques
- Organizational Strengthening Processes

The two KPs will pass on this knowledge to the other field office personnel. In addition, Jessica Menon will provide Activity orientation including on the nexus of this Activity with the Engendering Utilities Activity to the third KP, the Senior Gender Specialist, as well as to the Country Gender Specialists to be located in the participating SEA countries.

STAGES 1, 2 AND 3 OF RAPID MOBILIZATION

CORE has begun the process of deploying both field office and home office staff in order to fully staff the Activity and begin work without delay. We are proposing home office and field office project staff for mobilization activities in three different stages to maximize their utility at optimum stages of the start-up process.

Stage 1: Activity Kick-off, Staff Recruitment and Remote Work Activities

Immediately after contract award, CORE began start-up activities. These included the following specific activities:

- A Discussion Meeting with the COR and the Project Management Specialist
- An Activity Kick-off Meeting with USAID/RDMA officials
- Several follow-up meetings, some of which will continue over the next several weeks
- Approval of Lois Varrick as the Interim COP
- Approval of all named personnel proposed in CORE's Proposal to USAID
- Request for the approval of the proposed DCOP
- Recruitment of the Senior Gender Specialist (KP)
- Initial activities and research on office space, business registration requirements, logistics for office set up, and related requirements

- Technical discussions with the CORE Team on Year I Work Plan development
- Technical discussions on the PWS and our approach
- Recruitment of all “TBD” positions – position descriptions have been prepared and CORE is activity recruiting to fill these positions

All of these activities are being conducted remotely under the current environment. This process will continue until our Team is allowed to travel to the region or such time as the processes are completed.

Stage 2: Continued Staff Recruitment and Mobilization

Under Stage 2, we plan to finalize the recruitment of all three KPs and most other technical and operations staff and mobilize field staff. Our plan is to mobilize as many field office staff as possible and complete the field office set up substantially to house the local staff and begin work. However, the mobilization and relocation of the expat COP will be accomplished only after the COVID-19 situation eases up and all normal travel to the region is resumed. Once normal travel is resumed, all technical team members will travel to Bangkok, Thailand to meet with the field office personnel and initiate the in-country assessment to augment technical work that is currently being conducted remotely. During this period, the technical start-up team, in partnership with our major subcontractors and in consultation with USAID’s COR, will schedule consultative meetings with relevant entities to validate the proposed activities and receive the latest updates.

In addition, during Stage 2, we plan to identify the Activity cooperating entity in Thailand and begin the process for seeking cooperation from the TICA.

The Stage 2 planning could take up to 3-4 months.

Stage 3: Complete Recruitment of All Staff and Full Operation

Under Stage 3, we plan to complete the deployment of all technical and operations personnel for both the field office and the home office and fill in all TBD positions including personnel needed for key operations functions including field office contracts, accounting, administration and finance. In addition, we plan to be in full speed for all activities required to implement the PWS in accordance with our Year I Work Plan.

Table 2 provides our home office Activity start-up team while we recruit and obtain staffing approval from USAID and onboard all TBD home office and field office staff.

TABLE 2. REMOTE HOME OFFICE START-UP SUPPORT

NAME	POSITION	MOBILIZATION PLAN, CURRENT STATUS, AND ANTICIPATED TIMELINE
Ms. Lois Varrick	COP (Interim), Home Office Program Manager	Currently supporting the Activity in the role of COP (Interim) Actively supporting the Activity Will serve in this role until permanent COP is onboarded. Her services will then convert to Home Office Program Manager
Mr. Vinod Shrivastava	Senior Energy Sector Reform Advisor, Home Office Program Advisor	Currently supporting the Activity as Senior Energy Sector Reform Advisor

NAME	POSITION	MOBILIZATION PLAN, CURRENT STATUS, AND ANTICIPATED TIMELINE
		Actively supporting the Activity Will serve in this role throughout the Activity on an as-needed basis
Mr. Dinesh Wahi	Manager for Procurement, Logistics, and Contract Support	Currently supporting the Activity as Manager for Procurement, Logistics and Contract Support assisting in the establishment of the field office in Bangkok, Thailand Actively supporting the Activity Will serve in this role throughout the Activity on an as-needed basis
TBD	Home Office Specialist	Back-stops and provides surge support for the field office in Bangkok, Thailand Personnel concurrence to be submitted to the COR Approval on or before November 1, 2020
TBD	Administrative Support Specialist	Back-stops and provides surge support for the field office in Bangkok, Thailand Personnel concurrence to be submitted to the COR Approval on or before November 1, 2020
Ms. Jeannelle Blanchard	Senior Program Advisor	Currently supporting the Activity in the role of Program Advisor for project start-up, recruitment and onboarding, and PWS implementation Will serve in this role throughout the Activity on an as-needed basis
Ms. Jessica Menon	Senior Gender Advisor	Currently supporting the Activity in the role of Senior Gender Advisor and supporting PWS implementation Will serve in this role during year 1 to convey best practices from the USAID Engendering Utilities Program
Mr. Ryan Kilpatrick	Senior Communications Advisor	Currently supporting the Activity in the role of Senior Communications Advisor Actively supporting the Activity's Communications and Outreach Plan and advising on branding and marking requirements Will serve in this role during Year 1 of the Activity's implementation
Ms. Arai Monteforte	Energy Sector Advisor/Manager	Currently supporting the Activity as Energy Sector Advisor/Manager Currently supporting the Activity in the implementation of the PWS and other deliverables Will serve in this role throughout the Activity's implementation
Ms. Monica Simarmata	Energy Sector Associate	Currently supporting the Activity as Energy Sector Associate Currently supporting the Activity in the implementation of the PWS and other deliverables Will serve in this role throughout the Activity's implementation
Personnel from Cadmus	Cadmus is currently proposing personnel to assist with Monitoring, Evaluation, and Learning requirements	Cadmus is in the process of proposing personnel to support the MEL Plan and other activities Cadmus' proposed personnel will be reviewed for their possible participation in the MEL plan and other start-up Activities. If accepted individuals will be presented to the COR for concurrence Within four weeks of the submission of the RMP

