

PD-AA6-022

A.I.D. Project Number <sup>5380054004401</sup>  
538-0054

PROJECT  
GRANT AGREEMENT  
BETWEEN  
NATIONAL COUNCIL FOR INTERNATIONAL HEALTH  
AND THE  
UNITED STATES OF AMERICA  
FOR  
HEALTH MANPOWER UNIT IN CARICOM

DATE: September 24, 1980

FISCAL DATA

APPROPRIATION: 72-11102.8

ALLOTMENT: 048-52-538-00-69-01

AMOUNT OBLIGATED: \$512,138 (U.S.)

PROJECT DESCRIPTION**A. PURPOSE OF GRANT**

The purpose of this Grant is to establish a Health Manpower Planning capacity within CARICOM in order to 1) improve the relevance and out-reach effectiveness of CARICOM's programs and services related to regional primary health care needs; and 2) assist participating countries in health manpower planning by providing selected health personnel, and related technical services. The project provides for the participation of the member countries of the Caribbean Community (CARICOM), with the principal focus placed on assisting those which are less developed.

**B. SPECIFIC OBJECTIVES**

The specific objectives of this grant are outlined according to the project participants:

**1. National Council for International Health (NCIH)**

- a) To assist the Caricom Health Secretariat in obtaining personnel and technical resources so that CARICOM develops the capacity to assist LDCs in planning for and in helping meet the health manpower needs of participating countries in the region.
- b) To assist CARICOM in developing a framework for assessing the health manpower needs of CARICOM countries.
- c) To assist CARICOM in assessing the health manpower needs of CARICOM countries and in developing priorities.
- d) To assist CARICOM in developing a regional health manpower plan to meet the priority needs of CARICOM countries, including promoting the relevance of education and training of health personnel in participating countries.
- e) To assist CARICOM in working with its member countries to develop an appropriate system(s) to respond to priority regional health manpower needs, in cooperation with the University of the West Indies, U.S. private and voluntary organizations, and other appropriate institutions.
- f) To assist CARICOM in working with specific participating countries in helping meet their priority health manpower needs.
- g) To assist CARICOM in identifying PVO's, universities, other U.S. private sector groups and individuals whose resources may be mobilized toward helping meet the health manpower needs of CARICOM countries.

- h) To assist CARICOM by identifying and developing as a specialized part of the NCIH Voluntary Health Manpower Assistance Clearinghouse, both a listing of U.S. based private and voluntary organizations, and a listing of individual health specialists, especially Caribbean nationals living in the U.S., who have skills which can be used to respond to the immediate health manpower needs of CARICOM countries.

2. Caribbean Community Secretariat (CARICOM)

- a) To establish a Health Manpower Unit (HMU) within CARICOM headed by a senior-level Caribbean national, and to plan to maintain support for the HMU following the two-year support provided by NCIH.
- b) To work with CARICOM countries in identifying a national health manpower coordinator, and to establish a working relationship among the national health manpower coordinators in CARICOM countries and the CARICOM Health Manpower Unit.
- c) To work with CARICOM countries and with the assistance of NCIH complete the objectives of NCIH (b) through (g) above.
- d) To work with CARICOM countries in organizing a system for identifying and responding to volunteer health manpower needs, and in providing the necessary support services for specific country assignments designed to meet the need.
- e) To work with NCIH in developing the specialized component to the NCIH Clearinghouse (item h above), so that following the two years of this program the information can be appropriately transferred and maintained by the CARICOM Health Manpower Unit.

3. CARICOM Countries - especially LDC's

- a) To identify an individual in the Ministry of Health who will be recognized as the countries "National health manpower coordinator" and thus the country contact for this program.
- b) To encourage and assist their countries "national health manpower coordinator" to become knowledgeable of the health manpower situation his/her country and to participate with CARICOM, assisted by NCIH, in sharing that information with other countries and in carrying out the objectives listed above in section NCIH (b) through (g).
- c) To work with CARICOM in organizing a system for identifying and responding to volunteer health manpower needs within CARICOM member countries and to provide direct support services to volunteer health manpower assigned to meet a need within a country.

