6850218 (3)

PD-AAG-824

AID 1350-1 (7-71)

PIO/T

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

# PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

1. Cooperating Country: Senegal

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2. PIO/T No.: 685-0218-3-80022

3. [X] Original or Amendment No. ____

4. Project/Activity No. and Title: 685-0218 SAED Training

DISTRIBUTION

5. Appropriation Symbol: 72-11X1012

6.A. Allotment Symbol and Charge: [redacted]

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

7. Obligation Status: 812-52-685-00-69-81
[ ] Administrative Reservation [X] Implementing Document

8. Funding Period (Mo., Day, Yr.): From 2/1/79 To 1/31/81

9.A. Services to Start (Mo., Day, Yr.): Between AGAD and June 30, 1979

9.B. Completion date of Services (Mo., Day, Yr.): December 1984

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

10.B. Authorized Agent: Government of Senegal

| Estimated Financing $1.00= | | (1) Previous Total | (2) Increase | (3) Decrease | (4) Total to Date |
|---|---|---|---|---|---|
| 11. Maximum A.I.D. Financing | A. Dollars | | 794,000 | | 794,000 |
| | B. U.S.-Owned Local Currency | | | | |
| 12. Cooperating Country Contributions | A. Counterpart | | | | |
| | B. Other | | | | |

13. Mission References: ProAg dated 29 June 1978; ProAg 30 Sept. 1978

14. Instructions to Authorized Agent

Please note that the amounts contained herein represent a suggested annual salary for budget planning purposes only, and that only the first two fiscal years are represented. Future year funding will be authorized in subsequent amendments to this document.

Approval of this document permits the authorized agent to negotiate a contract with the institution which will provide these services.

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

A. The specifications in the scope of work are technically adequate
James H. Livingston, PMA 2/6/79

B. Funds for the services requested are available
Ray King, Regional Controller 1/9/79

C. The scope of work lies within the purview of the following approved Agency Programs
Gene Chiavaroli, PRM

D.
Richard Byess, PSA

E.

F.

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to
Signature and date: Mr. Bedary Diédeh Coly
Title: Directeur General SAED

17. For the Agency for International Development
Signature: Norman Schumacher
Title: Director, USAID/Senegal

18. Date of Signature

SCOPE OF WORK

19. Scope of Technical Services

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

To assist SAED to develop a permanent, on-going maintenance and equipment management program.

B. Description

a) Team Leader/Diesel Specialist.

The team leader will be financed for five years, the project duration. He will be based at Richard Toll, the major center for heavy equipment repair, engine overhaul and related training. He will act as advisor to the chief of Richard Toll maintenance and repair facility, who will be his counterpart. The team leader will work closely with his counterpart in accomplishing all of his responsibilities. After his arrival the team leader will review and finalize the list of shop, demonstration and training equipment prepared by the AID PP and ORT teams. He will review final plans for construction/renovation of the repair and training facilities in order to assure their programmatic adequacy. He will assist as necessary in the preparation of bid packages for that work, and he will also provide oversight and follow-up actions for equipment procurement and construction.

../...

C. Technicians

| (1) (a) Number | (b) Specialized Field | (c) Grade and/or Salary | (d) Duration of Assignment (Man-Months) |
|---|---|---|---|
| 1 | Team Leader Diesel Specialist | $32,000 | 60 |
| 1 | Machine Tool Specialist | $32,000 | 48 |
| 1 | Agro-Operations/Trainer | $32,000 | 48 |
| 1 | Equipment Management Specialist | $32,000 | 48 |
| Short-term consultants as required | | | 48 total |

(2) Duty Post and Duration of Technicians' Services

Refer to Description.

(3) Language requirements

French to R-3, S-3 level is mandatory.

(4) Access to Classified Information

No access.

(5) Dependents [X] Will [ ] Will Not Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - $ 794,000 (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 |
|---|---|---|---|
| | Equipment and tools for repair shop, heavy equipment maintenance | 10,000 | |

B. Financing of Equipment and Supplies
(1) By AID -- $ 10,000 (2) By Cooperating Country --

21. Special Provisions

[X] 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.

[X] 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):

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)

The institution contracted under this PIO/T will submit to AID/Senegal and the GOS semi-annual progress reports. These reports will be prepared in English (5 copies) and French (20 copies), covering the status of each contractor's work under the project, indicating progress made and anticipated directions for the next period. These reports will also include a description of the work done by any short-term contractors. One month before completion of the contract, a final report will be prepared in English (5 copies) and French (20 copies), summarizing the accomplishments of the assignment and setting forth specific recommendations for the continued successful progress and improvement of the SAED maintenance and equipment management program. Other specific reports may be requested from time to time by AID/Senegal or the GOS.

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

Contractors will be provided with a copy of the Project Paper approved the 16/5/78 and other documents as necessary in the course of their work.