Table 3 provides CORE's Staffing Mobilization Schedule for the Key Personnel and other staff to be housed in the Bangkok field office.

TABLE 3. EEE FOR SEA ACTIVITY STAFF MOBILIZATION SCHEDULE – BANGKOK FIELD OFFICE

NAME	POSITION	MOBILIZATION PLAN, CURRENT STATUS, AND ANTICIPATED TIMELINE
KEY PERSONNEL		
TBD	Chief of Party (COP)	Position description drafted, reviewed by COR, announced through Devex and other outreach methods Presently receiving CVs To be identified and onboarded with an anticipated start date of January 1, 2021
Ms. Prae Piromya	Deputy Chief of Party (DCOP)	Requested and received COR concurrence Anticipated onboarding on or about November 1, 2020
TBD	Senior Gender Specialist	Position description posted Sourcing through Tetra Tech's network Anticipated onboarding on or about December 1, 2020
OTHER BANGKOK FIELD OFFICE PERSONNEL		
TBD	Change Management Coach	Position description posted Anticipated onboarding on or about December 1, 2020
TBD	Learning and Training Specialist	Position description drafted and recruitment started Job announcement release pending Anticipated onboarding on or about December 1, 2020
TBD	Project Coordinator	Position description drafted and recruitment started Job announcement release pending Anticipated onboarding on or about December 1, 2020
TBD	Monitoring, Evaluation, and Learning Specialist	Position description drafted and recruitment started Job announcement release pending Anticipated onboarding on or about December 1, 2020
TBD	Communications and Outreach Specialist	Position description drafted and recruitment started Job announcement release pending Anticipated onboarding on or about December 1, 2020
TBD	Finance/Accounting Specialist	Position description drafted and recruitment started Job announcement release pending Anticipated onboarding on or about December 1, 2020
TBD	Administration and Logistics Specialist	Position description drafted and recruitment started Job announcement release pending Anticipated onboarding on or about December 1, 2020

In addition to the home office and field office personnel mentioned above in Table 2 and Table 3 respectively, the CORE Team includes a number of STTA specialists who will be brought on board as needed during the next 90 days as well as throughout the three-year duration of the EEE for SEA Activity.

MOBILIZATION SEQUENCING AND SCHEDULE

In Table 4, we provide the 90-day sequencing of all mobilization and start-up activities.

A number of external factors may affect some of the schedule. These include cooperation with the Thai entities, selection of the counterpart agency for the EEE for SEA Activity, travel restrictions, etc.

TABLE 4. 90 DAY SEQUENCING OF PROGRAM ACTIVITIES – START-UP AND MOBILIZATION

ACTIVITIES	LEAD	WEEKS AFTER AWARD													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
STAGE 1: ACTIVITY KICK-OFF AND REMOTE WORK ACTIVITIES															
Discussion meeting with COR and Project Management Specialist															
Activity Kick-off Meeting with USAID/RDMA Officials															
Additional Follow-On Meeting with Various USAID/RDMA Officials on Environment, Gender, Communications and Outreach, TraiNet, etc.															
Approval of Lois Varrick as Interim COP															
Approval of all HO Personnel Proposed in CORE's Proposal to USAID															
Approval of Manager for Procurement, Logistics and Contract Support															
Recruitment of Senior Gender Specialist (KP) (could go beyond 90 days before the Specialist can begin work due to requirement for notification to current employer)															
Request for Approval of the Proposed DCOP (KP)															
Initial Activities and Research on Office Space, Registration, Office Set-Up															
Technical Discussions of CORE Team on Year I Work Plan Development															
Recruitment of TBD Positions (Non-key Personnel)															
STAGE 2: TECHNICAL TEAM AND OPERATIONS TEAM MOBILIZATION															
Finalize Recruitment of DCOP (KP)															
Finalize Recruitment of Senior Gender Specialist (KP)															
Finalize Recruitment of TBD Positions for Both Field Office and Home Office															