## C Implementation Plan and Specific Activities

In order to achieve the above objectives, NCIH will be provided an operational Program Grant. With funds from this grant, over a two year period, NCIH in cooperation with CARICOM and its member countries will undertake the following activities.

### Year I

1-3 months NCIH will begin to hire its Washington based staff, establish an office and necessary administrative mechanisms for managing the grant.

NCIH will hire a Caribbean national as a consultant to work with the CARICOM Health Secretariat and the participating CARICOM countries. The task assigned to this consultant will be to prepare a written agreement (i.e. plan of action) between CARICOM and NCIH in which a) the specific activities and financing associated with establishing a Health Manpower Unit within CARICOM will be identified, and b) a system will be established whereby CARICOM member countries, in cooperation with CARICOM and NCIH, will respond to volunteer health manpower assignments to meet the immediate needs of CARICOM countries.

3-12 months

Upon signing a sub-grant agreement between CARICOM and NCIH, and reviewed by AID, NCIH will provide funds and technical support to CARICOM to implement the plan of action over the remaining 21 months period.

Complete hiring of its project staff and establishment of administrative mechanisms to manage the AID-grant and the sub-grant to CARICOM.

work with CARICOM in setting up the Special information unit in the NCIH - Clearinghouse, and begin to search for U.S. private sector organizations and individuals with health manpower skills useful to Caribbean country needs.

provide staff \*and technical consultants to assist CARICOM and its member countries in implementing the plan of action.

provide technical assistance to CARICOM by identifying volunteer health professionals to meet specific assignments in Caribbean countries.

\* Note: It is estimated that approximately 60 percent of the NCIH professional staff time will be in the Caribbean.

YEAR I (CONT'D) CARICOM

- Complete hiring staff and administratively organize its Health Manpower Unit.
- Work with member countries and in cooperation with NCIH support, complete the following:
  - a) framework for analyzing regional health manpower needs.
  - b) analysis of health manpower needs in participating CARICOM countries, and determination of priorities.
  - c) development of a regional health manpower plan to meet priority needs, especially as related to meeting the primary health care goals of the countries.
- Work with specific participating countries in providing support services to volunteer health personnel who are assigned to meet immediate manpower shortages identified by the country. It is expected that these assignments will generally be no longer than six months.
- Based on the recommendations of the Evaluation Committee CARICOM will formally seek financial support from the participating countries to maintain the Health Manpower Unit in CARICOM. A written proposal for maintaining the CARICOM/HMU will be prepared, and will include an operating budget.
- Establish an ad hoc Advisory Committee composed of representatives of organizations which are involved in supporting and/or implementing health manpower programs in the Caribbean. This committee should include a representative from the following organizations: Project Hope; International Eye Foundation; Pan American Health Organization and U.S.A.I.D. It is expected that this group will have met twice during the first 12 months of the program to exchange information and to advise on the development of the regional health manpower strategy.
- During the 11th month of the program, the Secretary General of CARICOM will appoint an Evaluation Team, composed of four (4) technical specialists: one from CARICOM, one from NCIH, and two (2) other qualified consultants; to undertake an evaluation of the entire project. The fees and travel expenses for the consultant team will be provided by NCIH. Upon completion of their evaluation, a formal report with recommendations will be prepared and submitted to NCIH and A.I.D. by September 15, 1981.

YEAR II

0-9 months

NCIH - Provide management support for the grant.

Provide staff and consultant assistance to the CARICOM Health Manpower Unit for completing the next phase of the plan of action.

Continue to expand its Clearinghouse information base.

Provide technical assistance by identifying and coordinating with CARICOM and member governments for the placement of volunteer health personnel in specific assignments in participating countries.

