

5170161/44

U. S. AID MISSION TO DOMINICAN REPUBLIC

AMERICAN EMBASSY, P. O. Box 867
SANTO DOMINGO, DOMINICAN REPUBLIC

FOR U. S. CORRESPONDENTS:
U. S. AID MISSION
APO MIAMI 34041

FEB 17 1982

Dr. José A. González Cano, President
Asociación Dominicana Pro-Bienestar
de la Familia, Inc. (PROFAMILIA)
Calle Socorro Sánchez #40 - Gazcue
Santo Domingo, D.N.

Dear Dr. González Cano:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as A.I.D. or "Grantor") hereby grants to Asociación Dominicana Pro-Bienestar de la Familia, Inc. (hereinafter referred to as PROFAMILIA or "Grantee") the sum of One Hundred Eleven Thousand United States Dollars (US\$111,000.00) to provide support for the creation of an Institute for Population and Development Studies (IEPD), described in the Schedule of this grant and the Attachment 2 entitled "Program Description".

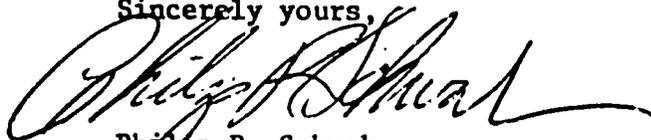
This grant is effective and obligation is made as of the date of this letter, and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending February 28, 1983.

This grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, the Schedule;

Attachment 2, entitled "Program Description"; and Attachment 3, entitled "Standard Provisions", which have been agreed to by your organization.

Please sign the original of this letter to acknowledge your receipt of the grant.

Sincerely yours,



Philip R. Schwab
Director

- Attachments:
1. Schedule
 2. Program Description
 3. Standard Provisions

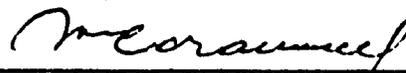
ACCEPTED:



BY: Dr. José A. González Cano

TITLE: President PROFAMILIA

DATE: FEB 17 1982



BY: Licda. Magaly Caram de Alvarez

TITLE: Executive Director

DATE: FEB 17 1982

PROJECT NUMBER: 517-0161

ATTACHMENT 1

SCHEDULE

A. Purpose of Grant

The purpose of this grant is to provide support for the creation of an Institute for Population and Development Studies (EPD) under the direction of PROFAMILIA, as more specifically described in Attachment 2 to this grant, entitled "Program Description."

B. Period of Grant

1. The effective date of this grant is FEB 17 1982.
The expiration date of this grant is February 28, 1985.

2. Funds obligated hereunder are available for program expenditures for the estimated period February 1982 to February 1983, as shown in the Financial Plan below.

C. Amount of Grant and Payment

1. The total estimated amount of this grant for the period shown in B.1. above is Four Hundred Six Thousand Thirty-Seven United States Dollars (US\$406,037.00).

2. A.I.D. hereby obligates the amount of One Hundred Eleven Thousand United States Dollars (US\$111,000.00) for program expenditures during the period set forth in B.2. above, and as shown in the Financial Plan below.

3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3, Standard Provision 11, entitled "Payment - Periodic Advance."

4. Additional funds up to the total amount of the grant shown in C.1. above may be obligated by A.I.D. subject to the availability of funds, and to the requirements of the Standard Provision of the grant, entitled "Revision of Financial Plans." Adjustments among line items up to 15% (except for salaries) can be made by mutual agreement between A.I.D. and PROFAMILIA without formal amendment.

D. Financial Plan

The following is the Financial Plan for this grant, including local cost financing items. Revisions to this Plan shall be made in accordance with Standard Provision of this grant, entitled "Revision of Financial Plans."

FINANCIAL PLAN

Cost Element	<u>OBLIGATED AMOUNT</u>		<u>ESTIMATED ADDITIONAL</u>		<u>ESTIMATED ADDITIONAL</u>		<u>TOTAL ESTIMATED</u>	
	<u>From 2/82 to 2/83</u>		<u>From 2/83 to 2/84</u>		<u>From 2/84 to 2/85</u>		<u>From 2/82 to 2/85</u>	
	U.S.\$	Local Currency	U.S.\$	Local Currency	U.S.\$	Local Currency	U.S.\$	Local Currency
1. Administrative Costs		\$ 65,990		\$ 72,917		\$ 78,370		\$217,277
2. Technical Assistance		9,000		7,500		6,000		22,500
3. Transportation and Per Diem		3,030		3,480		3,720		10,230
4. Training		-		3,500		4,800		8,300
5. Mass Media		31,850		44,655		55,100		131,605
6. Procurement		16,125		-		-		16,125
TOTAL		\$125,995		\$132,052		\$147,990		\$406,037

BUDGET SUMMARY

(RD\$)

7. BUDGET

	1st. Year		2nd. Year		3rd. Year	
	OPG	PVO	OPG	PVO	OPG	PVO
A. Fees	59,490	2,400	62,397	900	64,950	1,000
B. Office Expenses	11,000	1,500	12,020	1,500	13,420	1,380
C. Transportation and Per Diem	3,030	1,500	3,480	2,540	3,720	2,670
D. Dissemination Activities	31,850	4,600	48,155	4,700	59,900	6,100
E. Design of Communication and Dissemination Strategy	-	5,275	-	2,190	-	2,500
F. Evaluation	-	-	-	5,000	-	1,500
G. Data Processing	4,500	-	6,000	-	6,000	-
H. Installation Cost	16,125	-	-	-	-	-
I. Administrative Cost	-	23,335	-	31,171	-	36,522
Estimated Total Cost	<u>125,995</u>	<u>38,610</u>	<u>132,052</u>	<u>48,001</u>	<u>147,990</u>	<u>51,672</u>

Funding Requested

Project Total	\$544,320
OPG Total	\$406,037
PVO Total	\$138,283

	1st. Year		2nd. Year		3rd. Year	
	OPG	PVO	OPG	PVO	OPG	PVO
A. <u>Salary 1/</u>						
	(FT)					
Director (full-time) (\$1,300 x 12 months)	15,600	-	16,800	-	17,700	-
Chief Researcher (FT) (\$500 x 12 months)	12,200	-	13,200	-	14,100	-
Assistant Researcher (FT) (\$500 x 12 mos.)	7,000	-	7,680	-	8,400	-
Secretary (FT) (\$450 x 12 mos.)	5,400	-	5,880	-	6,300	-
Messenger (FT) (\$150 x 12 mos.)	1,800	-	2,100	-	2,520	-
Social Benefits (\$4,215) <u>2/*</u>	8,490	-	9,237	-	9,930	-
Consultants and Advisors <u>3/</u>	9,000	2,400	7,500	900	6,000	1,000
SUB-TOTAL	59,490	2,400	62,397	900	64,950	1,000
B. <u>Office Expenses</u>						
Rental	4,200	-	4,200	-	4,200	-
Utilities	2,400	-	2,700	-	3,000	-
Phone, Cables, Mail	1,200	600	1,500	600	1,800	600
Janitorial	900	-	1,020	-	1,200	-
Stationary and Office Supply	1,800	900	2,100	900	2,520	780
Maintenance (Equip- ment & Facilities)	500	-	50	-	700	-
SUB-TOTAL	11,000	1,500	12,020	1,500	13,420	1,380
C. <u>Transportation and Per Diem</u>						
Maintenance of Motorcycle	780	-	900	-	1,020	-
Local Transportation	1,800	600	1,980	570	2,100	600
International Transportation	-	600	-	1,100	-	1,200
Per Diem	450	300	600	870	600	870
SUB-TOTAL	3,030	1,500	3,480	2,540	3,720	2,670

* Include the Director and Chief Researcher.

	<u>1st. Year</u>		<u>2nd. Year</u>		<u>3rd. Year</u>	
	<u>OPG</u>	<u>PVO</u>	<u>OPG</u>	<u>PVO</u>	<u>OPG</u>	<u>PVO</u>
D. <u>Dissemination Activities</u>						
Press Coverage	700	300	2,500	800	2,000	2,800
Newsletter Printing & Ellaboration	7,980	-	7,350	-	7,875	-
Monographs & Brochures	5,670	-	6,805	-	7,825	-
Technical Peports	400	400	400	600	300	500
Film Features/Slides	15,600	3,100	22,100	2,500	30,600	1,800
Round Table Discussions	500	300	1,700	-	2,000	-
Seminars & Workshops	-	-	3,500	-	4,800	-
Interviews & Meetings	1,000	500	3,800	800	4,500	1,000
SUB-TOTAL	31,850	4,600	48,155	4,700	59,900	6,100
E. <u>Design of Communication and Dissemination Strategy 4/</u>						
	-	5,275	-	2,190	-	2,500
SUB-TOTAL	-	5,275	-	2,190	-	2,500
F. <u>Project Evaluation 5/</u>						
	-	-	-	5,000	-	1,500
SUB-TOTAL	-	-	-	5,000	-	1,500
G. <u>Data Processing</u>						
Computer Time	4,500	-	6,000	-	6,000	-
SUB-TOTAL	4,500	-	6,000	-	6,000	-
H. <u>Equipment/Local Purchasing 6/</u>						
	11,925	-	-	-	-	-
Site Preparation	4,200	-	-	-	-	-
SUB-TOTAL	16,125	-	-	-	-	-
I. <u>Administrative Costs</u>						
Directive & Admin. Personnel 7/	-	17,135	-	23,171	-	26,022
Material Resources	-	6,200	-	8,000	-	10,500
SUB-TOTAL		23,335	-	31,171	-	36,522
ESTIMATED OPG/PVO	125,995	38,610	132,052	48,001	147,990	51,672
GRAND TOTAL	164,605		180,053		199,662	

Budget Footnotes:

- 1/** Salaries (full-time personnel) - an increase in salaries of 8% and 10% has been anticipated for the 2nd. and 3rd. years.
- 2/** Social Benefits - calculated based on 20% of annual income above \$3,660, and 25% for those under \$3,660. Benefits mandatory by law include: Social Security, Christmas bonus, and termination benefits. Benefits provided by PROFAMILIA to all its regular employees include: Medical, Life, and Accident Insurance, and a Retirement Plan.
- 3/** Consultants fees have been calculated based on 4 to 6 weeks of work for each socio-economic area to be analyzed, and \$100.00 per day.
- 4/** The associated cost and the design of the communication and dissemination strategy will be the responsibility of IPPF/WHR, who will also provide an expert in these areas.
- 5/** Only include cost of materials, surveys, or interviews, etc., incurred in connection with the evaluation. Expertise in evaluation will be provided by AID/W or IPPF, as appropriate.
- 6/** Estimated cost of equipment:
- | | |
|---|--------|
| 4 desks | \$ 950 |
| 4 desk chairs | 600 |
| Visitors chairs | 450 |
| Meeting table, 8 chairs | 1,200 |
| Refrigerator/water cooler | 350 |
| 3 air conditioners | 2,500 |
| 2 full size file cabinets | 600 |
| 1 storage cabinet | 175 |
| 3 auxiliary tables | 200 |
| 2 typewriters (1 electric,
1 manual) | 2,000 |
| 2 calculators | 450 |
| 1 motorcycle | 950 |
| 1 photo-copier | 1,500 |
- 7/** Calculations (pertaining to PROFAMILIA's personnel) are based on the actual salary for each position and actual time devoted to IEPD.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Executive Director	15%	30%	30%
Finance & Administration Director	15	15	15
Communications Department Director	25	25	25
Chief of Publications	20	20	20
Personnel Administration and Accounting	20	20	20

SUPPORT PERSONNEL TO IEPD
UNDER ADMINISTRATIVE COSTS CHARGED TO PVO

Officers	FIRST YEAR			SECOND YEAR			THIRD YEAR		
	Annual Salary	Time to IEPD	Cost	Annual Salary	Time to IEPD	Cost	Annual Salary	Time to IEPD	Cost
Executive Director	22,954	15%	3,443	25,963	30%	7,789	29,275	30%	8,783
Director of Finance and Administration	13,666	15%	2,050	15,322	15%	2,298	17,136	15%	2,570
Director of Communication	12,470	25%	3,118	13,954	25%	3,488	15,581	25%	3,895
Chief of Publications	8,237	20%	1,647	9,230	20%	1,846	10,310	20%	2,062
Auxiliary Personnel in Administration and Accounting	<u>34,387</u>	20%	6,877	<u>38,749</u>	20%	7,750	<u>43,560</u>	20%	8,712
Accountant	8,237			9,230			10,310		
Accountant Assistant	5,256			5,918			6,667		
Chief of Administration and Personnel	7,920			9,029			10,253		
Administrative Assistant	6,552			7,502			8,554		
Administrative Aides	6,422			7,070			7,776		

The personnel's schedule is 8 hours per day, 5 days a week, without over-time, which is not paid to staff members due to their functions.