ACTIVITIES	LEAD	WEEKS AFTER AWARD													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
Make Substantial Progress Towards CORE's Business Registration, Office Lease Negotiations, and Preliminary Establishment of the Office including Start-Up of Furniture Acquisition, Installation of IT, Equipment Procurement, etc.															
Selection of the Host Country Cooperating Entity and Completion of the Requirements to Obtain TICA's Cooperation															
Preparation and Submission of Year 1 Work Plan and Accompanying Documents – MEL Plan, Gender and Inclusive Development Action Plan, Communications and Outreach Plan															
STAGE 3: FINAL RECRUITMENT OF ALL STAFF FULL OPERATIONS															
Completion of Recruitment and Onboarding of All Field Office and Home Office Staff (could go beyond 90 days before the Specialist can begin work due to requirement for notification to current employer)															
Completion of the Establishment and Full Operation of the Field Office															
Substantial Completion of the Recruitment and Onboarding of Country Gender Specialists in Participating Countries															
Beginning of Full Engagement with Country Entities and Stakeholder Engagement Under the Various PWS Objectives in Conformance with Approved Year 1 Work Plan (this process could extend beyond the 90-day period before expat personnel are able to have host country engagement, given the COVID-19 situation and travel restrictions)															

SCHEDULE OF DELIVERABLES FOR THE EEE FOR SEA ACTIVITY

Based on the TO contract, Table 5 provides a complete list of deliverables and their due dates for all deliverables over the three-year duration of the task order. This Table also briefly summarizes the contents of each deliverable. Please note the following related to the deliverables schedule presented in Table 5.

1. First Quarterly Report

Item 7 in the Deliverables Table on page 34 of the contract states as follows: “*Draft Quarterly report due no later than two weeks following the end of each U.S. Fiscal Year quarter. (Note: Annual Report will take the place of the Q4 Report)*”.

Our contract began on August 12, 2020, in the middle of the fourth quarter of FY 2020. Based on this clause, if a report were due it would be an Annual Report. However, the contract requires us to provide only two Annual Reports and one Final Report in place of the third Annual Report. Furthermore, as per item 8 in the Deliverables Table on page 29, only two Annual Reports are required and we believe the two reports are the one for the period ending on September 30, 2021 and September 30, 2022 with our Final Report through the end of our project on August 11, 2023. Therefore, we believe that there is no Quarterly Report required for the partial period (August 12 – September 30, 2020). Instead, the first Quarterly Report will cover the partial period in the fourth quarter of FY 2020 and the first full quarter of FY 2021 (October 1, 2020 – December 31, 2020). This is also consistent with the fact that the contract requires a total of 9 Quarterly Reports not 10. Accordingly, our Deliverables Schedule in Table 5 shows the first Quarterly Report due on January 14, 2021.

2. Annual Work Plan

Contract item 2 in the Deliverables Table on page 34 states: “*The initial work plan is due within 60 days after the effective award date, covering the period from the Contract effective date through the end of the next full U.S. fiscal year (i.e. through September 30)*”. It further states: “*Subsequent annual work plans will be due 60 days prior to the end of the USG Fiscal Year*”. Based on this we have developed the following schedule for the work plans as shown in Table 5:

- Annual Work Plan 1 (August 12 – September 30, 2020) Due on October 10, 2020
- Annual Work Plan 2 (October 1, 2020 – September 30, 2021) Due on August 1, 2021
- Annual Work Plan 3 (October 1, 2021 – September 30, 2022) Due on August 1, 2022

Item 3: Subsequent Annual Work Plans in the Deliverables Table on page 34 of the contract states: “*No later than 45 calendar days before the end of the lapsing fiscal year (i.e. annual work plan for 2021 will be due 45 days prior to Sept 30th 2020)*”. This statement seems to conflict with the statement under 2 in the same Deliverables Table on page 34 of the contract. In developing our schedule of deliverables, we have followed the language in item 2 on page 34 of the contract.

Our interpretation of the due dates for these deliverables will need to be confirmed with the COR.

TABLE 4. DELIVERABLES TIMELINE

DELIVERABLES AS REQUIRED		
CONTRACT REFERENCE	DESCRIPTION OF THE DELIVERABLE	DUE DATE
Section F.10, Item 1 on Page 34 of the Task Order Contract	Rapid Mobilization Plan (RMP) (See Page 18 of the RFTOP) The RMP shall outline the rapid start-up of activities covering the first 90 calendar days of the Task Order. The RMP must describe the Contractor's plan to ensure timely establishment of its office(s). It shall also address benchmark technical, management, and logistical (vehicle, office space, etc.) requirements including planning and scheduling for the prompt mobilization of key personnel.	Initially due on August 24, 2020 and extended by the CO to September 10, 2020
Section F.10, Item 2 on Page 35 of the Task Order Contract	Year 1 Annual Work Plans (See Pages 35 – 36 of the Task Order Contract for details to be included in the Work Plan)	October 10, 2020
Section F.10, Item 4 on Page 36 of the Task Order Contract	Monitoring, Evaluation, and Learning (MEL) Plan (See Page 36 of the Task Order Contract for details to be included in this deliverable)	October 10, 2020
Section F.10, Item 5 on Page 38 of the Task Order Contract	Gender and Inclusive Development Action Plan (See Page 38 of the Task Order Contract for details to be included in this deliverable)	October 10, 2020
Section F.10, Item 6 on Page 38 of the Task Order Contract	Communications and Outreach Plan (See Page 38-39 of the Task Order Contract for details to be included in this deliverable)	October 10, 2020
Section F.10, Item 3 on Page 38 of the Task Order Contract	Year 2 Annual Work Plan (October 1, 2021 – September 30, 2022)	August 1, 2021
Section F.10, Item 3 on Page 38 of the Task Order Contract	Year 3 Annual Work Plan (October 1, 2022 – August 11, 2023)	August 1, 2022
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 1 (Period: August 12 – Dec. 31, 2020) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	January 14, 2021
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 2 (Period: January 1, 2021 – March 31, 2021) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	April 14, 2021
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 3 (Period: April 1 – June 30, 2020) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	July 14, 2021

