

AID 1890-1 (8-63)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

Worksheet Issuance

PAGE 1 OF 7 PAGES

8p.

PIO/T

1. Cooperating Country Central & West Africa Regional

2. PIO/T No.
625-169-3-00027

3. Project/Activity No. and Title
625-11-690-169

West African Examinations Council

4. Appropriation Symbol
72-1101004

5. a. Allotment Symbol & Charge
054-52-625-00-69-01

5. b. Funds Allotted for
 AID/W Mission

6. Obligation Status

Administrative Reservation Obligation Sub-Obligation

7. Original or
Amendment No.:

8. No. of Technicians
6

9. Services to Start (Mo., Day, Yr.)
Between: 1-1-70 And: 6-30-70

10. Duration (Months)
a. Of Services 12 b. Of Financing 12

11. a. Type of Action
 AID Contract Cooperating Country Contract Participating Agency Service Agreement Other

11. b. Authorized Agent
AID/W

Financing \$1.00 =	A. Previous Total	B. Increase	C. Decrease	D. Total to Date
12. AID Financing a. Dollars		350,000		350,000
b. U.S.-Owned Local Currency				
13. Contributions ^{W.A.E.C.} Contributions a. Counterpart		260,125		260,125
b. Other				

14. Mission References

DAKAR 1595

15. Objective for which the Technical Services are to be used (Describe)

The purpose of this PIO/T is to provide additional funds to amend Contract No. AID/afr-595 for the services of the American Institutes for Research (AIR).

16. Mission Clearances	Date	Mission Clearances	Date

17. Date of Original Issuance
June 22, 1970

18. Date of this Issuance
June 22, 1970

19. For the Cooperating Country
The terms and conditions set forth herein are hereby agreed to:

20. For the Agency for International Development

Murray Gray

SIGNATURE

DATE

TITLE

SIGNATURE

TITLE

AID 1980-1 (8-83)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	<input type="checkbox"/> Worksheet	<input checked="" type="checkbox"/> Issuance	PAGE 2 OF 7 PAGES
		Cooperating Country CWA Regional		PIO/T No. 625-169-3-00027
		Project/Activity No. and Title 625-11-690-169 West African Examinations Council		

SCOPE OF WORK

21. Scope of Technical Services

A. Description

The principal targets for the West African Examinations Council are:

I. TEST DEVELOPMENT TARGETS:

1. Continue all current annual objective testing programs, including: the Joint Examination for the West African School Certificate and the General Certificate of Education (Nigeria); the General Certificate of Education (Ghana, Sierra Leone, The Gambia); Common Entrance Examinations (Nigeria, Ghana, Sierra Leone, The Gambia); the Ghana Middle School Leaving Examination; and several others.

2. Develop an examination in oral English to be partly objective and capable of being administered to large numbers of candidates at the West African School Certificate level.

3. Develop a battery of management selection tests.

4. Develop an examination for the Primary School Leaving Certificate in Nigeria. (continued)

B. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	International Director		48
1	Director of Research and Training		48
1	Technical Advisor (Psychology)		48
1	Advisor for Academic Operations		48
1	Advisor for Commercial and Technical Operations		48
1	Advisor to the Research, Evaluation and Statistical Analysis Section of TEDRO		48

(2) Duty Post and Duration of Technicians' Services

The six professional advisors will be stationed in the WAEC offices in Accra and Lagos - five in Lagos and one in Accra. Any change in post assignments will be jointly agreed upon by the WAEC, AIR and A.I.D.

(3) Access to Classified Information

Chief of Party through "Confidential"; others through "Limited Official Use"

(4) Dependents Will Will Not Be Permitted to Accompany Technician

C. Financing Costs of Technical Services

(1) By AID - \$ 284,000

(2) By Cooperating Country - 260,125

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		Project/Activity No. and Title 625-11-690-169 West African Examinations Council	

22. Equipment and Supplies (Related to the services described in Block 21 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity	(2) Description	(3) Estimated Costs
1	Rental for computer - Ghana	\$23,000
Various	Office equipment	2,000
3	Vehicles	15,000
1	Rental for computer - Nigeria	25,000
	Miscellaneous	1,000
		total
		\$66,000
B. Financing Costs of Equipment and Supplies		
(1) By AID - \$ 66,000		(2) By Cooperating Country -

23. Instructions to Authorized Agent

AID/W is authorized to amend Contract No. AID/afr-595 with the American Institutes for Research (AIR) to provide the services hereunder.