E. Reporting and Evaluation

At quarterly intervals after signature of the grant, or more frequent intervals if requested by A.I.D., the Grantee will submit reports summarizing program activities, objectives and implementation plan, problems encountered, steps toward their solution, and plans for the next quarter. No later than 30 days after the end of each quarterly reporting period, the Grantee will submit a Financial Status Report (SF-269) in an original, and two copies to report the status of all project funds, including in-kind contributions. Evaluation reports will be submitted in accordance with the Evaluation Plan, as described in Attachment 2 entitled "Program Description."

F. Special Provision

1. Under this grant, a motorbike, which is not manufactured in the United States, may be purchased.

2. Prior to execution of any contracts to finance the professional services contemplated, a copy of the contract will be furnished to A.I.D. for review and approval.

3. Special Provisions Numbers 9 and 10, entitled Negotiated Overhead Rates, do not apply to this grant and are hereby deleted.

G. Title to Property

Title to all property financed under this grant shall vest in the Grantee in accordance with the requirements of Special Provision 17. entitled "Title to and Use of Property (Grantee)" in Attachment 3.

ATTACHMENT 2

PROGRAM DESCRIPTION

A. Purpose of Grant

The purpose of this Grant is to assist in the creation of an Institute for Population and Development Studies (IEPD) under the administrative management of PROFAMILIA. The Institute will study, analyze, and advance an understanding of the existing relationships between demography and the country's socio-cultural and economic development objectives. IEPD will clarify how the demographic variables affect socio-economic development objectives and disseminate information derived from such research activities with an aim toward developing awareness on the part of decision-makers and opinion leaders of the need to regard population as an important and integral factor in the entire development process.

B. Specific Objectives

IEPD will be responsible for studying and clarifying the complex inter-relationships between demographic trends and socio-economic problems linked to health, education, employment, housing, agriculture, food, nutrition, and energy. Utilizing the most appropriate communication tools and the language of the target audiences, information will be disseminated to key public and private decision-makers and opinion leaders.

IEPD's specific objectives will be as follows:

1. To collect, analyze, and disseminate population and development research information with a view to maximizing its utilization by decision-makers.
2. To contribute to the formulation of a more effective population policy that will support national socio-economic development objectives.
3. To develop effective and efficient methods for facilitating the utilization of research findings by decision-makers and public opinion leaders.
4. To serve as a national clearinghouse on population and development data, research, and pertinent documents.
5. To provide technical assistance to government and university researchers in collaboration with their respective institutions.

6. To encourage the inclusion of population studies in university curricula.

C. Implementation Plan

This project will be accomplished in three stages: (1) collecting and analyzing demographic data regarding the relationship between population and socio-economic variables; (2) dissemination of research findings; and (3) consolidation of IEPD activities and action toward solvency.

1. Collection and Analysis of Data

This stage will involve a determination of required project data and an in-depth review of existing information. Statistical analyses will be conducted to establish a systematic relationship between population variables (natality, mortality, and migration, among others) and current socio-economic direction. Social and economic areas of study will be finalized through a collaborative mechanism arranged with appropriate government and private agencies.

Published country demographic data will be collected and updated before preceding with new investigation and analysis. More detailed information on socio-economic data will also be collected and/or updated as required.

Interrelationships between population trends and the sphere of socio-economic development will be interpreted. The mutual influence between both spheres will be presented to emphasize the need for making appropriate population decisions at both the public and private levels.

2. Dissemination of Research Findings

This level concerns the primary objective of the Institute, which is assuring that data, analysis, conclusions, and recommendations resulting from the actions described in the first stage reach decision-makers responsible for formulating and implementing social and economic policies in an understandable and effective manner. Information dissemination activities will be strategically deployed at various target audiences: political and industrial leaders, through personal communications and audio-visual presentations; technical executives, through formal workshops and conferences, reports, monographs and short-term courses; and intellectuals and scholars, through seminars, lectures, and specialized training programs. The kind of data which is of interest to each population sector and the best method of dissemination will be determined.

A communication strategy (who says what to whom and how frequently), will be developed through the use of technical assistance.

3. Consolidation of IEPD

Means of increasing, securing, and preserving IEPD's sphere of influence within the population and development community will be pursued. Efforts to secure continuing financial resources, within the Institute's functional framework, will be accelerated.

Short-term specialized courses covering the areas of social research, demographic, and social planning will be proposed in collaboration with some of the country's universities to involve them in the project and secure their active support and participation.

The courses will be addressed to senior students preparing for a variety of professions (economics, sociology, political sciences, medicine, etc.) and to technicians from the public and private sectors. These activities will be geared not only to secure funds (fees for services) but also to train people who are either involved in the country's socio-economic planning and development or preparing for such careers.

Other activities at this stage include: formulation and implementation of research projects, and elaboration of basic bibliographies pertaining to those areas of greatest importance for national development (population, health, housing, employment, etc.). Research proposals will be prepared for those areas of interest to the Institute and shall be submitted to national and international agencies and institutions for financing. Sector specific research activities at each level will be counseled by a Committee consisting of local experts from the sector (on a voluntary basis).

The Institute will conduct periodic evaluations in order to monitor the progress of its activities and to enable it to take corrective action as necessary, modify project activities, and critically judge project effectiveness. A formal evaluation will take place during the project's second year. External assistance will be utilized to establish criteria for assessment of IEPD's activities, design a scope of work for the evaluation, and to assist in carrying out evaluation activities.

PROJECT AUTHORIZATION

Pursuant to Part I, Chapter I, Section 103, of the Foreign Assistance Act of 1961, as amended, I hereby authorize a Grant to Asociación Dominicana Pro-Bienestar de la Familia, Inc. (PROFAMILIA), the "Private Voluntary Organization", of not to exceed Four Hundred Six Thousand Thirty-Seven United States Dollars (US\$406,037.00) to help in financing certain foreign exchange and local currency costs of goods and services required for the project as described in the following paragraph.

The project (hereinafter referred to as the "Project") is to create an Institute for Population and Development Studies (IEPD) which will study, analyze, and advance an understanding of the existing relationships between demography and the country's socio-cultural and economic development objectives. The Institute's principal functions will include: (1) review and synthesis of population and related development literature; (2) analysis of extant data with emphasis toward the development of a more effective population policy; and (3) dissemination of population information. The Institute will be responsible for studying and clarifying the complex interrelationships between demographic trends and socio-economic problems linked to health, education, employment, housing, agriculture, food, nutrition, and energy. Utilizing the most appropriate communication tools and the language of the target audiences, information will be disseminated to key public and private decision-makers and opinion leaders.

APPROVAL:


Philip A. Scowob, Director USAID/DR

DATE: FEB 17 1982

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

FAMILIA, INC. (PROFAMILIA)

ASOCIACION DOMINICANA PRO-BIENESTAR DE LA (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, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under and 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.

ASOCIACION DOMINICANA PRO-BIENESTAR DE LA FAMILIA, INC.
(Grantee)

BY (Signature)  TITLE President
TYPED NAME: Dr. Jonú A. González Canó DATE FEB 17 1982

ATTACHMENT 3

STANDARD PROVISIONS
FOR
NON-U.S., NON-GOVERNMENTAL GRANTEES
AND
NON-U.S., NON-GOVERNMENTAL SUB-GRANTEES

(Both educational institutions and non-profit organizations
other than educational institutions)

1. ALLOWABLE COSTS AND CONTRIBUTIONS (NON-PROFIT ORGANIZATIONS -- OTHER
THAN EDUCATIONAL INSTITUTIONS)

(This provision is applicable to non-profit organizations other than
educational institutions.)

(a) The Grantee shall be reimbursed for costs incurred in carrying
out the purposes of this grant which are determined by the Grant Officer
to be reasonable, allocable, and allowable in accordance with the terms
of (1) this grant, (2) any negotiated advance understanding on particular
cost items, and (3) cost principles contained in OMB Circular A-122 en-
titled "Cost Principles for Non-Profit Organizations" in effect on the
date of this grant (hereinafter referred to as "applicable cost
principles").

(b) If Grantee contributions in the form of cost sharing/matching are
required under this grant, the allowability of costs applied to the grant
for such contributions shall be determined by the Grant Officer in accord-
ance with the terms of paragraph 1K, "Cost Sharing and Matching" of
Handbook 13 in effect on the date of this Grant.

(c) The requirements set forth in this provision are only applicable
to costs incurred with funds provided by AID under this grant. Except for
paragraph (b) above, the requirements set forth in this provision are not
applicable to costs incurred by the Grantee from non-Federal funds. Such
costs will be considered allowable to the extent they conform to the re-
quirements of paragraph (b) above and are incurred for purposes of the
grant.

2. ALLOWABLE COSTS AND CONTRIBUTIONS (EDUCATIONAL INSTITUTIONS)

(This provision is applicable to educational institutions.)

(a) The Grantee shall be reimbursed for costs incurred in carrying
out the purposes of this grant which are determined by the Grant Officer
to be reasonable, allocable, and allowable in accordance with the terms
of (1) this grant, (2) any negotiated advance understanding on particular

cost items, and (3) OMB Circular A-21, "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions," in effect on the date of this grant (hereinafter referred to as "applicable cost principles").

(b) If Grantee contributions in the form of cost sharing/matching are required under this grant, the allowability of costs applied to the grant for such contributions shall be determined by the Grant Officer in accordance with the terms of paragraph 1K, "Cost Sharing and Matching," of Handbook 13 in effect on the date of this grant.

(c) The requirements set forth in this provision are only applicable to costs incurred with funds provided by AID under this grant. Except for paragraph (b) above, the requirements set forth in this provision are not applicable to costs incurred by the Grantee from non-Federal funds. Such costs will be considered allowable to the extent they conform to the requirements of paragraph (b) above and are incurred for the purposes of the grant.

3. ACCOUNTING, AUDIT, AND RECORDS

(a) With respect to accounting, records, and audit, the Grantee shall comply with the requirements set forth in paragraphs 1I, 1J, and 1L of Handbook 13.

(b) The AID Inspector General and the Comptroller General of the United States or their duly authorized representatives (see paragraph 1.6 of Chapter 1 of Handbook 13) reserve the right to conduct an audit of the Grantee's books and records to determine whether the Grantee has expended AID's funds in accordance with the terms and conditions of this grant. The Grantee agrees to make available any further information requested by AID with respect to any questions arising as a result of the audit.

4. REFUNDS

(a) If use of the AID funds provided hereunder results in accrual of interest to the Grantee or to any other person to whom Grantee makes such funds available in carrying out the purposes of the grant, the Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(b) Funds obligated by AID hereunder but not disbursed to the Grantee at the time the grant expires or is terminated, shall revert to AID, except for such funds encumbered by the Grantee by a legally binding transaction applicable to this grant. Any funds disbursed to but not expended by the Grantee at the time of expiration or termination of the Grant shall be refunded to AID.

(c) If, at any time during the life of the grant, or as a result of final audit, it is determined by AID that funds it provided under this Grant have been expended for purposes not in accordance with the terms of this grant, the Grantee shall refund such amount to AID.

5. REVISION OF FINANCIAL PLANS

(a) The Financial Plan, i.e., grant budget, is the financial expression of the project or program as approved during the application and/or award process.

(b) The Grantee shall immediately request approval from the Grant Officer when there is reason to believe that within the next 30 calendar days a revision of the approved Financial Plan will be necessary for any of the following reasons:

1. To change the scope or the objectives of the project or program.
2. Additional funding is needed.
3. The Grantee expects the amount of AID authorized funds will exceed its needs by more than \$5,000 or five percent of the AID award, whichever is greater.
4. The Grantee plans to transfer amounts budgeted for indirect costs to absorb increases in direct costs or vice versa.
5. The Grantee plans to transfer funds budgeted for training allowances (direct payments to trainees) to other categories of expense.
6. The Grantee plans to incur an expenditure which would require approval under the terms of this grant, and was not included in the approved Financial Plan.
7. The Grantee intends to sub-contract or sub-grant any of the substantive programmatic work under this grant, and such sub-contracts or sub-grants were not included in the approved Financial Plan.

