
QUICK REFERENCE

PREPARING FOR YOUR POST-AWARD ORIENTATION CONFERENCE

Follow these steps to successfully prepare for your USAID post-award orientation conference.

1

UNDERSTAND ROLES AND RESPONSIBILITIES

Review the roles of the USAID representatives you will work with throughout your award. Understand changes to the award that only the Agreement Officer or Contracting Officer can authorize and what responsibilities fall to the Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR).

2

READ YOUR AWARD

Read your award in full before the conference, so you know what you are responsible for and what to expect from USAID in your partnership with the Agency. Provide the award documents in advance to all individuals from your organization who should attend.

3

ASK QUESTIONS

Take advantage of the opportunity to be in the same room with USAID stakeholders—get answers to your questions and clarify terms and expectations.

4

BUILD YOUR RELATIONSHIP WITH USAID

The post-award conference is a time to create an effective working relationship with USAID and establish expectations for management of your award. Plan for key personnel to participate, as they have a lead role in management oversight.

5

ESTABLISH WORKING PREFERENCES

The conference is an opportunity for you and your main USAID point of contact—the AOR/COR—to begin collaborating on a vision for success. Establish communications practices that encourage successful coordination and facilitate helpful feedback.

6

CONFIRM DEADLINES

Take time to confirm dates or timeframes for reaching key milestones and completing expected deliverables, paying special attention to those scheduled for or due in the first few months. Meeting deadlines is a critical aspect of accountability and compliance with USAID requirements.

7

TAKE NOTES

During the conference, at least one team member from your organization should be designated to take notes. Afterward, share the notes with all stakeholders, including USAID. This is an opportunity to validate your understanding of what was covered in the meeting.

8

DEBRIEF WITH YOUR TEAM

After the conference, debrief with your full team—including any subawardees or subcontractors—to ensure the deliverable due dates in your award are clear for all responsible.

RESOURCES:

- “Acronym Soup” and Glossary of ADS Terms
- Country Development Cooperation Strategies
- Elements of Compliance Quick Reference Guide
- “Monitoring, Evaluation, and Learning” module
- “Branding and Marking” module
- “Preparing Progress Reports” module

For questions related to this resource, contact USAID’s Industry Liaison at IndustryLiaison@usaid.gov.