

## 4 GLOSSARY

Term	Definition
<b>Automated Directives System (ADS)</b>	The ADS contains the organisation and functions of USAID, along with the policies and procedures that guide the Agency's programs and operations. It consists of over 200 chapters organized in six functional series: Agency Organisation and Legal Affairs, Programming, Acquisition and Assistance, Human Resources, Management Services, and Budget and Finance. The information is continuously updated to align USAID's policies with the latest Federal regulations, Administrator policy statements, and other overarching guidance.
<b>Aid Acquisition Regulations:</b>	The AIDAR is USAID's Acquisition Regulation supplementing the FAR (48 CFR Chapter 1) and is published as Chapter 7 of Title 48, Code of Federal Regulations. The AIDAR is applicable to US Nongovernmental Organisations, only.
<b>Acquisition &amp; Assistance Policy Directives (AAPDs) and Contract Information Bulletins (CIBs):</b>	AAPDs serve as official sources for the latest updates in acquisition and assistance (A&A) policy and requirements. AAPDs provide information of significance including, but not limited to, advance notification of changes or implementation of new requirements to A&A regulations and procedures.
<b>Assistance:</b>	Financial support to accomplish a public purpose, including Grants, Cooperative Agreements and other agreements in the form of money, or property in lieu of money, by the Federal government to an eligible recipient.
<b>Agreement Officer (AO):</b>	A person with the authority to enter, administer, terminate and closeout assistance agreements, and make related determinations and findings on behalf of USAID. An Agreement Officer can only act within the scope of a duly authorized warrant or other valid delegation of authority. The term "Agreement Officer" includes persons warranted as "Grant Officers." It also includes certain authorized representatives of the Agreement Officer acting within the limits of their authority as delegated by the Agreement Officer.
<b>Agreement Officer's Technical Representative (AOTR):</b>	The individual who performs functions that are designated by the Agreement Officer or is specifically designated by policy or regulation as part of contract or assistance administration.
<b>Air waybill (AWB):</b>	Official shipping document that travels with a shipment and identifies its consignor, consignee, origin and destination, describes the goods, and shows their weight and freight. Prepared by the shipping company for its internal record and control, it is neither a contract of carriage nor a negotiable instrument.
<b>Blanket waiver:</b>	An exemption from established rules across projects and regions.
<b>Commodity:</b>	Any material, article, supply, goods or equipment.
<b>Commodity Eligibility listing (CEL)</b>	The AID Commodity Eligibility Listing shows the general eligibility of commodities for AID financing. Implementing documents issued under individual AID assistance agreements may incorporate the entire listing or may designate only selected commodities or groups of commodities as being eligible.
<b>Code of Federal Regulations:</b>	The Code of Federal Regulations (CFR) is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government.

<b>Cooperative Agreement:</b>	A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the Recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is anticipated.
<b>Construction:</b>	Construction means construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.
<b>Carrier:</b>	Any person who, in a contract of carriage, undertakes to perform or to procure the performance of transport by rail, road, air, sea, inland waterway or by a combination of such modes of transportation.
<b>Contract:</b>	A legally binding document between a buyer (Contracting Authority) and a supplier of supplies and/or services and/or works.  A procurement contract under an award or sub award, and a procurement subcontract under a recipient's or sub recipient's contract.
<b>Contractor:</b>	The general term used in this manual referring to all types of economic operators concluding goods and service contracts with the Contracting Authority.
<b>Corruption:</b>	DCA defines corruption as the misuse of entrusted power for private gain. Corruption is a practice where a DCA, donor or partner staff member is receiving or giving money or gifts in order to gain personal or organisational advantages such as favourable treatment, services, a possibility to gain power, lowering prices or ensuring that a particular contractor is winning a contract. Corruption may also occur in a more indirect form where the benefit is given to a third party (family, own business etc.).
<b>Derogation:</b>	The authorised allowance to depart from the general rules and procedures for procurement.
<b>Eligibility:</b>	Meeting the stipulated requirements or being qualified. Eligibility can e.g. refer to the eligibility of costs or eligibility of a supplier/candidate.
<b>Exclusion criteria:</b>	The criteria defined by the Contracting Authority to exclude a supplier/candidate from a procurement procedure.
<b>Federal Acquisition Regulations (FAR):</b>	The Federal Acquisition Regulations System establishes and publishes uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR. The FAR System does not include internal agency guidance. The FAR System is applicable to US Nongovernmental Organisations, only.
<b>Geographic code:</b>	A geographic code is a three-digit number that for administrative purposes identifies geographic entities; countries, territories, organisations, regions, and sub-regions--and program activities associated with geographic entities.
<b>Grant:</b>	A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the Recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is not anticipated.
<b>Medical Supplies:</b>	These are commodities are consumables and are disposed of after treating a patient. Medical supplies include such items as single-use syringes, bandages, tongue depressor blades, suture materials, and both surgical and exam gloves.