(c) When requesting approval for budget revisions, the Grantee shall use the budget forms that were used in the application unless a letter request will suffice.

(d) Within 30 calendar days from the date of the receipt of the request for budget revisions, the Grant Officer shall review the request and notify the Grantee whether the budget revisions have been approved. If the revisions are still under consideration at the end of 30 calendar days, the Grant Officer shall inform the Grantee in writing of the date

when the Grantee may expect the decision. The Grant Officer shall obtain the Project Officer's clearance on all such requests prior to communication with the Grantee.

(e) If the requested budget revision requires the obligation of additional funding, and, if after notification pursuant to this Standard Provision, AID determines not to provide additional funds, the AID Grant Officer will, upon written request of the Grantee, terminate this grant pursuant to the Standard Provision of this grant, entitled "Termination."

(f) Except as required by other provisions of this grant specifically citing and stated to be an exception from this provision, the Government shall not be obligated to reimburse the Grantee for costs incurred in excess of the total amount obligated under the grant, and the Grantee shall not be obligated to continue performance under the grant (including actions under the "Termination" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the Grant Officer has notified the Grantee in writing that such obligated amount has been increased and has specified in such notice an increased amount constituting the total amount then obligated under the grant.

6. TERMINATION

(a) For Cause. This grant may be terminated for cause at any time, in whole or in part, by the Grant Officer upon written notice to the Grantee, whenever it is determined that the Grantee has failed to comply with the conditions of the grant.

(b) For Convenience. This grant may be terminated for convenience at any time by either party, in whole or in part, if both parties agree that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The agreement to terminate shall be set forth in a letter from the Grant Officer to the Grantee.

(c) Termination Procedures. Upon receipt of and in accordance with a termination notice as specified in either paragraph (a) or (b) above, the Grantee shall forthwith take immediate action to minimize all expenditures and obligations financed by this grant, and shall cancel such unliquidated obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination, and the Grantee shall within 30 calendar days after the effective date of such termination repay to the Government all unexpended portions of funds theretofore paid by the Government to the Grantee which are not otherwise obligated by a legally binding transaction applicable to this grant. Should the funds paid by the Government to the Grantee prior to

effective date of the termination of this grant, be insufficient to cover the Grantee's obligations pursuant to the aforementioned legally binding transaction, the Grantee may submit to the Government with 90 calendar days after the effective date of such termination a written claim covering such obligations, and, subject to the limitations contained in this grant, the Grant Officer shall determine the amount or amounts to be paid by the Government to the Grantee under such claim in accordance with the applicable Federal cost principles.

7. DISPUTES

(a) Any dispute arising under this grant, which is not disposed of by agreement, shall be decided by the AID Grant Officer who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the Grantee.

(b) Decisions of the AID Grant Officer shall be final and conclusive unless, within 30 days of receipt of the decision of the Grant Officer, the Grantee appeals the decision to the Administrator, AID. Any appeal made under this provision shall be in writing and addressed to the Administrator, Agency for International Development, Washington, D.C. 20523; a copy of any such appeal shall be concurrently furnished to the Grant Officer.

(c) In connection with any appeal proceeding under this provision, the Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal.

(d) A decision under this provision by the Administrator or his duly authorized representative shall be final and conclusive, unless determined by a court of competent jurisdiction to be fraudulent, capricious, arbitrary, in abuse of discretion, or based on clearly erroneous findings of facts or conclusions of law.

8. NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

(This provision is applicable to non-U.S. Grantees and non-U.S. Sub-Grantees when any portion of the program being supported is to be undertaken in the United States.)

(a) No person in the United States shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from AID in accordance with:

- 1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d) which prohibits discrimination on the basis of race,

color or national origin, in programs and activities receiving Federal financial assistance.

2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

3. The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds.

4. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution).

(b) In accordance with its written assurance, the Grantee agrees to comply with AID regulations implementing the above non-discrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

9. NEGOTIATED OVERHEAD RATES - PREDETERMINED

(This provision is applicable to educational or other non-profit organizations or institutions that are on a predetermined overhead rate basis.)

(a) Notwithstanding the provision of this grant entitled "Allowable Costs and Contributions," the allowable indirect costs under this grant shall be obtained by applying predetermined overhead rates to the base(s) agreed upon by the parties, as specified in the Schedule of this grant.

(b) The Grantee, except for educational institutions covered by OMB Circular A-88, as soon as possible but not later than 3 months after the close of each of its accounting periods during the term of this grant, shall submit to the AID Grant Officer with copies to the cognizant audit activity, the AID Inspector General, and the AID Overhead and Special Costs Branch, Special Operations Division, Office of Contract Management, AID/Washington, D.C. 20523, a proposed predetermined overhead rate or rates based on the Grantee's actual cost experience during that fiscal year, together with supporting cost data. Negotiation of predetermined overhead rates by the Grantee and the AID Grant Officer shall be undertaken as promptly as practicable after receipt of the Grantee's proposal.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the provisions of the applicable cost principles in effect on the date of this grant.

(d) Predetermined rates appropriate for the work under this grant in effect on the effective date of this grant shall be incorporated into the grant. Rates for subsequent periods shall be negotiated and the results set forth in a written overhead rate agreement executed by both parties. Such agreement shall be automatically incorporated into this grant upon execution and shall specify (1) the agreed predetermined overhead rates, (2) the base(s) to which the rates apply, (3) the fiscal year unless the parties agree to a different period for which the rates apply, and (4) the specific items treated as direct costs or any changes in the items previously agreed to be direct costs. The overhead rate agreement shall not change any monetary ceiling, grant obligation, or specific cost allowance or disallowance provided for in this grant.

(e) Pending establishment of predetermined overhead rates for any fiscal year or different period agreed to by the parties, the Grantee shall be reimbursed either at the rates fixed for the previous fiscal year or other period or at billing rates acceptable to the AID Grant Officer subject to appropriate adjustment when the final rates for the fiscal year or other period are established.

(f) Any failure by the parties to agree on any predetermined overhead rates or rates under this provision shall not be considered a dispute within the meaning of the "Disputes" provision of this grant. If for any fiscal year or other period specified in the grant the parties fail to agree to a predetermined overhead rate or rates, it is agreed that the allowable overhead costs under this grant shall be obtained by applying negotiated final overhead rates in accordance with the terms of the applicable "Negotiated Overhead Rates" provision of this grant.

10. NEGOTIATED OVERHEAD RATES - NON-PROFIT ORGANIZATIONS - OTHER THAN EDUCATIONAL INSTITUTIONS

(This provision is applicable to non-profit organizations which do not have predetermined rates; however, it shall also be included when the NEGOTIATED OVERHEAD RATES - PREDETERMINED provision is used, under the conditions set forth therein.)

(a) Pursuant to this provision, an overhead rate shall be established for each of the Grantee's accounting periods during the term of this Grant. Pending establishment of a final rate, the parties have agreed that provisional payments on account of allowable indirect costs shall be at the rate(s), on the base(s), and for the period shown in the Schedule of this grant.

(b) The Grantee, as soon as possible but not later than 90 days after the close of each of its accounting periods during the term of this grant shall submit to the Grant Officer with copies to the Overhead and Special Cost Branch, Special Operations Division, Office of Contract

Management, AID/Washington, D.C. 20523, and to the Office of the Inspector General, AID/Washington, D.C., a proposed final rate or rates for the period, together with supporting cost data. Negotiation of final overhead rates by the Grantee and the Grant Officer shall be undertaken as promptly as practicable after receipt of the Grantee's proposal.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with OMB Circular A-122 (Cost Principles for Non-Profit Organizations) as in effect on the date of this grant.

(d) The results of each negotiation shall be set forth in a written overhead rate agreement executed by both parties. Such agreement shall specify (1) the agreed final rates, (2) the bases to which the rates apply, and (3) the periods for which the rates apply. The overhead rate agreement shall not change any monetary ceiling, grant obligation, or specific cost allowance or disallowance provided for in this grant.

(e) Pending establishment of final overhead rates for any period, the Grantee shall be reimbursed either at negotiated provisional rates as provided above or at billing rates acceptable to the Grant Officer, subject to appropriate adjustment when the final rates for that period are established. To prevent substantial over or under payment, the provisional or billing rates may, at the request of either party, be revised by mutual agreement, either retroactively or prospectively. Any such revision of negotiated provisional rates provided in this provision shall be set forth in a modification to this grant.

(f) Any failure by the parties to agree on any final rate or rates under this provision shall be considered a dispute within the meaning of the Standard Provision of this Grant, entitled "Disputes," and shall be disposed of in accordance therewith.

11. PAYMENT -- PERIODIC ADVANCE

(a) Each month (or quarter, if the Grantee is on a quarterly basis) after the initial cash advance, the Grantee shall submit to the AID Controller voucher form SF 1034 (original) and SF 1034-A (three copies); i.e., "Public Voucher for Purchases and Services Other Than Personal."

(b) Each voucher shall be identified by the appropriate grant or cooperative agreement number and shall be accompanied by an original and three copies of a report in the following format:

FEDERAL CASH ADVANCE STATUS REPORT

(Report Control No. W-245)

A. Period covered by this period: FROM (Month, Day, Year) TO (Month, Day, Year)
Period covered by the next report: FROM (Month, Day, Year) TO (Month, Day, Year)

B. Cash Advance Use and Needs

- 1. Cash advance on hand at the beginning of this reporting period
2. U.S. Treasury check advance(s) received during this reporting period
3. Interest earned on cash advance during this reporting period
4. GROSS cash advance available during this reporting period (Lines 1, 2, and 3)
5. LESS, interest remitted to AID during this reporting period
6. NET cash advance available during this reporting period (Line 4 minus Line 5)
7. Total disbursements during this reporting period, including sub-advances (see footnote 1)
8. Amount of cash advances available at the end of this reporting period (Line 6 minus Line 7)
9. Projected disbursements, including sub-advances, for the next reporting period (see footnote 2)
10. Additional cash advance requested for the next reporting period (Line 9 minus Line 8)
11. Total interest earned on cash advance from the start of the Grant or Cooperative Agreement to the end of this reporting period, but not remitted to AID
12. Total cash advances to sub-grantees, if any, as of the end of this reporting period

FOOTNOTES:

1. The Grantee shall submit a cumulative detailed report of disbursements by BUDGET line item quarterly; the monthly cash advance status report does not require a detailed report of disbursements.
2. The Grantee shall attach to this summary a detailed projection by BUDGET line item, of its anticipated needs for the next reporting period.

C. Certification

The undersigned hereby certifies: (1) that the report in paragraph B.9 above represents the best estimates of funds needed for the disbursements to be incurred over the period described, (2) that appropriate refund or credit to the Grant or Agreement will be made in the event of disallowance in accordance with the terms of the Grant or Agreement, (3) that appropriate refund or credit to the Grant or Agreement will be made in the event funds are not expended, and that any interest accrued on the funds made available herein will be refunded to AID.

BY: _____

DATE: _____

TITLE: _____

(c) AID funds shall not be commingled with other Grantee owned or controlled funds. The Grantee shall deposit all AID cash advances in a separate bank account and shall make all disbursements for goods and services from this account.

12. TRAVEL AND TRANSPORTATION

(This provision is applicable when domestic or international air travel or shipment costs are reimbursable under the grant. The requirements of SP 13(c) are applicable to travel within the cooperating country.)

(a) The Grant Officer hereby approves international travel to be reimbursed under this grant provided that the Grantee shall obtain written concurrence from the cognizant Project Officer in AID prior to sending any individual outside the United States to perform work under the grant. For this purpose the Grantee shall advise the Project Officer at least 30 days in advance of any travel to be undertaken outside the United States. After concurrence is received the Grantee shall provide the cognizant Mission or U.S. Embassy advance notification (with a copy to the Project Officer) of the arrival date and flight identification of grant-financed travelers.