The contractual scope of work and the technical services to be provided by the contractor are explained in detail in the PROP on this project which was approved on May 25, 1970.

24. Special Provisions

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PIO/T

PROJECT IMPLEMENTATION
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SERVICES

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Cooperating Country
CWA RegionalPIO/T No.
625-169-3-00027Project/Activity No. and Title
625-11-690-169
West African Examinations Council

25. Reports by Supplier of Services (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports and any special requirements)

The Contractor shall prepare and submit semi-annual reports covering the status of its work under this contract, indicating progress made with respect thereto, setting forth plans for the ensuing half-year and including recommendations covering the current needs of AIR and A.I.D. At the conclusion of his tour of duty, each staff member shall submit a report of his findings and recommendations. Within 90 days after termination of this contract, the Contractor shall prepare and submit a final report which summarizes the accomplishments of the assignment and which sets forth specific recommendations for the continued progress and improvement of the program.

Semi-annual, end-of-tour and final reports shall be distributed as follows:

AID/Washington	10 copies
USAID/Nigeria	5 copies
USAID/Ghana	5 copies
USAID/Sierra Leone	3 copies
Charge d'Affaires/The Gambia	2 copies
WAEC	5 copies

In addition to these reports, the Contractor shall prepare such special reports as may be required by A.I.D.

26. Availability of Background Information (Additional information useful to Authorized Agent and Prospective Suppliers; if necessary, cross reference Block 21.B(3) above)

The reports and findings of AIR and the tests developed during the period covered by the contract may be made available through the USAIDs to other contractors or interested parties in the participating countries.

27. Relationships of Supplier to Cooperating Country and to AID.

A. Relationships and Responsibilities

B. Cooperating Country Liaison Official

The Registrar, WAEC
Ministry of Education, The Gambia

C. AID Liaison Officials

Mission Director or Chief Education Advisor (as appropriate) of the USAIDs of the participating countries.

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		Cooperating Country CWA Regional	PIO/T No. 625-169-3-00027
		Project/Activity No. and Title 625-11-690-169 West African Examinations Council	

LOGISTIC SUPPORT

28. Provisions for Logistic Support A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	In Kind Supplied By		From Local Currency Supplied By	
	AID	WAEC Cooperating Country	AID	Cooperating Country
(1) Office Space		X		
(2) Office Equipment		X		
(3) Housing and Utilities		X		
(4) Furniture	X			
(5) Household Equipment (Stoves, Refrig., etc.)	X a/			
(6) Transportation in Cooperating Country	X			
(7) Interpreter Services				
Other: (8)				
(Specify) (9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				

B. Additional Facilities Available From Other Sources

C. Comments

a/ Includes stoves, refrigerators, washing machines, three transformers and one air conditioner for each occupied bedroom. Also one air conditioner for the advisor's office in Accra.

AID 1890-1 (8-69)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	<input type="checkbox"/> Worksheet <input checked="" type="checkbox"/> Issuance	PAGE 6 OF 7 PAGES
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		Project/Activity No. and Title 625-11-690-169 West African Examinations Council	

FINANCIAL AGREEMENT

29. A. Cooperating Country Financing

Grant Agreement

Pursuant to paragraph _____ of the PROAG or Other underlying document signed on March 3, 1970 and subject to the amount shown in Block 13.D above, the Cooperating Country will provide all local currencies required for the expenditures within the country, during the period starting on the Date of this Issuance (Block 18 above) and ending on the Final Contribution Date of the [PROAG or other enabling document]: June 30, 1974 authorized under this Project Implementation Order, with the exception of the following types of expenditures, which AID hereby agrees to assume:

B. As of the effective date of any contract or agreement executed under this Order, the country will establish in the name of the supplier of the services described herein, a local currency advance in the amount of: _____

30. AID Financing

Pursuant to the provisions of the above-referenced Project Agreement or other document, and subject to the limitation of the Total to Date as shown in Block 12.D above, AID will provide all U.S. Dollar Currencies required for expenditures, during the period starting on the Date of this Issuance (Block 18 above), and ending on the Final Contribution Date of June 30, 1974 authorized under this Project Implementation Order, with the exception of the following types of expenditures which the Cooperating Country hereby agrees to assume:

Block 21 - Continued

5. Revise the University Series of tests, now being investigated for validity in university selection.
6. Revise the Law Faculty Admissions Test Battery on the basis of validity tests now being conducted.
7. Revise currently used Civil Service Examinations.

