

AID 1530-1 (7-74)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PIO/T PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

1. Cooperating Country: Ghana

2. PIO/T No.: 641-0083-3-60110

3. Original or Amendment No.:

4. Project/Activity No. and Title: Women in Ghanaian Development - Ghana Assembly of Women 641-0083

Page 1 of 7 Pages

DISTRIBUTION

5. Appropriation Symbol: 72-11X1025

6.A. Allotment Symbol and Charge: 425-50-641-00-67-72

6.B. Funds Allotted to: A.I.D./W Mission

7. Obligation Status: Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.): From _____ To _____

9.A. Services to Start (Mo., Day, Yr.): Between July 10, 1977 and July 31, 1977

9.B. Completion date of Services (Mo., Day, Yr.): October 1977

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

10.B. Authorized Agent: AID/W

Estimated Financing		(1)	(2)	(3)	(4)
		Previous Total	Increase	Decrease	Total to Date
11. Maximum A.I.D. Financing	A. Dollars		19,000		19,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission References: ProAg 0083-TQ-5

14. Instructions to Authorized Agent: The Authorized Agent is requested to negotiate a personal services contract with an appropriate consultant to undertake the scope of work described in Block 19.

15. Clearance - Show Office Symbol, Signature and Date for all necessary clearances.

A. The specifications in the scope of work are technically adequate: JSM [Signature] 1-5-77

B. Funds for the services requested are available: CON

C. The scope of work fits within the purview of the initiating and approved Agency Programs: PIO/O [Signature] 1-6-77

E. APO [Signature] 6 Jan 77

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to: Jametta 12-1-77

17. For the Agency for International Development: Signature: Irvin D. Colter Title: Director, USAID/Ghana

18. Date of Signature: 17/1/77

AID 2050-1 (B-70)	Cooperating Country	PIO/T No.	Page # of	Pages
	Ghana	641-0083-3-60110	7	
PIO/T	Project/Activity No. and Title			
	641-0083			

SCOPE OF WORK

10. Scope of Technical Services

A. Objective for which the Technical Services are to be used The contractor will collaborate with the Executive Committee of the Ghana Assembly of Women (GAW) to provide leadership training for key members of a nationwide network of women's private and voluntary ~~Executive Committee~~ organizations (PVOs) thus enhancing their capacity to design and direct projects to address women's development problems.

See Page 6.

G. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	See page 6.	\$2,200/month	3

(2) Duty Post and Duration of Technicians' Services

Initially in Accra, with travel within Ghana as necessary for preparation and presentation of workshops.

(3) Language Requirements

NONE

(4) Access to Classified Information

NA

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

D. Financing of Technical Services

(1) By AID - \$

(2) By Cooperating Country --

AID 1253-1 (8-70) PIO/T	Cooperating Country Ghana	PIO/T No. 641-0083-3-60710	Page 3 of 7 Pages
	Project/Activity No. and Title 641-0083		

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of these services)

A. (1) Quantity (2) Description (3) Estimated Cost (4) Special Instructions

Consultant should bring basic instructional materials for workshops, but should be prepared to adapt them as necessary following discussions with GAW members. An allowance of up to \$500 is included for materials, both for the samples brought from the U.S., and for the cost of adaptation and reproduction in Ghana.

B. Financing of Equipment and Supplies

(1) By AID -- \$

(2) By Cooperating Country --

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) ~~(22 CFR 121.63)~~ regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.
- D. Other (specify) - 48 hour work week authorized.
- 20 pounds excess baggage allowance (in addition to normal 22 pounds excess baggage) authorized for training materials

A.O. 1350-1 (9-70)	Cooperating Country	GHANA	PIO/T No.	641-0083-3-50710	Page 4 of 7 Pages
	PIO/T	Project/Activity No. and Title			
641-0083					

22. Reports by Contractor or Participating Agency (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)

Such reports shall be prepared and submitted as USAID and/or the Ghana Assembly of Women require. These shall include but are not limited to:

1. A brief summary report of proceedings/conclusions/recommendations on each workshop (to be distributed to the participants and the GAW Executive Committee).
2. A more detailed final report to be submitted prior to departure from Ghana. This report should include both a summary of activities undertaken during the consultancy and recommendations for appropriate follow up activities.

The above two reports are to be submitted in draft form in two copies to the WID Officer, USAID, for reproduction and dissemination.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.003) above.)

Available at: USAID/Ghana and from the Ghana Assembly of Women.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities Under the direction of the USAID Director, or his designee, the consultant will collaborate with the Ghana Assembly of Women.