(b) Travel to certain countries shall, at AID's option, be funded from U.S.-owned local currency. When AID intends to exercise this option, it will so notify the Grantee after receipt of advice of intent to travel, required above. AID will issue a Government Transportation Request (GTR) which the Grantee may exchange for tickets, or AID will issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this grant.

(c) All international air travel and all international air shipments funded under this grant shall be made on United States flag air carriers (hereinafter referred to as "certificated air carriers"), to the extent services by such carriers is available in accordance with paragraphs (d) and (e) below.

The terms used in this provision have the following meanings:

1. "International air transportation" means transportation of persons (and their personal effects) or property by air between a place in the United States and a place outside thereof or between two places both of which are outside the United States.

2. "U.S. flag air carriers" means one of a class of air carriers holding a certificate of public convenience and necessity issued by the Civil Aeronautics Board, approved by the President, authorizing operations between the United States and/or its territories and one or more foreign countries.

3. The term "United States" includes the fifty states: Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

(d) Passenger or freight service by a certificated air carrier is considered "available" even though:

1. Service by non-certificated air carrier can be paid for in excess foreign currency, or

2. Service by a non-certificated air carrier is preferred by the agency or traveler needing air transportation, or

3. Service by a non-certificated air carrier is more convenient for the agency or traveler needing air transportation.

(e) Passenger service by a certificated air carrier will be considered to be "unavailable":

1. When certificated air carriers offer only first class service, and less than first class service is available from non-certificated air carriers, or

2. When the traveler, while en route, has to wait 6 hours or more to transfer to a certificated air carrier: proceed to the intended destination, or

3. When any flight by a certificated air carrier is interrupted by a stop anticipated to be 6 hours or more for refueling, reloading, repairs, etc., and no other flight by a certificated air carrier is available during the 6 hour period, or

4. When by itself or in combination with other certificated or non-certificated air carriers (if certificated air carriers are "unavailable") it takes 12 or more hours longer from the original airport to the destination airport to accomplish the agency's mission than would service by a non-certificated air carrier or carriers.

5. When the elapsed travel time on a scheduled flight from origin to destination airports by non-certificated air carrier(s) is 3 hours or less, and service by certificated air carrier(s) would involve twice such scheduled travel time.

(f) Freight service by a certificated air carrier will be considered to be unavailable when:

1. No certificated air carrier provides scheduled air freight service from the airport serving the shipment's point of origin, and a non-certificated air carrier does.

2. The certificated air carrier(s) serving the shipment's point of origin decline to issue a through airwaybill for transportation to the shipment's final destination airport.

3. Use of a certificated air carrier would result in delivery to final destination at least 7 days later than delivery by means of a non-certificated air carrier.

4. The total weight of the consignment exceeds the maximum weight per shipment which a certificated air carrier will accept and transport as a single shipment, and a non-certificated air carrier will accept and transport the entire consignment as a single shipment.

5. The dimensions (length, width, or height) of one or more of the items of a consignment exceed the limitation of the certificated aircraft's cargo door openings, but do not exceed the acceptable dimensions for shipment on an available non-certificated air carrier.

(g) Where U.S. Government funds are used to reimburse the Grantee's use of other U.S. flag carriers for international transportation, the Grantee will include a certification on voucher involving such transportation which is essentially as follows:

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS

I hereby certify that the transportation service for personnel (and their personal effects) or property by certificated air carrier was unavailable for the following reason(s): (State appropriate reason(s) as set forth in (e) or (f) above; see 41 CFR 1-1.323-3 for further guidance.)

(h) Travel Costs and Overseas Maintenance Allowances**1. Travel Within the United States**

(i) As used herein, the term "travel within the United States" includes the 50 states, District of Columbia, Commonwealth of Puerto Rico, Virgin Islands, and all the U.S. Territories except the Trust Territories of the Pacific Islands.

(ii) Subsistence allowances paid to Grantee employees traveling within the United States will be reimbursed in accordance with the established policies and practices of the Grantee which are uniformly applied to both federally financed and other activities of the Grantee.

2. International Travel

(i) As used herein, the term "international travel" includes travel to the U.S. Trust Territories of the Pacific Islands.

(ii) The Grantee will be reimbursed for international travel, subsistence, and post differentials and other allowances paid to employees in an international travel status, or assigned overseas, in accordance with the Grantee's established policies and practices which are uniformly applied to federally financed or other activities of the Grantee, but only to the extent that such reimbursement does not exceed the applicable amounts or rates established in the Standardized Regulations (Government Civilian, Foreign Areas), published by the U.S. Department of State, as from time to time amended.

13. OCEAN SHIPMENT OF GOODS

(This provision is applicable when goods purchased with funds provided under this grant are transported to the cooperating country on ocean vessels.)

(a) At least 50% of the gross tonnage of all goods purchased under this grant and transported to the cooperating country on ocean vessels shall be transported on privately owned U.S. flag commercial vessels, to the extent such vessels are available at fair and reasonable rates for such vessels; and

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(b) At least 50% of the gross freight revenue generated by shipments of goods purchased under this grant and transported to the cooperating country on dry cargo liners shall be paid to or for the benefit of privately owned U.S. flag commercial vessels to the extent such vessels are available at fair and reasonable rates for such vessels.

(c) When U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may request a certificate of non-availability from the AID Transportation Support Division, Office of Commodity Management, Washington, D.C. 20523, giving the basis for the request. Such a determination of non-availability will relieve the Grantee of the requirement to use U.S. flag vessels for the tonnage of goods included in the determination.

(d) Vouchers submitted for reimbursement which include ocean shipment costs shall contain a certification essentially as follows: "I hereby certify that a copy of each ocean bill of lading concerned has been submitted to the Maritime Administration, Cargo Preference Control Center, Commerce Building, Washington, D.C. 20235, and that such bills of lading state all of the carrier's charges including the basis for calculation such as weight or cubic measurement."

(e) Shipments by voluntary non-profit relief agencies (i.e., PVO's) shall be governed by this standard provision and by AID Regulation 2, "Overseas Shipments of Supplies by Voluntary Non-Profit Relief Agencies" (22 CFR 202).

14. PROCUREMENT OF GOODS AND SERVICES UNDER \$250,000

(This provision is applicable when the total procurement element -- i.e., the sum of all purchase orders and contracts for goods and services -- of this grant does not exceed \$250,000.)

(a) Ineligible Goods and Services

Under no circumstances shall the Grantee procure any of the following under this grant:

1. Military equipment,
2. Surveillance equipment,
3. Commodities and services for support of police or other law enforcement activities,
4. Abortion equipment and services,
5. Luxury goods and gambling equipment, or
6. Weather modification equipment.

If AID determines that the Grantee has procured any of the ineligible goods and services specified above under this grant, and has received reimbursement for such purposes, the Grantee agrees to refund to AID the entire amount of the reimbursement.

(b) Restricted Goods

The Grantee shall not procure any of the following goods and services without the prior written authorization of the Grant Officer:

1. Agricultural commodities,
2. Motor vehicles,
3. Pharmaceuticals,
4. Pesticides,
5. Rubber compounding chemicals and plasticizers,
6. Used equipment,
7. U.S. Government-owned excess property, or
8. Fertilizer.

If AID determines that the Grantee has procured any of the restricted goods specified above under this grant, without the prior written authorization of the Grant Officer, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the reimbursement.

(c) Geographic Source and Order of Preference

All goods (e.g., equipment, materials, and supplies) and services, the costs of which are to be reimbursed under this grant, and which will be financed with United States dollars, shall be purchased in and shipped from only "Special Free World" countries (i.e., AID Geographic Code 935) in accordance with the following order of preference:

1. The United States (AID Geographic Code 000),
2. "Selected Free World" countries (AID Geographic Code 941),
3. The cooperating country, or
4. "Special Free World" countries (AID Geographic Code 935).

(d) Application of Order of Preference

When the Grantee procures goods and services from other than U.S. sources, under the order of preference in 15(c) above, it shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the Grantee's documentation:

1. The procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources.
2. The price differential for procurement from U.S. sources exceeded by 50 percent or more the delivered price from the non-U.S. source.
3. Impelling local political considerations precluded consideration of U.S. sources.
4. The goods or services were not available from U.S. sources.
5. Procurement of locally available goods or services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance program under the grant.

(e) The Grantee's Procurement System

1. The Grantee may use its own procurement policies and procedures provided they conform to the geographic source and order of preference requirements of this provision and paragraphs 1U.3.a., b., and c. of Chapter 1, AID Handbook 13.

2. If the Grantee's procurement policies and procedures have been reviewed against the procurement requirements of paragraphs 1U.3. a., b., and c., and have been approved by AID or another Federal department or agency, the Grantee shall furnish the Grant Officer a copy of such approval; otherwise the Grantee's procurement policies and procedures shall conform to those specified in paragraphs 1U.3.a., b., and c. of Chapter 1, AID Handbook 13.

(f) Small Business

To permit AID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under this grant, the Grantee, shall, to maximum extent possible, provide the following information to the Office of Small and Disadvantaged Business Utilization, AID/Washington, D.C. 20523, at least 45 days prior (except where a shorter time is requested

of, and granted by the Office of Small and Disadvantaged Business Utilization) to placing any order or contract in excess of \$25,000.

1. Brief general description and quantity of goods or services;
2. Closing date for receiving quotations, proposals, or bids; and
3. Address where invitations or specifications can be obtained.

(g) Ineligible Suppliers

Funds provided under this grant shall not be used to procure any commodity or commodity-related services furnished by any supplier whose name appears on the list of Ineligible Suppliers under AID Regulations 8, "Suppliers of Commodities and Commodity-Related Services Ineligible for AID Financing" (22 CFR 208). The Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be reimbursable under this grant. AID will provide the Grantee with this list.

(h) Ocean and Air Transportation

For requirements relating to transportation by ocean vessel of commodities purchased under this grant, see the Standard Provision entitled "Ocean Shipment of Goods." For requirements relating to transportation of commodities by air, see the Standard Provision entitled "Travel and Transportation."

15. LOCAL COST FINANCING WITH U.S. DOLLARS

(This provision is applicable whenever local cost financing has been specifically authorized in the Schedule of this grant regardless of dollar amount.)

(a) Local cost financing is the use of U.S. dollars to obtain local currency for the procurement of goods and services in the cooperating country in furtherance of the purpose of the grant. Local cost financing must be specifically authorized in the Schedule of the grant. The amount of U.S. dollars which may be used must be specified in the authorization, together with any special restrictions on their use.

(b) Procurement of goods and services under local cost financing is subject to the following restrictions:

1. Ineligible Goods and Services

Under no circumstances shall the Grantee procure any of the following under this grant:

- (i) Military equipment,
- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

If AID determines that the Grantee has procured any of the ineligible goods and services specified above under this grant, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the reimbursement.

2. Restricted Goods

The Grantee shall not procure any of the following goods or services without the prior written authorization of the Grant Officer:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Rubber compounding chemicals and plasticizers,
- (vi) Used equipment,
- (vii) U.S. Government-owned excess property, or
- (viii) Fertilizer.

If AID determines that the Grantee has procured any of the restricted goods specified above under this grant, without the prior written authorization of the Grant Officer, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the reimbursement.

3. Any component from a non-free world country makes a commodity ineligible for AID financing.

4. Nationality

(i) Citizens or firms of any country not included in AID Geographic Code 935 are ineligible as suppliers, contractors, sub-contractors, or agents for goods and services the costs of which will be reimbursed under this grant.

(ii) Local cost financing is the use of appropriate U.S. dollars to obtain local currency for the payment for goods and services purchased in the cooperating country. Authorization of local cost financing makes the cooperating country, in addition to the United States and any other country included in the authorized geographic code for the project, an eligible source for the purchase of goods or services in the cooperating country. Goods or services purchased under local cost financing must be located in the cooperating country at the time they are purchased; they cannot be imported specifically for the project being implemented by this grant. The supplier from which goods or services are purchased under local cost financing must also be in the cooperating country. Suppliers of goods or services under local cost financing must meet the nationality eligibility tests prescribed in paragraph (d) of the provision of this grant entitled "Procurement of Goods and Services over \$250,000." When local cost financing has been authorized, the cooperating country is deemed to be included in the "authorized geographic code" for purposes of determining nationality eligibility pursuant to paragraph (d) of the provision, entitled "Procurement of Goods and Services over \$250,000."