II. RESEARCH TARGETS

Investigate validity of the following test batteries for selection into educational, industrial and governmental training programs:

- (a) University Series (university admissions);
- (b) Nursing Council of Nigeria Common Entrance Examination (admission into nursing training);
- (c) Teacher Training Institution battery (admission);
- (d) Technical Training College battery (admissions);
- (e) Common Entrance Examination battery (admission into secondary schools);
- (f) Oral English Examination (to be used at the West African School Certificate level).

III. INSTITUTION-BUILDING TARGETS

1. Continue to develop and mobilize the Test Development and Research Office (TEDRO) of the WAEC.
2. Establish and develop a branch office of TEDRO in Accra.
3. Expand in-service training in TEDRO in order to develop skills in test development and research; initiate in-house seminars; provide on-the-job training.

AID 1300-1X
(8-70)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country Central &
West Africa Regional

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2. PIO/T No.
625-169-3-10026

3. Original or
Amendment No. _____

4. Project/Activity No. and Title
625-11-690-169 ADO-DAKAR
West Africa Examinations Council

DISTRIBUTION

5. Appropriation Symbol
72-1111004

6.A. Allotment Symbol and Charge
154-58-625-00-69-11

6.B. Funds Allotted for
 A.I.D./w Mission

7. Obligation Status Obligation by FY'71 Grant Agreement
 Administrative Reservation Subobligation

8. Funding Period (Mo., Day, Yr.)
From 6-1-71 to 6-30-72

9.A. Service to Start (Mo., Day, Yr.)
Between 4-1-71 and 8-1-71

9.B. Completion date of Service
(Mo., Day, Yr.)
6-30-72

10.A. Type of Action
 A.I.D. Contract Cooperating Country Contract Participating Agency Service Agreement Other:

10.B. Authorized Agent

AID/Washington

Estimated Financing		(1)	(2)	(3)	(4)
		Previous Total	Increase	Decrease	Total to Date
11. Maximum A.I.D. Financing	A. Dollars		145,000		145,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other		261,812		261,812

13. Mission References

DAKAR 116

14. Instructions to Authorized Agent
This PIO/T provides funds to continue Contract No. AID/afr-595, American Institute for Research; changes the title of the contract team leader from International Director to "Chief of Party", and specifies the phase-out date of each team member as follows:
Chief of Party - June 30, 1973
Director of Research & Training - August 31, 1971
Technical Advisor (Psychology) - March 31, 1973
Advisor for Academic Operations - September 30, 1971
Advisor for Commercial and Technical Operations - August 31, 1972
Advisor for Computer Operations - December 31, 1972
All other terms of PIO/T No. 625-169-3-00027 remain effective and unchanged.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate

B. Funds for the services requested are available

AFR/CWR: JEB 119
6/16/71

C/ACC/CESB:FGarpenter (phone)

C. The scope of work lies within the purview of the initiating office and approved Agency Programs

D.

AFR/CWR: JEB 119
6/16/71

F.

AFR/CWR: MW 119
6/15/71

AFR/CWR: FSpencer
6/16/71

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

17. For the Agency for International Development

18. Date of Issuance

Signature and date:

Signature

June 18, 1971

Title:

Title Deputy Director, AFR/INT/CD

AIRGRAM

DEPARTMENT OF STATE

UNCLASSIFIED
CLASSIFICATION

625 0169-④
1109 PD-443-616

For each address check one ACTION | INFO

DATE RECD. 12p.

TO: AID/O CIRC 492

FROM: AID/W

DATE SENT
2/26/71

SUBJECT: Draft FY 71 Grant Agreement to the West African Examinations Council (625 11-690.169)

REFERENCE: OAD A-05

Following receipt of the PAR dated 1/13/71, AID/W hereby approves the following text of an amendment to the March 3, 1970 Grant Agreement in order to obligate \$145,000 in FY 1971 for continued assistance to the West African Examinations Council (W.A.E.C.). The revised phase out plan of operations provided for in this amendment was communicated to Professor Lembo, Chairman of W.A.E.C. in a letter of January 25, 1971 by W. Haven North, USAID Director (State). It is requested to discuss the draft agreement with appropriate officials of W.A.E.C. If no substantive changes are necessary, the AID is authorized to execute the Grant Agreement. Three copies of the signed Grant Agreement should be sent to AID/W marked "Attention: AFR/CWR."