B. Cooperating Country Liaison Officials: President and General Secretary of the Ghana Assembly of Women.

C. AID Liaison Officials: Director of the USAID Mission, or his designees.

DEPARTMENT OF STATE
 AGENCY FOR
 INTERNATIONAL DEVELOPMENT

 Work Sheet Insurance

PAGE 5 OF 7 PAGES

PIO/T

 PROJECT IMPLEMENTATION
 ORDER/TECHNICAL
 SERVICES

 Cooperating Country
 Ghana

 PIO/T No.
 641-0083-3-60110

Project/Activity No. and Title

641-0083

LOGISTIC SUPPORT

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

B. Additional Facilities Available From Other Sources

1/ Funds provided in contract for car rental.

C. Comments

Illustrative budget:

Salary (up to 72 days at \$110.)	\$7,920	
Per Diem - 90 days @ \$63	5,670	
International travel	1,800	
Excess baggage	200	
Training materials	500	
Travel in Ghana (incl. car rental)	2,000	
Other Direct costs, including FICA	700	
	<u>\$18,790</u>	Round to
		\$19,000

CONTINUATION SHEET	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	<input type="checkbox"/> Workshop	<input type="checkbox"/> In-house	PAGE 6 OF 7 PAGES
	FORM SYMBOL	TITLE OF FORM	1. Cooperating Country Ghana	2.a. Code No.
		PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	2.b. Effective Date	2.c. Amendment <input checked="" type="checkbox"/> Original OR No.
PIO/T		3. Project/Activity No. and Title	641-0085	

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

19 B. (Continued)

Description of desired previous work experience and specific duties of the consultant are as follows:

A. The consultant must have experience in applying project design and evaluation skills to small scale projects. (It is important to remember that for the groups represented in the workshops, a \$5,000 - \$20,000 project is considered large.) Consultant should also have experience with training of trainers, experiential training methodology, and achieving results through voluntary organizations. It is desirable, but not imperative, that the consultant have previous professional work experience in Africa and in working with women's organizations.

B. The consultant will be responsible for:

(1) Preparation for conduct of three two-week workshops, as described below. This would include interviews with representatives of the GAW and constituent member PVOs; study of the programs currently undertaken by the PVOs; and adaptation and preparation of training materials.

(2) Conducting the workshops (with up to 25 participants in each) on project design and evaluation, with sub-topics to include initiation of programs, including skills in program/project design; group decision making and problem solving; and program follow-up and evaluation. The target population for these workshops will be women involved with projects and activities sponsored by the PVO which they represent. Training skills should be included as an integral part of workshop content as participants will be expected to share their newly acquired skills and knowledge with other members of their organizations.

(3) Follow-up, including detailed reporting to GAW and PVO Executive groups and preparation of reports for USAID.

CONTINUATION SHEET

FORM SYMBOL

PIO/T

**DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT**

TITLE OF FORM

**PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES**

<input type="checkbox"/> Worksheet	<input type="checkbox"/> Issuance	PAGE 7 OF 7 PAGES	
1. Cooperating Country Ghana		2. Code No.	
2.b. Effective Date		2.c. <input checked="" type="checkbox"/> Original OR <input type="checkbox"/> Amendment No.	
3. Project/Activity No. and Title			
641-0083			

Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

C. Proposed schedule of work (to begin in July 1977)

- interviewing/seminar design and adaptation of materials 2 weeks
- Workshop No. 1 2 weeks
- Travel/interviewing/preparation for second workshop 1 week
- Workshop No. 2 2 weeks
- Travel/interviewing/preparation for third workshop 1 week
- Workshop No. 3 2 weeks
- Evaluation, writing and presentation of reports to GAW and USAID 2 weeks

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country
Ghana

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

2. PIO/T No.
641-0083-3-60110

3. Original or
Amendment No. 1

4. Project/Activity No. and Title 641-0083

WOMEN IN GHANAIAN DEVELOPMENT
(Ghana Assembly of Women)

DISTRIBUTION

5. Appropriation Symbol
72-11X1025

6.A. Allotment Symbol and Charge
425-50-641-00-67-73

6.B. Funds Allotted to:
 A.I.D./W Mission

7. Obligation Status

Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)

9.A. Services to Start (Mo., Day, Yr.)
Between June 1977 and July 1977

9.B. Completion date of Services
(Mo., Day, Yr.)
September 1977

10.A. Type of Action

A.I.D. Contract Cooperating
Country Contract Participating Agency
Service Agreement Other

10.B. Authorized Agent

Estimated Financing		(1)	(2)	(3)	(4)
		Previous Total	Increase	Decrease	Total to Date
\$1.00=					
11. Maximum A.I.D. Financing	A. Dollars	19,000	19,000		38,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission References

ProAg
0083-TQ-5

STATE
055841

14. Instructions to Authorized Agent

This PIO/T originally called for one Leadership Training consultant to assist the Ghana Assembly of Women in organizing and conducting three workshops. It is now apparent that services of two consultants will be needed to accomplish the desired results.

