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COMMUNITY SUPPORT PROGRAM

Improving Economic
Opportunities

Reducing Tensions in
Vulnerable Communities

Enhancing the Delivery
of Essential Services

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RESTRICTED PARTY SCREENING, DUE DILIGENCE, AND VETTING

July 29, 2021



Session Expectations

Please keep the following expectations in mind when engaged in this training session to get the most of your training. Thank you!

- Minimize distractions. Silence your communication notifications and other forms of distraction to be able to focus on the content at hand.
- Actively listen to others when they are speaking. Keep your microphone on mute unless you are speaking. Freely use the chat bar, but please raise your hand before unmuting to speak.
- Participate. These sessions are most useful with your input! We welcome you to share with us your wealth of experience.
- If you run into technical difficulties, first use the chat bar to raise your technical problem, or contact Ms. Lamyia Ayyad at this email address: layyad@lebanoncsp.org.
- If your internet drops or you get disconnected, try to rejoin the main call when possible, or contact Ms. Lamyia Ayyad at this email address: layyad@lebanoncsp.org. If you have extended internet difficulties, we will record the session and share it with you.



Objectives

Familiarize participants with compliance requirements related to:

- Restricted party screening
- Due Diligence
- Vetting



Introduction

Restricted party screening, due diligence, and vetting are processes conducted to assess the eligibility of potential awardees (entities and individuals) to receive USAID funds.



What is Restricted Party Screening?

The process for ensuring that we do not transact with or support any prohibited individuals, entities, or groups including those which are denied, debarred, suspended, restricted, or excluded from receiving contracts, certain subcontracts, and assistance by the U.S. Government.



How to Conduct Restricted Party Screening?

Restricted party screening should take place, prior to issuing any subaward, using the following international platforms:

- U.S. Government System for Award Management (SAM)
- OFAC Specially Designated Nationals List (SDN)
- United Nations Consolidated Sanctions List

Note: Make sure you are searching the right name (as stated in an ID / Circular / legal documents), and location (if needed).



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Reporting Findings

- Refrain from signing any contract with and/or providing any assistance to the subject entity/individual
- Inform and discuss your findings with Chemonics (USAID Implementing Partner)



What is Due Diligence?

An informal check of potential awardees to identify and avoid any possible reputational risks associated with such awardees. This reputational due diligence check could include information related, but not limited to, media/social media posts that reflect negatively upon the entity/individual, pending lawsuits/legal issues against the entity/individual, actions/activities noncompliant with applicable local and/or U.S. laws, rules, and regulations, ...etc.



Vetting

- Vetting is a pre-award requirement, no awards can be signed prior to receiving the vetting result.
- Eligibility is valid for twelve months from the date of receipt.
- Vetting threshold is \$25,000.
- Vetting is not cumulative.



Re-Vetting

- On annual basis.
- Upon any increase in value.
- Upon any change in key individuals.

Note: Any change in key individuals must be communicated immediately to Chemonics (Implementing Partner).



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Partner Information Form

Required Information

- Organization Information
 - ✓ Name
 - ✓ Address
 - ✓ Phone number(s)
 - ✓ Email
 - ✓ Website (for sub-awardees only)
 - ✓ Fax



Partner Information Form

Required Information:

■ Key Individuals Information

- ✓ Full name – as it exists in a government-issued photographic identification (ID)
- ✓ Other names used (nicknames, different spelling, etc)
- ✓ Place of Birth: A minimum of village/city, district, province/governate/state, and country are required. For U.S. citizens born in the U.S., a minimum of city and state are required.
- ✓ Date of Birth (MM/DD/YYYY)
- ✓ ID number, type (for example, passport or national ID) and country of issuance
- ✓ Citizenship(s) – if dual citizenship, list both
- ✓ Dual citizens must list both countries of citizenship along with ID information from both countries (number, type, and country of issuance)
- ✓ Indicate if U.S. Citizen or Permanent Resident – if yes, include U.S. Passport / Resident Card Number
- ✓ Address of Residence
- ✓ Primary and Alternate Phone Numbers (confirm if cell phone number)
- ✓ Primary and Alternate Email Addresses
- ✓ Employer Name and Rank or Title in the organization



Identification of Key Individuals

“Key Individual” is defined as follows:

- ✓ Principal officers of the organization’s governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees);
- ✓ The principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, or vice president);
- ✓ Any other person with significant responsibilities for administration of the USAID-financed activities or resources.



Verification of Information

- Supporting Documents:
 - ✓ Copies of organization legal registration documents
 - ✓ Copies of key individuals' IDs or Passports (for dual nationals, copies of both IDs/Passports)
- Organization's Website and/or Official Social Media Accounts



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