(c) General Principles

Under local cost financing, the Grantee shall follow sound procurement policies, utilizing competition to the maximum practical extent, obtaining the lowest available price, and documenting such procurements to justify the method used and the price established.

(d) Procurement of Goods

In order to be eligible under local cost financing, goods are subject to the following specific requirements:

1. Indigenous Goods

Goods which have been mined, grown, or produced in the cooperating country through manufacture, processing, or assembly are eligible for local cost financing under this grant. Goods produced with imported components must result in a commercially recognized new commodity that is substantially different in basic characteristics or in purpose or utility from its components in order to qualify as indigenous; such goods may not contain components from any non-free world country.

2. Imported Shelf Items

Imported shelf items are goods that are normally imported and kept in stock, in the form in which imported, for sale to meet a general demand in the country for the item; they are not goods which have been specifically imported for use in an AID-financed project.

(i) Shelf items are eligible for local cost financing in unlimited quantities up to the total amount available for local cost financing if they have their source in the cooperating country and their origin in a country included in AID Geographic Code 941.

(ii) Shelf items having their origin in any country included in Code 899 but not in Code 941 are eligible if the price of one unit does not exceed \$5,000. For goods sold by units of quantity, e.g., tons, barrels, etc., the unit to which the local currency equivalent of \$5,000 is applied is that which is customarily used in quoting prices. The total amount of imported shelf item purchases from countries included in Code 899 but not in Code 941 may not exceed \$25,000 or 10% of the total local costs financed by AID for the project whichever is higher; however, in no case may the total amount of such purchases exceed \$250,000 without first obtaining a specific geographic source waiver.

3. Goods Imported Specifically for the Project

Goods imported specifically for the project being implemented by this grant are not eligible for local cost financing; they are subject to the requirements of the provision entitled "Procurement of Goods and Services over \$250,000."

16. GOVERNMENT FURNISHED EXCESS PERSONAL PROPERTY

(This provision applies when personal property is furnished under the grant.)

The policies and procedures of Handbook 16, "Excess Property", and the appropriate provisions of 41 CFR 101-43 apply to the Government furnished excess property under this grant.

17. TITLE TO AND USE OF PROPERTY (GRANTEE TITLE)

(This provision is applicable when the Government vests title in the Grantee only.)

Title to all property financed under this grant shall vest in the Grantee, subject to the following conditions:

(a) The Grantee shall not charge for any depreciation, amortization, or use of any property, title to which remains in the Grantee under this provision under this grant or any other U.S. Government grant, sub-grant, contract or sub-contract.

(b) The Grantee agrees to use and maintain the property for the purpose of the grant in accordance with the requirements of paragraph 1T of Chapter 1, Handbook 13.

(c) With respect to non-expendable property having an acquisition cost of \$1,000 or more, title to which vests in the Grantee, the Grantee agrees:

1. To report such items to the Grant Officer from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

2. To transfer title to any such items to the Government in accordance with any written request therefore issued by the Grant Officer at any time prior to final payment under this grant.

18. VOLUNTARY PARTICIPATION

(This provision is applicable to all grants involving any aspect of family or population assistance activities, and all Title X grants in particular.)

(a) The Grantee agrees to take any steps necessary to ensure that funds made available under this grant will not be used to coerce any individual to practice methods of family planning inconsistent with such individuals' moral, philosophical, or religious beliefs. Further, the Grantee agrees to conduct its activities in a manner which safeguards the rights, health, and welfare of all individuals who take part in the program.

(b) The Grantee shall insert paragraphs (a) and (b) of this provision in all sub-grants, sub-contracts, purchase orders, and any other subordinate agreements hereunder.

19. PROHIBITION ON ABORTION-RELATED ACTIVITIES

(This provision is applicable to all grants involving any aspect of family or population assistance activities, and all Title X grants in particular.)

(a) No funds made available under this grant will be used to finance, support, or be attributed to the following activities:
(1) procurement or distribution of equipment intended to be used for

the purpose of inducing abortions as a method of family planning; (2) special fees or incentives to women to coerce or motivate them to have abortions; (3) payments to persons to perform abortions or to solicit persons to undergo abortions; (4) information, education, training, or communication programs that seek to promote abortion as a method of family planning.

(b) The Grantee shall insert paragraphs (a) and (b) of this provision in all sub-grants, sub-contracts, purchase orders, and any other subordinate agreements hereunder.

20. PUBLICATIONS

(This provision is applicable to any grant which produces any book, publication, or other copyrightable materials.)

(a) If it is the Grantee's intention to identify AID's contribution to any publication resulting from this grant, the Grantee shall consult with AID on the nature of the acknowledgement prior to publication.

(b) The Grantee shall provide the Project Manager with one copy of all published works developed under the grant. The Grantee shall provide the Project Manager with lists of other written work produced under the grant.

(c) In the event grant funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the grant.

(d) The Grantee is permitted to secure copyright to any publication produced or composed under the grant in accordance with paragraph 1T8.b. of Chapter 1, Handbook 13. Provided, the Grantee agrees to and does hereby grant to the Government a royalty-free, non-exclusive, and irrevocable license throughout the world to use, duplicate, disclose, or dispose of such publications in any manner and for any purpose and to permit others to do so.

21. PATENTS

(This provision is applicable to any grant which produces patentable items, patent rights, processes, or inventions.)

(a) Grantee agrees to notify the Grant Officer, in writing, of any invention or discovery conceived or first actually reduced to practice in the course of or under this grant. The Grant Officer will determine the patent rights to be afforded the Grantee in accordance with the

Presidential Memorandum and Statement of Government Patent Policy (36 FR 16889) and paragraph 1T8.a. of Chapter 1, Handbook 13.

(b) Nothing contained in this provision shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Government under any patent.

22. REGULATIONS GOVERNING EMPLOYEES OUTSIDE THE UNITED STATES

(This provision is applicable only to the Grantee's U.S. and third country national employees; it is not applicable to the Grantee's cooperating country national employees.)

(a) The Grantee's employees, when employed in work overseas, shall maintain private status and may not rely on local U.S. Government Offices or facilities for support while so engaged.

(b) The sale of personal property or automobiles by Grantee employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire AID personnel employed by the Mission, except as this may conflict with host government regulations.

(c) Other than work to be performed under this grant for which an employee or consultant is assigned by the Grantee, no regular or short-term employee or consultant of the Grantee shall engage directly or indirectly, either in his/her own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which he/she is assigned, nor shall he/she make loans or investments to or in any business, profession, or occupation in the foreign countries to which he/she is assigned.

(d) The Grantee's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

(e) In the event the conduct of any Grantee employee is not in accordance with the preceding paragraphs, the Grantee's chief of party shall consult with the Mission Director and the employee involved and shall recommend to the Grantee a course of action with regard to such employee.

(f) The parties recognize the right of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this grant of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

(g) If it is determined, under either (e) or (f) above, that the services of such employee shall be terminated, the Grantee shall use its best efforts to cause the return of such employee to the United States or point of origin, as appropriate.

23. SUBORDINATE AGREEMENTS

(a) The placement of subordinate agreements (i.e., grants or contracts) with other organizations, firms or institutions, and the provisions of such subordinate agreements are subject to prior written consent of the Grant Officer unless such subordinate agreements were identified in the approved Financial Plan, in accordance with paragraph (b)(7) of the Standard Provision of this grant, entitled "Revision of Financial Plans."

(b) The use of the Standard Provisions of this grant is mandatory for sub-grants to U.S. institutions. For sub-grants to foreign institutions the Grantee shall use the Standard Provisions set forth in Appendix D of Handbook 13.

24. PARTICIPANT TRAINING

(This provision is applicable if AID funds provided hereunder will be used to finance participant training.)

(a) Definitions

1. Participant training is the training of any foreign national outside of his or her home country, using AID funds.

2. A participant is any foreign national being trained under this grant outside of his or her home country.

(b) Applicable Regulations

Participant training is to be conducted according to the policies established in AID Handbook 10 - Participant Training, except to the extent that specific exceptions to AID Handbook 10 have been provided in this grant (Handbook 10 may be obtained by submitting a request to the Office of International Training, at the address specified in paragraph (c) below.).

(c) Reporting Requirement

Once each month the Grantee shall submit three copies of Form AID 1380-9, "Monthly Report of Participants Under Contract," to the Office of International Training, Bureau for Science and Technology (S&T/IT), AID/Washington, D.C. 20523.

25. HEALTH AND ACCIDENT COVERAGE FOR AID PARTICIPANT TRAINEES

(This provision is applicable if AID funds provided hereunder will be used to finance the training of non-U.S. participants in the United States.)

(a) The Grantee shall enroll all non-U.S. participants (hereinafter referred to as "participants"), whose training in the United States is financed by AID under this grant, in the Agency for International Development's Health and Accident Coverage (HAC) program.

(b) The Grantee shall, prior to the initiation of travel by each participant financed by AID under this grant, fill out and mail to AID a self-addressed, postage prepaid, HAC enrollment card (AID Form 1380-98). The Grantee can obtain a supply of these cards and instructions for completing them from the Office of International Training, AID/Washington, D.C. 20523.

(c) The Grantee shall assure that enrollment shall begin immediately upon the participant's departure for the United States for the purpose of participating in a training program financed by AID and that enrollment shall continue in full force and effect until the participant returns to his/her country of origin, or is released from AID's responsibility, whichever is the sooner. The Grantee shall continue enrollment coverage for participants whose departure is delayed due to medical or other compelling reasons, with the written concurrence of the AID Project Manager and subject to the requirements of paragraph (d).

(d) The Grantee shall submit the HAC Program Participant Enrollment Card to AID, as specified in paragraph (b), above, to enable the participant(s), or the provider of medical services, to submit bills for medical costs resulting from illness and accident to the HAC Administrator, Trust Fund Administrators, Inc., 1030 15th Street, NW, Suite 500, Washington, D.C. 20005. The HAC Administrator, not the Grantee, shall be responsible for paying all reasonable and necessary medical charges, not otherwise covered by student health service or other insurance programs (see paragraphs (e) and (f)), subject to the availability of funds for such purposes, in accordance with the standards of coverage established by AID under the HAC program, and subject to the payment of the fee specified in paragraph (d)(1), below.

(1) Within thirty (30) days after enrollment, the Grantee shall send an enrollment fee computed on the basis of the fixed rate per participant per month* (the minimum period for calculation of fee is one month -- that is, one participant month, 30 days, not one calendar month -- premiums may not be prorated for fractional periods of less than 30 days),

* The rate is \$25.00 per participant-month for Fiscal Year 1982.

Agency for International Development, Office of Financial Management,
 Program Accounting Division, Non-Project Assistance, Washington, D.C.
 20523.

The enrollment fee should cover a ~~minimum~~ period of up to one year or the current training period for which ~~you~~ are obligated under this grant, whichever is less. As applicable, ~~you~~ for additional periods of enrollment shall be made 30 days ~~prior~~ beginning of each new enrollment period or new period of ~~fund~~ this grant (the monthly enrollment fee for succeeding fiscal ~~years~~ may be obtained by calling the AID Office of International Training. All such fee payments shall be made by check, payable to the "Agency for International Development (HAC)." If payments are not made within 70 days, a late payment charge shall apply at a percentage rate based on current value of funds to the Treasury for each 30-day period; ~~the~~ charge shall also be applicable to periods of less than 30 days. Percentage rate will be calculated by the Treasury as an average of current value of funds to the Treasury for a recent three-month period. ~~It~~ will be transmitted to AID in TFRM Bulletins.

The late payment charge shall be applied to any portion of the fees in arrears and be remitted together with ~~them~~ as a separately identified item on the covering memorandum.

(2) Whenever possible, fee payments ~~from~~ groups of several participants entering the HAC Program within ~~one~~ reporting period shall be consolidated and covered by a single ~~one~~ participant covered by the fee payment shall be listed individually ~~on~~ covering letter, identifying each participant (the name reported ~~shall~~ be identical to that on the HAC enrollment card), showing ~~period~~ enrollment (or period of coverage for which payment is remitted if ~~it~~ different from the enrollment period), fee amount paid, grant ~~number~~ U.S. Government appropriation number (as shown under the "Funds" section of the grant cover letter).