DELIVERABLES AS REQUIRED		
CONTRACT REFERENCE	DESCRIPTION OF THE DELIVERABLE	DUE DATE
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report (Replaced by Annual Report 3) (Period: Up to September 30, 2021, Replaced by Annual Report 1) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	See Annual Report 1 Schedule
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 4 (Period: October 1 – December 31, 2021) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	January 14, 2022
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 5 (Period: January 1 – March 31, 2022) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	April 14, 2022
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 6 (Period: April 1 – June 30, 2022) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	July 14, 2022
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report (Replaced by Annual Report 3) (Period: August 12 – Dec. 31, 2020) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	See Annual Report 2 Schedule
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 7 (Period: October 2022 – December 31, 2022) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	January 14, 2023
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 8 (Period: January 1 – March 31, 2023) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	April 14, 2023
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report 9 (Period: April 1 – June 30, 2023) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	July 14, 2023
Section F.10, Item 7 on Page 39 of the Task Order Contract	Quarterly Progress Report (Replaced by Annual Report 3) (See Page 39-40 of the Task Order Contract for details to be included in the Quarterly Performance Reports)	See Annual Report 3 Schedule

DELIVERABLES AS REQUIRED		
CONTRACT REFERENCE	DESCRIPTION OF THE DELIVERABLE	DUE DATE
Note: Quarterly Financial Reports are required at the same time as the Quarterly Performance Report (Item 10, Section F.10 on page 40 of the Task Order Contract).		
Section F.10, Item 8 on Page 40 of the TO Contract	Annual Report 1 (See page 40 of the Task Order Contract for the details to be included in the Annual Report)	October 14, 2021
Section F.10, Item 8 on Page 40 of the TO Contract	Annual Report 2 (See page 40 of the Task Order Contract for the details to be included in the Annual Report)	October 14, 2022
Section F.10, Item 8 on Page 40 of the TO Contract	Annual Report 3 (See page 40 of the Task Order Contract for the details to be included in the Annual Report) This Report is the same as the Final Report and the 4 th Quarter Performance Report for Year 3 of the Task Order Contract.	June 12, 2023
Section F.10, Item 9 on Page 41 of the TO Contract	Final Report (See page 41 of the Task Order Contract for the details to be included in the Final Report)	June 12, 2023
Section F.10, Item 10 on Page 40 of the TO Contract	Demobilization Plan (See page 41 of the Task Order Contract for details to be included in the Demobilization Plan)	February 11, 2023

APPENDIX A MANAGEMENT STRUCTURE AND STAFFING PLAN

Appendix A provides the management structure and staffing plan for the activity presented by CORE during the discussions meeting with the COR.



USAID/RDMA ENHANCING EQUALITY IN ENERGY FOR SOUTHEAST ASIA (EEE for SEA)

