

Technical Assistance Bureau  
Field Support Project  
Analysis

9310996 (13)  
PD-ADD-236

931-996 (15)

Project Title: Non-Formal Education: Field Support  
Project Number: 933-110690-996  
Contractor : Michigan State University

1. When was the support service initiated and how much longer is it anticipated that it will continue?

This project was initiated in FY 1973. It is currently approved through the first quarter of FY 1977 and is being considered for extension through FY 1977 by TAB and the Regional Bureaus.

2. Where the information is easily available, on what indication of field interest and need was the project based?

N/A

3. How are utilization requests initiated and what is the mechanism for field use?

The requests for services are initiated by the Missions or Regional Bureau technicians. They are forwarded to the contractor indicating a specific scope of work and are approved only after agreement has been reached on the part of the Project Manager, the Regional Bureau (frequently including the desk officer), the contractor, and the Mission. The services are charged against the field support contract up to a maximum of thirty days for each request.

4. How is the TAB-funded project budget developed, and do the Missions and Regional Bureaus pay, over and above the cost to TAB, for services requested?

The TAB-funded contract budget is developed on the basis of (1) regular services such as the Non-Formal Education Information Services Center the Expansion of the Knowledge Base, (2) special services - the International Conference on Non-Formal Education and the Rural Poor (3) direct field services - technical assistance teams. The last mentioned services are based on previous and anticipated assistance utilization requests. Missions pay for services that exceed thirty days.

5. How is the field informed of the availability of the services and when was the most recent notification distributed?

- a. Notified the Missions of the availability of services in AIDTO Circular A-722, dated 12/31/75.
- b. Discussions held with Mission Personnel in AID/W, in the field, and at conference in East Lansing, April 1974.

6. What Missions have used the services in the last two years?

A. Teams and Consultants

Indonesia	four teams	(General survey) (Facilitate program proposal) (Assist with workshop) (Assist in planning program)
Peru	three teams	(Consultation on NFE) (Subsector assessment) (Assist with project design)
Brazil	one team one consultant	(Workshop in NFE) (Evaluation of NFE programs)
Colombia	one team	(Evaluation of NFE programs)
Ethiopia	one team	(Consultation on NFE)
Paraguay	one team	(Assist development project proposal)
Nicaragua	two consultants	(Assist development guidelines NFE) (Recommendations for INVIERNO)
Pakistan	one consultant	(Discussions on NFE)
Lesotho	one consultant	(part of evaluation team)
Bolivia	one team one consultant	(Evaluation of program) (Evaluation of program)
Guatemala	one consultant	(conference)
Thailand	two teams	(preparation for and participation in conference)

B. Participation in International NFE Conference at East Lansing

Afghanistan, Bangladesh, Bolivia, Brazil, Colombia, Ecuador, El Salvador, Ethiopia, Guatemala, Honduras, Indonesia, Jamaica, Kenya, Nepal, Nicaragua, Nigeria, Panama, Paraguay, Peru, Thailand, Turkey.

C. Non-Formal Education Information Services Center

During the past two years, information services have been provided to the following countries: Bangladesh, Bolivia, Brazil, Chile, Colombia, Ecuador, Dominican Republic, Ethiopia, Ghana, Guyana, Guatemala, Haiti, Ivory Coast, Iran, Indonesia, India, Jamaica, Kenya, Lesotho, Malawi, Nepal, Nicaragua, Nigeria, Pakistan, Panama, Paraguay, Peru, Philippines, Senegal, Singapore, Sri Lanka, Sudan, Swaziland, Tanzania, Thailand, Tunisia, Turkey, Uganda, Uruguay, Yugoslavia, Zaire, Zambia.

7. How many man-months of services have we financed in the last two years, and how many man-months have been utilized on field requested tasks?

Contract period: April 1974 to April 1976

<u>Man-months of Services</u>	<u>Of Which Field Requested Task</u>
Research 62.44 mm*	
Secretarial 38.2 mm*	
Faculty 56.76 mm	69.61

\*

Both secretarial services and research are field task related since they provide backstopping for the expansion of contractor services to A.I.D. Missions

8. How do the contractor's personnel occupy themselves during the periods of service for which we are paying, but which are not used on field-requested tasks?

Contributing through research and writing to the expansion of the knowledge base on non-formal education. Personnel who participate in field requested tasks are funded only during the period of their overseas involvement.



respects Ward's judgement of FASE importance and assigns high priority to this request. Mission would also like to request that Ward be available two additional days on first TDY to consult with USAID on our general strategy in non-formal education.

3. Can this technical assistance be provided USAID under the subject AID/MEXI contract?

4. If Ward is available, FASE will send him recent evaluation materials, an analysis of the weaknesses they recognize in their evaluation system, and some ideas about how they think Ward might help them. In return they want Ward to react to their material and self-analysis and suggest how he thinks he might best assist them. On the basis of this exchange of communication, we should be able to work out with FASE a scope of work for the two TDY's. Please advise soonest.

BOONSTRA





PIO/T

DEPARTMENT OF STATE  
POLICY FOR  
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION  
ORDER/TECHNICAL  
SERVICES

1. Cooperating Country Worldwide 3748401

2. PIO/T No. 931-11-690-996-73-3148401

3.  Original or  
Amendment No. 7310996 (5)  
99-AAA-236

4. Project/Activity No. and Title  
931-996  
Non-formal Education: Field Support

DISTRIBUTION

5. Appropriation Symbol  
72-1141010

6.A. Allotment Symbol and Charge  
495-31-099-00-20-47

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

7. Obligation Status  
 Administrative Reservation  Subobligation

8. Funding Period (Mo., Day, Yr.)  
From 1/1/74 to 12/31/74

9.A. Service to Start (Mo., Day, Yr.)  
Between Continuing Activity and \_\_\_\_\_

9.B. Completion date of Services  
(Mo., Day, Yr.)  
12/31/74

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		300,000		300,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission Reference

14. Instructions to Authorized Agent

1. This funding is provided to continue the work under contract AID/CM/ta-0073-22, and extend the completion date.

2. The scope of work has been expanded to accommodate the increased needs of the Missions for assistance with program design and development and evaluation in the non-formal area. For an expanded scope of work refer to block 19.

FUNDS RECEIVED BY  
ARR  
10/24/73

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

A. The specifications in the scope of work are technically appropriate  
TA/EHR, M.H. Vent 10/16/73  
TA/EHR, R. W. Schmeding 10/12/73

B. Funds for the services requested are available  
10/24/73

C. The scope of work lies within the purview of the initiating office and approved Agency Programs  
TA/EHR, Clifford S. Ischelle 10/19/73

D. TA/EN, Alfred Bissel 10/23/73  
TA/EN, Carl Fritze 10-26-73

F. AFR/ESA, Jay Johnson 10/17/73  
LA/AFU, Harry G. Jacobson 10/16/73

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

Signature and Date:  
Title:

17. For the Agency for International Development  
Carl B. Fritz  
Signature: David Mathiasen  
Title: AAA/TA/EN

18. Date of Issuance  
NOV 14 1973

AID 1350-1X (9-70) PIO/T	Cooperating Country <b>Worldwide</b>	PIO/T No.	Page 2 of 9 Pages
	Project/Activity No. and Title <b>Non-formal Education: Field Support</b>		

**SCOPE OF WORK**

**19. Scope of Technical Services**

A. Objective for which the Technical Services are to be Used

See continuation sheet No. 6

B. Description

See continuation sheet No. 6

**C. Technicians**

(1) (a) <u>Number</u>	(b) <u>Specialized Field</u>	(c) <u>Grade and or Salary</u>	(d) <u>Duration of Assignment (Man-Months)</u>
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See ESTIMATED BUDGET, attached

(2) Duty Post and Duration of Technicians' Services

Contractor's duty post: United States. Visits will be made to some LDCs by technicians, LDC selection will be contingent upon consultations with AID/W, LDCs, and missions.

(3) Language requirements

None

(4) Access to Classified Information

None

(5) Dependents  Will  Will Not Be Permitted to Accompany Technician. No expenses that may be accrued as a result of dependents accompanying technicians may be charged to the U.S. Government.

D. Financing of Technical Services

(1) By AID - \$300,000

(2) By Cooperating Country -

AID 1380-1X  
(19-70)

Cooperating Cou

PIO T No.

Worldwide

931-11-690-996-73

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PIO/T

Project/Activity No. and Title

Non-formal Education: Field Support

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
Not applicable			

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) (PASA implementation) 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):

AID: 1350 1X (D-70) PIO/T	Cooperating Country <b>Worldwide</b>	PIO/T No. <b>931-11-690-95 73</b>	Page 4 of 9 Pages
	Project Activity No. and Title <b>Non-formal Education: Field Support</b>		

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)

Reports will be submitted to AID for each six month period ending June 30 and December 31 and will be received by July 31 and January 31 respectively. They will follow the format outlined in attachment B.

Prior to making any visits to LDCs, the contractor will review his plans with the project manager. He will keep AID Missions in countries to be visited fully informed of proposed visits, ask them to provide any advice they wish regarding timing and nature of the visits and to participate if they desire, and will inform the Missions and EHR of the outcomes of consultations. He will make his own appointments and logistics arrangements directly.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

TA/EHR files

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

A. Relationships and Responsibilities

AID/W-TA/EHR

B. Cooperating Country Liaison Official

Not applicable

C. AID Liaison Officials

TA/EHR, Clifford Liddle, Office Director  
TA/EHR, Myron H. Vent, Project Manager

**LOGISTIC SUPPORT**

25. 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	Cooperating Country	AID	Cooperating Country
1) Office Space				
2) Office Equipment				
3) Housing and Utilities				
4) Furniture				
5) Household Equipment (Stoves, Refrig., etc.)				
6) Transportation in Cooperating Country				
7) Interpreter Services				
Other: (Specify) (8)				
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				

B. Additional Facilities Available From Other Sources

Not Applicable

CONTINUATION  
SHEET

FORM SYMBOL

DEPARTMENT OF STATE  
AGENCY FOR  
INTERNATIONAL DEVELOPMENT

TITLE OF FORM

 Worksheet ContinuancePAGE 6 OF 9 PAGES1. Cooperating Country  
World-wide

2.a. Code No.

2.b. Effective Date

2.c.  
 Original OR Amendment  
No: \_\_\_\_\_

3. Project/Activity No. and Title

Non-formal Education: Field Support

Indicate block  
numbers.

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

19.

## Scope of Work

1. The contractor will: Follow up on the two country seminars being held in Ethiopia and Paraguay by providing continuing assistance to appropriate ministry officials in those countries in the development of national strategies in non-formal education and assist with the design of non-formal education programs for implementing government policies. This includes follow-up activities: meetings, conferences, surveys, special studies, the provision of experts and any other activity in the form of technical assistance which cannot be provided by the country itself or unlikely to be provided by another donor.

2. Conduct two additional seminars, conferences, or workshops of the type mentioned above, one to be in the Asia region, the other in Latin America. The following guidelines will be adhered to insofar as practicable:

- (a) The seminars will be conducted jointly by the LDC involved, MSU, and AID including where possible personnel from the Mission, the Regional Bureau, and TAB.
- (b) The primary sponsors will be the host countries.
- (c) The base of participation will include both ministries of education and other public and private organizations and agencies which are conducting NFE activities.
- (d) Significant inputs will be called for from host country personnel and agencies in the form of program content and logistical support.
- (e) Documents and papers prepared by the contractor and country personnel will be distributed to participants in advance of the seminar or workshop to establish a common base and rationale.
- (f) The contractor will insure that the results of the workshops, including background papers, conference program papers, data sheets, proceedings, and recommendations will be made widely available. Fifteen copies of the final report will be sent to TA/EHR for additional distribution.

CONTINUATION SHEET

DEPARTMENT OF STATE  
AGENCY FOR  
INTERNATIONAL DEVELOPMENT

Worksheet

Issuance

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FORM SYMBOL

TITLE OF FORM

1. Cooperating Country  
World-wide

2.a. Code No.

2.b. Effective Date

2.c.

Original OR Amendment No:

3. Project/Activity No. and Title

Non-formal Education: Field Support

Indicate block numbers.

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

19. (Cont'd.)

Planning for these seminars will include a preliminary visit to the site of the seminar by contractor personnel in order to (a) coordinate with the local AID Mission and host country sponsoring agency or agencies; (b) arrange for local inputs; (c) identify appropriate host country participants and their roles in the seminar or workshop; (d) participate in making local arrangements, i.e., determination of workshop site, lodging, transport, and other important logistical matters; (e) prepare for follow-up activities to the workshop. The contractor will provide support not only in planning the seminar but will provide the participation of three U.S. nationals in the seminar itself. Countries in which seminars will be held will be selected on the basis of joint decisions involving the contractor, the USAID mission, the regional bureau, and TA/EMR.