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

A. Relationships and Responsibilities

The contractor should coordinate all activities within Senegal with the Training Director of SAED and USAID/Senegal.

B. Cooperating Country Liaison Official

Training Director, SAED

C. AID Liaison Officials

Mission Director, USAID/Senegal or his designee.

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LOGISTIC SUPPORT

| 25. Provisions for Logistic Support<br>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 | | X | | |
| (2) Office Equipment | | X | | |
| (3) Housing and Utilities | | X | | |
| (4) Furniture | | X | | |
| (5) Household Equipment (Stoves, Refrig., etc.) | | X | | |
| (6) Transportation in Cooperating Country | | X | | |
| (7) Interpreter Services | | X | | |
| Other: (Specify) (8) Transportation to and from country | | X | | |
| (9) Medical Facilities | | X | | |
| (10) Vehicles(official) | | X | | |
| (11) Travel Arrangements/Tickets | | X | | |
| (12) | | | | |
| (13) | | | | |
| (14) | | | | |
| (15) | | | | |

B. Additional Facilities Available From Other Sources

Other (specify, e.g. duty free entry, tax exemption)

Duty free entry of a personal vehicle and household effects within six months of arrival. Contractor should note that Embassy will not be in position to assist with customs clearance, duty free entry or obtaining of visas. Contractor will look to SAED for this assistance.

Contractor is not permitted commissary privileges.

Use of Embassy medical facilities to the extent available to contractor employees under Embassy policy.

Use of U.S. Government pouch facilities in accordance with post regulations.

C. Comments

Block A
1. Furnished by Host country
2 -8. Furnished by Host country with Grant financing
9. Reimbursable through terms of contract
10-11. Furnished by Host country with Grant financing.

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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. B. Description (cont'd)

Assisted by a short-term consultant in curriculum development, the team leader will set up courses for heavy equipment operators and mechanics and for diesel mechanics in engine overhaul and rebuilding, preventive maintenance and repairs, and in equipment operation. The team leader will select two employees whose skill level and aptitude are already relatively high to take the one-year advanced course in heavy equipment maintenance and operations at the Regional Road Maintenance Training Center (RRMTC) in Lome.

The team leader will work closely with the head of the Industrial Division (DIN), of which the Richard Toll repair facility is a part, and with the Division of Land Development (DAM), which is the major user of the heavy and diesel equipment repaired at Richard Toll.

b) Equipment/Supply Management Advisor

This advisor will arrive approximately one month after the team leader and will be funded for a four-year period. He will be based at Ross Bethio where the Supply Division (DAP) and, until its transfer to Richard Toll, DIN are located. His principal function will be to assist SAED to install an equipment and supplies management system which anticipates and schedules repairs, maintains an adequate stock of spare parts, and keeps a central card index file on pieces of major equipment eventually showing for all such pieces essential data such as technical specifications, year of entry into service, hours of use, performance, operating costs, and repair history with cost of labor and parts. Close coordination with DIN, DAM and DAP will be required.

The Equipment/Supply Management Advisor will select a counterpart, most probably a qualified employee of DAM. DAM will be a principal beneficiary of the mangement system and the central card-index file, drawing on the information from that file in order to decide when to retire depreciated equipment, when to order new equipment and what kinds, etc. DAM's input into preparing the periodic repair and maintenance schedules will be critical in view of its needs to have certain kinds of equipment available at specific times and in particular locations in order to assure the effectiveness of its operations.

The Equipment/Supply Management Advisor will train warehousemen, supply personnel and records-keeping personnel in all three divisions -- DIN, DAM and DAP. He will recommend four qualified employees to take the six-month warehousemen's course at RRMTC.

c) Agricultural Machinery Operation and Repair Advisor

This advisor will also arrive approximately one month after the team leader and will be funded for a four-year period. He will be based at Ross Bethio, where most of the agricultural machinery will be repaired, but will also frequently work at Richard Toll. His counterpart will be a qualified employee of DIN or DAM selected for his capacity to absorb advanced training. Working with his counterpart and with the short-term curriculum

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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. B. Description (cont'd)

development specialist, this advisor will design and implement a training program dealing with the operation, adjustment, maintenance and repair of agricultural machinery. He will give particular attention, as well his colleagues, to training a core of SAED employees to serve as instructors.

d) Automotive Machine Tool Specialist

This advisor will arrive approximately four months after the team leader, somewhat in advance of the arrival of the repair shop and demonstration equipment. He will be funded for four years. Based at Richard Toll, his counterpart will be a qualified employee of DIN. He will assist in setting up the machine tools and general overhaul equipment at Richard Toll. He will oversee the equipment installation at Ross Bethio and at Nianga and Dagana perimeters. Assisted by his counterpart and the curriculum consultant, he will prepare necessary training courses concerning the use of such equipment for SAED mechanics.

e) Short-Term Consultants

The project budget provides financing for approximately four years of short-term consultants to assist the Technical Assistance Team with special tasks. They will be provided under the same contract as the long-term advisors. Anticipated needs are as follows:

-- An Equipment Overhaul Specialist will be required near the beginning of the project for approximately four months to review major pieces of deadlines equipment (see list in Budget), make a final determination of which pieces are economically repairable, and to assist the DAP in establishing appropriate contracts for their commercial repair.

