

AID 1350-1X
(7-77)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country
inter-regional

Page 1 of 12 Pages

2. PIO/T No.
931-1191-3178579

3. Original or 15p.
Amendment No. _____

4. Project/Activity No. and Title
1191 Off-farm Employment

DISTRIBUTION

5. Appropriation Symbol
72-11X1023

6.A. Allotment Symbol and Charge
402-31-099-00-20-71

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

7. Obligation Status
 Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)
From 8/77 To 7/79

9.A. Services to Start (Mo., Day, Yr.)
Between 8/77 and 9/77

9.B. Completion date of Services
(Mo., Day, Yr.) 7/31/81

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

10.B. Authorized Agent
AID/W

Estimated Financing		(1)	(2)	(3)	(4)
\$1.00=		Previous Total	Increase	Decrease	Total to Date
11. Maximum A.I.D. Financing	A. Dollars		324,000		324,000
	B. U.S.-Owned Local Currency		FUNDS RESERVED BY		
12. Cooperating Country Contributions	A. Current		<u>2005</u>		
	B. Other		POSTED <u>7/21/77</u> SER/EM/CSD		

13. Mission References

14. Instructions to Authorized Agent
The Contract Office (SER/CM) is authorized to execute a 48 month Cooperative Agreement with Michigan State University to provide the services described in the attached scope of work.
This PIO/T provides incremental funding for 24 months. Additional funding for the second two years of project operations is scheduled for FY 1979 obligation, subject to the availability of funds.

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

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

B. Funds for the services requested are available

Thomas Mehen, TA/RD *TM* Date: 7/20

M. Mozynski, TA/PPU *MM* Date: 7/21/77

Charles S. Blankstein, TA/RD *CB* Date: 7/20

J. Durnan, TA/PPU *JD* Date: 7/21/77

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

17. For the Agency for International Development

18. Date of Signature

Signature and date:

Signature: *Kenneth Wilow*

7/21/77

Title:

Title: TA/PPU, Chief, Program Div.

PIO/T

Project/Activity No. and
1191 Off-farm Employment

SCOPE OF WORK

19. Scope of Technical Services

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

See continuation sheet

B. Description

See continuation sheet

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
Various	Economics, Agricultural Economics and Economic Anthropology		66 *

*Man months estimated at senior technician level equivalent. Man months actually used may be greater if more junior level technicians can be used, but total costs will not be exceeded. Man months may be adjusted as agreed by TA/RD Manager.

(2) Duty Post and Duration of Technicians' Services

Short-term trips to countries selected for applied research/consulting relationship by mutual agreement and East Lansing, Michigan.

(3) Language requirements

As required by IDC institution participating in applied research or requesting consultant services.

(4) Access to Classified Information

(5) Dependents Will Will Not Be Permitted to Accompany Technician for long-term overseas assignment

D. Financing of Technical Services

(1) By AID - \$

(2) By Cooperating Country -

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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
	Supplies and publications	\$20,000	

B. Financing of Equipment and Supplies

(1) By AID - \$ 20,000

(2) By Cooperating Country -

21. Special Provisions

- A. This PIO/T is subject to AID (contracting) (PASA implementation) regulations. Cooperative Agreement 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): Prior to making any visits to LDCs, the Contractor will review his plans with TA/RD. He will request and receive country clearance and AID Mission Concurrence, keep AID Missions in countries to be visited fully informed of proposed visits, ask them to provide any advice they wish regarding timing and content of the visits and to participate if they desire and will inform the Missions of the outcomes of consultations. He will make his own appointments and logistics arrangements directly. Upon completion of any international travel, a copy of the trip report will be provided to the TA/RD Project Manager. The report format will be established directly by the Contractor and the Project Manager.

inter-regional

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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)

- (1) An annual administrative report covering expenditures and personnel employed under cooperative agreement in addition to any other administrative report required by cooperative agreement.
- (2) Technical reports of results of applied research activities and state of art work.
- (3) End of activity report for each activity all above reports to be submitted as follows:

- 20 copies to TA/RD (for distribution within AID to interbureau committee and Rural Development Steering Committee).
- 2 copies to AID Reference Center
- 3 copies to TA/PPU/EUI (see Block 21E).

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

Project Paper

Paper summarizing mission research and development priorities prepared by TA/RD.

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

A. Relationships and Responsibilities The university will appoint a project director responsible for liason with the TA/RD project manager.

B. Cooperating Country Liaison Official To be determined by host government, Michigan State University and mission rural development officer.

C. AID Liaison Officials missions: senior rural development officer or designee TA/RD project manager as designee of Director, Office of Rural Development, TAB.

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LOGISTIC SUPPORT

26. 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		TO BE PROVIDED OR ARRANGE BY SUPPLIER
	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) Transportation To and From Country					
(8) Interpreter Services/Secretarial					
(9) Medical Facilities					
(10) Vehicles (official)					
(11) Travel Arrangements/Tickets					
Other: (12) (specify)					
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

- APO
- PX
- COMMISSARY
- OTHER (specify, e.g., duty free entry, tax exemption)

C. Comments

The Cooperator is responsible for logistics support in-country either from its own resources or through agreements with host countries and specific missions.