3. Provide technical team visits, amounting to approximately eleven man months, in response to the needs of LDCs as identified by the host country and the AID mission. Team visits will be provided in the following areas:

- (a) Assistance with sector reviews and resultant planning for non-formal education.
- (b) Identification, cultivation, and assistance to the "network" station of stations in the regions.
- (c) Participation with host country personnel in surveys to identify segments of non-formal education which merit further development or replication in the host country or elsewhere.
- (d) Provision of methods and techniques through which host countries might evaluate their non-formal programs or actual participation in the evaluation.
- (e) Assistance to USAID and LDCs in the design of programs, projects or research proposals.
- (f) Service as a primary substantive communication link on a continuing basis with key LDC, USAID, and other personnel concerned with the development of non-formal education in the host country.

CONTINUATION  
SHEETDEPARTMENT OF STATE  
POLICY FOR  
INTERNATIONAL DEVELOPMENT Worksheet  Issuance

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FORM SYMBOL

TITLE OF FORM

1. Cooperating Country  
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 Original OR  Amendment  
No.:

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Indicate block  
numbers.

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

19. (Cont'd.)

The following general guidelines will be observed with regard to technical team visits: (a) work within an LDC will be on a collegial basis with both nationals and Mission representatives; (b) arrangements for team visits will be cleared with TA/EHR and the regional bureaus; (c) personnel from other universities and agencies shall be utilized where appropriate in facilitating the response capability of the contractor; (d) reports on each visit will be made to TA/EHR by the contractor with a copy to the regional bureau concerned.

4. Hold during the spring of 1974 a major symposium which will involve approximately 45 participants from ISU, other U.S. institutions active in non-formal education, and key participants from LDCs. The selection of participants will be done cooperatively with TA/EHR and the regional bureaus. The purpose of the conference is to examine the status of non-formal education on a world-wide basis and derive from the participants the best thinking possible for new directions for development or investigation. Within thirty-days after the signing of this contract the contractor will present to TA/EHR for review an agenda for the symposium. The contractor will provide all costs for the symposium including travel and per diem of participants. A report on the symposium will be submitted no later than 30 days after the symposium has been held.

5. Continue to expand the knowledge base on non-formal education. He will examine the results of studies completed under the following categories: historical perspectives, categories and strategies, country comparisons and administrative alternatives, model feasibility, learning effectiveness, economic factors, case study survey; determine in cooperation with TA/EHR and the regional bureaus which of the categories are most in need of elaboration and further investigation and take appropriate steps to initiate research or studies on selected categories or specific aspects of these categories. Reports on these studies will be made within thirty days of the termination of funding for the contract.

6. Develop a handbook to provide background and guidance for LDCs and donors in the examination of local problems in non-formal education, identify characteristics of successful programs, determine the conditions most productive to their effectiveness, provide indications of their cost-effectiveness, describe the best administrative set-up for insuring country-wide coverage of non-formal programs, high-light the relationship of non-formal education to gainful employment or quality of life, specify the role literacy should play in non-formal education, indicate the best means for giving status to non-formal education, and include other con-

CONTINUATION SHEET

DEPARTMENT OF STATE  
AGENCY FOR  
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Worksheet

ISSUANCE

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19. (Cont'd.)

siderations of concern to those who are in decision-making positions in LDC ministries. Within two months following the signing of the contract, the contractor will submit an outline of the proposed contents and format of the handbook to TA/EHR for approval. A preliminary draft will be submitted for review three months before the end of the contract, and the final version at the time the contract terminates.

7. Develop a clearinghouse activity for the dissemination of user-oriented information on non-formal education. Linkages with other AID contractors working in related areas, such as educational technology and the economics of education, will be developed. Materials in this subject-matter area will also be made available to LDC institutions identified by the contractor, USAID missions, regional bureaus, and TA/EHR. The contractor will also develop a short selective bibliography on non-formal education.

8. Arrange a regular or special training program in non-formal education for LDC personnel visiting the U.S. The contractor shall provide special lecturers and/or arrange for seminars that will outline the nature, scope, and problems relevant to the development of non-formal education as a component of national learning systems. The scope of the training program should be outlined, criteria for participation established, and fixed dates proposed to the Office of International Training and to TA/EHR. Arrangements for attendance by AID participants will be made through SER/IT. The program shall accommodate up to twenty participants.

9. Designate and convene periodically a senior, inter-disciplinary advisory/consultant staff to give overall guidance to project activities including a sense of direction to graduate students or research assistants conducting investigations in the area of non-formal education.

(2) TA/EHR

.350-1X (7-71)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country Worldwide	Page 1 of 1 Pages 10/10
		2. PIO/T No. 931-0996 3178400	3. <input type="checkbox"/> Original or Amendment No. 1
PIO/T	PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	4. Project/Activity No. and Title Non-Formal Education: Field Support <b>9310996 (16)</b> <b>PO-ADD-236</b>	

DISTRIBUTION	5. Appropriation Symbol 72-11X1025	6.A. Allotment Symbol and Charge 425-31-099-00-20-71	6.B. Funds Allotted for <input checked="" type="checkbox"/> A.I.D./W <input type="checkbox"/> Mission
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8. Funding Period (Mo., Day, Yr.) From 9/15/77 To 9/30/78
	9.A. Services to Start (Mo., Day, Yr.) Between Continuing and		9.B. Completion date of Services (Mo., Day, Yr.) 9/30/78
	10.A. Type of Action <input checked="" type="checkbox"/> A.I.D. Contract <input type="checkbox"/> Cooperating Country Contract <input type="checkbox"/> Participating Agency Service Agreement <input type="checkbox"/> Other		
10.B. Authorized Agent			

Estimated Financing		(1)	(2)	(3)	(4)
\$1.00=		Previous Total	Increase	Decrease	Total to Date
11. Maximum A.I.D. Financing	A. Dollars	210,000	138,000		348,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions.	A. Counterpart.			FUNDS RESERVED BY [Signature]	
	B. Other			POSTED 9/23/77	

13. Mission References	14. Instructions to Authorized Agent  CM/COD/TAB is requested to amend subject contract to add \$20,000 in FY 77 to cover the cost of field support activities not initially anticipated. The major areas where increases occurred were in the Information Center and technical assistance to missions. Attached are the original budget, and a comparison of estimates with actual expenditures. The remaining \$118,000 is to cover Information Center services in FY 78, per attached scope of work.  In each instance of voucher (SF1034) submission made by the contractor for payment hereunder, the following identification data will appear on the face of the voucher: Contract: AID/CM/ta-C-73-22 Project 931-0996 Project Office TAB/EHR
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15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.	
A. The specifications in the scope of work are technically adequate TA/EHR, James Hoxeng [Signature]	B. Funds for the services requested are available TA/PPU, Jack Royer [Signature] 9/23/77
C. The scope of work lies within the purview of the initiating and approved Agency Programs TA/EHR, Robert Schmeding [Signature]	D. TA/PPU, Mary Mozynski [Signature]
E.	F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to  Signature and date:  Title:	17. For the Agency for International Development  Kenneth Milow for Signature: TA/PPU, Robert Simpson  Title: Director	18. Date of Signature  9/23/77
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FIGURE 1. First Budget and August Estimate Compared by Program Category.

Program Area	Original Budget	August Estimate	Differences
Administrative Salaries	55,595	47,193	- 8,402
Field Service Support	38,118	52,827	+ 14,709
Total Tech. Assist. Teams	60,600	63,730	+ 3,130
- Latin America	18,000	23,966	+ 5,966
- Asia	21,600	32,441	+ 10,841
- Africa	21,000	0	- 21,000
- MidEast (Egypt)	0	7,323	+ 7,323
Information Center	50,296	76,908	+ 26,612
NFE Conference & Follow-up	0	43,581	+ 43,581
Pipeline Funds	[59,306]	0	- 59,306
Totals	<u>263,915</u>	<u>284,239</u>	+ <u>20,324</u>

Figure 1 compares the August Budget Estimate with the original budget for each program category.

Administrative salary costs have been reduced by making use of administrative personnel in technical assistance teams without charging for additional time. Thus, the time that Brembeck has spent in the field providing consultant services is included in his overall 66% of time committed to the project, not added to it.

Field Service Support activity costs increased substantially for a number of reasons. Campus support for the Bolivia program consumed almost \$3,000. As a conference follow-up measure and a logical continuation of the knowledge-building aspect of the project, 4 conceptual papers and a total of 16 instructional booklets, simulations and workbooks were produced. Many of these have been sent to Indonesia to be tested and revised by the AID-supported MSU/Indonesian NFE Project.

Technical Assistance Field Team inputs were slightly greater than budgeted. This has always been the most difficult category to budget -- one must estimate how many and which countries will request services over the coming year. Figure 1 shows that this year's estimates were low for both Asia and Latin America. No requests emerged from Africa, though \$21,000 had been budgeted for that region, and approximately \$7,000 were expended in Egypt, a country for which nothing had been budgeted.

NFE Information Center costs have increased dramatically, as has the audience being served. Since participation in the Network is increasing almost geometrically (both new members and increased traffic from old-timers), mailing costs have soared, currently averaging more than \$1,000 per-month. The ever-increasing number of new acquisitions to be catalogued, reviewed and entered into bibliographic listings makes it necessary to increase personnel inputs just to maintain a "holding operation."

NFE Conference and Follow-up expenses do not appear on the original budget because it was assumed that there were sufficient funds in the pipeline to cover them. However, it becomes necessary to include them in the budget when estimating the budget situation at the end of project. In addition to direct conference expenses that remained to be paid, this category also includes the costs of producing the final report and evaluating the conference itself.

Overall -- When one adds the conference follow-up costs (including those in the Field Service Support category), the original budget would be approximately 263,000. Thus, the major difference between the original and the August update is in the cost of operating the Information Center. The recent history of the growth of that Center is already well-documented in report documents to AID. Considering the two budget estimates, an additional \$20,324 is needed to complete the contract without providing any further field services.

August, 1977

## SCOPE OF WORK

October 1, 1977 - September 30, 1978

### A. Objective

As discussed in the Non-Formal Education Information Center's Report of Progress, February 1977, demands on the Center have been rapidly expanding and are now averaging over 75 per week. The most frequent requests continue to be for the monographs and case studies prepared as part of the MSU Program of Studies in Non-Formal Education. The NFE Exchange newsletter is also of central importance, for it serves to make available the wealth of materials coming into the Information Center from world-wide sources. With its focus on pragmatic development problems, the NFE Exchange brings together materials of a fugitive nature, for the most part not otherwise accessible to NFE planners and practitioners. It has come a principal vehicle through which trends are highlighted, new ways of doing things are discussed, and practical resources are identified. An major objective of the NFE Information Center is to enrich its publication outreach in response to the expressed needs of development workers.

Another important objective of the Center is to strengthen its ability to respond quickly and meaningfully to the requests for assistance made by individual practitioners in the field. They are committed to continuing the individualized and personalized attention given to everyone who makes contact with the Center. And, more development workers are asking for more services, such as gathering resources in the areas of health and nutrition, family planning, agriculture, vocational skills and cooperatives, management, community organization, communication processes and technology. Therein rests the requirement for quality responses and quick turn-around. Good researchers and experienced peer reviewers will make it possible to provide these strengthened services.

The NFE Information Center wishes to spread its resources and to encourage the evolution of similar centers in the developing world. A major service that the Center now has the experience to provide is that of demonstrating how systematically to build and maintain an NFE information network. Assistance in this area is being increasingly requested of the NFE Information Center, which is willing and able to respond.

B. Detailed Statement of Work

The NFE Information Center will continue its present functions:

- Building a world-wide network of planners and practitioners of non-formal education for development. (Participants in the NFE network now number approximately 2900 persons, affiliated with 650 organizations in 110 countries.)
- Disseminating information (principally via the MSU/NFE publications and the NFE Exchange newsletter) about various facets of non-formal education to persons requesting this, particularly to those serving the poor majority. (Approximately 35,000 publications have been distributed to date.)
- Collecting and managing pertinent resources (published as well as "fugitive" documents) on NFE.
- Responding, in a personal and individualized fashion, to special requests for resources related to pragmatic development concerns.
- Tending to the needs and special development interests of visitors to the Information Center.
- Provide assistance and services to national and subnational centers in LDCs who want consulting on information centers
- The Information Center will make maximum feasible use of the Research, Utilization and Information Center of TAB for information dissemination and printing of publications.

