

Worksheet

AID 1350-1X (1-78)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country HONDURAS	Page 1 of Pages
		2. PIO/T No. 522-0124-3-00100	3. <input type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title 931-1065 - Nutrition Education Field Support (Education Developme Center (NCS) Contract)	

DISTRIBUTION	5. Appropriation Symbol 72-1101021.3	6. Allotment Symbol and Charge 043-50-522-00-69-13
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) 9/30/81
	9. Authorized Agent AID/W	10. This PIO/T is in full conformance with PRO/AG N.A. Date _____
	11a. Type of Action and Governing AID Handbook <input checked="" type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> AID Grant (HB 13) <input type="checkbox"/> Other	11b. Contract/Grant/PASA, RSSA Reference Number (If this is an Amendment) AID/DSAN-C-0209

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. 2)

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		\$50,000	\$13,574.		
	B. U.S.-Owned Local Currency				

14a. Instructions to Authorized Agent

CM/COD is requested to amend the A.I.D. contract with the Educational Development Center (AID/DSAN-C-0209) to add FY 1981) incremental funding of \$13,574 to this ongoing contract to fund technical assistance to assist CARE/Honduras and, "SAPLAN", an entity of the Government of Honduras, in developing a nutrition education program for the training of community level workers. USAID/Honduras has supplied these funds and a scope of work for this special field assignment. (See attachment I and II).

All other terms and conditions remain unchanged.

14b. Address of Voucher Paying Office

BEST AVAILABLE DOCUMENT

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate. ST/N, J. Audrey Wight	Phone No. Date 7/10/81	B. The statement of work lies within the purview of the implementing and approved agency programs. LAC/DR, Elena Brineman	Date
C. ST/N, Richard Brown	Date 7/13/81	D. Funds for the services requested are available FM/PAD, Barbara Williams	
E. ST/N, Martin J. Forman	Date 7/15/81		

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to Signature Not applicable Date _____ Title _____	17. For the Agency for International Development K. Miloy, Chief Signature ST/PO K. Miloy Date 7/16/81 Title _____
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DS/PO OFFICIAL FILE

Tegucigalpa 4865 of Attachment III.

ATTACHMENT NO. 1

STATEMENT OF WORK - TECHNICAL SERVICES

The purpose of this assignment is to assist CARE/Honduras and SAPLAN, Govt. Honduras in developing a nutrition education program including training of ✓ community level workers. The consultant will work closely with USAID, CARE and SAPLAN staff and with consultants designated by them in performing the following tasks:

1. Collect and review existing literature, manuals and other educational materials to identify relevant text, training approaches and educational strategies.
2. Select four priority themes in nutrition and hygiene and identify simple visual materials for each. Train approximately four community level workers from different ministries in the field testing and use of these materials.
3. Develop a training module including a manual. The following subjects would be covered.
 - (a) Technical content on basic nutrition and hygiene
 - (b) Planning an education program
 - (i) Defining community needs
 - (ii) Selecting an objective
 - (iii) Selecting learning activities
 - (iv) Evaluation
 - (v) Follow-up
 - (c) Communication Skills
 1. What is non-formal education? How? When? Where?
 2. What is two-way communication

3. What are/how to use audio-visual materials.

4. How do we effect change? (Knowledge, attitude, practice)

d. Appendix

Practical guide to resources available in Honduras.

4. Participate in the design, implementation and evaluation of a pilot training program
5. Participate in evaluation and selection of education materials such as flipcharts, drawings, flannel board materials, posters or film strips.
6. Follow-up activities as designated by USAID.

ATTACHMENT 2

BUDGET

1. Salary		
\$1,250 per month x 7 months	=	\$ 8,750
2. Per Diem		
\$12/day x 210 days	=	2,525
3. Travel		
airfare N.Y.-Tegucigalpa-N.Y.		<u>500</u>
		\$11,775
G and A at 18%	=	<u>1,665</u>
		\$13,440
Fixed Fee 1%	=	<u>134</u>
		\$13,574
	Total	

to: [unclear]
from: [unclear]

Department of State

TELEGRAM

PAGE 01

TEGUCI 04865 071759Z

5902 011770 A109012

ACTION AID-35

ACTION OFFICE DSN-03

INFO LACE-03 LACO-02 LADP-03 LADR-03 FM-02 AADS-01 CMGT-02

CTR-02 RELO-01 MAST-01 /023 A4 88

INFO OCT-01 /036 W

-----173522 07-1800Z /34

R 071619Z JUL 81
FM AMEMBASSY TEGUCIGALPA
TO SECSTATE WASHDC 3748

UNCLAS TEGUCIGALPA 4865

ADM AID

FOR: DS/N-WIGHT AND LAC/DR/HN - MANTIONE

E.O. 12065: N/A

SUBJ: REQUEST FOR ISSUANCE OF PIO/T NO. 522-0124-3-00100 TO
AMEND INCS CONTRACT AID/DS-N-C-0209

1. AID/W IS REQUESTED TO PREPARE AND PROCESS BUJECT PIO/T
AMENDING INCS CONTRACT AID/DS-N-C-0209 ADDING DOLS. 13,574.
CHARGE TO APPROPRIATION 72-1101021.3 AND ALLOTMENT 043-50-
522-00-69-13.