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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.

21E

(administrative, progress, final and technical reports containing R&D findings) to the Documentation Coordinator, TA/PPU/EUI, Technical Assistance Agency for International Development, Washington, D.C. 20523, or his designee. Such reports shall include a title page showing the title of the report, project title as set forth in this contract (or grant) and the contract number. One copy of each report shall be clearly typed or printed on white paper so that it may be photographed to produce a microfilm master. Technical reports shall be accompanied by an author-prepared abstract."

21 F

Voucher Identification: 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/931-1191-3178579

Project 931-1191-

Project Office TAB/RD.

CONTINUATION SHEET

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19. A.

To improve the ability of LDC institutions and AID missions to design and implement off-farm employment generation projects so that they operate more effectively to increase the productivity, income and quality of life of the rural poor.

19. B.

The technical services to be provided by MSU are expected to serve as a major input into: (1) the development and testing of guidelines for the collection and analysis of information on off-farm employment to be utilized by LDC institution and AID mission in program and policy formulation; (2) state-of-knowledge papers on off-farm employment; (3) consulting to LDC institutions and AID missions on off-farm employment generation; and (4) the dissemination of generation knowledge and the guidelines for off-farm employment.

These four components are inter-dependent activities which can result in an improved capacity for LDC institutions and AID missions to design and implement off-farm employment generation programs. Project activities will principally be carried out in collaboration with two participating host countries. In addition short term advisors and consultants in off-farm employment will be made available to other LDCs.

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PID/T

Indicate block numbers.

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

Project activities will be implemented in four stages. Stage I will take 4-8 months and involves these s:

1. A general state of knowledge paper on off-farm employment will be undertaken and completed.
2. Final selection of country and local institutions for the in-depth consulting and applied research will be made by the cooperator in consultation with AID in the initial country. Discussions with the regional bureaus and missions indicate the Caribbean Region is a potential participating mission.
3. The first international conference on rural off-farm activities will be organized and conducted.
4. Agreements will be reached on a country-specific implementation plan including the mutual responsibilities and commitments of the cooperator and the participating host country
5. Short-term advisors with expertise in off-farm employment will initiate in-depth advising with LDC institution and AID mission.

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6. In other LDCs short-term consulting will begin. The cooperator will advise LDC institutions and AID missions on issues involving the off-farm sector in the following areas:

- (1) Planning and policy formulation
- (2) Project design and implementation
- (3) Project/Program evaluation

The cooperator will provide 4.5 man months per year in this activity in the first 24 months of project life. A high priority is given to problems related to off-farm employment by the countries listed in Attachment A.

These represent the potential countries for short term consulting during the first 24 months.

TA/RD project manager will reassess in collaboration with regional bureaus the countries in need of consulting assistance for the remaining 24 months.

Stage II is approximately 18-24 months.

- 1. The in-depth applied research will be initiated.
- 2. Questionnaires for off-farm sector surveys for the case studies will be developed and pre-tested.
- 3. The off-farm sector data will be reviewed and case studies selected.
- 4. Data collection will be initiated.
- 5. Preliminary policy analysis will be begun.

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and increased as accurate and reliable data become available.

6. Training within the institution in collection and analysis of information on the off-farm sector will be initiated.

7. Short-term advisors with expertise in data collection and analysis of the off-farm sector will be utilized.

8. In Africa state of knowledge paper on off-farm employment will be undertaken and completed.

9. Regional Workshop I will be organized and held in Latin America.

10. Final selection of country and local institution for the in-depth consulting and applied research will be made by the cooperator in consultation with AID in the second country. The second participating country will be Africa. Discussions with regional bureaus indicate the following countries are possible: Upper Volta, Kenya, Ghana, and Tanzania.

Stage III will take approximately 18-20 months and will entail

the following activities:

1. The in-depth applied research will be initiated in the second country.

2. Questionnaires for off-farm sector surveys and will be developed and pre-tested.

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3. The off-farm sector data will be reviewed and case studies selected.
4. Data collection will be initiated.
5. Preliminary policy analysis will be begun and increased as accurate and reliable data become available.
6. Training within the institution in collection and analysis of information on the off-farm sector will be initiated.
7. Short-term advisors with expertise in data collection and analysis of the off-farm sector will be utilized.
8. Regional Workshop II will be held in Africa.
9. Policy analysis in the two countries will be developed into country - specific guidelines in each of the participating countries and tested for their usefulness in policy program formulation.
10. Guidelines for collecting information on the off-farm sector will be developed and compiled into a preliminary handbook.

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Stage IV will take approximately 4-6 months and includes:

1. Upon completion of the in-country activities, a report will be prepared describing the findings of the work, the guidelines developed and tested, its usefulness within the participating countries and its potential for continued use.