## Budget Descriptors

### I. Personnel

Administrator: Cole S. Brenbeck

Functions - Contract and program administration; advisement concerning the Center's agenda of activities; program planning and development; funding; review and evaluation; meet with visitors to the Center.

Time - 10%; 4 hrs/wk.

Director: Joan M. Claffey

Functions - Program coordination, planning and management; plan and edit NFE Exchange bimonthly newsletter; review the Center's incoming requests and prepare responses; conduct analyses of resources and development impact; prepare reports; assist visitors to the Center.

Time - 75%; 30 hrs/wk.

Assistant #1: Nancy T. Radtke.

Functions - Research and writing for NFE Exchange newsletter (bimonthly, ten pages) with identification, analysis and synthesis of appropriate materials, development of resource lists; layout; assist visitors to the Center.

Time - 50%; 20 hrs/wk.

Assistant #2: Aurora Pal-Montano

Functions - Research and writing for NFE Exchange newsletter (bimonthly, ten pages) with identification, analysis and synthesis of appropriate materials, development of resource lists; assist visitors to the Center.

Time - 50%; 20 hrs/wk.

Assistant #3:

Functions - Researching indepth requests for NFE resources (personnel, organizational, print); coding approximately 50 incoming NFE documents per week; making annotations on incoming materials.

Time - 50%; 20 hrs/wk.

Assistant #4:

Functions - Make annotations on key NFE materials (4000 total items in NFE Depository); conduct research to ascertain nature of incoming requests, composition, and interests of network participants, nature of exchange contributions.

Time - 25%; 10 hrs/wk.

Assistant #5:

Functions - Assist in the editing, review, and preparation of materials for publication and world-wide dissemination; cull together fugitive documents related to topical and pragmatic development issues for editing and production.

Time - 25%; 10 hrs/wk.

Secretary: - Ellen Brandenburg

Functions - Typing of correspondence (approximately 100 letters/wk); preparation of incoming mail; maintenance of records and files (correspondence, country, person); tabulations of incoming requests and publications; general secretarial services.

Time - 100%; 38 hrs/wk.

Clerical:

Functions - Assist with typing; preparation of publications and materials for overseas mailing, filing; labeling all incoming publications and fugitive documents for NFE Library with name and address of sender.

Time - 50%; 20 hrs/wk.

NOTE: This is a conservatively-sized cadre of staff, as might be surmised from a review of the many and time-consuming functions performed by the NFE Information Center. Should the demands for services greatly expand, it would be necessary to involve (an) additional graduate assistant(s).

## II. Travel and Per Diem

To confer with AID-W personnel.

For participation in professional meetings on information and development vis a vis the rural poor.

## III. Direct Costs

### Review and Evaluation Services

To involve key resource persons world-wide in the review of materials on non-formal education, for the purpose of analyzing and synthesizing the best in a particular development field; to assist in editing materials for publication.

### Newsletter Printing

To print six (6) issues of the NFE Exchange newsletter, bi-monthly, with ten (10) pages and a run of 4000 each issue. Each of these issues will be a "special subject" publication; e.g., front-line development workers, education cum production programs, NFE/development programs for preliterate adults, integration of women in development efforts, popular participation.

### Postage and Telephone

To mail NFE publications, upon request, to development planners and practitioners throughout the world, primarily in lesser

developed countries.

To mail 6 issues of the NFE Exchange newsletter to 3500 development workers in 110 countries.

For occasional telephone requests/replies.

#### Printing Publications

To develop three (3) new monographs which are geared to development problems most frequently brought to the attention of the Center -- and which include "fugitive documents," essays, and case studies written by development planners and practitioners working with the world's poor.

#### Publications Acquisitions

To purchase important NFE/development publications which are not available via exchange. (90% of the 4000 NFE Depository materials are contributed in exchange for our own NFE publications.)

#### Materials and Supplies

Paper, office supplies, etc.

#### Fugitive Documents Reproduction

For persons in the LDCs to acquire NFE print materials which are either not published, out of print, or not easily available.

BUDGET 1977-78

NON-FORMAL EDUCATION INFORMATION CENTER

I. PERSONNEL	<u>Person Months</u>	<u>AID</u>	<u>Person Months</u>	<u>MSU</u>
Administrator	1.2	3,635		
	9	14,767		
	<u>18</u>	<u>12,000</u>		
	28.2	30,402		
Grad. Assistants	18	18,000	6	6,000
Work Study Stdts	<u>0</u>	<u>0</u>	<u>9</u>	<u>1,296</u>
Subtotal	18	18,000	15	7,296
Personnel Totals	46.2	48,000	15	7,296
Fringe (16%)		7,744		0
Overhead (66%)		<u>31,945</u>		<u>4,815</u>
Subtotal		88,091		
II. TRAVEL & PER DIEM		1,000		
III. DIRECT COSTS				
Review & Evaln Servs.		2,000		
Newsletter Printing		3,000		
Postage and Telephone		<u>20,000</u>		
Printing Publications		1,000		
Publications Acquisitions		1,000		
Materials and Supplies		900		
Fugitive Documents Repro.		600		
Center Remodeling		<u>0</u>		
Subtotal		27,500		<u>1,000</u>
GRAND TOTAL		\$129,702		\$13,111
		\$115,591		

~~To Shannon~~  
~~PRE/DPRE~~  
JS  
File  
9310946 (17)  
DD-ADD-236  
lp

March 30, 1976

MEMORANDUM FOR RECORD

FROM: James R. Hoath *JRH*

SUBJECT: Comments on Education Proposals for R&DC Review  
**TA**

I discussed the two projects with John Shannon prior to the R&DC meeting along the following lines.

Nonformal Education in Rural Settings.

The proposal assumes that the agency will continue to be concerned with non-formal education activities; that nonformal education activities can be made more effective through "collaborative adaptation/creation of non formal education techniques and materials"; and that collaboration between the University of Massachusetts personnel and LDC personnel will contribute to this effectiveness. The project also seems to assume that the process of collaborative work and the specific techniques/materials worked out for specific projects will be transferable to other programs.

I would favor approval of the project on the condition that it give very special attention to the assessment of the process and the assessment of the techniques developed in order to show their relevance for other countries. The budget for the process of assessment and transfer seems to be inadequate. I would recommend that more attention be given to the problem of evaluation both of projects and the process and to the subsequent dissemination of the results.

Demonstration of Two-Way Audio Networking

If the effectiveness of health delivery and health education in LDCs by radio could be reliably assessed in the time period and for the sum of money indicated I would favor the project. This assumes that this question has not been previously assessed. On the latter point, I have reservations. In spite of the detailed presentation in the project paper, drawing on developed country experiences and not presented in rigorous cost-benefit terms, there is no reference to LDC experience with respect to the cost and effectiveness of two way radio programs in LDCs nor is there any reference to the application of this technology to LDC programs. I believe there is experience to draw from and that the lessons learned may indicate that the project will encounter more problems than represented. I would suggest that past experience be reviewed and assessed before the project goes forward.

cc: C. Michalopoulos  
D. Redding  
J. Shannon ✓

9310996(18)  
70-440-236

Review of Non-Formal Education Field Support Project  
Held on June 2, 1976

Project: Non-Formal Education Contract AID/CM/ta-C-73-22

Contractor: Michigan State University

Project Manager: Myron Vent

Discussion Highlights:

Background: This field support project has been used extensively by the Bureaus and USAIDs who have worked out with TA/EHR and the contractor the details of MSU's support activities. TAB is proposing an extension of the activity for nine months, through FY77, to phase over the support/planning activities to a Basic Ordering Agreement and Task Order type activity. The phase over will prevent a hiatus with the USAIDs on planned activities and provide time for a decision on how to handle the Information Center portion of this activity.

Discussion: The contractor presented a written report, circulated in advance of the meeting, and followed this up with an oral presentation on the expanding scope of activities carried out under the contract. This information supplemented to a considerable degree that available for the R and DC review. The contractor described the extent to which the Information Center was being called upon for publications and its growing linkages with institutions and individuals in both developing and developed countries. Various recommendations were made by AID personnel for increasing the effectiveness of the Information Center. Less specific were suggestions for expanding the knowledge base, although there was consensus on the need for expansion. MSU was receptive to the recommendations. Presumably more specific recommendations will be an outcome of the forthcoming meeting on non-formal education and the rural poor.

Subsequent to the review, discussions were held with each of the Regional Bureaus with the exception of the Bureau for the Near East. Bureau representatives indicated the likelihood of requests for technical team visits during FY 1977 from the following countries: El Salvador, Jamaica, Colombia, Dominican Republic, Pakistan, Nepal, Philippines, Ethiopia, Liberia, and Lesotho. Following these discussions the Regional Bureaus concurred in the extension of the present contract through FY 1977 with the understanding that arrangements be made for a basic ordering agreement effective upon termination of the contract.

9310996 (19)  
FD-AAA-236

MICHIGAN STATE UNIVERSITY

INSTITUTE FOR INTERNATIONAL STUDIES  
COLLEGE OF EDUCATION  
513 ERICKSON HALL

EAST LANSING · MICHIGAN · 48824 · USA

PROGRAM OF STUDIES IN NON-FORMAL EDUCATION  
INFORMATION CENTER

8 August 1977

Mr. James Hoxeng  
Office of Education and Human Resources  
Technical Assistance Bureau  
Agency for International Development  
Department of State  
Washington, D.C. 20523

Dear Jim:

It was good talking with you on the 27th July. The attached pages are in response to your request that we prepare a short scope of work for the Task Order concerning the Non-Formal Education Information Center. We here submit such a draft. In essence, this projected task list, with anticipated staff and budget needs, follows from the "Issues Paper Concerning Future Directions and Activities" presented to you and to Drs. Schmeding, Vent and Wilder on 28 April 1977.

We would like to mention that we are sympathetic with the need for locating other sources of funding for the Center's efforts. We are working in every way we know to increase our own input and to elicit contributions from other sources. We are pleased to note in the budget the addition of a research assistant with funding from the College of Education.

Please be in touch if you have any questions or suggestions on this draft, or if you would like further elaboration on any of the points outlined.

With best regards,



Joan M. Claffey, Director  
NFE Information Center

JMC:eb

Enclosure

cc: Dr. Cole S. Brembeck

## SCOPE OF WORK

### A. Objectives

As discussed in the Non-Formal Education Information Center's Report of Progress, February 1977, demands on the Center have been rapidly expanding and are now averaging over 75 per week. Our most frequent requests continue to be for the monographs and case studies prepared as part of the MSU Program of Studies in Non-Formal Education. The NFE Exchange newsletter is also of central importance among our publications, for it serves to make available the wealth of materials coming into the Information Center from world-wide sources. With its focus on pragmatic development problems, the NFE Exchange brings together materials of a fugitive nature, for the most part not otherwise accessible to NFE planners and practitioners. It has become a principal vehicle through which trends are highlighted, new ways of doing things are discussed, and practical resources are identified. An essential objective of the NFE Information Center is to enrich its publication outreach in response to the expressed needs of development workers.

Another critical objective of the Center is to strengthen its ability to respond quickly and meaningfully to the requests for assistance made by individual practitioners in the field. We are committed to continuing the individualized and personalized attention given to everyone who makes contact with the Center. And, more

development workers are asking us to do more kinds of things -- to gather resources in the areas of health and nutrition, family planning, agriculture, vocational skills and cooperatives, management, community organization, communication processes and technology -- all geared to efforts on behalf of the world's poor majority. Therein rests the requirement for quality responses and quick turn-around. Good researchers and experienced peer reviewers will make it possible to provide these strengthened services.

The NFE Information Center wishes to spread its resources and to encourage the evolution of similar centers in the developing world. A major service that the Center now has the experience to provide is that of demonstrating how systematically to build and maintain an NFE information network. Assistance in this area is being increasingly requested of the NFE Information Center, which is willing and able to respond.

B. Detailed Statement of Work

The NFE Information Center will continue its present functions:

- Building a world-wide network of planners and practitioners of non-formal education for development. (Participants in the NFE network now number approximately 2900 persons, affiliated with 850 organizations in 110 countries.)
- Disseminating information (principally via the MSU/NFE publications and the NFE Exchange newsletter) about various facets of non-formal education to persons requesting this, particularly to those serving the poor majority. (Approximately 35,000 publications have been distributed to date.)
- Collecting and managing pertinent resources (published as well as "fugitive" documents) on NFE.
- Responding, in a personal and individualized fashion, to special requests for resources related to pragmatic development concerns.
- Tending to the needs and special development interests of visitors to the Information Center.