- A Training Curriculum Development Specialist will also be required near the beginning of the project for approximately 3 months to assist in preparation of training curriculum and courses for heavy equipment mechanics and operators for diesel mechanics, farm machinery operators and mechanics, etc.

- A Maintenance/Operations Procedures and Job Descriptions Specialist will be required. Over a four-month period, he will prepare job descriptions and write procedures for routine maintenance and for operation of key pieces of heavy equipment, agricultural machinery, light vehicles and trucks. These procedures will be used in equipment and vehicle operators' training courses to sensitize them to the need for routine maintenance and instruct them in the proper utilization operation of their equipment. Job descriptions will be used as an element of all training courses to familiarize employees with the responsibilities of their positions. SAED has already begun writing job descriptions, but has not yet reached the level of most of the personnel who will be trained under this project. Simple guides for routine maintenance procedures (checking oil, water, and tires, cleaning filters, etc.) can be shown in symbols on metal plaques affixed to equipment, but are not presently being used by SAED.

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

19. B. Description (cont'd)

- An Electrical Training Specialist will be required approximately six months following the arrival of the team leader to provide training to power, auto/truck and tractor electricians over a four-month period.

- An Agricultural Equipment Operations Training Specialist will also be required at the same time and for a similar duration. Farm machinery operators presently constitute SAED's largest equipment-related occupational category. The services of this consultant will be necessary to assist the long-term Agricultural Machinery Advisor to offer basic training to the large number of operators already on SAED's rolls.

- Organizational Development/Management Specialist(s) will be required periodically beginning approximately three months following the arrival of the long-term technical assistance team. Success of the project will require careful coordination of the various project inputs and frequent restructuring of the working relationships among the operational divisions involved, the Industrial (DIN), Land Development (DAM) and supplies (DAP) Divisions to ensure their smooth, harmonious operation. Adjustments by these three divisions and by the technical assistance team will also be required in view of the activities which will be developed with FAC/CCCE and IDA financing. In a final meeting with the PP team, the Director-General of SAED expressed his awareness of the management dimensions of the project and the need to ensure adequate coordination. Therefore, the organizational development/management activity described below will be carried out under the supervision of the Director-General and the technical assistance team leader, using the services of one or more short-term consultants.

- The consultant(s) will assist the Director-General and the team leader to:

1. identify specific problems in coordinating the project inputs, integrating the new elements into the existing organizational structure and relating the project as necessary to the FAC/CCCE and IDA activities,
2. design and implement action remedies to the above problems,
3. strengthen SAED's capabilities to identify and resolve such problems,
4. develop team management capabilities within SAED to streamline procedures and facilitate smooth working relations among the operational divisions, and
5. reinforce the on-going training activities of the project through periodic training in management applications.

- An action plan for a series of support visits will be developed during an initial review and planning visit. Initially, six visits of up to one month's duration over a three-year period are envisioned. Each visit

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19. B. Description (cont'd)

would involve consulting with the Director-General, Team Leader and/or their nominees, training and/or problem solving sessions, evaluation of the success of the previous visit, and identifying the focus and timing of the subsequent visit.

- The need for other short-term consultants is also envisioned, primarily for the purpose of preparing curriculum for and offering specialized training courses. However, the need for short-term consultancies in equipment/supply management is also foreseen.

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

## BUDGET

The estimated yearly budget per man-year, including costs, is the following:

| | YR 1- YR2 |
|---|---|
| Salaries | $32,000 |
| Fringes at 12% of salaries | 3,840 |
| Overhead and institutional backstopping at 25% of above | 8,940 |
| Travel | 6,000 |
| Allowances | 24,000 |
| Other Direct Costs | 6,000 |
| G and A at 10% of above | 8,080 |
| Contractors fee | 7,110 |
| Total | $95,990 |

This PIO/P covers 90 man-months, or 7,5 man-years, according to the following schedule:

| | YEAR 1 | YEAR 2 |
|---|---|---|
| Team Leader-Diesel Specialist | 12 | 12 |
| Machine Tool Specialist | 6 | 12 |
| Agro-Operations/Trainer | 6 | 12 |
| Equipment Management Specialist | 6 | 12 |
| Short-Term Consultants | -- | 12 |
| Total | 30 | 60 |

| | |
|---|---|
| Technical Assistance: 7,5 X 96,000 | $720,000 |
| Household effects | 64,000 |
| Repair Equipment (page 3) | 10,000 |
| Total | $794,000 |