ROGERS

AMENDMENT NUMBER 1 TO THE
GRANT AGREEMENT BETWEEN
THE AGENCY FOR INTERNATIONAL DEVELOPMENT

and

THE WEST AFRICAN EXAMINATIONS COUNCIL

FY 1971: 625 11 690 169

Appropriation: 154-58-625-00-69-11

Fiscal year: 1971

PAGE 1 OF 2

APPROVED BY: [Signature] AFR/CWR
DATE: 2/18/71
APPROVED BY: [Signature] AA/AFR
W. Haven North, Jr.

AFR/CWR: [Signature]
AFR/CWR: [Signature]

UNCLASSIFIED
AFR/EP: [Signature]
AID/AFR: [Signature]

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OC
EP
AAPC 10
CIA
HEC
STATE

The purpose of this amendment is to make the following changes in the agreement entered into the third day of March, 1970 between the Government of the United States of America, acting through the Agency for International Development (A.I.D.) and the West African Examinations Council (W.A.E.C.):

1. The amount of the grant specified in Article II is increased by \$145,000 in order to provide additional financing for the operation of the program.
2. The first sentence of the last paragraph in D 3, Annex A, is deleted and the following substituted therefor: AID will provide technicians through the following approximate dates as follows:

- International Director (Chief of Party) June 30, 1973
- Director of Research & Training August 31, 1971
- Technical Advisor (Psychology) March 31, 1973
- Advisor for Academic Operations September 30, 1971
- Advisor for Commercial and Technical Operations August 31, 1972
- Advisor for Computer Operations December 31, 1972

All other terms and conditions of the original grant agreement remain the same.

FOR THE WEST AFRICAN EXAMINATIONS COUNCIL

FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

SEND TO: Dakar for ADO
INFO : Accra, Lagos

AIRGRAM

DEPARTMENT OF STATE

625-169

5000

625-169

UNCLASSIFIED

For each address check one ACTION INFO

DATE REC'D.

8 53

A.I.D.
COMM BR

DATE SENT

7-7-71

2

DISTRIBUTION

ACTION

APR
INFO.

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TO -

AID/W TOAID A-31
LAGOS USAID A-(UNN) (Cy Snider, COP) X
ACCRA USAID A-(UNN) (Cy Skarnik) X
TANGIERS USAID A-(UNN) X

FROM -

ADO/DAKAR, SENEGAL

SUBJECT -

WAEC - Lippincott's Trip Report Contract AID/afr-595

REFERENCE ..

The purpose of this airgram is to transmit the following trip report to AID/W and USAID in Lagos and Accra:

TO: Mr. David McAdams
ADO-Dakar

FROM: Dixie V. Lippincott
Regional Education Advisor

SUBJ: West African Examinations Council, Contract AID/afr-595 Trip Report - Lagos/Accra, June 16-20/71.

In addition to a routine visit to the project for monitoring, some specific purposes of the trip were to (1) arrive at a proposal for distribution of responsibilities for subject contract, (2) work with the Chief of Party in finalizing the revision of the PIP, (3) discuss the audit report with contract personnel, USAID/Lagos, and USAID/Accra, and (4) meet with contract team staff.

Shapiro

One half day was spent in the USAID offices in Lagos and the remainder of the time in Lagos was spent in the offices of WAEC. In USAID, I had an opportunity to talk with Mr. John Hummon, Acting Mission Director, Mr. Walter C. Furst and Miss Cheryl Wilson of the Program Office, and Mrs. Mary Neville, Acting Chief Education Advisor. While it was recognized that there are some "housekeeping" chores of this project which would be impractical to have handled from Dakar, it was made clear that in so far as possible USAID/Lagos hopes to keep its responsibilities for regional projects to a minimum. Mr. John Hummon pointed out that regional projects located in Nigeria require

PAGES 1 OF 7

DRAFTED BY	OFFICE	PHONE NO.	DATE	APPROVED BY:
Reg. Educ. Advisor	Education		7/8/71	David McAdams, ADO

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PRINTED 6-69

considerable attention from the Mission and that the Mission hopes to be able to obtain the services of a junior program type to assist with regional matters.