(e) The Grantee, to the extent that ~~it~~ educational institution with a student health service program, shall ~~control~~ all participants in their institution's student health service ~~program~~. Medical costs which are covered under the institution's ~~student~~ health service shall not be eligible for payment under AID's HAC ~~plan~~. The Grantee shall provide the HAC Administrator with a copy of ~~information~~ showing what medical costs are covered by the institution's ~~student~~ health service program; medical costs that are not covered by ~~the~~ institution's student health service program shall be submitted to ~~the~~ Administrator.

(f) If the Grantee has a mandatory, ~~non~~ health and accident insurance program for students, the costs of ~~insurance~~ will be allowable under this grant. Any claims eligible ~~under~~ such insurance will not be payable under AID's HAC plan or under ~~this~~ grant even though the

participant is covered by the Grantee's mandatory, non-waivable health and accident insurance program, the participant ~~is to~~ be enrolled in AID's more comprehensive HAC program, and HAC payments ~~is to~~ be made to AID as provided in above. In addition, a copy of the ~~mat~~ bry insurance policy must be forwarded to the HAC Administrator.

(g) Any payments for medical costs not ~~covered~~ by the Grantee's student health service program, or mandatory, ~~non-waivable~~ health and accident insurance program, or AID's HAC program ~~will~~ be reimbursable under this grant only with specific written approval of the Grant Officer and subject to the availability of funds.

(h) The HAC Administrator, for the period February 1, 1980 through January 31, 1983, is:

Trust Fund Administrators, Inc.
1030 15th Street, NW., Suite 500
Washington, D.C. 20005.

26. U.S. OFFICIALS NOT TO BENEFIT

No members of or delegate to the U.S. Congress or resident U.S. Commissioner shall be admitted to any share ~~or part~~ of this grant or to any benefit that may arise therefrom; but this ~~provision~~ shall not be construed to extent to this grant if made with ~~incorporation~~ for its general benefit.

27. COVENANT AGAINST CONTINGENT FEES

The Grantee warrants that no person or ~~selling~~ agency has been employed or retained to solicit or secure this ~~grant~~ upon an agreement or understanding for a commission, percentage, ~~brokerage~~, or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by the Grantee for the ~~purpose~~ of securing business. For breach or violation of this warranty, AID ~~will~~ have the right to cancel this grant without liability or, in its ~~discretion~~, to deduct from the grant amount, or otherwise recover, ~~the full~~ amount of each commission, percentage, brokerage, or ~~contingent~~ fee.

28. NON-LIABILITY

AID does not assume liability with respect ~~to~~ any third party claims for damages arising out of work supported by ~~the~~ Grant.

29. AMENDMENT

The grant may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the Grant Officer and an appropriate official of the Grantee.

30. THE GRANT

The letter to the Grantee signed by the Grant Officer, the Program Description and the Standard Provisions which have been reviewed and agreed to by the Grantee, constitute the grant.

31. NOTICES

Any notice given by any of the parties hereunder, shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, registered or regular mail as follows:

- To the AID Grant Officer, at the address specified in the grant.
- To Grantee, at Grantee's address shown in the grant,

or to such other address as either of such parties shall designate by notice given as herein required. Notices hereunder shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

PROPOSAL PREPARED BY
ASOCIACION DOMINICANA PRO-BIENESTAR DE LA
FAMILIA, INC. (PROFAMILIA)

PRESENTED TO

AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO DOMINICAN REPUBLIC

FOR AN

OPERATIONAL PROGRAM GRANT (OPG)

PROJECT TITLE	INSTITUTE FOR POPULATION AND DEVELOPMENT STUDIES (IEPD)
PRESENTATION DATE	JULY 14, 1981
REVISED PRESENTATION DATE:	NOVEMBER 9, 1981

LICDA. MAGALY CARAM DE ALVAREZ
EXECUTIVE DIRECTOR

DR. JOSE A. GONZALEZ CANO
PRESIDENT

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ATTACHMENTS

SUMMARY

Based upon 16 continuous years of work in the population field, and in promoting the well-being of the Dominican family, the Asociación Dominicana Pro-Bienestar de la Familia, Inc. (PROFAMILIA) (Dominican Association for the Well-Being of the Family, Inc.), is hereby proposing the creation of an Institute for Population and Development Studies (Instituto de Estudios de Población y Desarrollo - IEPD). This Institute will study, analyze, and advance an understanding of the existing inter-relationships between demography and the country's socio-cultural and economic development objectives.

The Institute will not only clarify how the demographic variables affect socio-economic development objectives, but more importantly, information derived from such research activities will be disseminated with an aim toward developing awareness on the part of decision-makers and opinion leaders of the need to regard population as an important and integral factor in the entire process of development.

Thus, the Institute will serve as a center for population information, studies, and documentation pertaining to population and development and offer assistance and technical collaboration on related population activities to both public and private organizations and institutions. The Institute will also promote the inclusion of population subjects in universities' curricula, which will contribute to the overall development of the country's resources (human, financial, natural, etc.).

I. PROJECT PURPOSE AND DESCRIPTION

The project will establish the Institute for Population and Development Studies (IEPD), as an entity of the Dominican Family Planning Association (PROFAMILIA). The goal of the IEPD will be to contribute to the health and well-being of the Dominican people by effectuating further declines in the country's fertility and population growth rates. This will be done through specific project activities designed to promote awareness of the reciprocal relationship between population dynamics and socio-economic development among key public and private decision-makers and opinion leaders.

The Institute's principal functions will include the following:

(1) review and synthesis of population and related development literature; (2) analysis of extant data with emphasis toward the development of a population policy; and (3) dissemination of population information. The information dissemination activities will be strategically deployed at various target audiences: political and industrial leaders, through personal communications and audio-visual presentations; technical executives, through formal workshops and conferences, reports, monographs, and short-term courses; and intellectuals and scholars, through seminars, lectures, and specialized training programs.

It is believed that the understanding of the inter-relationships between population variables and development objectives would raise the policy consciousness of the Dominican leadership and would be reflected by: (1) a measurable improvement in the country's overall economic and social planning capacity; and (2) an improved commitment to population

objectives as will be manifested by a major strengthening and expansion of current family planning services. Consequently, this maximizing of efforts through a multiple family planning strategy approach (public, private, and commercial), which the Government of the Dominican Republic (GODR) acquiesces, would assure that the concomitant reductions in fertility and population growth rates would reach acceptable levels.

II. PROJECT BACKGROUND AND ANALYSIS

An essential component of the GODR overall development strategy is the goal to reduce the rate of population growth through fertility reductions. This objective requires an understanding of the interaction of population and socio-economic development variables. The Dominican Republic has made considerable progress in learning about one of the population variables, fertility. This has mainly resulted from the work carried on by organizations such as PROFAMILIA (since 1966) and Consejo Nacional de Población y Familia (CONAPOFA) (since 1968). These institutions have provided direct family planning services and have developed extensive education and motivational programs supporting family planning services such as planned parenthood, responsible parenthood, and others. Recent advancements indicative of these continuing efforts have been the expansion of family planning services to least served sections of urban areas and implementation of integrated services to rural communities throughout the country. Principally due to these interventions, a transformation in the reproductive behavior has taken place in which the crude birth rate has decreased from approximately 50 to 30 per thousand.

Concurrently, the population's natural growth rate has also decreased from 3.6 to 2.6.

Since the 1970 National Census, consistent progress has been made in regards to the country's knowledge of its demographic situation. Moreover, progress was made both in the quantity and quality of demographic research as well as the reliability with which results have been analyzed. Among scientific studies which attest to the demographic progress are the National Demographic Survey (1969-1971), the Diagnos Survey (1974), the First National Fertility Survey (1975), the Survey on Female Employment and Fertility (1978), the Survey on Migration to Santo Domingo and Santiago (1978), and the Second National Fertility Survey (1980). Additionally, it may be worthwhile mentioning that the Sixth National Census will be conducted in December 1981.

Although these achievements are notable, progress in promoting an understanding of the relationships existing between population variables and socio-economic advancement has been in some instances very limited and practically nihil in others. This lack of awareness is particularly observable in the development planning of those public agencies charged with the responsibility for national decisions and leadership. Not only does there appear to be a lack of understanding of the implications of these variables, but a deficiency in the use of demographic data in social and economic planning as well.

CONAPOFA is the official government agency responsible for studying problems pertaining to population variables and for providing the necessary demographic data for the development of programs to sectors such as

health, education, employment, and housing, and for working with the National Planning Office (ONAPLAN). In spite of CONAPOFA's efforts and recommendations, few public organizations responsible for formulating and carrying out development plans and programs have implemented projects which indicate the utilization of demographic data in the most relevant and systematic manner.

Based on the aforementioned considerations and supporting universal evidence that programs of development have an association in demographic process, and that this process conversely act upon the effectiveness of development programs, and with a concern for improving the well-being of the Dominican people, PROFAMILIA hereby proposes the creation of the IEPD. The proposed Institute will be under the administrative management of PROFAMILIA and will be responsible for studying and clarifying the complex interrelationships between demographic trends and socio-economic problems linked to health, education, employment, housing, agriculture, food, nutrition, energy, etc., as well as informing primary target groups about results from such analysis and research. Perhaps the most constructive contribution of the IEPD will be its presentation of the results of those studies in the language of the target audiences utilizing the most appropriate communication tool(s).

Thus far, CONAPOFA has not been able to combine this investigatory and presentational function to create an awareness of the demographic problem and its effect on development objectives, primarily because CONAPOFA has concentrated its efforts on the provision and the evaluation of direct family planning services, and the investigation of related demographic variables.

The IEPD does not in any way intend to circumvent or replace functions or duplicate the data collection and analysis activities of the established government agencies presently assigned related responsibilities. Rather, the Institute's intent is to present the existing and subsequent demographic data in the most useful form (operational relevance) of the various sectors agencies in order to facilitate the fulfillment of their development objectives. In addition to supplementing activities of such public agencies as ONAPLAN and CONAPOFA, the existence of an Institute such as the one herein proposed, would benefit these organizations through its expositions and research analyses. Moreover, its proposed semi-autonomous status would considerably increase the possibilities that important information pertaining to various aspects of population and development would be used by the country's opinion leaders and decision-makers.

There will be particular association with CONAPOFA, the official agency enjoined responsibility for coordination of all population matters, not only to have access to the country's vital data, rather coordination and cooperation of CONAPOFA is desirable and contemplated within the functional areas and activities of the IEPD, as follows:

1. The IEPD will utilize CONAPOFA officials as consultants to the Institute (especially in matters pertaining to analyzing demographic variables).

2. The IEPD will utilize studies, projections, and investigations on population and demography already completed by CONAPOFA.

3. The Secretary of CONAPOFA will be invited to participate as a permanent member of the Technical and Policy Support Group of the IEPD, and will also be able to suggest persons to be included as members.

4. CONAPOFA will serve as a liaison institution for contact with high level technical personnel in the government.

5. CONAPOFA will participate in the dissemination activities, especially among the official sector.

6. CONAPOFA will constitute part of a team that will work in the design of the communication strategy.

This inter-institutional coordination effort will increase the manpower resources of the IEPD, and will avoid duplication of work. Additionally, in order to maximize efforts, there will also be collaboration with other governmental and private agencies with responsibility in the socio-economic areas.

As it is expressed by ROYCO (1977): "In a non-authoritative political system, the development of official policies may be expedited by means of using a combination of public, private, and quasi-public organizations ... Such a combination may increase the tactic flexibility and the utilization of a wide range of special qualities ... Private institutions may implement more innovative and polemic actions that governmental agencies, thus they may serve as a spearhead in a population effort."

As indicated above, the primary goal of the IEPD shall be to develop an awareness among opinion leaders and decision-makers regarding the reciprocal relationship between population dynamics and the Dominican economic and social development process. More specifically, IEPD's objectives will be as follows:

1. To collect, analyze, and disseminate population and development research information with a view to maximizing its utilization by decision makers.

2. To highlight certain aspects of the population policy that will need more vigorous and effective presentation if development efforts are to prove worthwhile.

3. To develop effective and efficient methods for facilitating the utilization of research findings by decision-makers and public opinion leaders.