---

<b>Medical Equipment:</b>	These are commodities are durable and may generally be reused after proper cleaning and disinfection have taken place. Medical equipment covers such items including, but not limited to, sphygmomanometers, baby scales, exam tables, etc.
<b>Non-governmental organisations (NGO):</b>	Any non-governmental organisation or entity, whether non-profit or profit-making, receiving or providing USAID-funded assistance under an assistance instrument or contract.
<b>OMB Circulars:</b>	OMB Circulars are instructions or information issued by the Office of Management and Budget to Federal agencies. These are expected to have a continuing effect of two years or more. OMB is the Office of Management and Budget that makes the federal rules.
<b>Origin:</b>	The country where a commodity is mined, grown or produced.
<b>Partner:</b>	The partner organisation to DCA that implements a project or program.
<b>Pharmaceuticals:</b>	Any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of diseases in humans or animals; any substances (other than food) intended to affect the structure or any function of the body of humans or animals; and, any substance intended for use as a component in the above. The term includes pharmaceuticals, drugs, medicines, vitamins, and oral rehydration salts (ORS).
<b>Procurement:</b>	Procurement is the complete process of obtaining supplies, services and works from preparation and processing of a requisition through to receipt and approval of the invoice for payment. A procurement is not a sub award.
<b>Prohibited source:</b>	Countries which are subject to applicable sanctions administered by the US Treasury Department's Office of Foreign Assets Control, and other applicable executive branch restrictions.
<b>Policy Division</b>	The Policy division is responsible for the creation, review, and interpretation and distribution of all Acquisition and Assistance Policy for USAID. The site will provide updates and general information regarding changes in policy; however, contractors and Grant recipients are encouraged to contact their cognizant Contracting/Agreement Officer in matters relating to specific awards or solicitations. The <a href="#">Ombudsman</a> is also available for crosscutting issues, customer service, and outreach activities.
<b>Recipient, Prime Recipient, Grantee:</b>	An organisation receiving a Grant or Cooperative Agreement directly from USAID to carry out a project or program.
<b>Recipient Country:</b>	Cooperating country or recipient country means the country receiving the USAID assistance, and includes all the countries receiving assistance under a regional program or project.
<b>Source:</b>	The country from which a commodity is shipped.
<b>Standard Provision for Non-US</b>	The Rules and Regulations in place for non-US organisations and thus DCA. These are different from the guidelines for US organisations.
<b>Stringent Regulatory Authority:</b>	A regulatory authority, in case of the European Union both the European Medicines Agency (EMA) and national competent authorities are included, which is (a) a member of the International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use ICH, as specified on its website; or (b) an ICH Observer, being the European Free Trade Association (EFTA) as represented by SwissMedic, Health Canada, and World Health Organization (WHO) (and may be updated from time to time); or (c) a regulatory authority associated with an ICH member through a legally binding mutual recognition agreement including Australia, Norway, Iceland and Liechtenstein (and may be updated from time to time)
<b>Sub award:</b>	Financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible sub recipient or by a sub recipient to a lower tier sub recipient. The term includes financial assistance when provided by any legal

agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of “award” in this section. If sub awards are authorized under an award, the Recipient must comply with the Standard Provision “Sub awards.”

**Sub recipient:**

Any person or government department, agency, establishment, or non-profit organisation that receives financial assistance to carry out a program through a primary recipient or other sub recipient.

**Substantial involvement:**

USAID involvement in the implementation of a Cooperative Agreement and is negotiable. The difference between a Grant and a Cooperative Agreement is the concept of Substantial involvement.

**USAID Policies and Procedures:**

The ADS is USAID's directives management program. Agency policy directives; required procedures; and helpful, optional material are drafted, cleared, and issued through the ADS. Agency employees must adhere to these policy directives and required procedures.

**United States Agency for International Development (USAID):**

USAID is the lead US Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential.

**Waiver:**

The written permission required to eliminate the requirements of a specific policy. Authorized individuals may Grant waivers to meet specific business needs.