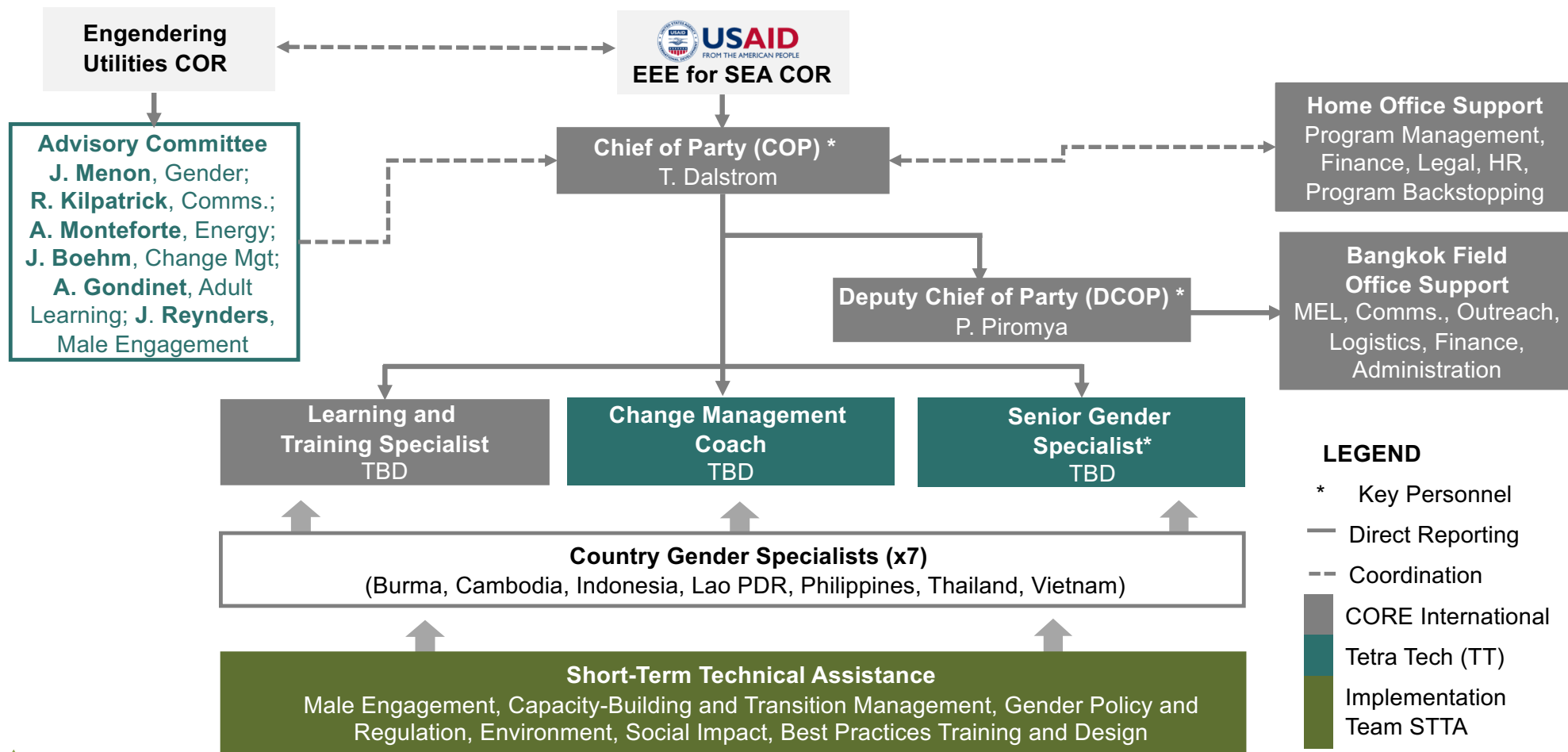
MEETING WITH COR
Lois A. Varrick, Energy II IDIQ Manager, CORE International
Vinod Shrivastava, Director, CORE International

August 20, 2020



Content (Slides)	
Organizational Chart	2
Staffing Plan	3-5
Mobilization Status	6

MANAGEMENT AND STAFFING: Organizational Chart



CORE'S PROPOSED STAFFING PLAN FOR THE EEE FOR SEA ACTIVITY

	Position	Qualifications and Responsibility	On-boarding Status
1.	Ms. Tenley Dalstrom, COP (Key Personnel – CORE)	<ul style="list-style-type: none"> • Energy and gender expert with 9 years of experience in managing energy programs supporting women's advancement • MS in Environmental Management and MS in Public Policy • Single point of contact for USAID • Head of Bangkok Office • QA/QC on all deliverables 	<ul style="list-style-type: none"> • Issuance of employment letter for on-boarding - pending
2.	Ms. Prae Piromya, DCOP (Key Personnel – CORE)	<ul style="list-style-type: none"> • Experience in managing international development programs • MBA (Global Entrepreneurship Track/BS Industrial Design (Sustainability) • Supporting COP in day-to-day operations and leading stakeholder engagement 	<ul style="list-style-type: none"> • Issuance of employment letter for on-boarding - pending
3.	TBD, Senior Gender Specialist (Key Personnel - TT)	<ul style="list-style-type: none"> • BS Degree + 10 years experience in gender • Advising on gender technical support and capacity building and integrating gender into business models 	<ul style="list-style-type: none"> • Recruitment underway

CORE'S PROPOSED STAFFING PLAN FOR THE EEE FOR SEA ACTIVITY

	Field and Home Office	Positions	On-boarding Status
4.	Dedicated Field Office Bangkok	<ul style="list-style-type: none"> • Learning and Training Specialist (CORE) • Senior Gender Specialist (TT) • Gender Specialist (Year 2) (TT) • Change Management Coach (TT) • Monitoring and Evaluation (MEL) Specialist (CORE) • Communications, Outreach, Social Media Specialist (CORE) • Project Coordinator and Scheduling (CORE) • Finance Specialist (CORE) • Logistics and Administration Specialist (CORE) 	<ul style="list-style-type: none"> • Recruitment underway
5.	Country Gender Specialists	<ul style="list-style-type: none"> • One Country Gender Specialist in each of the seven participating countries 	<ul style="list-style-type: none"> • Recruitment underway
6.	STTA Experts	<ul style="list-style-type: none"> • Various fields – male engagement, capacity building, gender regulations, etc. 	<ul style="list-style-type: none"> • Provided by our partners and externally as needed

CORE'S PROPOSED STAFFING PLAN FOR THE EEE FOR SEA ACTIVITY

Field and Home Office	Positions	On-boarding Status
<div data-bbox="48 516 147 613">7.</div> Home Office Support	<ul style="list-style-type: none"> • Ms. Lois Varrick, Capacity Building & Transition Management Specialist and Home Office Program Manager (CORE) • Mr. Vinod Shrivastava, Senior Energy Sector Reform Advisor & Home Office Senior Program Advisor (CORE) • Cross-cutting Specialists (as needed in the various categories of Gender, MEL, etc.) (CORE) • Home Office Specialist and Admin Specialist (CORE) • Ms. Jessica Menon, Gender Advisor (TT) • Mr. Ryan Kilpatrick, Communications Advisor (TT) • Ms. Jeannelle Blanchard, Senior Program Advisor (TT) • Ms. Arai Monteforte, Energy Sector Advisor (TT) • Ms. Monica Simarmata, Energy Sector Associate (TT) 	<ul style="list-style-type: none"> • Provided by CORE and our partners as needed