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

OST *JAS* 25 Mar 77

of CON *[Signature]* Mar 29 77

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

PO/O *[Signature]* 3/28/77

EXO *[Signature]*

E. APO *[Signature]* 24 Mar 77

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 Signature

Signature and date: Janelle Pay 4/4/77
Title: Ghana Assembly of Women

Signature: Irvin D. Coker
Title: Director, USAID/Ghana

4/4/77

Applicant (FIC)	Cooperating Country Ghana	PRC/Task No. 641-0083-3-30110	Page 7
FIC/T	Project/Activity No. and Title 641-0083 WOMEN IN GHANAIAN DEVELOPMENT (Ghana Assembly of Women)		

SCOPE OF WORK

10. Scope of Technical Services

A. Objectives for which the Technical Services are to be used

The contractors will collaborate with the Executive Committee of the Ghana Assembly of Women (GAW) to provide leadership training for key members of a nationwide network of women's private and voluntary organizations (PVOs) thus enhancing their capacity to design and direct projects to address women's development problems.

B. Description

See Page 6

C. Technicals

(1) (2) Number	(3) Description/Title	(4) Budget/Man-Months	(5) Duration of Assignment/Assignment
2	Leadership Training	\$2,200/month	3 months each person

(6) Duty Station and Duration of Technical Services

Initially in Accra, with travel within Ghana as necessary for preparation and presentation of workshops.

(7) Major Requirements

None

(8) Access to Classified Information

NA

(9) Dependence

WH

WH/No

As Permitted to American, Technicals

D. Financing of Technical Services

(1) By AID-5

(2) By Cooperating Country --

AID Contract No. 1-77	Cooperating Country Ghana	PIO/T No. 641-0083-1-50110	Page 2 of 7 Pages
PIO/T	Project/Activity No. and Title 641-0083 WIGD		

22. Reports by Contractor or Participating Agency (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)

Such reports shall be prepared and submitted as USAID and/or the Ghana Assembly of Women require. These shall include but are not limited to:

1. A brief summary report, prepared jointly by the consultants, covering proceedings/conclusions/recommendations on each workshop (to be distributed to the participants and the GAW Executive Committee).
2. A more detailed final report, prepared jointly by the consultants to be submitted prior to departure from Ghana. This report should include both a summary of activities undertaken during the consultancy and recommendations for appropriate follow up activities.

The above two reports are to be submitted in draft form in two copies to the WIGD Officer, USAID, for reproduction and dissemination.

23. Background Information (Additional information useful to Aides/Contractors or Participating Agency if necessary cross reference Block 19.C(1) above.)

Available at USAID/Ghana and from the Ghana Assembly of Women.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities

Under the direction of the USAID Director, or his designee, the consultant will collaborate with the Ghana Assembly of Women.

B. Cooperating Country Liaison Officials

President and General Secretary of the Ghana Assembly of Women.

C. AID Liaison Officials

Director of the USAID Mission, or his designee.

LOGISTIC SUPPORT

25. Provisions for Logistic Support	To Be Supplied By Contractor	In Kind Supplied By		From Local Currency Supplied By	
		AID	Cooperating Country	AID	Cooperating Country
A. Specific Items (Insert "X" in applicable column of right. If only needs qualification, insert asterisk and explain below in C. "Comments")					
(1) Office Space			X		
(2) Office Equipment			X		
(3) Housing and Utilities					
(4) Furniture					
(5) Household Equipment (Stove, Radio, etc.)					
(6) Transportation in Cooperating Country	X ^{1/}				
(7) Other Services					
(8) Secretarial Services			X		
(9) Per Diem in lieu of housing		X			
(10)					
(11)					
(12)					
(13)					
(14)					
(15)					

Other (Specify)

B. Additional Facilities Available From Other Sources

^{1/} Funds provided in contracts for car rental.

C. Comments

Illustrative budget for each consultant:

Salary (up to 72 days at \$110.)	\$ 7,920	
Per Diem - 90 days @ \$63	5,670	
International travel	1,300	
Excess baggage	200	
Training materials	500	
Travel in Ghana (incl. car rental)	2,000	
Other direct costs, including FICA	700	
	<u>\$18,790</u>	Round to
		<u>\$19,000</u>

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

DEPARTMENT OF STATE
OFFICE FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES Worksheet Invoice

PAGE 6 OF 7 PAGES

1. Cooperating Country
Ghana

2. Code No.

2.b. Effective Date

2.c. Amendment
 Original OR No. 1

3. Project/Activity No. and Title

641-0083

WIGD

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

Block 19b.