The NFE Information Center additionally proposes to take on the following new or expanded areas of work in order to provide qualitative analysis, assessment, and increased diffusion of NFE resources:

- Enrichment and expansion of the NFE Exchange newsletter to incorporate critical treatment of key development topics, annotated lists of pertinent resources, and a practical communication link for NFE planners and practitioners.
- Annotate items in the NFE Library collection.
- Make selected "fugitive - unpublished or inaccessible - documents" more available for distribution.
- Expand the resource collection via both "exchange acquisitions" and purchase.
- Strengthen our capacity to respond to clients' pragmatic development concerns through research of documents and network organizations, training centers, etc.
- Perform analysis, synthesis, and assessment of our NFE resources - both print and network personnel.
- Involve additional appropriate persons, locally and world-wide, in the qualitative assessment of NFE resources.

- Provide assistance and services to national and subnational centers in LDCs who want consulting on information centers -- on network building and operations (e.g., to CEDEN in Colombia, People's Open University in Pakistan, NFE Centers in Botswana and Lesotho). Also to provide assistance to regional organizations, if requested.
- Maintain broad outreach of the Information Center with the ultimate aim to enable national centers in LDCs to coalesce and work with local organizations.
- Improve our quantitative and qualitative response capacity; i.e., responding to greater numbers of persons with better selections of appropriate resources. (Whereas, we currently respond to at least 75 incoming requests per week, we expect to handle in excess of 100 requests per week in the year to come.)
- Systematically analyze the thematic, geographical and organizational nature of requests directed to the Center.
- Direct special service efforts to resource centers and personnel who have closest ties with the poor majority.
- Encourage more horizontal linkages among network participants with each other (intracountry, intraprofession, etc.).
- Conduct an investigation of the developmental impact of the efforts of the NFE Information Center.
- Bring more development practitioners and front-line workers into the network (vs. expansion principally at the ministry and planning levels).
- Up-date our topical acquisitions lists and include annotations and information for obtaining the materials.
- Develop thematic resource lists which are qualitatively annotated and which represent the best in a particular field (e.g., NFE vis a vis health and nutrition, family planning, agriculture, appropriate communication technology, women and development, out-of-school youth, community development, paraprofessional and managerial training, evaluation, etc.)
- Develop thematic listings of non-print resources in NFE (e.g., NFE centers, development institutes and agencies, with breakdowns by region and country).
- Publish short monographs and discussion papers on topics of greatest and most pertinent interest to NFE planners and practitioners.

- Translate important NFE materials into Spanish, etc., where requested.
- Revise the coding and cataloguing procedures for the NFE Library/Depository to improve retrieval; expand the Library/Depository facility to provide better access.
- Institute a peer review system for annotating and assessing NFE resources in our collection, and for providing thoughtful and thorough responses to special requests.
- Discuss, with other AID-sponsored information centers, ways in which we can better define our respective emphases and capabilities, so as to avoid unnecessary duplication of efforts, and to best direct inquiries to the most appropriate place.
- Seek additional funding sources.

## Budget Descriptors

### I. Personnel

Administrator: Cole S. Brembeck

Functions - Contract and program administration; advisement concerning the Center's agenda of activities; program planning and development; funding; review and evaluation; meet with visitors to the Center.

Time - 10%; 4 hrs/wk.

Director: Joan M. Claffey

Functions - Program coordination, planning and management; plan and edit NFE Exchange bimonthly newsletter; review the Center's incoming requests and prepare responses; conduct analyses of resources and development impact; prepare reports; assist visitors to the Center.

Time - 75%; 30 hrs/wk.

Assistant #1: Nancy T. Radtke

Functions - Research and writing for NFE Exchange newsletter (bimonthly, ten pages) with identification, analysis and synthesis of appropriate materials, development of resource lists; layout; assist visitors to the Center.

Time - 50%; 20 hrs/wk.

Assistant #2: Aurora Pal-Montano

Functions - Research and writing for NFE Exchange newsletter (bimonthly, ten pages) with identification, analysis and synthesis of appropriate materials, development of resource lists; assist visitors to the Center.

Time - 50%; 20 hrs/wk.

Assistant #3:

Functions - Researching indepth requests for NFE resources (personnel, organizational, print); coding approximately 50 incoming NFE documents per week; making annotations on incoming materials.

Time - 50%; 20 hrs/wk.

Assistant #4:

Functions - Make annotations on key NFE materials (4000 total items in NFE Depository); conduct research to ascertain nature of incoming requests, composition, and interests of network participants, nature of exchange contributions.

Time - 25%; 10 hrs/wk.

Assistant #5:

Functions - Assist in the editing, review, and preparation of materials for publication and world-wide dissemination; cull together fugitive documents related to topical and pragmatic development issues for editing and production.

Time - 25%; 10 hrs/wk.

Secretary: - Ellen Brandenburg

Functions - Typing of correspondence (approximately 100 letters/wk); preparation of incoming mail; maintenance of records and files (correspondence, country, person); tabulations of incoming requests and publications; general secretarial services.

Time - 100%; 38 hrs/wk.

Clerical:

Functions - Assist with typing; preparation of publications and materials for overseas mailing, filing; labeling all incoming publications and fugitive documents for NFE Library with name and address of sender.

Time - 50%; 20 hrs/wk.

NOTE: This is a conservatively-sized cadre of staff, as might be surmised from a review of the many and time-consuming functions performed by the NFE Information Center. Should the demands for services greatly expand, it would be necessary to involve (an) additional graduate assistant(s).

## II. Travel and Per Diem

To respond to requests for technical assistance vis a vis the development of NFE information centers; three trips to LDCs - one each to Asia, Africa, Latin America.

To confer with AID-W personnel.

For participation in professional meeting on information and development vis a vis the rural poor.

To meet with directors of other AID/TAB - sponsored information centers to plan more effective collaboration and use of resources.

## III. Direct Costs

### Review and Evaluation Services

To involve key resource persons world-wide in the review of materials on non-formal education, for the purpose of analyzing and synthesizing the best in a particular development field; to assist in editing materials for publication.

### Newsletter Printing

To print six (6) issues of the NFE Exchange newsletter, bi-monthly, with ten (10) pages and a run of 4000 each issue. Each of these issues will be a "special subject" publication; e.g., front-line development workers, education cum production programs, NFE/development programs for preliterate adults, integration of women in development efforts, popular participation.

### Postage and Telephone

To mail NFE publications, upon request, to development planners and practitioners throughout the world, primarily in lesser

developed countries.

To mail 6 issues of the NFE Exchange newsletter to 3500 development workers in 110 countries.

For occasional telephone requests/replies.

Printing Publications

To reprint four (4) of the most requested monographs on non-formal education.

To print three (3) new monographs which are geared to development problems most frequently brought to the attention of the Center -- and which include "fugitive documents," essays, and case studies written by development planners and practitioners working with the world's poor.

Publications Acquisitions

To purchase important NFE/development publications which are not available via exchange. (90% of the 4000 NFE Depository materials are contributed in exchange for our own NFE publications.)

Materials and Supplies

Paper, office supplies, etc.

Fugitive Documents Reproduction

For persons in the LDCs to acquire NFE print materials which are either not published, out of print, or not easily available.

BUDGET 1977-78

NON-FORMAL EDUCATION INFORMATION CENTER

I. PERSONNEL	<u>Person Months</u>	<u>A.I.D.</u>	<u>Person Months</u>	<u>M.S.U.</u>
Administrator	1.2	3,635		
Director	9	14,767		
Clerical	<u>18</u>	<u>13,500</u>		
Subtotal	28.2	31,902		
Grad. Assistants	18	18,000	6	6,000
Work Study Stdts	<u>0</u>	<u>0</u>	<u>9</u>	<u>1,296</u>
Subtotal	18	18,000	15	7,296
Personnel Totals	46.2	49,902	15	7,296
Fringe (16%)		5,104		0
Overhead (56%)		32,935		4,815
II. TRAVEL & PER DIEM		6,000		
III. DIRECT COSTS				
Review & Evaln Servs.		6,000		
Newsletter Printing		3,000		
Postage and Telephone		15,000		
Printing Publications		9,000		
Publications Acquisitions		1,000		
Materials and Supplies		900		
Fugitive Documents Repro.		600		
Center Remodling		<u>0</u>		
Subtotal		35,500		<u>1,000</u>
GRAND TOTAL = 142,552 :		129,441		1,000
				13,111

AIRGRAM

DEPARTMENT OF STATE

9310976 (20)  
FD-110-236

UNCLASSIFIED  
CLASSIFICATION

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For each address check one ACTION | INFO

TO - AID/W TOAID A- 289

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FROM . BRASILIA  
EMBASSY

SUBJECT . A Brazilian Research and Development  
Laboratory for Non-Formal Education (NFE)

REFERENCE .

1. Both developed and lesser developed countries have recently begun to focus on non-formal education (NFE) as an area where major breakthroughs can be made in providing more useful education, for larger numbers of people, at reasonable costs. TAB/AID/W in its education sector paper establishes NFE as a "key problem area" for AID programming and identifies the need for a greater effort in research/development/evaluation in order to make these breakthroughs in NFE. A specific proposal is made in that sector paper that AID "commit itself to direct funding of IBC institutions for studies, experiments, and when appropriate, for full scale trials of NFE projects", with the idea of using selected IBC's as experimental laboratories for development.

2. The Mission concurs with the assessment made by Robert Schmeding of TAB during his recent trip to Brazil that Brazil could serve as one of the most effective R & D laboratories in NFE in the developing world. This concept was discussed by Schmeding with Secretary General Fagundes of MEC who was enthusiastically supportive of the "mutual partnership" role thus implied for Brazil.

3. It is our consensus that the kind of new initiative AID is seeking worldwide can be undertaken in Brazil - one which would 1) require a very high quality but low cost (human and financial) resource allocation, 2) significantly improve the capacity of Brazilian NFE entities to expand relevant learning opportunities to that large portion of its population which is currently marginalized from the development process, 3) provide the best possible R & D laboratory in NFE which should be of direct benefit to a large number.

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OTHER AGENCY

HLID  
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DRAFTED BY:

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OFFICE

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PHONE NO. DATE

APPROVED BY:

DD/AID: WFGelabert:

PAGE 1 OF 4

AID AND OTHER CLEARANCES

McC: Miller  
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AID-39 (8-62)

PRINTED 11-82

of LDC's, thereby increasing the returns to the very sizeable past USAID investment in Brazil in NFE (especially in industrial training and adult education), and 4) solidify a partnership between the U.S. and Brazil that can be of great value in other priority sectors as well, such as science and technology, health, and agriculture, that will long endure after USAID's final input here.

4. Although Brazil's assistance requirements are changing because of overall economic indicators, both the Brazilian Ministers of Planning and Finance have recently reemphasized the great need to improve the spread of the benefits and opportunities generated by the country's development, especially through education. This problem is of increasing concern to the GOB, as evidenced by MEC's large financial investment in education and GOB stimulation of investment in the area from other sources (e.g. lottery, wage taxes on employers, and community resources). Carlos Langoni of the Getulio Vargas Foundation just published the findings of his research on income distribution, contracted by the Ministry of Finance. He shows that the single most important determinant of income differences of individuals in Brazil is education level. This result has given further confirmation to the GOB that 1) meaningful learning opportunities must be expanded to an enormous marginalized, out-of-school population throughout the geographical extension of Brazil, and 2) life long and life relevant learning opportunities must be made available to the entire population. The rich experience of many years of Brazilian efforts in NFE is now being complemented by many new, innovative initiatives given priority attention in MEC's Sector Plan. (Five of the priority projects of that Plan are in the NFE area.)

5. The Mission has assigned a high priority for programming to the NFE area, within the context of limited availability of funds. An analysis of the NFE sector and the entities working in it identified the need for the further development of the following critical skills:

- 1) organizational planning and management;
- 2) coordination and planned collaboration of NFE entities;
- 3) training of instructional staff;
- 4) evaluation;
- 5) research;
- 6) diagnostic analysis to describe present educational services, simulate effects and costs of alternative services, and give basis to quantify objectives of educational programs;
- 7) record keeping of problem solving and decision-making regarding Brazilian experience to date in this area; and
- 8) development of specialized learning materials for community centers.

6. We believe focus should be placed on assisting any institution which has an exceptional staff capability to improve in any one or more of the above areas. However, an attempt will be made to deliver and evaluate assistance in skill development to any one entity in such a way that other entities (both within Brazil and in other LDC's) can benefit by the knowledge and experience of the assisted organization in that particular skill area.