MOBILIZATION STATUS (SINCE CONTRACT AWARD AND EFFECTIVE DATE OF AUGUST 12, 2020)

- Key Mobilization Activities:

- ❖ Held internal project kick-off meeting with CORE International's primary subcontractor (Tetra Tech)
- ❖ Started the development of the Rapid Mobilization Plan (RMP) – due on August 27, 2020 (15 days from the effective date of the contract). The RMP will cover activities during the first 90 calendar days of the Task Order.
- ❖ Planning for the development of Year 1 Annual Workplan including the preparation of 1) MEL Plan, 2) Communications and Outreach Plan, 3) Environmental Mitigation and Monitoring Plan, and 4) Gender and Inclusive Development Action Plan. **All of these deliverables are due 60 days of the effective date of the contract (October 10, 2020)**
- ❖ Planning for establishing field office in Bangkok including discussions and research for corporate registration, office location, lease terms and conditions, furniture and equipment purchases, COP housing, etc.
- ❖ Developing and finalizing subcontracts for Tetra Tech and Cadmus.
- ❖ Started staff recruitment for field office staff and Country Gender Specialists in the 7 countries.

APPENDIX B AGENDA FOR THE USAID/RDMA-CORE KICK-OFF MEETING

The agenda for the Activity Kick-off Meeting convened by USAID/RDMA follows.



AGENDA

Post-Award Orientation

Enhancing Equality in Energy for Southeast Asia Task Order No. 72048620F00002
with CORE International, Inc.

August 27, 2020, 8:00 pm – 9:30 pm (Bangkok Time), 9:00 am - 10:30 am
(Washington, D.C. time)

Google Meet Link: meet.google.com/jsk-jtac-aba

TIME	TOPIC	POC
8:00 -8:05 pm	Welcome and Introductions	William Sedlak Regional Contracting Officer
8:05-8:35 pm	Award Terms and Conditions <ul style="list-style-type: none">- Deliverables and Reporting Requirements- Contract Clauses- COR designation, authorities and responsibilities	ROAA
8:35 -8:45 pm	Financial Matters: Funding, Reporting of Foreign Taxes, Accruals, and Audits	Morakod Srianthumrong Financial Analyst
8:45 -9:05 pm	Activity Overview	Amanda Van den Dool, REO Rashane Salar-Ngarm, REO
9:05-9:20 pm	RDMA Communications Overview Branding Plan and Marking Implementation Plan	Joseph Truong Supervisory Regional DOC Specialist Wiraporn Srisuwanwattana, DOC Specialist
9: 20-9:30 pm	Questions and Answers and any Actions for Follow-up Closing	All Participants

APPENDIX C USAID/RDMA PRESENTATION AT THE KICK-OFF MEETING

The presentation provided by the CO at USAID/RDMA during the Kick-Off Meeting with CORE International follows.

USAID/RDMA Post-Award Orientation CORE International, Inc.

Enhancing Equality in Energy for Southeast Asia



August 27, 2020

*Task Order No. 72048620F00002
IDIQ No. 7200AA19D00024 Energy II*

AGENDA

8:00 – 8:05	Welcome and Introductions	William Sedlak Regional Contracting Officer, USAID/RDMA/ROAA
8:05 – 8:35	Task Order Terms and Conditions	William Sedlak
8:35 – 8:45	Financial Management	Morakod Srianthumrong (Jiab) Financial Analyst USAID/RDMA/ROFM
8:45 – 9:05	Activity Overview	Amanda Van den Dool, TOCOR Rashane Sala-Ngarm, Project Management Specialist, RDMA/REO
9:05 – 9:20	RDMA Communications Overview	Joseph Truong, Supervisory DOC Specialist Wiraporn Srisuwanwattana, DOC Specialist
9:20 – 9:30	Questions and Answers	All Participants
9:30	Closing	William Sedlak

KEY USAID REPRESENTATIVES

USAID Personnel	Responsibilities
1. William Sedlak , Contracting Officer (CO) (wsedlak@usaid.gov)	<ul style="list-style-type: none"> Authority to enter into, administer, closeout, terminate, make determination and finding on behalf of USAID
2. Amanda Van den Dool , CO's Representative (COR) (avandendool@usaid.gov) Rashane Sala-Ngarm , Point of Contact	<ul style="list-style-type: none"> Responsible for technical oversight, monitoring and invoice verification Responsibilities detailed in the COR Designation Letter
3. Joseph Truong , Sr. Development Outreach and Communications (DOC) Specialist (jotruong@usaid.gov)	<ul style="list-style-type: none"> Develop outreach strategy and public relations materials. Be a primary POC in interacting with any media, through.
4. Morakod Srianthumrong (Jiab) , Financial Analyst (msrianthumrong@usaid.gov) Voucher Examiner, bkkaidpaymentaction@usaid.gov	<ul style="list-style-type: none"> Provide advice on financial issues Process payment
5. Tanapreeyanun Paoluglam (Noi) , A&A Specialist (tpaoluglam@usaid.gov)	<ul style="list-style-type: none"> Assist the CO in administering the TO

