

The Humanitarian Assistance Program

Purpose of the Humanitarian Assistance Program (HAP)

HAP is a significant tool for achieving U.S. security objectives. HAP is designed to assure friendly nations and allies of the U.S. support and provides basic humanitarian aid and services to populations in need. The Department of Defense seeks access to shape the military environment, help avert political and humanitarian crises, promote democratic development and regional stability, build local capacity, and enable countries to begin to recover from conflicts.

Examples of HAP projects

Rudimentary construction/renovation/repair of public buildings, such as:

- Medical clinics
- Schools
- Orphanages
- HIV/AIDS voluntary counseling and testing centers
- Disaster response facilities/warehouses
- Rudimentary bridges
- Water wells/boreholes
- Water sanitation, waste treatment, or solid waste management systems

Projects must benefit the Togolese civilian population.

General Requirements

- Projects should have a potential for generating public and political goodwill towards the United States. Activities that may be socially and politically controversial will be avoided.
- Projects should have a significant impact, benefiting the greatest number of people possible.
- Projects must be viable and sustainable in terms of finance, personnel support (i.e. teachers for schoolrooms, staff for health clinic) and necessary expertise and services.
- Projects must respect environmental norms and ensure that the proposed activity will not adversely affect protected or other sensitive environmental areas nor jeopardize threatened and endangered species and their habitat.
- HAP construction must fall within the ability of the local community to maintain.

Grant Amounts

Projects should not exceed US\$500,000. However, most projects that are submitted are well below the grant limit and accurate budget estimations are greatly appreciated.

Selection Process

If your proposal is accepted *for consideration*, a representative from the Embassy will visit your project site to discuss your proposal with you and the association and to verify the details represented in your proposal. **A visit to your project in no way guarantees that it will be funded.**

Please note, the U.S. Embassy in Togo serves as the conduit between the project evaluation committee in Europe and the potential grantees in Togo. Final funding decisions are made in Europe and grantees will be notified once their project is approved for funding.

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Documentation required for HAP proposal

1. Route map for easy access to the site (well-marked, specify landmarks with distances in kilometers)
2. Concise budget with pro forma invoices
3. Detailed technical description of the different parts of the work
4. List of contact information and addresses of different companies in the community that can perform the work
5. Schedule of project implementation
6. Building design
7. Certificate of donation of land approved by a local authority (the prefect or the mayor)
8. Photos showing the location of the existing building
9. Risk management plan or any difficulties (list of external factors that may have a negative impact on the implementation of the project and the likely solutions considered).
10. Photocopy of identity card (ID) of the Project Manager
11. Name and surname of the Prefect approving the project and its cover note
12. Full Name of prefectural Director (health, education, social affair, etc.) approving the project and his cover note. The note should state that an agent will be delegated from the prefectural direction for technical control during the implementation of the project.
13. First, last name and contact of a Peace Corps volunteer of the locality
14. List all project stakeholders, their specific tasks and phone numbers
15. List of contacts at the Ministry of Education / Ministry of Health / Ministry of Water and Village hydraulic / Ministry of Social Action / giving permission for the project implementation
16. List of contacts at the Ministry of Planning and the cover note showing that the project is a priority for the community
17. Plan of preventive maintenance construction
18. Proof of financial availability of the local community to cover the costs of preventive maintenance

Questions?

Assembling and submitting a HAP proposal is a time-consuming and challenging process. To that end, we encourage you to reach out to the Development Office.

Interested parties may email the Development Office anytime or call to speak with a Development Office employee during the office hours listed below. By previous arrangement, you are invited to visit the Development Office with any questions you may have on the last Tuesday of the each month from 2pm – 4pm.

It is imperative that you make an appointment via email or telephone; otherwise you will not be on the access list and will not be allowed to enter the U.S. Embassy compound.

Email: sshlome@state.gov

Telephone: 22 61 54 70 (Available hours: Mondays and Thursdays 10am – 12pm)