4. To serve as a national clearinghouse on population and development data, research, and pertinent documents.

5. To collaborate with and provide technical assistance to government and university researchers.

6. To encourage the inclusion of population studies in university curricula.

III. PROJECT DESIGN

Aforementioned objectives imply three specific performance stages. They are: (A) collecting and analyzing demographic data regarding the relationship between population and socio-economic variables; (B) dissemination of research findings; and (C) consolidation of IEPD (actions toward solvency).

A. Collection and Analysis of Data

This stage will involve a determination of required project data and an in-depth review of existing information. Statistical analyses will be conducted to establish a systematic relationship between population variables (natality, mortality, and migration among others), and current socio-economic direction. Social and economic areas of study are finalized

through a collaborative mechanism arranged with appropriate government and private agencies. The suggested priority areas of study are:

(1) employment, (2) agriculture (stock-raising), (3) energy, (4) education, (5) health, (6) housing, (7) urban development, (8) women's status.

Published country demographic data will be collected and updated, if necessary, before preceding with a new investigation and/or analysis. More detailed information on socio-economic data will also be collected and/or updated as required. This action will enable IEPD to rely on current information and data on socio-economic trends in the Dominican Republic.

The last phase of this stage will concern activity involving interpreting how the interrelationships between population trends affect socio-economic and political development. At this point, the mutual influence between both spheres will be presented. Thus, emphasizing the need for making appropriate population decisions at both the public and private levels.

This most important phase of the first stage will provide both IEPD's executive and volunteer personnel with scientific information which will enable them to show those responsible for formulating and implementing social and economic policies the mutual cause-effect relationship existing between the country's demographic and the socio-economic condition.

B. Dissemination of Research Findings

This level concerns the primary objective of the IEPD, which is assuring that data, analysis, conclusions, and recommendations resulting

from the actions described in the first stage reach decision-makers in an understandable and effective manner.

This stage determines what data is of interest for each population sector and the best method of dissemination. The following groups have been selected as major target for dissemination activity.

1. Governmental Sector

a. Technical Secretary of the Presidency (ONAPLAN and National Office of Statistics - ONE).

b. Office of the Presidency (the "action core" of the Executive Power).

c. Ministries of Health, Education, Labor, and Agriculture (the latter including agencies of the "agrarian sector" -- Consejo Estatal del Azúcar - CEA, Instituto de Desarrollo Cooperativo - IDECOOP, and Banco Agrícola - BAGRICOLA).

2. Autonomous Governmental Sector Agents

a. Corporación Dominicana de Electricidad (CDE) (Dominican Power Company).

b. Comisión de Política Energética (Commission on Energy Policies)

c. Instituto de Formación Técnico Profesional (INFOTEP) (Institute for the Development of Technical and Professional Skills).

3. Corporate Sector

Particularly industry.

4. Syndicates and Labor Unions

5. Political Sector

- a. Legislation (Congressmen and Senators).
- b. Political Parties.
- 6. Armed Forces
- 7. Church Authorities
- 8. Intellectuals/Scholars
 - a. Professional Associations.
 - b. Universities/Institutions (rectorates, professors).
 - c. Student bodies (advanced undergraduate and graduate levels).
- 9. Media
 - a. Newspapers, television and radio stations, etc.
 - b. Journalists.

Information and data to be provided to these groups will depend upon the areas of interest and influence of the group(s) being addressed at a given period of time.

Communication techniques and channels will be a function of the audience (target group). The following methods will be used (not necessarily exclusive):

- 1. Person-to-Person Communication
 - a. Individual or small group discussions.
 - b. Meetings/group luncheons.
- 2. Written Communication
 - a. Press releases.
 - b. Book monographs (with graphic elements, appealing appearance).

- c. Letters or memoranda.
 - d. Newsletter (with graphs and graphic elements, eye-appealing).
 - e. Technical reports and scientific essays.
3. Audio-Visual Material
- a. Two 5-minutes film features and one 10-15 minutes film feature.
 - b. Slides presentation.
4. Formal Events
- a. Conferences and lectures.
 - b. Round table discussions.
 - c. Seminars/workshops.
 - d. Specialized training.
5. Participation in Radio and TV Programs

This stage also outlines the communication strategy (who says what to whom and how frequently). To accomplish the objectives outlined in this proposal and in order to have at its disposal the required expertise necessary for a project of this magnitude and focus (the need to reinforce official understanding of population pressures on development), and use of the most innovative communication methods to reach difficult audiences, the IEPD will be provided technical assistance through the International Planned Parenthood (IPPF). This assistance will be in the areas of communication and dissemination with expertise in the design of communication strategy, preparation of analytical reports, dissemination of developed information, and include other support deemed necessary to

set up conferences and lectures, panel discussions, seminars, and workshops for key policy-makers.

At this stage also, preliminary efforts to secure public and private support for the Institute's solvency (non-AID) will be initiated.

C. Consolidation of IEPD

This stage involves means of increasing, securing, and preserving IEPD's sphere of influence within the population and development community. Efforts to secure continuing financial resources, within the Institute's functional framework, will be greatly accelerated.

Short-term specialized courses will be proposed in collaboration with some of the country's universities covering the areas of social research, demographic, and social planning. The courses will be addressed to senior students preparing for a variety of professions (economics, sociology, political sciences, medicine, etc.), and to technicians from the public and private sectors. These activities will be geared not only to educate (and to secure funds), but also to orientate people who are either involved in the country's socio-economic planning and development activities, or preparing for such careers. It would also provide a mechanism for involving universities in the project and securing their active support and participation.

Other activities at this stage include: formulation and implementation of research projects, and elaboration of basic bibliographies pertaining to those areas of greatest importance for national development (population, health, housing, employment, etc.). Research proposals in areas of interest to IEPD will be prepared and submitted

to national and international agencies and institutions for financing. Sector specific research proposals will be reviewed by a Committee consisting of local experts (on a voluntary basis) from the sector. If outside technical personnel are needed, they shall function under supervision and management of IEPD.

IV. PROJECT IMPLEMENTATION PLAN

A. First Year Plan

Three factors are to be considered in the design of activities for IEPD's first year of operation: (1) time required for the start-up period (hiring of personnel, preparation of premises, etc.); (2) the effect of the national election to be held in May 1982; (3) the priority areas of development of the government and the private sector.

Prior to beginning the actual research, it will be necessary to review available population and development information. This task will involve: (1) inventory of types of available information, dates, and periods covered; (2) accessibility of available information; (3) assessment of the types of information required. Following the collection and inventory period, population trends and data on employment, energy, agriculture, livestock raising (current priority areas of the government) will be analyzed. Information on development will originate from studies conducted by official agencies both national and international to include studies done by universities, private researchers, CONAPOFA, IDB, ONAPIAN, UNDP, ILO, AID, etc.

ACTIVITIES CHRONOGRAM

First Year Plan

A C T I V I T Y	M O N T H												
	1	2	3	4	5	6	7	8	9	10	11	12	
Review and Collection of Data	-----												
Analysis, Interrelation and Results		-----											
Technical Reports							---	---	---				
Bulletin (Technical and Academical)		---				---			---			---	
Press Articles (Monthly-One)				-----									
Monographs (Entrepreneurs)										---	---	---	
Short Films (Three)										-----			
Person-to-Person Communication											-----		
Conferences and Lectures											-----		
Design of Communication Strategy	-----												

1. Operation

The research and production of material phase will begin with the onset of the Institute's operation, and will continue until July 1982 (provided the IEPD begins operations on October 1981). Before the information campaign is initiated, there will be a joint selection of primary target audiences. Design of the media format to be used will also be started.

Given the areas of study which have been suggested for the first year of operation, it is anticipated that the target groups will be selected from among the following: (a) Technical Secretariat of the Presidency, (b) Office of the Presidency (executive personnel), (c) Ministries of Agriculture and Labor, (d) Commission on Energy, (e) corporate sector, (f) press, (g) legislators (congressmen and senators).

From two to six people will be identified from each group. Ideally, those most influential within their job areas. In depth and general meetings for initial exchange of opinions will be held with small groups. Attention will focus on recruiting "activists" for IEPD's objectives from within the target group; areas of influence, thus making it possible for further contacts with other key individuals from the group. This strategy may not be applicable for mass media groups (reporters, editors, etc.), mainly written press, due to the nature of their reporting objectivity. Therefore, the latter group will be approached based on displayed interest. Given the number of corporate and industrial associations, the IEPD will randomly select a representative number from this group.

Depending on the selected audience, the communication method(s) may involve the following:

a. Individual or Small Group Discussions and Luncheons

This activity will be carried out by the Institute's executive personnel, PROFAMILIA's Executive Director, and/or volunteer members of IEPD's advisory committee. Frequency of contacts will depend on a series of factors impossible to determine in advance.

b. Monthly Newspaper Articles

A minimum of nine articles will be published. Publication will begin in IEPD's third operational month, and will be based on research conducted by the Institute. The Director and Chief Researcher shall be responsible for this activity. However, it does not exclude other participation, voluntary or purchased.

c. Bulletins

Four bulletins will be issued. The first bulletin, for the most part, will serve to present IEPD to the development community. Subsequently, one bulletin for each area of study will be issued. Each bulletin will present, in a summarized and attractive manner, the most important data resulting from a specific scientific study. Research abstract on population and development conducted in other countries will also be included.

d. Monographs or Illustrated Brochures

In the monographs or illustrated brochures series, the subject matter (research result) will be more thoroughly detailed than was possible in the bulletin format.

Monographs, in addition to more detailed information, will consist of graphs, histograms and charts, designed to give visual impact, and will be addressed to high level entrepreneurs and governmental officials. Brief comments on the significance of each bulletin will also be included.

e. Technical Reports

These reports will contain results of each research project and its implication, and will be addressed to technicians and scholars. These reports will serve as basic method for dissemination of population information.

f. Film Features (5 Minutes Long)

These short films will be prepared based on the results presented in the technical reports and will be used for rapid subject presentation in conferences and interviews as well as for TV dissemination.

g. Conferences and Lectures

The number will depend on IEPD's generated interest within the different target audiences. (These occasions may also be used as an opportunity to solicit funds for the Institute.)

B. Second Year Plan

Research covering health, education, housing, and urban development will be continued throughout the second year of operation. Also, data resulting from research conducted during the first year will be updated.

Dissemination methods developed during the previous year will be maximized. Modifications, if necessary, will be carried out. Additional communication channels will be introduced (round table discussions,

seminars and workshops, follow-up letters or memoranda, as well as IEPD's participation in radio and TV panel discussions).

Involvement of diverse higher education centers is foreseen by the end of the period. Specialized courses in population dynamics will be instituted.

C. Third Year Plan

Activities concerning the updating and dissemination of data and studies conducted in the previous years will continue. Specialized courses will be offered which mainly addresses economists, technicians in socio-economic planning, university professors, and physicians. A maximum of four courses lasting 4 to 6 weeks each has been contemplated.

All of the aforementioned communication means will have been used. Information dissemination activities through conferences, seminars, interviews, and newspaper articles will be accelerated. Proposals for research projects will be submitted to financing agencies. Other appropriate fund generating activities will be continued.

1. IEPD Personnel

The IEPD staff will consist of a Director, a Chief Researcher, an Assistant Researcher, a Secretary, and a Messenger. All IEPD's staff personnel will work on a full-time basis. Position qualifications are as follows:

a. Director

Wide experience in research work and programs pertaining to the areas of population and development in the Dominican Republic. Post-graduate studies in Demography or similar branches of social sciences.

He (she) must have the necessary experience and ability to fulfill organizational and managerial requirements. The ability to contact and recruit high-level individuals as lecturers. The ability to interact with technicians and national planners is highly desirable.

b. Chief Researcher

Post-graduate studies in a branch of social sciences. Practical experience in research within the fields of demography, economics, or communications. Adequate inventory of lectures and publications. Drafting ability. Administrative and managerial experience desirable.

c. Assistant Researcher

Graduate student in the field of social sciences. Experience in bibliographic research and data collection. An ability for initial (primary) analysis desirable. Also an ability for organizing and cataloging bibliographical material.

d. Secretary

Experience in secretarial duties with proficiency in both Spanish and English. Administrative skills required.