7. For example, in the first area, organizational planning and management, we would like to take advantage of an unusual resource, Jan Van Orman of OCIA and his experience in developing a PhD thesis recently in this area in Brazil, in order to provide specialized assistance in this area to PIRMO as requested by them. Emphasis will be given through this assistance on the training of PIRMO staff in this area and on the development of a written case study or manual of practical skills and techniques actually applied in a given NFE institutional environment and of the results obtained. The potential multiplier effect of this assistance to PIRMO is quite strong since PIRMO is recognized as a leader in NFE and one which, through its contrasting of almost every other major NFE entity to implement its own program, does in fact stimulate change and development within these other groups. Furthermore, many other LDC's are already, on their own initiative, seeking out PIRMO as a model for adaptation to their own situations. We think the kind of product forthcoming from Van Orman's assistance can further this process of interchange and international development.

8. In another area, evaluation, we have already provided technical assistance through the MSU contract (Ted Ward), complemented by Mission funding, to FASE in Rio, the community development entity identified by a EAD group on its visit to Brazil in 1972 as having the greatest capability and growth potential in this skill. A case study will be completed shortly by Ward which can then be shared with, and of practical benefit to, other NFE entities worldwide. We believe dissemination of practical case study material can play an invaluable role in our NFE development strategy. Therefore, we will be searching for good material available in Brazil and would appreciate receiving such material from other countries to share with Brazilian entities. The evaluations of NFE programs which are included in the many Brazilian projects of the Inter-American Foundation, involving some of Brazil's best social scientists, and the intensive evaluation being conducted now by the Institute of Economic Research (IFE) of the University of São Paulo should provide some very high quality material. We invite EMB to consider contracting a Brazilian group (perhaps with MSU collaboration) to evaluate another major Brazilian NFE program for two purposes - 1) to document the methods, experience, and results of some innovative

Brazilian approaches to NFE and 2) to develop a kind of resource book on how to do an evaluation which can be supported with good practical examples. This type of input would clearly be of benefit to numerous LDC's, and we think Brazil is the country in which to do it.

9. As Brazil has much to share it also has identified areas in which it needs to learn of the experience of others. We have recently received two urgent requests from MEC and ask TAB to help us meet them. Both involve the Brazilian need to develop, or adapt from other countries, relevant kinds of learning materials for 1) adult community learning centers which are already being created throughout Brazil's vast interior and 2) mass skill training programs for the large numbers of literacy training graduates who require a meaningful complement of learning to reinforce their retention of literacy skills and to provide a basis for employment. MEC is not asking for any financial assistance in this area. They simply want us to act as brokers in identifying the best know-how available. We need TAB to help us with this and feel that in so doing TAB can again contribute to the development of another experimental base, applicable to many other LDC's.

GRIMMIS

*2/15/75 only financial assistance to do the funding  
of short-term consultants.*

4  
931-0996 (21)  
PN-ADD-236  
37

ACTION MEMORANDUM FOR AA/DS

September 12, 1978

THRU : DAA/HRD, Stephen Joseph  
THRU : DS/PO, Robert Simpson  
FROM : DS/ED, Robert Schmeding  
SUBJECT: Extension of Project 931-0996  
Nonformal Education: Field Support

The attached PAF Amendment authorizes extension of Project 931-0996 from September 30, 1978 to December 31, 1978 with the addition of \$45,000 from our FY 1978 OYB under RDS 15. These funds will be used to cover only the information services portion of our contract with Michigan State University (MSU). Earlier, EHR, the R&DC, and the regional bureaus agreed that the field support services of the project would be provided under a Basic Ordering Agreement, with individual Missions funding Task Orders as needed.

The use of the information services aspect of this project, which has been in operation since 1974, has expanded markedly. The NFE Information Center at MSU is replying to an average of approximately 80 inquiries and requests each week from development planners and practitioners in LDC's and in U.S. and international organizations as well as AID Mission personnel. The Center publishes a bimonthly newsletter, the NFE Exchange with a run of 4,000 copies, that deals with specific development problems in the LDC's (e.g., agriculture, health, nonformal education, the role of women in development, and popular participation by the poor majority in development efforts). The Center also produces occasional papers, receives and distributes unpublished documents, maintains a depository library and reference center, responds to individual requests for topical literature, and stimulates an interchange of ideas among development planners world-wide. There is little doubt that this service is one of the most valuable things we are funding.

A PID for a new FY 1979 project, to maintain the Center and expand its activities to include establishing regional NFE Information Centers in selected LDC's, was strongly supported by the Regional Bureaus during this year's ABS review and the project was approved. Funds have been included in our FY 1979 budget. However, "bridge funding" is necessary for the first three months of FY 1979 to enable the Center to maintain its operation without interruption until a full Project Paper can be developed, submitted, and approved within AID. It will not be possible to keep the present staff at MSU in place without continuous funding.

For these reasons, I recommend that you sign the attached PAF Amendment.

Att: PAF Amendment

Drafted by R. San Giovanni:ph:9-11-78

AGENCY FOR INTERNATIONAL DEVELOPMENT  
**PROJECT AUTHORIZATION AND REQUEST  
 FOR ALLOTMENT OF FUNDS PART I**

1. TRANSACTION CODE

C  
 A - ADD  
 C - CHANGE  
 D - DELETE

PAF

2. DOCUMENT CODE  
 5

3. COUNTRY/ENTITY

4. DOCUMENT REVISION NUMBER

5. PROJECT NUMBER (7 digits)

931-0996

6. BUREAU/OFFICE

A. SYMBOL  
 DSB

B. CODE  
 08

7. PROJECT TITLE (Maximum 40 characters)

Nonformal Education: Field Support

8. PROJECT

APPROVAL  
 DECISION

ACTION TAKEN

A - APPROVED  
 D - DISAPPROVED  
 DE - DEAUTHORIZED

9. EST. PERIOD OF IMPLEMENTATION

YRS.     
 QTRS.

10. APPROVED BUDGET AID APPROPRIATED FUNDS (\$000)

A. APPROPRIATION	B. PRIMARY PURPOSE CODE	PRIMARY TECH. CODE							
		C. GRANT	D. LOAN	Thru FY '76		H. 2ND FY '77		K. 3RD FY '78	
(1) EHR	610	610		813	-	346		45	-
(2)									
(3)									
(4)									
TOTALS				813		346		45	

A. APPROPRIATION	N. 4TH FY		O. 5TH FY		LIFE OF PROJECT		11. PROJECT FUNDING AUTHORIZED		A. GRANT	B. LOAN
	C. GRANT	D. LOAN	R. GRANT	S. LOAN	T. GRANT	U. LOAN	(ENTER APPROPRIATE CODE(S)) 1 - LIFE OF PROJECT 2 - INCREMENTAL LIFE OF PROJECT			
(1)					1,189	-			1	-
(2)										
(3)										
(4)										
TOTALS									7	8

12. INITIAL PROJECT FUNDING ALLOTMENT REQUESTED (\$000)

A. APPROPRIATION	B. ALLOTMENT REQUEST NO.	
	C. GRANT	D. LOAN
(1)		
(2)		
(3)		
(4)		
TOTALS		

13. FUNDS RESERVED FOR ALLOTMENT

TYPED NAME (Chie/, SER/FM/FSD)

SIGNATURE

DATE

14. SOURCE/ORIGIN OF GOODS AND SERVICES

000  941  LOCAL  OTHER

15. FOR AMENDMENTS, NATURE OF CHANGE PROPOSED

This Amendment adds \$45,000 to the life of project funding and extends the completion date for services from September 30, 1978 to December 31, 1978. The additional funding will provide only for the continuation of the informative services portion of the project.

FOR PRC/PIAS USE ONLY	16. AUTHORIZING OFFICE SYMBOL	17. ACTION DATE			18. ACTION REFERENCE (Optional)	ACTION REFERENCE DATE		
		MM	DD	YY		MM	DD	YY

PROJECT AUTHORIZATION AND REQUEST  
FOR ALLOTMENT OF FUNDS

PART II

ENTITY : DS Bureau  
PROJECT : Nonformal Education: Field Support  
PROJECT NUMBER: 931-0996

AID grant financing of \$45,000 will be provided, in addition to the \$1,157,700 already authorized under this project.

The additional funding will provide for continuation of the information services portion only of this project through December 31, 1978, as per the attached Scope of Work and Budget. As agreed with the regional bureaus, technical assistance previously provided under this project will be funded as needed by the Missions under a BOA with Michigan State University.

APPROVED

Sandra M. Lewis

DISAPPROVED

\_\_\_\_\_

Date

9-13-78

Attachments: Scope of Work  
Budget

Clearance:

DS/PO:L.Prosser

DS/PO:R.Simpson

Drafted by DS/ED:RSanGiovanni:ph:8-29-78

## SCOPE OF WORK

October 1, 1978 - December 31, 1978

### A. Objective

As discussed in the Nonformal Education Information Center's Report of Progress, January, 1978, demands on the Center have been rapidly expanding, and requests for services now average over 80 per week. The most frequent requests continue to be for the monographs and case studies prepared as part of the MSU Program of Studies in Nonformal Education. The NFE Exchange newsletter is also of central importance, for it serves to make available the wealth of materials coming into the Information Center from world-wide sources. With its focus on pragmatic development problems, the NFE Exchange brings together materials of a fugitive nature, for the most part not otherwise accessible to NFE planners and practitioners. It has come to be a principal vehicle through which trends are highlighted, new ways of doing things are discussed, and practical resources are identified. A major objective of the NFE Information Center is to enrich its publication outreach in response to the expressed needs of development workers.

Another important objective of the Center is to strengthen its ability to respond quickly and meaningfully to the requests for assistance made by individual practitioners in the field. They are committed to continuing the individualized and personalized attention given to everyone who makes contact with the Center. Also, more development workers are asking for more services, such as gathering resources in the areas of health and nutrition, family planning, agriculture, vocational skills and cooperatives, management, community organization, communication processes and technology. Therein rests the requirement for quality responses and quick turn-around. Good researchers and experienced peer reviews will make it possible to provide these strengthened services.

The NFE Information Center also provides a valuable service in generating new knowledge about NFE theory and practices, through the writing and distribution of occasional papers. These papers are intended to provide a forum for the noteworthy ideas and experiences of persons in the NFE network. Priority will be given to the publication of papers which reflect development concerns of LDC nationals or which probe issues of NFE as it relates to the basic needs of people, especially the poor majority in LDC's.

### B. Detailed Statement of Work

The NFE Information Center of MSU will continue its present functions:

- Building a world-wide network of planners and practitioners of nonformal education for development. (The NFE network now numbers approximately 3,300 participants, affiliated with 850 organizations in 126 countries.)

- Disseminating information (principally via the MSU NFE publications and the NFE Exchange newsletter) about various facets of nonformal education to persons requesting this information, particularly to those serving the poor majority. (Approximately 35,000 publications have been distributed to date.)
- Collecting and managing pertinent resources on NFE, published as well as "fugitive" documents.
- Responding, in a personal and individualized fashion, to special requests for resources related to pragmatic development concerns.
- Tending to the needs and special development interests of visitors to the NFE Information Center.

The Information Center will make maximum feasible use of the Research, Utilization, and Information Center of DSB for information dissemination and printing of publications.

## BUDGET DESCRIPTORS

### I. PERSONNEL

#### Administrator (Cole S. Brembeck)

Functions - Contract and program administration; advisement concerning the Center's agenda of activities; program planning and development; funding; review and evaluation; meet with visitors to the Center.

#### Director (Joan M. Claffey)

Functions - Program coordination, planning, and management; plan and edit NFE Exchange; review Center's incoming requests and prepare responses; conduct analyses of resources and development impact; prepare reports; assist visitors to the Center.

#### Faculty and Research Assistant

Functions - Collect relevant research data; write original topical papers regarding nonformal education theory and practice; serve as consultant on nonformal education matters.

#### Graduate Assistants and Work/Study Students

Functions - Research and writing for NFE Exchange newsletter; development of appropriate resource lists; layout; coding and cataloging of incoming NFE documents; assisting in the editing, review, and preparation of materials for publication and world-wide dissemination.

#### Clerical

Functions - Typing of correspondence and manuscripts; maintenance of files and records; tabulations of incoming requests and publications; addressing outgoing publications; general secretarial services.

### II. DIRECT COSTS

Review and Evaluation Services - To involve key resource persons world-wide in the review of materials on nonformal education, for the purpose of analyzing and synthesizing the best in a particular development field; to assist in editing materials for publication.