Since WAEC is not a new project, many of the details of logistics which corresponded to USAID/Lagos under the bilateral agreement, were taken care of earlier in the project. However, there still are a few unsolved problems and new problems do arise from time to time, for example, when I met with the contract team I learned that contract team members have a problem in regard to accommodation exchange of local currency for U.S. dollars. As contract personnel complete their assignments and prepare to depart post they sell their automobiles and various household articles and receive payment in Nigerian pounds which they are not permitted to take out of the country. Perhaps USAID/Lagos could include contract personnel on whatever arrangement it has established for AID direct hire personnel. If this is not possible, USAID/Lagos would be in the best position to advise the contract Chief of Party of an acceptable manner of making this exchange in such a way that they could receive dollars for their Nigerian pounds before they depart Nigeria. It is important to try to avoid the numerous problems which would be sure to develop if they leave the country with payments still pending.

In Accra I met with Dr. Skurnik, contract team member, and Miss Elinor Gillist, Education and Training Officer of USAID/Accra, to discuss the audit report and recommendations. We also discussed at length the matter of distribution of responsibilities for this Contract AID/afr-595.

After discussing the division of responsibilities in Dakar, Lagos, and Accra with Mission personnel and with contract employees, I have incorporated the suggestions into a proposal to be submitted to AID/W for approval. In an effort to settle this matter as soon as possible, USAID/Lagos, USAID/Accra, and AID/W are urged to respond promptly if they have additional suggestions which would contribute to the effectiveness of this proposal.

I. Proposed Division of Responsibilities for Contract AID/afr-595.

AID/W

1. Draft Grant Agreements and amendments to Grant Agreements.
2. Draft and negotiate contract and contract amendments with AIR.
3. Issue PIO/Ts and amendments to PIO/Ts.
4. Revise PROP when and as necessary.
5. Approve all requests for deviations from the contractual agreement.
6. Approve budget submitted by the Contractor.
7. Approve nominations for contract team members.
8. Approve requisitions for any item amounting to \$2500. or over.

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ADO/Dakar

1. Monitor and visit project regularly.
2. Prepare U-307 Reports semi-annually.
3. Prepare PAR annually.
4. Prepare and revise PIP as necessary.
5. Approve special international travel (outside region of project location) including R & R, attendance at international conferences, etc.
6. Approve requests for employment of local staff under the contract.
7. Negotiate Grant Agreements and amendments to Grant Agreements with WAEC.
8. Review and comment on budget submitted by Contractor prior to AID/W's final approval.
9. Receive and review Contractor's semi-annual progress reports and work plan.
10. Prepare completion of project report.
11. Concur on nominations for contract team members.

USAID/Lagos and USAID/Accra

1. Provide limited logistic support as reflected in PIQ/Ts nos. 698-169-3-6190059 dated 1/15/69 and 625-169-3-00027 dated 6/22/70.
2. Provide assistance and/or advice in the exchange of local currency and other local matters which may arise.
3. Authorize sale of personal automobile and/or household effects prior to contract personnel departure from post.
4. Provide medical services and facilities normally provided to AID direct hire employees at post.
5. Approve requests for emergency travel.
6. On special case basis, facilitate use of AID official channels for project-related cable communication.
and
7. Arrange for/execute the signing of Grant Agreements and amendments to Grant Agreements.

Chief of Party/AIR - Contract AID/afr-595

1. Work through WABC to obtain country clearances of contract personnel and keep respective USAIDs and ADO/Dakar informed of nominations in process for clearance.
2. Continue to submit requisitions to AIR/Pittsburg, with copies to ADO-Dakar, USAID/Lagos, USAID/Accra, and AID/W. Any item amounting to \$2500. or over requires AID/W Approval.
3. Submit quarterly receiving reports to ADO-Dakar with copies to USAID/Lagos and USAID/Accra.
4. Prepare and distribute copies of semi annual progress reports to AID/W, ADO-Dakar, USAID/Lagos, USAID/Accra, Sierra Leone, and the Gambia.
5. Submit quarterly contract team leave records to ADO-Dakar.

II. Audit Report, #4-620-71-51, April 26, 1971.

Dr. Snider, COP, and I discussed at length the audit report, Exhibits A through F, and all of the follow-up memoranda.