— Task Order Award Terms and Conditions



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APPROVAL MATRIX

Request Type	Approving Official	Reference
Changes to SOW	CO	COR Designation Letter
Changes to approved budget	CO	COR Designation Letter
Changes to Task Order terms and conditions	CO	COR Designation Letter
Changes to Period of Performance	CO	COR Designation Letter
Key Personnel (KPs) Approval, Replacement of KPs or Changes in Key Personnel Positions	COR	TO F.6, COR Designation Letter
Reports and Deliverables or Output	COR with relevant USAID teams	TO F.10

APPROVAL MATRIX (Cont.)

Request Type	Approving Official	Ref.
Source and Nationality Waiver	Mission Director	ADS 310
Restricted Commodities Procurement	CO	ADS 312, AIDAR 752.225-70
International Travel Approval	COR	TO , COR Designation Letter, AIDAR 752.7032
Non-expendable properties (NXP) and IT Equipment procurement	CO	IDIQ H.26, I.15, and TO H.10
Consent to subcontract	CO	TO H.2, FAR § 52.244-2 and FAR § 44.202-2

H.3 AUTHORIZED GEOGRAPHIC CODE (937)

CODE 937

- ✓ The U.S.
- ✓ The Recipient Country
- ✓ Developing Countries*
- ✗ Advanced Developing Countries**
- ✗ Prohibited Source Countries***



Authorized geographic code if the procurement element in award is greater than \$250,000.

CODE 935

- ✓ The U.S.
- ✓ The Recipient Country
- ✓ Developing Countries*
- ✓ Advanced Developing Countries**
- ✗ Prohibited Source Countries***



Code assigned if total procurement element in award is \$250,000 or less; when waiver is authorized; or if the award is funded from Development Assistance, Child Survival and Health, or other similar types of program funds.

EMPLOYING THIRD COUNTRY NATIONALS (TCN)?

- **752.225-70 Source & nationality**
- **752.7028 Differential & allowances**
- **EO - Aligning Fed. Hiring Practices w/ Interests of American Workers**
- **722.170 Employment of TCNs**
 - ***Employees of the Contractor***
- **22 CFR 228.30(d) - Any individual transaction not exceeding \$25,000 does not require a waiver**

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (Section 889) (Not currently applicable to this award)

On or after August 13, 2020, agencies are prohibited from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The statute covers:

- Certain telecommunications equipment and services produced or provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of those entities), and
- Certain video surveillance products or telecommunications equipment and services produced or provided by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of those entities).

Covered Telecommunications Equipment

Covered telecommunications equipment means any of the following:

- Telecommunications equipment produced by **Huawei Technologies Company** or **ZTE Corporation** (or any subsidiary or affiliate of such entities).
- For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by **Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company** (or any subsidiary or affiliate of such entities).
- Telecommunications or video surveillance services provided by such entities or using such equipment.
- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to **be an entity owned or controlled by, or otherwise connected to, the government of the People's Republic of China.**

— Financial Matters



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FINANCIAL MATTERS

- PAYMENT OF FIXED FEE (B.7, F.5)
- INVOICE/PAYMENT (G.5-7)
- PAYING OFFICE: bkkaidpaymentaction@usaid.gov
- QUARTERLY FINANCIAL REPORTS (F.10.10)
- AIDAR 752.229-71 REPORTING OF FOREIGN TAXES (JULY 2007)(H.4)
- FINANCIAL AUDIT (Managed by M/OAA/CAS)