NFE Exchange Newsletter Printing - To print one double issue of the NFE Exchange newsletter, with 20 pages and a run of 4,000 copies; each of these issues is a "special subject" publication, focusing on NFE development practices in a particular area of expertise (e.g., agriculture, health, the role of women).

Postage, Telephone, and Telegraph - Mailing of NFE publications world-wide, including the NFE Exchange; maintaining personal contacts with development practitioners and planners, and with U.S. government and other international organizations.

Publications Acquisition - To purchase important NFE development publications which are not available via exchange (90% of the 4,000 NFE depository materials are contributed in exchange for the Center's NFE publications).

Materials and Supplies - Routine office materials and supplies.

Fugitive Documents Reproduction - To reproduce and distribute NFE materials which are either not published or out of print.

Printing Publications - To develop new monographs and papers on specific development problems and practices (e.g., case studies, essays, and fugitive documents).

BUDGET

October 1 - December 31, 1978

I. PERSONNEL

<u>Title</u>	<u>Person Months</u>	<u>Cost</u>
a) Administrator	0.5	\$ 1,747
b) Director	3.0	4,112
c) Faculty Researcher	1.5	1,650
d) Clerical	3.3	2,908
e) Graduate Assistants	9.0	9,510
f) Work/Study Students	3.0	336
Sub-Total	20.3	\$20,263
Fringe [16% of \$10,417 (a-d)]		<u>1,667</u>
Sub-Total		\$21,930
Overhead [69% of \$20,263 (a-f)]		<u>13,931</u>
TOTAL - Personnel		<u>\$35,911</u>

II. DIRECT COST

Review and Evaluation Services	\$ 1,900
Printing <u>NFE Exchange</u>	2,000
Postage, Telephone, Telegraph	4,000
Publications Acquisition	250
Materials and Supplies	240
Fugitive Documents Reproduction	200
Printing NFE Publications (Papers)	<u>200</u>
Sub-Total	\$ 8,790

III. TRAVEL

\$ 299

TOTAL

\$45,000

PD-AAA/236

9310996 (22)

(ii. j. ii)

App 9A, Ch 9, HB 3

<b>AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT AUTHORIZATION AND REQUEST FOR ALLOTMENT OF FUNDS PART I</b>		<b>1. TRANSACTION CODE</b> <input checked="" type="checkbox"/> C    A = ADD C = CHANGE D = DELETE	<b>PAF</b> <b>2. DOCUMENT CODE</b> 5
<b>3. COUNTRY/ENTITY</b> TA/EHR Field Support		<b>4. DOCUMENT REVISION NUMBER</b> <input type="checkbox"/> 9e	
<b>5. PROJECT NUMBER (7 digits)</b> <input type="checkbox"/> 931-0996 <input type="checkbox"/>	<b>6. BUREAU/OFFICE</b> A. SYMBOL    B. CODE TAB <input type="checkbox"/> 08 <input type="checkbox"/>	<b>7. PROJECT TITLE (Maximum 40 characters)</b> <input type="checkbox"/> Non-Formal Education: Field Support <input type="checkbox"/>	
<b>8. PROJECT APPROVAL DECISION</b> <input checked="" type="checkbox"/> A    A = APPROVED D = DISAPPROVED DE = DEAUTHORIZED		<b>9. EST. PERIOD OF IMPLEMENTATION</b> YRS. <input type="checkbox"/> 0 <input type="checkbox"/> 5    QTRS. <input type="checkbox"/> 3	

10. APPROVED BUDGET AID APPROPRIATED FUNDS (\$000)									
A. APPROPRIATION	B. PRIMARY PURPOSE CODE	PRIMARY TECH. CODE		E. 1ST FY		H. 2ND FY		K. 3RD FY	
		C. GRANT	D. LOAN	F. GRANT	G. LOAN	I. GRANT	J. LOAN	L. GRANT	M. LOAN
(1) EHR	610	610		813		346			
(2)									
(3)									
(4)									
TOTALS				813		346			

A. APPROPRIATION	N. 4TH FY		O. 5TH FY		LIFE OF PROJECT		11. PROJECT FUNDING AUTHORIZED ENTER APPROPRIATE CODE(S) 1 = LIFE OF PROJECT 2 = INCREMENTAL LIFE OF PROJECT	A. GRANT	B. LOAN
	C. GRANT	P. LOAN	R. GRANT	S. LOAN	T. GRANT	U. LOAN			
(1)					1,159			1	
(2)									
(3)									
(4)									
TOTALS					1,159				

12. INITIAL PROJECT FUNDING ALLOTMENT REQUESTED (\$000)				13. FUNDS RESERVED FOR ALLOTMENT			
A. APPROPRIATION	B. ALLOTMENT REQUEST NO.			TYPED NAME (Child, SRU/FM/FSD)			
	C. GRANT	D. LOAN					
(1)				SIGNATURE			
(2)							
(3)				DATE			
(4)							
TOTALS							

14. SOURCE/ORIGIN OF GOODS AND SERVICES     000     941     LOCAL     OTHER \_\_\_\_\_

15. FOR AMENDMENTS, NATURE OF CHANGE PROPOSED

This amendment adds \$119,000 to the life of project funding and extends the completion date for services from September 30, 1977 to September 30, 1978. The additional funding will provide for continuation of only the information services portion of the project.

9/22/77

FOR PPC/PIAS USE ONLY	16. AUTHORIZING OFFICE SYMBOL	17. ACTION DATE			18. ACTION REFERENCE (Optional)	ACTION REFERENCE DATE		
		MM	DD	YY		MM	DD	YY

PROJECT AUTHORIZATION AND REQUEST FOR ALLOTMENT  
OF FUNDS

PART II

ENTITY : TA Bureau  
PROJECT : Non-Formal Education: Field Support  
PROJECT NUMBER: 931-0996

AID grant financing of \$119,000 will be provided, in addition to the \$1,040,000 already authorized under this project.

The additional funding will provide for continuation of the information services portion only of this project thru September 30, 1978, as per the attached scope of work and budget. As agreed with the Regional bureaus, technical assistance previously provided under this project will be funded as needed by the Missions under a BOA with Michigan State University.

Attachment: Scope of Work and Budget

Approved: MS B. Baker

Disapproved: \_\_\_\_\_

Date: Jan 22 77

Clearance:

TA/PPU, J. Gunning *JKM for*  
R&DC member:  
F. Moore, AFR/DP FM 9/13  
J. Dalton, NE/TECH JD 9/20  
W. Feldman, LA/DR WF 9/12  
R. Meehan, ASIA/DP RM 9/19  
E. Hogan, PPC/DPRE EH 9/11

## SCOPE OF WORK

October 1, 1977 - September 30, 1978

### A. Objective

As discussed in the Non-Formal Education Information Center's Report of Progress, February 1977, demands on the Center have been rapidly expanding and are now averaging over 75 per week. The most frequent requests continue to be for the monographs and case studies prepared as part of the MSU Program of Studies in Non-Formal Education. The NFE Exchange newsletter is also of central importance, for it serves to make available the wealth of materials coming into the Information Center from world-wide sources. With its focus on pragmatic development problems, the NFE Exchange brings together materials of a fugitive nature, for the most part not otherwise accessible to NFE planners and practitioners. It has become a principal vehicle through which trends are highlighted, new ways of doing things are discussed, and practical resources are identified. An major objective of the NFE Information Center is to enrich its publication outreach in response to the expressed needs of development workers.

Another important objective of the Center is to strengthen its ability to respond quickly and meaningfully to the requests for assistance made by individual practitioners in the field. They are committed to continuing the individualized and personalized attention given to everyone who makes contact with the Center. And, more development workers are asking for more services, such as gathering resources in the areas of health and nutrition, family planning, agriculture, vocational skills and cooperatives, management, community organization, communication processes and technology. Therein rests the requirement for quality responses and quick turn-around. Good researchers and experienced peer reviewers will make it possible to provide these strengthened services.

The NFE Information Center wishes to spread its resources and to encourage the evolution of similar centers in the developing world. A major service that the Center now has the experience to provide is that of demonstrating how systematically to build and maintain an NFE information network. Assistance in this area is being increasingly requested of the NFE Information Center, which is willing and able to respond.

B. Detailed Statement of Work

The NFE Information Center will continue its present functions:

- Building a world-wide network of planners and practitioners of non-formal education for development. (Participants in the NFE network now number approximately 2900 persons, affiliated with 850 organizations in 110 countries.)
- Disseminating information (principally via the MSU/NFE publications and the NFE Exchange newsletter) about various facets of non-formal education to persons requesting this, particularly to those serving the poor majority. (Approximately 35,000 publications have been distributed to date.)
- Collecting and managing pertinent resources (published as well as "fugitive" documents) on NFE.
- Responding, in a personal and individualized fashion, to special requests for resources related to pragmatic development concerns.
- Tending to the needs and special development interests of visitors to the Information Center.
- Provide assistance and services to national and subnational centers in LDCs who want consulting on information centers.
- The Information Center will make maximum feasible use of the Research, Utilization and Information Center of TAB for information dissemination and printing of publications.

## Budget Descriptors

### I. Personnel

Administrator: Cole S. Brembeck

Functions - Contract and program administration; advisement concerning the Center's agenda of activities; program planning and development; funding; review and evaluation; meet with visitors to the Center.

Time - 10%; 4 hrs/wk.

Director: Joan M. Claffey

Functions - Program coordination, planning and management; plan and edit NFE Exchange bimonthly newsletter; review the Center's incoming requests and prepare responses; conduct analyses of resources and development impact; prepare reports; assist visitors to the Center.

Time - 75%; 30 hrs/wk.

Assistant #1: Nancy T. Radtke

Functions - Research and writing for NFE Exchange newsletter (bimonthly, ten pages) with identification, analysis and synthesis of appropriate materials, development of resource lists; layout; assist visitors to the Center.

Time - 50%; 20 hrs/wk.

Assistant #2: Aurora Pal-Montano

Functions - Research and writing for NFE Exchange newsletter (bimonthly, ten pages) with identification, analysis and synthesis of appropriate materials, development of resource lists; assist visitors to the Center.

Time - 50%; 20 hrs/wk.

Assistant #3:

Functions - Researching indepth requests for NFE resources (personnel, organizational, print); coding approximately 50 incoming NFE documents per week; making annotations on incoming materials.

Time - 50%; 20 hrs/wk.

Assistant #4:

Functions - Make annotations on key NFE materials (4000 total items in NFE Depository); conduct research to ascertain nature of incoming requests, composition, and interests of network participants, nature of exchange contributions.

Time - 25%; 10 hrs/wk.

Assistant #5:

Functions - Assist in the editing, review, and preparation of materials for publication and world-wide dissemination; cull together fugitive documents related to topical and pragmatic development issues for editing and production.

Time - 25%; 10 hrs/wk.

Secretary: - Ellen Brandenburg

Functions - Typing of correspondence (approximately 100 letters/wk); preparation of incoming mail; maintenance of records and files (correspondence, country, person); tabulations of incoming requests and publications; general secretarial services.

Time - 100%; 38 hrs/wk.

Clerical:

Functions - Assist with typing; preparation of publications and materials for overseas mailing, filing; labeling all incoming publications and fugitive documents for NFE Library with name and address of sender.

Time - 50%; 20 hrs/wk.

NOTE: This is a conservatively-sized cadre of staff, as might be surmised from a review of the many and time-consuming functions performed by the NFE Information Center. Should the demands for services greatly expand, it would be necessary to involve (an) additional graduate assistant(s).

## II. Travel and Per Diem

To confer with AID-W personnel.

For participation in professional meetings on information and development vis a vis the rural poor.

## III. Direct Costs

### Review and Evaluation Services

To involve key resource persons world-wide in the review of materials on non-formal education, for the purpose of analyzing and synthesizing the best in a particular development field; to assist in editing materials for publication.

### Newsletter Printing

To print six (6) issues of the NFE Exchange newsletter, bi-monthly, with ten (10) pages and a run of 4000 each issue. Each of these issues will be a "special subject" publication; e.g., front-line development workers, education cum production programs, NFE/development programs for preliterate adults, integration of women in development efforts, popular participation.

### Postage and Telephone

To mail NFE publications, upon request, to development planners and practitioners throughout the world, primarily in lesser

developed countries.

To mail 6 issues of the NFE Exchange newsletter to 3500 development workers in 110 countries.

For occasional telephone requests/replies.

#### Printing Publications

To develop three (3) new monographs which are geared to development problems most frequently brought to the attention of the Center -- and which include "fugitive documents," essays, and case studies written by development planners and practitioners working with the world's poor.