Description of desired previous work experience and specific duties of each consultant are as follows:

A. (1) Leadership Training Consultant with Overseas Experience:

The consultant should have had substantial experience in working with private organizations concerned with both social and economic development. Based on educational background and experience, the consultant should be able to help train the participants in organizational skills, communication and group dynamics. There should be cooperation and coordination by the two U.S. consultants and the GAW in the design, development and conduct of the workshop series. With primary focus on "small scale" projects and activities in rural areas, the workshop content, while meaningful, should be simple and easy to comprehend. It should include the basic fundamentals for planning, organizing, and conducting rural project activities. Where motivation and participation are considered, the consultant should have tact and considerable skill in motivating the involvement of all participants. Among other things, the consultant should be able to train trainers, and be able to apply experimental training methodology for attaining these desired results through the private voluntary organizations. Experience overseas would be an added asset.

(2) Leadership Training Consultant - Rural Community Development:

The consultant should have experience in working with the rural community in the establishment of group and cooperative activities and/or self-help organizations designed to improve their social and economic conditions. The consultant should have substantial experience in developing small-scale community development projects, budgetary proposals, plan of work to implement programs and activities. Experience in designing and maintaining simplified record-keeping and reporting systems for keeping members and staff informed of progress of activities, including annual and/or periodic narrative and financial reports. Skills training in very simplified organizational management practices most desirable for carrying out small-scale projects for economic and social betterment.

CONTINUATION
SHEET

FORM SYMBOL

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES Workshop Technical

PAGE 7 OF 7 PAGES

1. Cooperating Country

Ghana

2.a. Code No.

2.b. Effective Date

2.c.

 Original OR No. 1 Amendment

3. Project/Activity No. and Title 641-0083

WIGD

Indicate block
numbers.

Use this form to complete the information required in any block of a PIO or PA/PR form.

Block 19b.
(Continued)

B. The consultants will be responsible for:

(1) Preparation for conduct of three two-week workshops, as described below. This would include interviews with representatives of the GAW and constituent member PVOs; study of the programs currently undertaken by the PVOs; and adaptation and preparation of training materials.

(2) Conducting the workshops (with up to 25 participants in each) on project design and evaluation, with sub-topics to include initiation of programs, including skills in program/project design; group decision-making and problem solving; and programs follow-up and evaluation. The target population for these workshops will be women involved with projects and activities sponsored by the PVO which they represent. Training skills should be included as an integral part of workshop content as participants will be expected to share their newly acquired skills and knowledge with other members of their organizations.

(3) Follow-up, including detailed reporting to GAW and PVO Executive groups and preparation of reports for USAID.

C. Proposed schedule of work (to begin in June 1977)

- | | |
|--|---------|
| - interviewing/seminar design and adaptation of materials | 2 weeks |
| - Workshop No. 1 | 2 weeks |
| - Travel/interviewing/preparation for second workshop | 1 week |
| - Workshop No. 2 | 2 weeks |
| - Travel/interviewing/preparation for third workshop | 1 week |
| - Workshop No. 3 | 2 weeks |
| - Evaluation, writing and presentation of reports to GAW and USAID | 2 weeks |

PRO AG

PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID),
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 THE MINISTRY OF ECONOMIC PLANNING

AN AGENCY OF THE GOVERNMENT OF Ghana

The above-named parties hereby mutually agree to carry out a project in accordance with the terms set forth herein and the terms set forth in any annexes attached hereto, as checked below:

1. PROJECT/ACTIVITY NO. 641-0083	PAGE 1 OF 1 PAGES
2. AGREEMENT NO. 0003-TQ-5	3. <input checked="" type="checkbox"/> ORIGINAL OR REVISION NO. _____
4. PROJECT/ACTIVITY TITLE	

PROJECT DESCRIBED ON ANNEX A FOREIGN CURRENCY STANDARD PROVISIONS ANNEX
 STANDARD PROVISIONS ANNEX SPECIAL LOAN PROVISIONS ANNEX

WOMEN IN GHANAIAN DEVELOPMENT

This Project Agreement is further subject to the terms of the following agreement between the two governments, as modified and supplemented:

GENERAL AGREEMENT FOR TECHNICAL COOPERATION DATE: 3 June 1957

5. PROJECT DESCRIPTION AND EXPLANATION
 (See Annex A attached)

ECONOMIC COOPERATION AGREEMENT DATE: _____

6. AID APPROPRIATION SYMBOL 72-11X1025	7. AID ALLOTMENT SYMBOL 425-50-641-00-69-51
---	--

(Other) DATE: _____

AID FINANCING	PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
(a) Total		242,000		242,000
(b) Contract Services		55,000		55,000
(c) Participants		7,000		7,000
(d) Commodity Sales		10,000		10,000
(e) Other Costs		170,000		170,000
9. COOPERATING AGENCY FINANCING - DOLLAR EQUIVALENT				
\$1.00 =				