A. Recommendation No. 1. The Chief of Party was advised of the Project Manager's schedule to visit the project in June, August, October, and November. It was also made clear that I will be available for additional visits to the project as are required for effective project management. The Baranson/Lippincott memorandum dated June 22, 1971 states "We are clearing this recommendation with the understanding that the responsible operating officials will follow through on the programmed visits to the project".

B. Recommendation No. 3. Dr. Snider and I reworked the revised draft of the PIP in accordance with Recommendation No. 3 and the suggestions on pages 5 and 6 of the audit report. It now has to be typed in final form on the hecto forms, duplicated, and distributed. It is anticipated that the distribution will take place before the end of July. In reference to this recommendation, the Baranson/Lippincott memorandum dated June 22, 1971 states: "We shall clear the recommendation considering the action now in progress to revise the PIP and with the understanding that you will forward a copy of it later."

C. Recommendation No. 5.

1. Section I, above, "Proposed Division of Responsibilities for Contract AID/afr-595" is the result of discussions with AID officials and contract COP and team members in Lagos and Accra. It is most important that while it is still in the proposal stage all parties concerned review it carefully and communicate to AID/W any further suggestions or questions prior to final AID/W approval of the proposal. Final action rests with AID/W.

2. It is noted here that the COP agreed to:

- (a) submit quarterly receiving reports to ADO-Dakar with copies to USAID/Lagos and USAID/Accra;
- (b) send requisitions to AIR/Pittsburg (as he has in the past) with copies to AID/W, ADO-Dakar, and USAID/Lagos. AID/W Contract Office will approve requisitions for any item of \$2300, or over;
- (c) request AIR/Pittsburg to provide an inventory including serial numbers of non-expendable items purchased under the contract up to June 30, 1971. The COP will complete the inventory by adding location and condition of each item. Subsequent to June 30, 1971 it will be the responsibility of the COP to maintain an up-to-date inventory, providing this information annually to ADO-Dakar. The present program of receipt, use, maintenance, custody, and care of equipment is completely integrated with that WAEC. No special services or personnel for this are financed under the contract. However, if the paperwork on this aspect requires too much of the advisors' time the Contractor may want to consider employing a local administrative assistant;
- (d) see that all AID/financed equipment is marked with AID emblems. (Since the COP does not have the emblems, it is hereby requested that USAID/Lagos make them available to him);
- (e) keep accurate records of "personal use" of AID-financed project vehicles (titled in WAEC) and reimburse USAID/Lagos at the established USAID rate for personal use of official vehicles. This was suggested by Mr. Baranson in his April 23rd memorandum to Lippincott and the COP has expressed his willingness to cooperate. It has been suggested that the amount reimbursed might be credited to the cost of USAID/Lagos maintenance of the vehicles. I have not been able to come up with a more appropriate solution but I do have some reservation about this because it is not a clear cut case. All three of the vehicles are titled in WAEC. The Contract is already paying USAID/Lagos for maintaining the two vehicles located in Lagos. Where does the one vehicle located in Accra enter into the picture? I hope that a simpler solution can be found;
- (f) continue the schedule for submission of Contractor's semi-annual reports as set up in the original contract on a January/July basis. Those will be followed by the Project Manager's U-307 reports.

Contractor's Progress Report

Project Manager's U-307 Report

Due

Due

July 1971

August 1971

January 1972 UNCLASSIFIED

February 1972

July 1972

August 1972

January 1973

February 1973

Final Report-July 1973

End of Project Report-Aug/73

- (g) to include in the phase out work plan of the next semi annual report (due July 1971) a summary of staff development and how the programs of Africans being trained under sponsorship of the Ford Foundation and other sources are geared to over-all WAEC needs.

3. Another aspect of point (e) above raised by Mr. Baranson in Exhibit D of the Audit Report is the matter of the use of the two AID financed vehicles for transportation of contract personnel to and from WAEC offices in Lagos. The real question appears to be whether the transportation to and from the WAEC offices is "official" or "unofficial" utilization of the vehicles.