#### Publications Acquisitions

To purchase important NFE/development publications which are not available via exchange. (90% of the 4000 NFE Depository materials are contributed in exchange for our own NFE publications.)

#### Materials and Supplies

Paper, office supplies, etc.

#### Fugitive Documents Reproduction

For persons in the LDCs to acquire NFE print materials which are either not published, out of print, or not easily available.

BUDGET 1977-78

NON-FORMAL EDUCATION INFORMATION CENTER

	<u>Person Months</u>	<u>AID</u>	<u>Person Months</u>	<u>MSU</u>
I. PERSONNEL				
Administrator	1.2	3,635		
	9	14,767		
	<u>18</u>	<u>12,000</u>		
	28.2	30,402		
Grad. Assistants	18	18,000	6	6,000
Work Study Stdts	<u>0</u>	<u>0</u>	<u>9</u>	<u>1,296</u>
Subtotal	18	18,000	15	7,296
Personnel Totals	46.2	48,000	15	7,296
Fringe (16%)		7,744		0
Overhead (66%)		<u>31,945</u>		<u>4,815</u>
Subtotal		88,091		
II. TRAVEL & PER DIEM		1,000		
III. DIRECT COSTS				
Review & Evaln Servs.		2,000		
Newsletter Printing		3,000		
Postage and Telephone		<u>20,000</u>		
Printing Publications		1,000		
Publications Acquisitions		1,000		
Materials and Supplies		900		
Fugitive Documents Repro.		600		
Center Remodeling		<u>0</u>		<u>1,000</u>
Subtotal		<u>27,500</u>		<u>1,000</u>
GRAND TOTAL	\$129,702	\$115,591		13,111

931-996  
9310996 (23)  
4 PD-440-236

ACTION MEMORANDUM FOR AA/DS

September 12, 1978

THRU : DAA/HRD, Stephen Joseph  
THRU : DS/PO, Robert Simpson  
FROM : DS/ED, Robert Schmeding  
SUBJECT: Extension of Project 931-0996  
Nonformal Education: Field Support

Sp

The attached PAF Amendment authorizes extension of Project 931-0996 from September 30, 1978 to December 31, 1978 with the addition of \$45,000 from our FY 1978 OYB under RDS 15. These funds will be used to cover only the information services portion of our contract with Michigan State University (MSU). Earlier, EHR, the R&DC, and the regional bureaus agreed that the field support services of the project would be provided under a Basic Ordering Agreement, with individual Missions funding Task Orders as needed.

The use of the information services aspect of this project, which has been in operation since 1974, has expanded markedly. The NFE Information Center at MSU is replying to an average of approximately 80 inquiries and requests each week from development planners and practitioners in LDC's and in U.S. and international organizations as well as AID Mission personnel. The Center publishes a bimonthly newsletter, the NFE Exchange with a run of 4,000 copies, that deals with specific development problems in the LDC's (e.g., agriculture, health, nonformal education, the role of women in development, and popular participation by the poor majority in development efforts). The Center also produces occasional papers, receives and distributes unpublished documents, maintains a depository library and reference center, responds to individual requests for topical literature, and stimulates an interchange of ideas among development planners world-wide. There is little doubt that this service is one of the most valuable things we are funding.

A PID for a new FY 1979 project, to maintain the Center and expand its activities to include establishing regional NFE Information Centers in selected LDC's, was strongly supported by the Regional Bureaus during this year's ABS review and the project was approved. Funds have been included in our FY 1979 budget. However, "bridge funding" is necessary for the first three months of FY 1979 to enable the Center to maintain its operation without interruption until a full Project Paper can be developed, submitted, and approved within AID. It will not be possible to keep the present staff at MSU in place without continuous funding.

For these reasons, I recommend that you sign the attached PAF Amendment.

Att: PAF Amendment

Drafted by R. San Giovanni:ph:9-11-78

<b>AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT AUTHORIZATION AND REQUEST FOR ALLOTMENT OF FUNDS PART I</b>				1. TRANSACTION CODE <input type="checkbox"/> A - ADD <input checked="" type="checkbox"/> C - CHANGE <input type="checkbox"/> D - DELETE		<b>PAF</b>			
3. COUNTRY/ENTITY				4. DOCUMENT REVISION NUMBER <input type="checkbox"/>					
5. PROJECT NUMBER (7 digits) <input type="checkbox"/> 951-0996 <input type="checkbox"/>		6. BUREAU/OFFICE A. SYMBOL DSB      B. CODE <input type="checkbox"/> 08 <input type="checkbox"/>		7. PROJECT TITLE (Maximum 40 characters) <input type="checkbox"/> Nonformal Education: Field Support <input type="checkbox"/>					
8. PROJECT APPROVAL DECISION <input type="checkbox"/> ACTION TAKEN A - APPROVED D - DISAPPROVED DE - DEAUTHORIZED				9. EST. PERIOD OF IMPLEMENTATION YRS. <input type="text"/> <input type="text"/> QTRS. <input type="text"/> <input type="text"/>					
10. APPROVED BUDGET AID APPROPRIATED FUNDS (\$000)									
A. APPROPRIATION		B. PRIMARY PURPOSE CODE		PRIMARY TECH. CODE		H. 2ND FY <u>77</u>		K. 3RD FY <u>78</u>	
				Thru PY <u>76</u>					
(1)	EHR	610	610		813	-	346		45
(2)									
(3)									
(4)									
TOTALS				813		346		45	
A. APPROPRIATION		N. 4TH FY		O. 5TH FY		LIFE OF PROJECT		11. PROJECT FUNDING AUTHORIZED	
								ENTER APPROPRIATE CODE(S):	
(1)						1,189	-	1 - LIFE OF PROJECT	
(2)								2 - INCREMENTAL LIFE OF PROJECT	
(3)									
(4)									
TOTALS								PROJECT FUNDING AUTHORIZED THRU <u>7</u> <u>8</u>	
12. INITIAL PROJECT FUNDING ALLOTMENT REQUESTED (\$000)				13. FUNDS RESERVED FOR ALLOTMENT					
A. APPROPRIATION		B. ALLOTMENT REQUEST NO.		TYPED NAME (Chief, SER/FM/FSD)  SIGNATURE  DATE					
(1)									
(2)									
(3)									
TOTALS									
14. SOURCE/ORIGIN OF GOODS AND SERVICES				<input type="checkbox"/> 000 <input type="checkbox"/> 941 <input type="checkbox"/> LOCAL <input type="checkbox"/> OTHER _____					
15. FOR AMENDMENTS, NATURE OF CHANGE PROPOSED									

This Amendment adds \$45,000 to the life of project funding and extends the completion date for services from September 30, 1978 to December 31, 1978. The additional funding will provide only for the continuation of the informative services portion of the project.

FOR PDC/PIAS USE ONLY	16. AUTHORIZING OFFICE SYMBOL	17. ACTION DATE	18. ACTION REFERENCE (Optional)	ACTION REFERENCE DATE
		MM   DD   YY		MM   DD   YY

PROJECT AUTHORIZATION AND REQUEST  
FOR ALLOTMENT OF FUNDS

PART II

ENTITY : DS Bureau  
PROJECT : Nonformal Education: Field Support  
PROJECT NUMBER: 931-0996

AID grant financing of \$45,000 will be provided, in addition to the \$1,157,700 already authorized under this project.

The additional funding will provide for continuation of the information services portion only of this project through December 31, 1978, as per the attached Scope of Work and Budget. As agreed with the regional bureaus, technical assistance previously provided under this project will be funded as needed by the Missions under a BOA with Michigan State University.

APPROVED *Paul M. Lewis*

DISAPPROVED \_\_\_\_\_

Date 9-13-78

Attachments: Scope of Work  
Budget

Clearance:

DS/PO:L.Prosser *L.P.*  
DS/PO:R.Simpson *R.S.*

Drafted by DS/ED:RSanGiovanni:ph:8-29-78

## SCOPE OF WORK

October 1, 1978 - December 31, 1978

### A. Objective

As discussed in the Nonformal Education Information Center's Report of Progress, January, 1978, demands on the Center have been rapidly expanding, and requests for services now average over 80 per week. The most frequent requests continue to be for the monographs and case studies prepared as part of the MSU Program of Studies in Nonformal Education. The NFE Exchange newsletter is also of central importance, for it serves to make available the wealth of materials coming into the Information Center from world-wide sources. With its focus on pragmatic development problems, the NFE Exchange brings together materials of a fugitive nature, for the most part not otherwise accessible to NFE planners and practitioners. It has come to be a principal vehicle through which trends are highlighted, new ways of doing things are discussed, and practical resources are identified. A major objective of the NFE Information Center is to enrich its publication outreach in response to the expressed needs of development workers.

Another important objective of the Center is to strengthen its ability to respond quickly and meaningfully to the requests for assistance made by individual practitioners in the field. They are committed to continuing the individualized and personalized attention given to everyone who makes contact with the Center. Also, more development workers are asking for more services, such as gathering resources in the areas of health and nutrition, family planning, agriculture, vocational skills and cooperatives management, community organization, communication processes and technology. Therein rests the requirement for quality responses and quick turn-around. Good researchers and experienced peer reviews will make it possible to provide these strengthened services.

The NFE Information Center also provides a valuable service in generating new knowledge about NFE theory and practices, through the writing and distribution of occasional papers. These papers are intended to provide a forum for the noteworthy ideas and experiences of persons in the NFE network. Priority will be given to the publication of papers which reflect development concerns of LDC nationals or which probe issues of NFE as it relates to the basic needs of people, especially the poor majority in LDC's.

### B. Detailed Statement of Work

The NFE Information Center of MSU will continue its present functions:

- Building a world-wide network of planners and practitioners of nonformal education for development. (The NFE network now numbers approximately 3,300 participants, affiliated with 850 organizations in 126 countries.)

- Disseminating information (principally via the MSU NFE publications and the NFE Exchange newsletter) about various facets of nonformal education to persons requesting this information, particularly to those serving the poor majority. (Approximately 35,000 publications have been distributed to date.)
- Collecting and managing pertinent resources on NFE, published as well as "fugitive" documents.
- Responding, in a personal and individualized fashion, to special requests for resources related to pragmatic development concerns.
- Tending to the needs and special development interests of visitors to the NFE Information Center.

The Information Center will make maximum feasible use of the Research, Utilization, and Information Center of DSB for information dissemination and printing of publications.

## BUDGET DESCRIPTORS

### I. PERSONNEL

#### Administrator (Cole S. Brembeck)

Functions - Contract and program administration; advisement concerning the Center's agenda of activities; program planning and development; funding; review and evaluation; meet with visitors to the Center.

#### Director (Joan M. Claffey)

Functions - Program coordination, planning, and management; plan and edit NFE Exchange; review Center's incoming requests and prepare responses; conduct analyses of resources and development impact; prepare reports; assist visitors to the Center.

#### Faculty and Research Assistant

Functions - Collect relevant research data; write original topical papers regarding nonformal education theory and practice; serve as consultant on nonformal education matters.

#### Graduate Assistants and Work/Study Students

Functions - Research and writing for NFE Exchange newsletter; development of appropriate resource lists; layout; coding and cataloging of incoming NFE documents; assisting in the editing, review, and preparation of materials for publication and world-wide dissemination.

#### Clerical

Functions - Typing of correspondence and manuscripts; maintenance of files and records; tabulations of incoming requests and publications; addressing outgoing publications; general secretarial services.

### II. DIRECT COSTS

Review and Evaluation Services - To involve key resource persons world-wide in the review of materials on nonformal education, for the purpose of analyzing and synthesizing the best in a particular development field; to assist in editing materials for publication.

NFE Exchange Newsletter Printing - To print one double issue of the NFE Exchange newsletter, with 20 pages and a run of 4,000 copies; each of these issues is a "special subject" publication, focusing on NFE development practices in a particular area of expertise (e.g., agriculture, health, the role of women).

Postage, Telephone, and Telegraph - Mailing of NFE publications world-wide, including the NFE Exchange; maintaining personal contacts with development practitioners and planners, and with U.S. government and other international organizations.

Publications Acquisition - To purchase important NFE development publications which are not available via exchange (90% of the 4,000 NFE depository materials are contributed in exchange for the Center's NFE publications).

Materials and Supplies - Routine office materials and supplies.

Fugitive Documents Reproduction - To reproduce and distribute NFE materials which are either not published or out of print.

Printing Publications - To develop new monographs and papers on specific development problems and practices (e.g., case studies, essays, and fugitive documents).