(a) Total				
(b) Technical and other Services				
(c) Commodities				
(d) Other Costs				

10. SPECIAL PROVISIONS (Use Additional Confirmation Sheets, if Necessary)

11. DATE OF ORIGINAL AGREEMENT September 30 1976	12. DATE OF THIS REVISION	13. ESTIMATED FINAL CONTRIBUTION DATE 30 September 1979
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14. FOR THE COOPERATING GOVERNMENT OR AGENCY	15. FOR THE AGENCY FOR INTERNATIONAL DEVELOPMENT
SIGNATURE: <i>Naana Shirev</i> DATE: 30/9/76 TITLE: PRINCIPAL SECRETARY	SIGNATURE: <i>Irvin J. Coke</i> DATE: 30/9/76 TITLE: Director, USAID/Ghana

Ministry of Economic Planning

Director, USAID/Ghana

Ghana Assembly of Women
 R. V. Akwetea-Insilla
 National Council for Women in Development
 F. Poplyne

USAID Clearances
 ISM
 A/C
 A/ADP
 A/CON
 EXO

PRO AG CONTRIBUTION SHEET AGENCY	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMIC PLANNING AN AGENCY OF THE GOVERNMENT OF GHANA	1. Project/Activity No. 641-0083	PAGE 2 OF 11 PAGES
		2. Agreement No. 0083-TQ-5	3. <input checked="" type="checkbox"/> Original or Revision No.
		3. Project/Activity Title. WOMEN IN GHANAIAN DEVELOPMENT	

I. PURPOSE

The purpose of this project is to advance the socio-economic status of Ghanaian women by (A) enhancing the capacity of the National Council on Women in Development (NCWD) to identify, define and prescribe solutions to key problems inhibiting a more participatory role for women in development; and (B) supporting the Ghana Assembly of Women (GAW) in its efforts to enhance the capacity of a nationwide network of women's private and voluntary organizations (FVOs) to assist rural and urban poor women to identify and articulate their needs in support of their roles in development and to design approaches, mobilize resources and direct projects to address the development problems of women.

II. GENERAL

A. National Council on Women in Development (NCWD)

The development of an adequate data base is essential if the NCWD is to function effectively in identifying major program needs and in making policy recommendations to other branches of the Government of Ghana (GOG). Funds provided under this project agreement will enable the Council to contract with the universities and other institutions which have the trained manpower to undertake the necessary studies.

Research studies will document the contributions of women to the economy and barriers which inhibit their full performance. An effort will be made to identify appropriate technologies to lift the burdens and time constraints on women and to assist them in expanding their productive activities. Also, as an essential input to future planning, a survey will be undertaken to identify existing and potential areas of economic activity into which women could move over the next decade. This survey will seek to identify the types of economic activities which can be supported by the various sizes of communities in Ghana as well as the services -- financial, technical or educational -- which women will require to help them move into those activities.

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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PRO AG CONTRIBUTION SHEET ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMIC PLANNING	1. Project/Activity No. 641-0083	PAGE 1 OF 1 PAGES
	AN AGENCY OF THE GOVERNMENT OF GHANA	2. Agreement No. 0083-TQ-5	3. <input checked="" type="checkbox"/> Original, or Revision No. _____
		3. Project/Activity Title. WOMEN IN GHANAIAN DEVELOPMENT	

B. Ghana Assembly of Women (GAW)

During a recent leadership skills seminar, the GAW Executive Committee defined the service functions which the GAW should undertake with and for its member groups. These functions, among others, are to: 1) expand activities to rural areas; 2) undertake literacy drives; 3) work to change outdated customs; 4) educate women to improve themselves; 5) organize inter-organizational workshops seminars, exhibitions, etc., on women and family problems; 6) initiate programs for youth; and 7) encourage volunteerism. While some of these activities will require direct action on the part of the Assembly, others depend upon the coordinating role which it fulfills as an umbrella organization. Although not explicitly included in the above list, the provision of leadership training for constituent groups was recognized as being essential to the successful undertaking of these functions.

The Executive Committee identified twelve areas in which leadership skill training is needed: 1) initiation of programs, including skills in program/project design; 2) public speaking; 3) accounting; 4) group decision making and problem solving; 5) communications; 6) budgeting; 7) program followup/evaluation; 8) public relations; 9) human relations; 10) organizational skills; 11) motivating people; and 12) teaching skills.