While on this project visit, I looked into this matter and my findings all point toward the logic of considering this as official travel. Actually, after having spent a lot of time and effort to pursue the matter, I am convinced that the attention being called to it could be counterproductive since, as Mr. Baranson pointed out in Exhibit D, the vehicles are not USAID vehicles but are titled in WAEC. Consequently, I feel that they should be used in accordance with WAEC regulations for its control of vehicles. If it comes to the attention of WAEC that contract employees either must pay USAID from their pockets for transportation to and from work in WAEC vehicles, or that AID requests contract team members not to ride to work in them when the vehicles have to cross town anyway, a very awkward situation could result.

The audit findings do not refer to the vehicle located in Ghana. This one was also financed by AID under Contract AID/afr-595 and is titled in WAEC. Since 8/24/70, the USAID/Accra regulation is that "AID-financed, project titled vehicles should be used in accordance with applicable host government rules". In my opinion this is both appropriate and practical.

III. Observations.

A. In visiting the project and talking with the contract team members, it becomes apparent that team members are not familiar with personnel provisions of Contract AID/afr-595. It would be very helpful and time and money could be saved if the Contractor would see to it that the members of the field team are better informed. It is requested that AID/W discuss this with Dr. Cleutat, AIR/Pittsburg.

B. AID/W may want to consider a revision of the contract in terms of the transition from bilateral to regional and diminishing Mission support.

C. Dr. John E. Dowers, new COP, was scheduled to arrive Lagos on June 23, 1971 but was delayed due to problems in obtaining a Nigerian visa.

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D. The COP, Dr. Snider, pointed out that the recent audit was done in the Nigerian context and that the regional aspect is not brought out in the audit report. The exercise did not include an examination of project activities in Ghana where a contract team member is actually assigned, or in Sierra Leone and the Gambia where project activities are going on.

E. Dr. Snider pointed out that the work plan included in the semi-annual progress reports is only one of many planning documents and he made available copies of several others.

F. Since the Computer Operations Advisor, Mr. M. J. Quirk, did not arrive at post until 4/20/71, it seems logical that his tour should end in April 1973 and not in December 1972 as indicated in Amendment #1 to the Grant Agreement. With this minor adjustment, the phase-out of positions under Contract AID/afr-595 represents an orderly phase-out of U. S. assistance. The phase-out has been planned and programmed and it would be confusing to WAEAC to suggest further shifts at this stage. I think it is very important to have a Chief of Party in the field until the end of the project in order to insure satisfactory handling of details relating to the completion of the project.

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For each address check one ACTION INFO

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DATE SENT
10/13/71

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APR-4

TO - AID/W TOAID A-47 X
LAGOS USAID A- (UNN) X
ACCRA USAID A- (UNN) X

1971 OCT 13

FROM - ADO/Dakar, Senegal

SUBJECT - West Africa Examination Council Contract AID/afr-595

REFERENCE -

The purpose of this airgram is to transmit the following trip report to AID/W:

TO : Mr. David McAdams, ADO, Dakar

FROM: Dixie V. Lippincott, Regional Education Advisor, ADO, Dakar

SUBJ: Trip Report, Lagos, Sept. 29 - Oct. 2, 1971
Contract AID/afr-595
West African Examinations Council

In addition to time spent in the WAEC offices in Lagos, there was also an opportunity for discussion of project matters in USAID/Lagos.

I. West African Examinations Council.

1. Dr. Snider, former Chief of Party, and Dr. Larry Skurnik, Contract employees assigned to Accra, participated in most of my discussions with the new Chief of Party, Dr. John Bowers.

2. We reviewed the PIP with particular reference to the revision of the activity targets in order to make them consistent with the number of man years of assistance scheduled for the remainder of the project. It was an excellent opportunity for the former Chief of Party and the new Chief of Party to identify the goals which have already been accomplished and those things which still remain to be done by the time the contract terminates on June 30, 1973. Dr. Bowers agreed to have these in final shape in order that they can be incorporated into the PIP and the next PAK when I visit the project in December.

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DRAFTED BY DVLippincott <i>DVL</i>	OFFICE Reg. Edu. Adv.	PHONE NO.	DATE 10/13/71	APPROVED BY: <i>David McAdams</i> David McAdams, ADO
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3. We also discussed how this same information could be built into the Contractor's next work plan and semi-annual report.