CARICOM

The Health Manpower Unit, working with participating countries, and in cooperation with NCIH will:

- a) complete the design of an appropriate systems(s) to meet the priority health manpower needs of the CARICOM countries.
- b) work with the University of the West Indies, U.S. PVOs and other appropriate health manpower resources in designing several education and training programs within participating countries to meet regional priority health manpower needs for primary health care.
- c) work with individual participating countries in providing technical services to meet their specific health manpower problems
- d) work with participating countries in identifying and providing support services to volunteer health personnel assigned to special country programs.
- e) convene a meeting of the ad hoc Advisory Committee to exchange regional health manpower information and to provide guidance to the development of a regional health manpower strategy.

YEAR II (CONT'D)

9-12 months (End of Project)

NCIH

- maintain management support and prepare for phase out of program staff.
- provide ongoing staff and consultant technical services to CARICOM.
- prepare and complete training and transfer of Clearinghouse information resources to CARICOM for Health Manpower Unit to maintain and update on regular basis.
- prepare all final reports and documents necessary for formal completion of program grant.

CARICOM

- convene the Evaluation Committee to undertake a formal evaluation of the entire two year program. The committee's final written report and recommendations will be submitted to the CARICOM Secretary General and NCIH no later than July 1, 1982.
- working with NCIH, the Clearinghouse Information Unit will be transferred to the CARICOM/HMU, and CARICOM staff will be trained to operate and update the information.
- technical assistance will be given to specific participating countries to assist them in solving a special health manpower need.

D. Counterpart Contributions (Estimated Annually)

1. CARICOM & Participating Countries

- a. Individual countries will identify and assign "National Health Manpower Coordinator", and provide them with support to collect national health manpower data. -\$12,000

(i.e. use of statisticians in MOH, etc.)

\$1,000/country X 12 =

- b. Individual countries will provide -  
partial support for volunteer health manpower assignments . -- - \$21,600

a) Local Administrative Backstopping \$500/assignment

b) 1/2 Caribbean travel expense = \$200/assignment

c) Local housing for personnel during

assignment = \$ 2,000

estimated at 4 months X 500/m.= 2,000  
\$ 2,700

(estimated at \$2,700/assignment X 8/yr.)

- c. CARICOM Secretariat will provide \$3,000

office rent and management support services for the Health Manpower Unit.

estimated \$3,000/yr.

- d. Volunteer Services of members of the Ad-Hoc Advisory Committee convened bi-annually by CARICOM (est. 8 persons X

\$150/day fee X 2 = 2,400  
+ 8 persons X 150/travel/pd X 2 = 2,400  
4,800

\$4,800

**Total**

**\$41,400**

2. NCIH

(1) NCIH Grant Review Committee.

5 people - 2 X/yr meeting	= \$1,500	} \$ 3,000
+ review and comment on quarterly reports	= \$1,500	

(2) NCIH - Volunteer Health

Manpower Clearhouse - \$120,000

(Use if a system which costs \$120,000 to design and implement)

(3) Volunteer Health Manpower - \$172,800

estimates 1 physician at annual fee \$65,000  
(i.e.) 5,400/month

8 assignments/yr @ \$5,400/month/assignment X av 4 months assignments

21,600/assignment

X 8 assignment/year

\$172,800/yr

subtotal

\$295,800

Counterpart Contribution (annual total) = 337,200

(CARICOM + NCIH)

X 2 yr.