A number of these training activities will be implemented with the GAW's own resources, as its membership encompasses a wide range of skills upon which it can draw. Other activities, however, are in areas relatively new to both the Assembly and its clientele groups. It is for these training programs that USAID's assistance will be provided as a means of strengthening and supplementing the GAW's resources.

The Assembly and the national organizations which belong to it will use their branch members as a focal point for project activities. In the process, strengthened organizations and communication channels will be developed, and these organizations will have an increased awareness of the needs of their members in all parts of the country.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1000-2A (1/75) PRO AG CONTINUATION SHEET ANNEX	PROJECT AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMIC PLANNING	1. Project/Activity No. 641-0083	PAGE <u>4</u> OF <u>11</u> PAGES
	AN AGENCY OF THE GOVERNMENT OF GHANA	2. Agreement No. 0083-TQ-5	3. <input checked="" type="checkbox"/> Original or Revisions No. _____
		3. Project/Activity Title. WOMEN IN GHANAIAN DEVELOPMENT	

III. SPECIFIC ACTIVITIES

A. National Council on Women in Development (NCWD)

With the cooperation of the appropriate Ghanaian universities and institutions, the National Council on Women in Development will seek to carry out the activities described below:

1. Small-scale research studies and reanalysis of previously conducted research.

The Council is utilizing researchers and students of the three universities in Ghana and its own research staff to carry out a number of small-scale studies in agriculture, health, education, employment and traditions to develop the information base required for the Council to effectively recommend policies and programs to the GOG. Funding for a number of such studies has been provided under the Economic Development Management Project 0062. Over the next several months, the research staff of the NCWD, in consultation with USAID, will evaluate the on-going research and seek to identify other relevant areas in which the Council should seek information. A reanalysis of selected field research studies to enable further development of the data pertaining to women will also be undertaken.

This Agreement provides \$10,000 for such additional studies as may be deemed appropriate by the Council, in consultation with USAID. Final reports are to be submitted to the NCWD with one copy to the USAID.

2. Identification of appropriate technologies to lift the burdens and time constraints on women and to assist them in productive activities.

There are many obvious areas where improved equipment or methods of operation would help reduce the time and energy spent by women on certain tasks, and increase their effectiveness. Other tools and equipment would permit the women to take advantage of production possibilities they are currently neglecting. Acceptance of these innovations will depend upon a number of factors, especially cultural and cost considerations.

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Two research efforts will be mounted to provide information on this subject:

a. Survey and Pilot Testing of Specific Items:

Certain items of intermediate technology are already in use in Ghana, a selection of which will be studied to determine the effect they have on the living and working conditions of women. Possible items for study include donkey and bullock carts, a hand cart with pneumatic tires, and a broad loom. Items already in use in Ghana would be studied to determine whether they have made any positive impact on the lives of women, and, if so, what might be done to encourage an increase in their usage. Items new to Ghana, or not in general use, would be evaluated for potential use in the rural areas.

b. Identification of other Interventions:

The introduction of new technologies is a complex process and one of the most difficult problems is that of insuring that the items which have been introduced will be used by the intended beneficiaries. Needs which are identified by outsiders may not be recognized by the intended consumer. It is proposed under this project to first identify the needs of rural women and then to design appropriate technologies to meet them.

The study will be directed by a task force of research workers with expertise in social administration, home management, food technology, industrial processing and agriculture extension. When a number of specific needs have been identified, it will be possible to identify equipment which has already been created or to design something new.

This Agreement provides \$40,000 for a contract to be executed by the NCWD with an appropriate Ghanaian institution to carry out the studies described above. These studies are to be undertaken during 1977; final reports are to be submitted to the NCWD, with one copy each to the USAID.

3. Planning for Economic Involvement:

The Council views increasing the incomes of women as an area of priority concern. The research proposed under this activity will

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provide information on income earning opportunities for women which are expected to develop over the next decade. Inputs into this analysis will include 1) information on the types of economic activity which can be supported by communities of various sizes in Ghana; 2) census data; 3) economic trends in the country; 4) the Government's forthcoming development plan; and 5) manpower survey information. A complementary field of inquiry is the constraints on women in taking advantage of these opportunities, whether technical, financial, educational, social or time constraints.