4. Arrival and departure dates of contract personnel were reviewed. It was brought to my attention that the Amendment to the Grant Agreement is in error in respect to the end of tour dates of Mr. Quirk, Computer Operations Advisor, and Mr. Axtel, Commercial and Technical Operations Advisor. It was originally thought that Mr. Quirk would begin his two-year tour in December 1970, however, he did not come on board until April 20, 1971. In the case of the Commercial and Technical Operations position, the date is also inaccurate. When the Grant Agreement is amended again these two items should be corrected to read as follows:

Advisor for Commercial and Technical Operations, Sept. 30, 1972.

Advisor for Computer Operations, April 30, 1973.

5. Dr. Bowers explained that USAID Lagos had contacted him in regard to the transfer to WAEC of commodities and equipment purchased under bilateral Contract AID/afr-199. He was encouraged to keep an accurate record of these lists in order to insure an orderly phase out of this aspect of the project. We also agreed on the importance of keeping list of commodities purchased under Contract AID/afr-595 up to date in an effort to facilitate phase out at end of FY 1973.

6. Dr. Skurnik brought up the matter of his request for approval for home leave and return to post for a one-year assignment. I promised to look into the matter and take action. Toward this end, on October 7 I sent a memo to Mr. Murray Gray, AFR/MGT/CD requesting formal approval as soon as possible. Copies of the memo were sent to Fernando Spenser, Actor Cloutat-AID, John Bowers-COP, and Larry Skurnik.

7. From the Contractor I learned that Amendment 3 to Contract AID/afr-595 has recently been issued. AID/W is requested to forward one copy to Elinor Gilliat-USAID/Dakar, one copy to James Kirk, USAID/Lagos, and two copies to RDO/Dakar. (Please note that in reference to No. 4 above, the termination of position dates for Axtel and Quirk are correct in Amendment No. 3 of Contract AID/afr-595.)

8. Dr. Alfred Fiks, Advisor for Academic Operations, is scheduled to complete his tour of duty and depart post on or about Oct. 12, 1971.

9. When the new Chief of Party arrived Lagos no house was readily available. He still temporarily housed in a USAID apartment. It is hoped that WAEC will move as quickly as possible to locate this family in permanent quarters. With a family and small children this prolonged temporary situations poses considerable inconvenience.

10. I had an opportunity to meet and talk with Dr. C. O. Agbenyega who became Acting Director of TEDRO on July 22, 1971. Dr. Agbenyega has recently returned from study leave under the WAEC Ford Foundation Training Grant. He studied at Syracuse University where he obtained his Ph. D. in Education with work in curriculum planning and research. His Ph. D. Thesis is titled: "Terminal and Continuing Education in Developing Countries (Curriculum Approach for Ghana Elementary Schools)." It is expected that the official appointment will be forthcoming early next year. We agreed

to keep in touch and I encouraged him to share with us his comments, ideas on the project, contractor performance - its weaknesses and strengths, and to keep me informed of matters in which our offices might be of assistance.

II. Dr. Snider, Dr. Bowers, and I met with Mr. James Kirk, Chief Education Officer, in USAID/Lagos.

1. We reviewed together the division of responsibilities for Contract AID/afr-595 as outlined in TOAID A-31 from Dakar, TOAID a-415 from Accra, and Lagos 6875. Dr. Snider explained in some detail the previous misunderstandings in regard to medical assistance provided to contract team members. Mr. Kirk agreed to look into the matter and let Dr. Bowers know just what the Embassy policy is in regard to contract personnel. Dr. Bowers know just what the Embassy policy is in regard to contract personnel.

2. I inquired if any action had been taken on the McAdams/Hummond memo of 9/14/71 regarding Recommendation No. 6 of the audit report on this project. Mr. Kirk had not seen the memo but promised to follow up and urge that action be taken as soon as possible.

3. Mr. Kirk's interest in the project, his relationship with the new COP, and his attitude toward his office sharing the responsibilities for this project as outlined in the three airgrams mentioned above, are very encouraging. It was agreed that communication between our offices could be improved by our marking all Lagos bound communications on this project for his attention and distribution. I believe it would be helpful if he could come to Dakar for a few days to discuss regional education projects, and particularly details concerning Contract AID/afr-595.

4. I suggest that on the basis of TOAID A-31, AIDTO CIRC A 1575, TOAID A-415, and Lagos 6875, that AID/W summarize the division of responsibilities of this project and recommend this officially to the Contractor, USAID-Lagos, USAID-Accra, and ADO-Dakar.

CLARK *Am*