BUDGET

October 1 - December 31, 1978

I. PERSONNEL

<u>Title</u>	<u>Person Months</u>	<u>Cost</u>
a) Administrator	0.5	\$ 1,747
b) Director	3.0	4,112
c) Faculty Researcher	1.5	1,650
d) Clerical	3.3	2,908
e) Graduate Assistants	9.0	9,510
f) Work/Study Students	<u>3.0</u>	<u>336</u>
Sub-Total	20.3	\$20,263
Fringe [16% of \$10,417 (a-d)]		<u>1,667</u>
Sub-Total		\$21,930
Overhead [69% of \$20,263 (a-f)]		<u>13,931</u>
TOTAL - Personnel		\$35,861

II. DIRECT COST

Review and Evaluation Services	\$ 1,900
Printing <u>NFE Exchange</u>	2,000
Postage, Telephone, Telegraph	4,000
Publications Acquisition	250
Materials and Supplies	240
Fugitive Documents Reproduction	200
Printing NFE Publications (Papers)	<u>200</u>
Sub-Total	\$ 8,790

III. TRAVEL

\$ 299

TOTAL

\$45,000

AGENCY FOR INTERNATIONAL DEVELOPMENT <b>PROJECT AUTHORIZATION AND REQUEST          FOR ALLOTMENT OF FUNDS PART I</b>	1. TRANSACTION CODE <input type="checkbox"/> A ADD <input type="checkbox"/> C CHANGE <input type="checkbox"/> D DELETE	PAF 2. DOCUMENT CODE 5
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3. COUNTRY/ENTITY Interregional	4. DOCUMENT REVISION NUMBER <input type="checkbox"/> 3 <b>931076 (24)</b> <b>10-MW-236</b>
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5. PROJECT NUMBER (7 digits) <input type="checkbox"/> 931-0996 <input type="checkbox"/>	6. BUREAU/OFFICE A. SYMBOL BSB B. CODE <input type="checkbox"/> 10 <input type="checkbox"/>	7. PROJECT TITLE (Maximum 40 characters) <input type="checkbox"/> Nonformal Education: Field Support <input type="checkbox"/>
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8. PROJECT APPROVAL DECISION ACTION TAKEN <input type="checkbox"/> A APPROVED <input type="checkbox"/> O DISAPPROVED <input type="checkbox"/> DE DEAUTHORIZED	9. EST. PERIOD OF IMPLEMENTATION YRS. <input type="checkbox"/> <input type="checkbox"/> QTRS. <input type="checkbox"/>
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10. APPROVED BUDGET AID APPROPRIATED FUNDS (\$000)											
A. APPROPRIATION	B. PRIMARY PURPOSE CODE	PRIMARY TECH. CODE				Thru FY 77		H. 2ND FY 78		K. 3RD FY 79	
		C. GRANT	D. LOAN	F. GRANT	G. LOAN	I. GRANT	J. LOAN	L. GRANT	M. LOAN		
(1) EHR	610	610	-	1,158	-	45	-	150	-	-	
(2)											
(3)											
(4)											
TOTALS				1,158	-	45	-	175			

A. APPROPRIATION	N. 4TH FY		Q. 5TH FY		LIFE OF PROJECT		11. PROJECT FUNDING AUTHORIZED		A. GRANT	B. LOAN
	O. GRANT	P. LOAN	R. GRANT	S. LOAN	T. GRANT	U. LOAN	ENTER APPROPRIATE CODE(S) 1 = LIFE OF PROJECT 2 = INCREMENTAL LIFE OF PROJECT			
(1)					1,353				2	-
(2)										
(3)										
(4)										
TOTALS							C. PROJECT FUNDING AUTHORIZED THRU		7	9

12. INITIAL PROJECT FUNDING ALLOTMENT REQUESTED (\$000)				13. FUNDS RESERVED FOR ALLOTMENT			
A. APPROPRIATION	B. ALLOTMENT REQUEST NO.						
	C. GRANT	D. LOAN		TYPED NAME (Chief, SER/FM/FSD)			
(1)				SIGNATURE			
(2)				DATE			
(3)							
(4)							
TOTALS							

14. SOURCE/ORIGIN OF GOODS AND SERVICES  
 000     341     LOCAL     OTHER \_\_\_\_\_

15. FOR AMENDMENTS, NATURE OF CHANGE PROPOSED

This amendment adds \$100,000 to the life of the project funding and extends the completion date for services from March 31, 1979 to September 30, 1979. The additional funding will provide only for the continuation and termination of the information services portion of the project.

FOR PPC/PIAS USE ONLY	16. AUTHORIZING OFFICE SYMBOL	17. ACTION DATE	18. ACTION REFERENCE (Optional)	ACTION REFERENCE DATE
		MM DD YY		MM DD YY

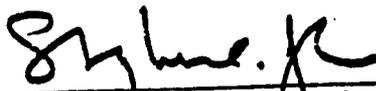
PROJECT AUTHORIZATION AND REQUEST  
FOR ALLOTMENT OF FUNDS

PART II

ENTITY : DS Bureau  
PROJECT : Nonformal Education: Field Support  
PROJECT NUMBER: 931-0996

I authorize an additional grant of up to \$100,000 from FY 1979 funds for this project, thereby increasing the total grant authorized for this project to \$1,353,000.

The additional funding will provide for continuation of the information services portion only of this project through September 30, 1979, as per the attached Scope of Work and Illustrative Budget. As agreed with the regional bureaus, technical assistance previously provided under this project will be funded as needed under a BOA with Michigan State University

  
DAA/DS/HRD, Dr. Stephen Joseph  
3/20/79  
Date

Attachments: Scope of Work  
Illustrative Budget

Clearance:

DS/PO, R. Simpson  
DS/ED, R. Schmeding

Drafted by DS/ED, R. SanGiovanni:ph:2/28/79  
Revised by DS/PO, RMeehan:ad:3/20/79

## STATEMENT OF WORK

April 1, 1979 - Sept . 30, 1979

### A. Objective

As discussed in the Nonformal Education Information Center's Report of Progress, January, 1978, demands on the Center have been rapidly expanding, and requests for services now average over 80 per week. The most frequent requests continue to be for the monographs and case studies prepared as part of the MSU Program of Studies in Nonformal Education. The NFE Exchange newsletter is also of central importance, for it serves to make available the wealth of materials coming into the Information Center from worldwide sources. With its focus on pragmatic development problems, the NFE Exchange brings together materials of a fugitive nature, for the most part not otherwise accessible to NFE planners and practitioners. It has come to be a principal vehicle through which trends are highlighted, new ways of doing things are discussed, and practical resources are identified. A major objective of the NFE Information Center is to enrich its publication outreach in response to the expressed needs of development workers.

Another important objective of the Center is to strengthen its ability to respond quickly and meaningfully to the requests for assistance made by individual practitioners in the field. They are committed to continuing the individualized and personalized attention given to everyone who makes contact with the Center. Also, more development workers are asking for more services, such as gathering resources in the areas of health and nutrition, family planning, agriculture, vocational skills and cooperatives, management, community organization, communication processes and technology. Therein rests the requirement for quality responses and quick turn-around. Good researchers and experienced peer reviews will make it possible to provide these strengthened services.

The NFE Information Center also provides a valuable service in generating new knowledge about NFE theory and practices, through the writing and distribution of occasional papers. These papers are intended to provide a forum for the noteworthy ideas and experiences of persons in the NFE network. Priority will be given to the publication of papers which reflect development concerns of LDC nationals or which probe issues of NFE as it relates to the basic needs of people, especially the poor majority in LDCs.

B. Detailed Statement of Work

1. The NFE Information Center at MSU will continue its present functions:

- Building a worldwide network of planners and practitioners of nonformal education for development. (The NFE network now numbers approximately 3,300 participants, affiliated with 850 organizations in 126 countries.)
- Disseminating information (principally via the MSU non-formal education publications and the NFE Exchange newsletter) about various facets of nonformal education to persons requesting this information, particularly to those serving the poor majority. (At least one full issue of the NFE Exchange will be published and distributed.)
- Collecting and managing pertinent resources on NFE, published as well as "fugitive" documents.
- Responding, in a personal and individualized fashion, to special requests for resources related to pragmatic NFE development concerns.
- Tending to the needs and special development interests of visitors to the NFE Information Center.

2. The NFE Information Center at MSU will undertake the following terminating activities:

- a) Preparation of a plan, to be submitted to DS/ED by August 1, 1979 (5 copies), for the availability to A.I.D. of the basic stock of materials collected and produced under this project. By the termination date of the project (September 30, 1979), this basic stock will be available to A.I.D. for either delivery to the DSB Development Information Center or for other appropriate disposition as determined by A.I.D. Included will be existing operational manuals or written procedures for collecting, cataloging, maintaining, and distributing the materials. A.I.D. will issue instructions to MSU for the disposition of these materials by September 1, 1979.

- b) Preparation of a final report, to be submitted to DS/ED by September 30, 1979 (25 copies) describing major accomplishments under the project since its inception; unresolved major problems and recommendations for their solution; recommendations for further use of the project materials by A.I.D., USAIDs and the LDCs; and recommendations for further kinds of NFE information activities that A.I.D. should consider. The report will contain as an annex a complete list of the names, titles, and mailing addresses of all U.S. and international NFE network affiliates in the project.
3. The Information Center of MSU will make maximum feasible use of the DSB Development Information Center for information dissemination and printing of publications.

ILLUSTRATIVE BUDGET

NFE Field Support  
Project 931-0996 (AID/ta-C-73-22)  
April 1, 1979 - September 30, 1979

I.	<u>PERSONNEL</u> .....			\$ 77,150
	<u>Category</u>	<u>Person Months</u>	<u>Cost</u>	
	A. Administrator	.6	\$ 2,400	
	B. Director	6.0	8,400	
	C. Asst. to Director	4.0	6,000	
	D. Clerical	10.0	11,000	
	E. Graduate Assist's.	12.0	15,000	
	F. Work/Study Students	<u>1.0</u>	<u>200</u>	
	Sub-Total	33.6	\$ 43,000	
	Fringe (16% of A-D)		4,450	
	Overhead (69% of A-F)		29,700	
II.	<u>TRAVEL</u> .....			\$ 2,000
III.	<u>DIRECT COSTS</u> .....			\$ 19,350
	A. Research & Review		\$ 1,000	
	B. NFE Exchange Printing		5,000	
	C. Communications (postage, telephone & telegraph)		7,500	
	D. Reproduction		3,500	
	E. Materials and Supplies		1,800	
	F. Acquisitions		550	
IV.	<u>CONTINGENCIES</u> .....			\$ 1,000
				<hr/>
			TOTAL.....	\$ 99,500

ACTION MEMORANDUM FOR DAA/DS/HRD

March 7, 1979

THRU : DS/PO, Robert Simpson <sup>2/18/79</sup>

FROM : DS/ED, Robert Schmeding *Signature for*

SUBJECT: Extension of Project 931-0996  
Nonformal Education: Field Support

The attached PAF Amendment authorizes extension of Project 931-0996 from March 31, 1979 to September 30, 1979 with the addition of \$100,000 from our FY 1979 OYB. These funds will be used to cover the continued operation of a Nonformal Education Information Center under our contract with Michigan State University (MSU).

The need for the information services aspect of this project has been well established over the four year life of the project, and the regional bureaus are unanimous in their strong support for the continuation of these services. The Nonformal Education Information Center at MSU is now replying to an average of approximately 100 inquiries and requests weekly from development planners and practitioners in LDCs and in the U.S. and international organizations, as well as A.I.D. mission personnel. The Center publishes a quarterly newsletter, the NFE Exchange, with a run of 6,000 copies that deals with specific development problems in the LDCs (e.g., agriculture, health, nonformal education, the role of women in development, and popular participation by the poor majority in development efforts). The Center also produces occasional papers, receives and distributes unpublished documents, maintains a depository library and reference center, responds to individual requests for topical literature, and stimulates an interchange of ideas among development planners worldwide.

A PID for a new FY 1979 project, to maintain the Center and expand its activities to include establishing regional and/or national Nonformal Education Information Centers in selected LDCs, was highly endorsed by the regional bureaus during this year's ABS review and funding for the project has been approved. It is not possible that all procedures related to launching a new project can be completed before the terminal date of the present contract, March 31, 1979 (e.g., clearance of the final Project Paper, resolution of the issue of noncompetitive procurement, and negotiating a contract). "Bridge funding" of six months is therefore required to enable the MSU Center to maintain its operation without interruption with highly specialized personnel and to provide required termination activities by the contractor.

For these reasons, I recommend that you sign the attached PAF Amendment.

Att: A/S