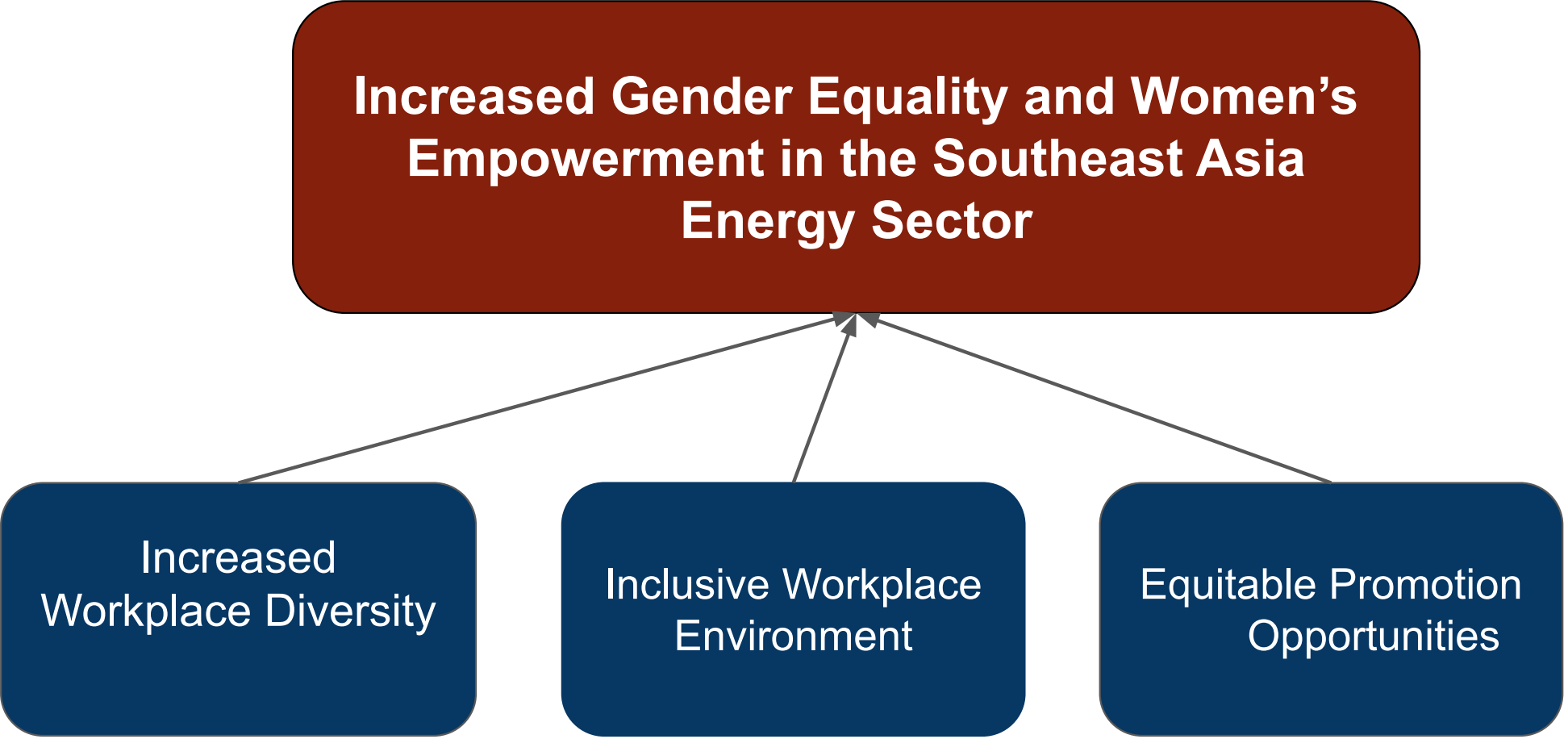
— Activity Overview



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ACTIVITY GOAL AND OBJECTIVES

**Increased Gender Equality and Women's
Empowerment in the Southeast Asia
Energy Sector**



```
graph BT; A[Increased Gender Equality and Women's Empowerment in the Southeast Asia Energy Sector] <-- B[Increased Workplace Diversity]; A <-- C[Inclusive Workplace Environment]; A <-- D[Equitable Promotion Opportunities];
```

**Increased
Workplace Diversity**

**Inclusive Workplace
Environment**

**Equitable Promotion
Opportunities**

— RDMA Communications Overview

Topline Guidance

- **Messaging:** Everything should tie up with topline messaging about Journey to Self Reliance and the Indo-Pacific Vision.
- Cleared, strong, tight, specific Impact statements are key.
- Activity annual outreach and comms strategy is tool we use for planning each year.



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Current Outreach and Comms Processes

- *The DOC Team is your conduit for coordination with Embassy Bangkok and other Embassy PAS, other DOCS in the region, USAID Asia Bureau and USAID Legislative and Public Affairs*
- All coordination should take place via your COR.
- Outreach and Comms strategy (first step)
- Impact statements: Challenge, Action, Results
- RDMA Biweekly Bullets (Holly and Laurie)
- Best of results (Sarah), which lead into IPS quarterly request
- Social media (Holly or Khun Cee) for USAID/RDMA, Embassy BKK contributions and USAID (both Asia Bureau and Agency) among others
- Fact sheets (Joseph and Holly)
- Quarterly IP meetings and frequent Emails on top of activity-specific interaction

Acquisition: Branding Basics

Acquisition includes: Contracts, Blanket Purchase Agreements, Task Orders, and Purchase Orders. These are 100% funded by USAID.

Requirements:

- USAID maintains exclusive branding rights
- Project materials must follow USAID Graphic Standards Manual for USAID typefaces and color
- Contractor logos not permitted (ADS 320.3.2)
- Projects can never sub-brand
- Grants under contract should be branded and marked like grants

Social Media and Websites

Social Media

- May be approved as part of project marking plan
- USAID logo may not be used as profile picture

Websites

- Require approval from USAID Website Governance Board
- Should follow structure and look-and-feel of main USAID website & include disclaimer language (ADS 557).

Branding Primary Resources

- USAID Graphic Standard Manual :
<http://www.usaid.gov/branding>
- ADS 320:
<http://www.usaid.gov/policy/ads/300/320.pdf>
- 2 Code of Federal Regulations (CFR) 700.16 (Marking):
http://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5#se2.1.700_116
- Understanding Indo-Pacific Vision:
<https://www.usaid.gov/indo-pacific-vision>
- Branding guide page: www.usaid.gov/branding
- Partner trainings

QUESTIONS?



THANK YOU



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