The major thrust of research under this activity is to determine how to increase the involvement of women in the economy outside the informal sector (defined to refer to low-productivity service and trading activities with negligible fixed capital investment). The primary focus will be on intermediate sector activities (defined as involving moderate levels of fixed capital and of productivity) which are likely to grow as the population increases and the rural and village economies develop. An Urbanization-Income Skills survey will be undertaken to analyze the types of income-earning activities which arise as a village grows into a small town, and a small town into a larger one. It will examine the present involvement of women in the activities and the conditions necessary to increase their involvement. The survey will also delineate the linkages between economic activities in the towns and those in surrounding rural areas, and groups of people in the rural areas will be interviewed in order to analyze ways of improving their ability to take advantage of income-earning opportunities as towns grow. Women who are not involved in existing activities may also be interviewed in order to understand the problems, roles, and demands on their time which constrain them from greater involvement in the cash economy. The outcome will be an understanding not only of the skills and training which women need to be able to take advantage of income-earning opportunities, but also of the supporting package of services, tools, technology, and changes in sociological conditions which are necessary for women to be able to utilize such skills effectively.

A second area of research relates to income-earning opportunities in the modern or "formal" sector (defined to refer to activities carried out in large establishments of 10 or more

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workers involving substantial capital investment per worker, or requiring specialized or professional training). The 1970 Census and the Manpower Survey recently conducted by the Ministry of Planning will provide the basic data, which can be analyzed to indicate which high-level skills are likely to be most needed over the next decade and which may be over-supplied (especially with women). Original research will be directed toward analyzing why women do not take more advantage of training facilities which are available, and toward ascertaining what conditions and services are necessary to enable more women to participate fully in the modern sector.

This Agreement provides \$50,000 for a contract to be executed by the NCWD with an appropriate Ghanaian institution to carry out the studies described above. These studies are to be initiated during 1977; final reports are to be submitted to the NCWD with one copy each to the USAID.

4. Women in Cooperatives:

A more specific, smaller-scale study of the role of women in cooperatives will explore the possibilities and constraints involved in utilizing cooperatives as a means of increasing women's incomes. Women currently involved in cooperatives and similar association (e.g., savings), both in those dominated by women (baking; marketing of akpeteshie, eggs, and agricultural products) and in those with relatively few women (production of all commodities; transport; cocoa marketing) will be interviewed, as will be women who are producing or marketing but are not members of cooperatives. The study will seek to analyze the conditions under which cooperative and other associations have been successful in raising women's incomes and standards of living, and the characteristics of women involved in them. It will analyze the constraints and problems which are responsible for low participation of women in cooperatives and develop programs and services which will assist women to join and improve their positions in cooperatives and similar associations. It will also investigate ways of coordinating different types of cooperatives (producers, marketers, transporters, consumers) so as to raise the income-earning capacity of women.

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AID 1370-1A (7-70) PRO AG CONTINUATION SHEET AGENT	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No.	PAGE 8 OF 11 PAGES
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This Agreement provides \$9,000 for contract to be executed by the NCWD with an appropriate institution or individual to carry out the study described above. The study is to be undertaken during 1977; final report is to be submitted to NCWD with one copy to the USAID.

B. Ghana Assembly of Women (GAW)

With the cooperation of its constituent membership, the Ghana Assembly of Women will endeavor to carry out training programs in these three major categories: 1) project design and evaluation; decision making; and problem solving; 2) group organizational skills (getting people together as an organization; communication and motivation); and 3) teaching skills (how to become effective in passing on skills and knowledge in any of these areas; methodological skills).

The target population for training will consist of key members of the constituent groups, as well as of the Executive Committee, with particular interest in the subject matter. These individuals will be brought together in groups of 15 to 20 for a total of up to six two week workshops: up to three workshops in the general area of project design, implementation and evaluation, and up to three workshops on group and organizational skills. Teaching skills would be an important component of all the workshops, as all of the participants would be expected to do some training of other members when they return to their groups. It is therefore anticipated that 30 to 40 percent of each workshop will be devoted to the methodology of disseminating the skills learned, including the methodology of group participation and group simulation exercises.

This Agreement provides \$40,000 for contracts to be executed with two U.S. consultants. While both consultants should have skills in the training of trainers, one should specialize in project design, implementation and evaluation, and the other in group and organizational work. In addition, this Agreement provides \$30,000 for support costs of the seminars, including materials.

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AID NO. 77 6-70 PRO AG CONTRIBUTION SHEET AGENCY	PROVISED AGREEMENT BETWEEN AID AND THE MINISTRY OF ECONOMIC PLANNING AN AGENCY OF THE GOVERNMENT OF GHANA	1. Project/Activity No. 641-0083	PAGE 2 OF 11 PAGES
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IV. OTHER PROJECT INPUTS

In support of the activities to be undertaken by the National Council on Women in Development (Section III, A above), the following additional project components will be grant financed:

A. Consultants

1. Field Research Coordinator:

The Council has identified two types of roles which need to be filled for successful implementation of the research program. The first is the position of the Principal Research Officer who will have responsibility for the general overseeing of the research program, guiding the direction of the different components and ensuring that they form an integrated whole. This individual will also be responsible for the administrative aspects of the research program. This position will be funded by the Council.