2. PURPOSE: TO PROVIDE FINANCING OF TA FOR NUTRITION
EDUCATION MATERIALS PRODUCTION.
BINNS

hm 202 87-12

AID 1350-1X
(1-73)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country

DSB/N

Page 1 of 4 Pages

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

2. PIO/T No.

931-1065.14-3698350

3. Original or
Amendment No. _____

4. Project/Activity No. and Title

Technical Assistance in Nutrition
Education - 931-1065.14

DISTRIBUTION

5. Appropriation Symbol
72-1191021.3

6. Allotment Symbol and Charge
943-36-099-00-20-91

7. Obligation Status

Administrative Reservation

Implementing Document

8. Project Assistance Completion Date

(Mo., Day, Yr.)

9/31/82

9. Authorized Agent

DS/N ADW

10. This PIO/T is in full conformance with PRG/AG

N/A

Date

11a. Type of Action and Governing AID Handbook

AID Contract
(HS 14)

PASA/RSSA
(HS 12)

AID Grant
(HS 13)

Other

11b. Contract/Grant/PASA/RSSA
Reference Number (if this is an
Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		B. U.S.-Owned Local Currency			
			300,000		300,000

13. Notes

14a. Instructions to Authorized Agent

Contracts Office (CM/COD/DS) is requested to issue an RFP and negotiate a contract with a qualified organization, either academic or from the private sector (or any combination thereof) to provide the technical services and perform the duties as described in the attachments of this document and further clarified in the attached Project Paper. The RFP when published, should include a sentence to the effect that the Project Paper and other background documents are available to prospective bidders upon request.

Please send RFPs to IQCs, Academy for Educ. Dev, Porter Novelli, Martin Solow Creative Enterprises, Marian Zeitlin at Harvard, L.I.F.E, Stanford U Abt Consultants, Save the Children, Meals for Millions and Human Resources Management (all addresses on file in your office)

14b. Address of Voucher Paying Office

BEST AVAILABLE DOCUMENT

15. Clearances—include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate

Phone No.
235-8939
Date

B. The statement of work lies within the purview of the initiating and approved agency programs

DS/N, Marion Frazee

DS/ED, Anthony Meyer

DS/N, Fern Finley

E.

DS/PO, Cary Kassbaum

DS/N, Marri Forman, Chief

D. Funds for the ser requested are available

DS/PO, Mike Egan

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

17. For the Agency for International Development

Signature _____ Date _____

Signature Kenneth A Milow Date 6/8/81

Title

Title

DS/PO OFFICIAL FILE

FUNDS RESERVED BY
Michael C. Egan
POSTED June 8 1979
AID/ED/PSD

Worksheet

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	4. Project/Activity No. and Title Technical Assistance in Nutrition Education - 931-1065			

SCOPE OF WORK

18. THE SCOPE OF TECHNICAL SERVICES REQUIRED FOR THIS PROJECT ARE DESCRIBED IN ATTACHMENT NUMBER 1 HERETO ENTITLED "STATEMENT OF WORK".

19. SPECIAL PROVISIONS

- A. LANGUAGE REQUIREMENTS (SPECIFY) Not absolutely essential, but a valuable asset ~~French~~ Spanish and/or
(IF MARKED, TESTING MUST BE ACCOMPLISHED BY AID TO ASSURE DESIRED LEVEL OF PROFICIENCY)
- B. ACCESS TO CLASSIFIED INFORMATION WILL WILL NOT BE REQUIRED BY TECHNICIAN(S).
- C. DUTY POST(S) AND DURATION OF TECHNICIANS' SERVICES AT POST(S) (MONTHS) as required, approximate two weeks each instance
- D. DEPENDENTS WILL WILL NOT BE PERMITTED TO ACCOMPANY TECHNICIAN.
- E. WAIVER(S) HAVE BEEN APPROVED TO ALLOW THE PURCHASE OF THE FOLLOWING ITEM(S) (COPY OF APPROVED WAIVER IS ATTACHED) utilization of services of third country nationals
- F. COOPERATING COUNTRY ACCEPTANCE OF THIS PROJECT (APPLICABLE TO AID/W PROJECTS ONLY)
 HAS BEEN OBTAINED HAS NOT BEEN OBTAINED
 IS NOT APPLICABLE TO SERVICES REQUIRED BY PIO/T
- G. OTHER (SPECIFY)
- See attached draft RFP.
 - (3) copies of each report of country visits and workshops should be provided to DS/N, and two to the respective Mission, in English. In addition (5) copies of the reports should be provided to the AID Mission involved, in the language of the country (if Spanish, French or English) for distribution to the counterparts.
 - Semi-annual progress reports by contractor covering technical assistance provided, workshops and/or conferences held, materials disseminated, etc, should be submitted in (3) copies to DS/N & DS/ED.
 - In the case of regional conferences, (5) copies in English should be submitted to DS/N and (1) copy in the language of the conference should be sent by the