Project Total =674,400

BUDGET

HEALTH MANPOWER PLANNING

NATIONAL COUNCIL FOR INTERNATIONAL HEALTH

	Year 1	Year 2	Total	
<u>NCIH</u>				
1.0	<u>Staff</u>			
1.1	Health Manpower Specialist	30,000	31,800	61,800
1.2	Secretary	13,500	14,300	27,800
1.3	Fringe Benefits (24% salaries)	10,400	11,064	21,504
1.4	Staff Travel & Per Diem	12,300	11,100	23,400
2.0	<u>Consultants</u>			
2.1	Consultants Fee	10,500	10,500	21,000
2.2	Consultants Travel	12,244	9,236	21,240
3.0	Other Direct Costs	14,100	15,523	29,623
4.0	Voluntary Health Manpower Assignment (Travel & Per Diem)	40,000	60,000	100,000
5.0	Evaluation Team	10,000	15,000	25,000
6.0	Overhead (20%)	30,568	35,703	66,271
	Sub-Total =	<u>\$183,612</u>	<u>\$214,026</u>	<u>\$397,638</u>
<u>CARICOM</u>				
1.0	Health Manpower Coordinator	35,000	40,000	75,000
	Secretary	4,000	4,200	8,200
2.0	Staff Travel & Per Diem	7,000	8,500	15,500
3.0	Direct Costs	7,800	8,000	15,800
	Sub-Total =	<u><u>\$-53,800</u></u>	<u><u>\$ 60,700</u></u>	<u><u>\$114,500</u></u>
	Total =	\$237,412	\$274,726	\$512,138

**E. EVALUATION**

In addition to the built-in monitoring and evaluation of the project by CARICOM and NCIH, the project provide for an evaluation at the end of the first project year and a final evaluation at the end of the project.

Both formal evaluations are to be conducted by a team appointed jointly by CARICOM and NCIH. The purpose and activities of the team are described in the implementation part of this grant document.

In addition, NCIH will establish its own Grant Review Committee to oversee the program activities and to advise NCIH staff on any policy considerations.

**F. REPORTING**

The Grantee shall submit quarterly reports to AID covering progress on implementation and full fiscal information. It is to be received by RDO/C no later than 30 days after the end of each quarter and will include activities accomplished during the quarter, problems or delays encountered and a plan of action for the next quarter.

Separate financial reports shall be presented. The financial reports shall be submitted to AID on Standard Form 269 (7/76) and shall be due thirty (30) days after the end of the reporting period.

**G. BUDGET**

The funds herein shall be used to finance items as per the attached budget which forms part of this Attachment I. A fifteen percent (15%) adjustment among major line item categories in the AID Budget is allowed without RDO/C approval. Any adjustment among the items which exceed fifteen percent (15%) must be approved in advance by the AID Grant Officer.

**H. SPECIAL PROVISIONS**

- a) Prior to the stationing of personnel in the participating countries, the Grantee agrees to secure appropriate operating agreements from appropriate government authorities. Provisions 7B, 7C, 12B, and 12C of Attachment 2, Standard Provisions are omitted.
- b) Up to three months of consulting and administrative assistance will be provided under the grant prior to the signing sub-grant agreement between NCIH and CARICOM, to assist in laying the groundwork for the manpower project specifically in terms of securing member governments concurrence in the elements of the sub-grant agreement and in identification of in-country health manpower coordinators. Further funds will not be disbursed until the sub-grant agreement has been negotiated and written concurrence received from CARICOM and member states.

- c) The sub-grant agreement shall contain a provision that ensures CARICOM's willingness to support the Health Manpower Unit based at CARICOM at the conclusion of the AID NCH grant.

I. TITLE OF PROPERTY

Title to property will be vested with the National Council for International Health.

ASSURANCE OF COMPLIANCE WITH THE AGENCY FOR  
INTERNATIONAL DEVELOPMENT REGULATION UNDER TITLE VI  
OF THE CIVIL RIGHTS ACT OF 1964

National Council for International Health (hereinafter called the "Grantee")  
(Name of Grantee)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Agency for International Development (22 CFR Part 209, 30 FR 317) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grantee receives Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Grantee by the Agency, this assurance shall obligate the Grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Grantee for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Grantee by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Grantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person, or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

\_\_\_\_\_  
(Grantee)  
BY (Signature) Russell E. Morgan, Jr.  
TYPED NAME Dr. Russell E. Morgan, Jr.

TITLE Director  
DATE 24 September 1980