The second role involves coordination of research in the field to ensure that questions and methodology are consistent between different projects within the research program and that research officers are receiving the training and experience which will enable them to work more independently in the future. This function is particularly important if research projects are carried out through different institutions, since each will have its own orientation and methodology and will be unlikely to produce results which are directly comparable to other studies unless someone is specifically introducing a consistent component in all studies.

This Agreement provide \$31,000 for a contract to be executed with an appropriate individual having the necessary sociological training and experience with field interviewing to fill the position of field research coordinator.

2. Short-term Consultant Services:

As the research program proceeds, it is anticipated that the Council will require specialized assistance in areas where there is no Ghanaian expertise available, especially during the process of designing specific action programs. This Agreement provides \$15,000 for short-term U.S. consultants

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B. Commodities

Vehicle. This Agreement provides \$10,000 for a carryall vehicle to be utilized by the Council field staff in conducting and coordinating the various research efforts and field activities.

C. Training

This Agreement provides \$7,000 for up to three short-term study observation tours in the U.S. by appropriate members of the Council and/or the research staff. Participants will be selected by the Council in consultation with USAID.

V. SUMMARIES OF CONTRIBUTIONS

A. Contributions by NCWD - Approximately \$90,000 including staff salaries, research budget, and other supporting costs (i.e., facilities, transportation, vehicle maintenance, etc.).

B. Contributions by GAW - Approximately \$5,000 in-kind contribution in the form of personnel support for the seminars, facilities, etc.

C. Contributions by USAID:

For NCWD:	Consultants	\$15,000
	Commodities	10,000
	Participant Training	7,000
	Other Costs, including research projects described in Section III. A.	140,000
For GAW:	Consultants	\$40,000
	Other costs, including support for the seminars	30,000

Funds for the consultants, commodities and participant training will be made available under PIO/Ts, PIO/Ps and PIO/Cs. Under the authority of HB 19, Section ID.3a the USAID Director hereby waives for a period of twelve months from this date the requirements that PIO/Ps for training, and for a period of six months that PIO/Cs and PIO/Ts be submitted concurrently with the signing of this Project Agreement.

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**PROJECT AGREEMENT
BETWEEN AID AND
THE MINISTRY OF ECONOMIC PLANNING**

**AN AGENCY OF THE GOVERNMENT OF
GHANA**

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2. Agreement No.

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Funds under the Other Costs category will be made available under grant agreements with NCWD and GAW which will describe the procedure by which these agencies may request reimbursement, and the procedures by which USAID will release funds.

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For the Agency for International Development

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Amendment No. 2

641-008-3640075-6
Date: April 5, 1978
FD-AAC-7984

Amount : \$34,068 (\$30,000)
Project Name : Women In Ghanaian Development
Project Number : 641-0083
Appropriation No. : 72-11X1025
Allotment No. : 425-50-641-00-67-73
Agreement No. : G-641-76-7
Prog Number : 0083-TQ-5 (Sept. 30, 1976)

GRANT AGREEMENT BETWEEN
THE UNITED STATES OF AMERICA AND
THE GHANA ASSEMBLY OF WOMEN

ARTICLE II

Section A of Article II is amended to read as follows:

CONTRIBUTION BY AID

A. There is granted at this time an amount not to exceed \$34,068 (\$30,000) for the purpose described in Article I. The funds are to be used in accordance with the following budget:

	<u>U.S.</u>	<u>GAN</u>	<u>Total</u>
1. Executive Council Salary	\$ ~	\$ 3,000.00	\$ 3,000.00
2. Secretarial Service	1,000.00	~	1,000.00
3. Training Materials	3,000.00	~	3,000.00
4. Mini-Grants to FVO's	13,108.00	~	13,108.00
5. Travel Allowances	2,682.00	~	2,682.00
6. Office Facilities	~	2,678.00	2,678.00
7. Promotional	1,000.00	~	1,000.00
8. Contingency	373.00	~	373.00
9. Per Diem Allowances	12,905.00	~	12,905.00
Total	<u>34,068.00</u>	<u>5,678.00</u>	<u>39,746.00</u>

Except as expressly herein amended, said Grant is continued in full force and effect in accordance with its terms and conditions.

Janetta P.
 Ghana Assembly of Women
 Date 5th April 1978

Charles Johnson
 USAID/Ghana
 Date April 5, 1978

USAID/Ghana Clearances:
 OST/WID: JYLaryea [Signature]
 OST: JACooper [Signature]
 APO: RMcLaughlin [Signature]

CON: WARice [Signature]
 DPO: MZak [Signature]
 ADP: CBJohnson [Signature]