20. BACKGROUND INFORMATION (ADDITIONAL INFORMATION USEFUL TO AUTHORIZED AGENT)

- contractor to each participant.
- A final report at the conclusion of the contract should be submitted to DS/N, in (100) copies & should include a summary of all work performed plus an analysis of what specifically has been learned during the course of the contract.
 - In the case of the reports on regional conferences and the final report, AID/W must approve draft copy in advance.
 - In each instance of a voucher (SF 1034) submission made by the contractor for payment hereunder, the following identification data will appear on the face of the voucher: Contract: AID/____; Project: _____; Project Office: DS/N

21. SUMMARY OF ATTACHMENTS ACCOMPANY THE PIO/T (INDICATE ATTACHMENT NUMBER IN BLANK)

- _____ DETAILED BUDGET IN SUPPORT OF INCREASED FUNDING (BLOCK 12)
- _____ EVALUATION CRITERIA FOR COMPETITIVE PROCUREMENT (BLOCK 14)
- _____ JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT (BLOCK 14)
- _____ STATEMENT OF WORK (BLOCK 18)
- _____ WAIVER(S) (BLOCK 19) (SPECIFY NUMBER) (1)

Worksheet

AID 1380-1X (1-78)	1. Cooperating Country World Wide	2. PIO/T No. 931-1065	Page 3 of 4 Pages
PIO/T	4. Project/Activity No. and Title Technical Assistance in Nutrition Education 931-1065		

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

A. Relationships and Responsibilities The Contractor will be responsible to the DS/N. & DS/ED project managers (and to the in-country USAID representative and the Cooperating Country Liaison Official) for the conduct of their work. Contractor and consultants sent to the field will receive technical & administrative direction from either or both of the project managers.

B. Cooperating Country Liaison Official Will be identified at the initiation of each country project.

C. AID Liaison Officials USAID Officers handling nutrition education or other staff designated at the initiation of each request for technical assistance

LOGISTIC SUPPORT

23. Provisions for Logistic Support	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")					
(1) Office Space					
(2) Office Equipment					
(3) Housing and Utilities					
(4) Furniture					
(5) Household Equipment (Stoves, Refrig., etc.)					
(6) Transportation in Cooperating Country	(1) X	X			
(7) Transportation To and From Country					X
(8) Interpreter Services/Secretarial	(1) X	X			
(9) Medical Facilities					X
(10) Vehicles (official)					
(11) Travel Arrangements/Tickets					X
(OTHER SPECIFY)					
(12)					
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources) 1.) X As arranged for by country Mission

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

ESTIMATED BUDGETA) INSTITUTIONAL CONTRACT - 4 years

1) Long-term project management		
a) Salaries and expenses of project manager and secretarial assistant on a part-time basis plus utilization of other staff on an as-needed basis; fringe benefits and overhead, etc.	\$240,000	
b) Sub-contracts, including travel and per diem	<u>120,000</u>	\$360,000
2) Survey of previous projects with analysis/evaluation of their findings, case studies of selected country programs, and continual reporting of on-going project efforts such as workshops, conferences and country programs	80,000	
a) Computer time and other costs	40,000	
b) Preparation and dissemination of compendium and final report	50,000	
c) Collection & documentation of Nutrition Education materials	<u>30,000</u>	200,000
3) Short-term technical assistance (including in-country seminars and in-service training)	160,000	
a) Travel and per diem	<u>60,000</u>	220,000
4) Follow-up assistance (12 pm/yr x 4 @ 10,000)		480,000
5) Regional conferences - planning and coordination - 8 x 2 p/m x \$5,000	80,000	
a) Materials	20,000	
b) Outside consultants 8 x 3 x 9 days x \$+150/day	35,000	
c) Consultants' travel and per diem	<u>25,000</u>	160,000
6) Continue testing current nutrition education methodologies (small research grants, some provision of equipment, etc.)		50,000

B) OTHER COSTS

1) Travel/per diem participants to regional conferences and other logistical costs (25-30 x 8 x \$2,000)	480,000	
2) Periodic and final project reviews/evaluation	<u>30,000</u>	<u>510,000</u>
TOTAL		\$ 1,980,000