2. The second international conference will be held.

The four stages may cover slightly different time periods. A four year expenditure budget estimate for the Cooperator is attached to this PIO/T as Attachment B.

The scope of work may be amended at a future date to include rostering assistance if feasible.

ATTACHMENT A

3.5

2

Urgent

Important

Guatemala	Kenya	Afghanistan
Dominican Rep.		Brazil
Costa Rica		Korea
Nicaragua		Ethiopia
Honduras		Ecuador
Tunisia		Rwanda
Ghana		Mauritania
Chile		NDC/Yaounde
Bangladesh		Yemen
Peru		India
Guyana		Unidentified
Thailand		
Nepal		
Philippines		

ATTACHMENT B

Notes to Expenditure Budget Estimate

1. Salaries are estimated at \$36,000/annum plus 15% fringe benefits in senior level equivalents.
2. Overhead is calculated at 66%.
3. Project Administration includes
 - a. Administrative Officer -- 3 mo/yr.
 - b. Secretary -- full-time
 - c. Computer Programmer
4. On-campus costs represent estimates for printing, data processing, mailing, and conferences and workshops.
5. Travel and per diem are estimated for trips to the two countries of in-depth study and for conference and workshop travel. Travel and per diem for the short-term advising to other LDCs will be funded by the requesting mission.
6. In-country costs include estimates for data collection and analysis for the surveys and case studies.

PROJECT AUTHORIZATION AND REQUEST FOR
ALLOTMENT OF FUNDS

PART II

ENTITY: Development Support Bureau
PROJECT: Off-Farm Employment
PROJECT NUMBER: 931-1191

I hereby approve and authorize an increase in funding in
the amount of \$750,000 for the Off-Farm Employment Project.

Signature: *Sander Levin*

Sander Levin
Assistant Administrator
for Development Support
Bureau

Date: 8-23-78

Attachment:
PAF and Project Paper

Clearances:

DS/RAD: Harlan Hobgood *HH* Date: 8/23
DS/RAD: Thomas Mehen *TM* Date: 8/23
DS/PO: Robert Simpson *RS* Date: 8/23

Drafted by DS/RAD: *JV* Gelb:aej:8/22/78

AUG 23 1978

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, DSB

THRU: DAA/DSB, Mr. Tony Babb
DS/PO, Mr. Robert Simpson *Rmfa*

FROM: DS/RAD, Harlan H. Hobgood *H. Hobgood*

Problem: To expand the response capability of Michigan State University (MSU) under the existing Off-Farm Employment Project by increasing the total AID funding for the project from \$709,000 to \$1,459,000. The project has already been funded for \$324,000 in FY 1977. The balance of funding, \$1,135,000, required to meet the new level of effort would be funded in FY 1978 (\$664,000) and in FY 1979 (\$471,000).

Discussion: The Off-Farm Employment Project has been in operation for one year. During this time it has become increasingly clear that the limited resources AID has retained at Michigan State University (principally two MSU professors) to work in this area are not going to be adequate to service the mounting demand from our Missions. The current evidence is that the Missions view off-farm employment as a key element in their overall rural development strategies for reaching the landless poor.

In the first year of the existing cooperative agreement MSU was to start in-depth work analyzing small rural industries in one country. Currently MSU has on-going analytical work in both Bangladesh and Jamaica. The example of Bangladesh is instructive regarding the importance of the Off-Farm Employment Project. The Mission has already put approximately a half million dollars into a small industry survey which was designed and is being monitored with short term visits by MSU. In addition, the Mission submitted a PID for \$120 million to support a rural enterprise program which will be shaped in large measure by the MSU survey.

Strong interest has been expressed by the Thailand and Haiti Missions for work by MSU on off-farm employment. In addition, the MSU team is planning to visit several African Missions this fall and there is a good likelihood there will be a significant demand for their services, since there are approximately thirty-one proposed rural enterprise projects in that region proposed to be funded by AID in FY 1980. The Latin America Bureau is also interested in having MSU assist in the evaluation of previously supported AID rural enterprise development efforts in Paraguay, Bolivia, Peru, Guatemala, and Colombia.

The additional \$750,000 would specifically enable MSU (1) to carry out two additional in-depth applied research efforts (probably Thailand and Haiti or an African country) that would provide the knowledge base for AID program interventions in support of rural enterprises; (2) an additional 4.5 person months per year in short term consulting to assist AID Missions in the design and evaluation of rural enterprise activities; (3) three major studies and/or evaluations of off-farm employment; (4) two additional regional workshops where findings of applied research efforts would be reviewed and discussed with field Missions.

Recommendation: That you approve an increase in total project funding in the amount of \$750,000 for the Off-Farm Employment Project by signing the attached PAF. This would bring the total funding under the project to \$1,459,000.

Clearances:

DS/RAD:PFritz *PFritz* Date: 5/23
DS/RAD:TMehen *TMehen* Date: 8/23
DS/PO:RSimpson *RSimpson* Date: 8/23

DS/RAD:JGelb/TMehen:aej:8/23/78