In addition, a counseling committee, to be referred to as the "Technical and Policy Support Group" (TPS), will be established to assist the IEPD in its work. This Group will be composed of volunteers from various areas of the Dominican society (entrepreneurs, press, intellectuals, public officials, among others) chosen for their eminence within the sector they represent, and for their interest and knowledge of subjects to be dealt with by the IEPD. The possibility of including international experts as members of the TPS is being considered,

principally as a way of enhancing lines of communications and of exchanging ideas and information about similar institutions developed in other Latin American countries.

Members of the TPS Group will be jointly selected by the Director of PROFAMILIA, technical personnel of IEPD, and the Executive Secretary of CONAPOFA. Selectees will be prominent members of influential organizations, both public and private. Through the Executive Director of PROFAMILIA, members of the TPS Group will be able to make recommendations on any matter pertaining to the operations and project activities of the IEPD.

The TPS Group will function solely on an advisory basis. Additionally, its members will also serve as an introductory and enabling body for initial contacts with pre-selected target groups.

There will also be a "fee for service" consultant group composed of national and international experts (sector areas and communications specialists) associated with the IEPD, who will be engaged on a part-time basis (two to six weeks) to provide technical assistance as required. National speakers will also be engaged to deliver lectures and moderate panel discussions on population matters.

2. IEPD's Location (Premises)

Given the importance granted to the independent features of IEPD's works, it may be imperative for the Institute to operate at its own premises in order to create an image solely related to its institutional objectives. This, in no way, harms the operational freedom or its relationship with other organizations, particularly PROFAMILIA of which it is part.

3. Administrative Management

IEPD will operate as a branch office of PROFAMILIA. It will be governed by all current institution standards and regulations (statues, personnel regulations, wage and salary policies, management manual, and internal by-laws) of PROFAMILIA. It will have direct access to the Executive Director of PROFAMILIA, and end-line responsibility for compliance with planned organizational objectives, functions, and work plans. The IEPD will coordinate with the specialized departments of PROFAMILIA, mainly pursuing their collaboration in areas not within IEPD's staff expertise (communications and education refer to attached organizational chart).

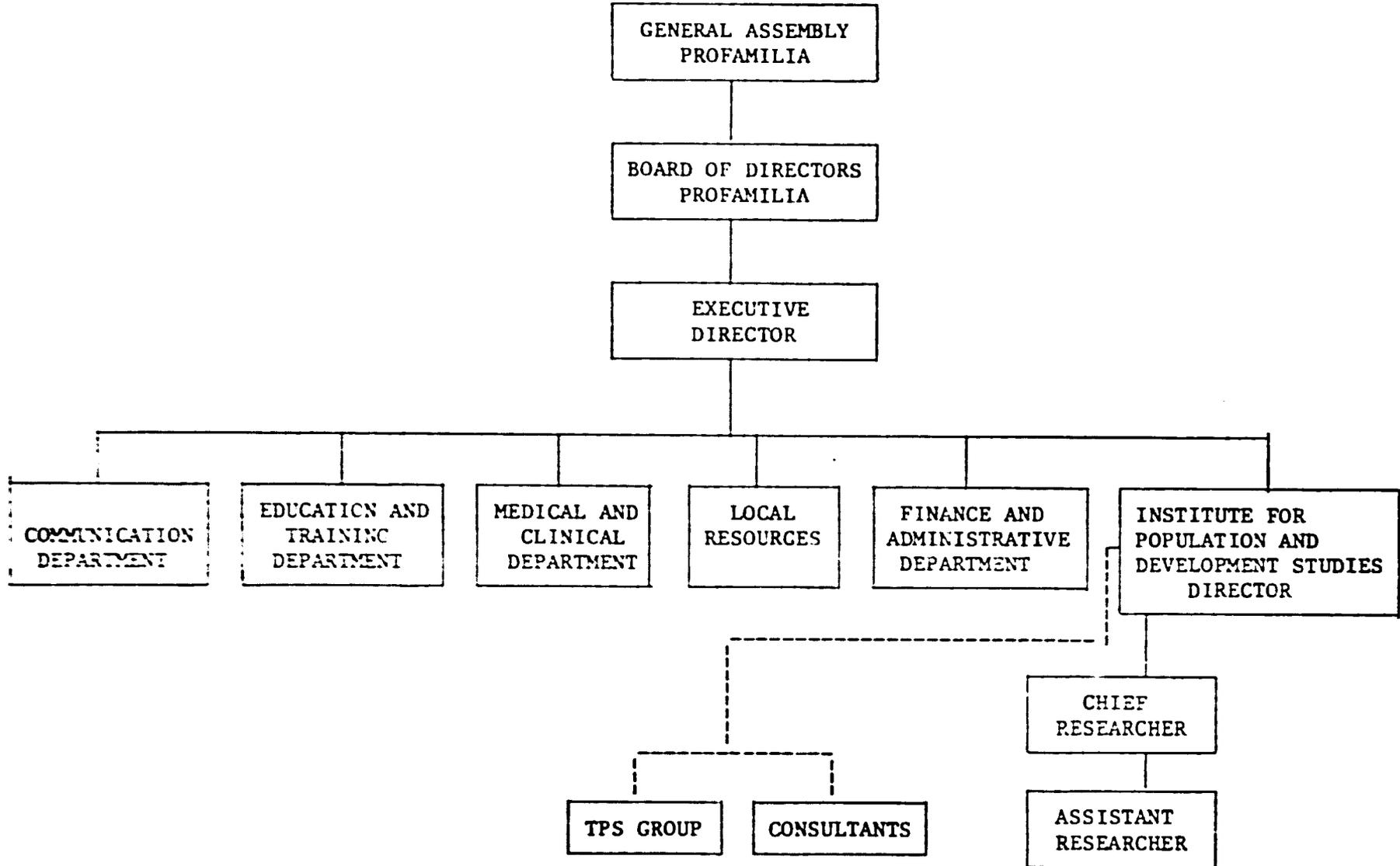
Although the IEPD will have its own organizational character, means and target population, the Institute could also make use of means inherent to PROFAMILIA other than that outlined above. The IEPD's Director will be able to participate at Department Director meetings and contribute to short-term planning activities. These guidelines were developed by the parent institution (PROFAMILIA) as a specific way for the IEPD to contribute to the design of education projects and other planned parenthood services in line with needs made evident by the IEPD's research activities.

The Executive Director of PROFAMILIA will provide logistic and administrative support services for all IEPD's functions, mainly in relation to dissemination of information resulting from research.

Non-population related research projects may be channelled to IEPD whenever appropriately framed within the Institute's purpose and

INSTITUTE FOR POPULATION AND DEVELOPMENT STUDIES

ORGANIZATIONAL CHART



interest, and as long as such activities do not halt or delay the Institute primary objective.

Administration and accounting of all IEPD's financial resources will be channelled through PROFAMILIA's Finance and Administration Department, and will be subjected to the established government regulations pertaining to the accounting and administration of specialized international funds. The Accounting Director has been with PROFAMILIA for seven years and is assisted by a Chief Accountant and an Assistant. Both are university trained professionals and have extensive experience in PROFAMILIA's fiscal operation. Additionally, experienced professionals in the area of personnel management are also available.

PROFAMILIA anticipates facilitating development activities of the IEPD, as well as guiding the overall infrastructure development of the Institute.

4. Evaluation

a. Periodic Evaluation

The necessity for regular feedback as to the effectiveness of the project activity or activities will demand continuous self-assessment by the IEPD's professional nucleus. Each activity must be carefully weighed in terms of its objective and the relative position of the target audience addressed. Results may become possible only in monitoring the degree of utilization of the intended information. (Has a given planner from ONAPLAN, for example, used appropriate population information in preparing housing projections?) Usage of the IEPD's disseminated information will be monitored. Also, evidence of the level

of awareness obtained by decision leaders, due to the IEPD's efforts, may take two or more years to actualize. Expressions of formal support for population objectives or the utilization of the Institute's generated information (data) within the national planning process, may be the only method of confirming the effectiveness (awareness) of project activities. For a period of time, the IEPD would only be able to record to whom the project activity was addressed, audience receptiveness, and maintain effective follow-up on positive statements made by or other actions taken by decision leaders. Criteria judgment for the aforementioned in-house evaluation would be designed to answer questions such as the following:

- To whom was the activity addressed? What formal or informal position does the person or group hold within the national, regional, or sectorial decision-making process?
- What was the audience's (person or group) reaction to the project activity?
- What expression or action (or both) did the audience make? (Consideration shall be given to the possibility that the desired reaction may occur at some future date.)
- Was the method of dissemination effective?
- Has IEPD's disseminated materials been utilized by the target audience previously?

The donor will be provided with a quarterly progress report on each activity based on the preceding evaluation criteria. Such reports will also enable the IEPD to modify project activities, critically judge project effectiveness, and to take corrective action as necessary.

It should be noted that the above self-evaluation criteria for measuring responses concerning the effectiveness of an activity will be based on the reporter's personal judgment. In many instances, only one member of IEPD's personnel or a consultant may be present for a given event (conference, panel discussion). Consequently, careful examination of audience reaction will be of crucial value. Nevertheless, although this self-evaluation method will be based on subjective perceptions, PROFAMILIA believes these reports are the most efficient and effective mean for obtaining immediate feedback. An alternative feedback method, "After Session Evaluation", may be generally unappealing to the majority of the target audiences and may be upsetting and defeating if applied.

b. Formal Evaluation

As mentioned above, the IEPD will conduct periodic evaluations in order to monitor the progress of its activities. Additionally, a formal evaluation will be conducted with external assistance from the Donor Agency's LAC Regional Office or some other appropriate source. Such assistance will also help PROFAMILIA, CONAPOFA, and IEPD design the scope of work for the formal evaluation.

The formal evaluation will take place during the project's second year plan. A tripartite meeting (PROFAMILIA, CONAPOFA, and IEPD) shall be convened for the following purposes:

- To establish criteria and to propose the evaluation team final composition (the donor shall be consulted for this purpose). The evaluation scope of work will probably include those criteria used in the continuing self-

evaluation, as well as suggest criteria for assessment of the IEPD's research capabilities, and to establish criteria for judging the Institute survival potential.

- To select documents for information of each team member.

Upon the conclusion of this approximately one week visit, the team will make an oral report to the IEPD's personnel and the donor (preliminary report). Subsequently, the evaluation team will prepare a joint report for circulation (final report).

An additional benefit to be gained from an external evaluation and consistent with PROFAMILIA's objective (assuring the continuation of the IEPD beyond the financial and temporary limitations of an OPG) is the legitimacy provided by an objective evaluation report. Such a report would indicate to donors and potential donors the desirability of continuing the activities of the IEPD.

V. BUDGET

BUDGET SUMMARY

(RD\$)

V. BUDGET

	<u>1st. Year</u>		<u>2nd. Year</u>		<u>3rd. Year</u>	
	<u>OPG</u>	<u>PVO</u>	<u>OPG</u>	<u>PVO</u>	<u>OPG</u>	<u>PVO</u>
A. Fees	59,490	2,400	62,397	900	64,950	1,000
B. Office Expenses	11,000	1,500	12,020	1,500	13,420	1,380
C. Transportation and Per Diem	3,030	1,500	3,480	2,540	3,720	2,670
D. Dissemination Activities	31,850	4,600	48,155	4,700	59,900	6,100
E. Design of Communication and Dissemination Strategy	-	5,275	-	2,190	-	2,500
F. Evaluation	-	-	-	5,000	-	1,500
G. Data Processing	4,500	-	6,000	-	6,000	-
H. Installation Cost	16,125	-	-	-	-	-
I. Administrative Cost	-	23,335	-	31,171	-	36,522
Estimated Total Cost	<u>125,995</u>	<u>38,610</u>	<u>132,052</u>	<u>48,001</u>	<u>147,990</u>	<u>51,672</u>

Funding Requested

Project Total	\$544,320
OPG Total	\$406,037
PVO Total	\$138,283

	1st. Year		2nd. Year		3rd. Year	
	OPG	PVO	OPG	PVO	OPG	PVO
A. <u>Salary 1/</u>						
		(FT)				
Director (full-time) (\$1,300 x 12 months)	15,600	-	16,800	-	17,700	-
Chief Researcher (FT) (\$500 x 12 months)	13,200	-	14,400	-	15,300	-
Assistant Researcher (FT) (\$500 x 12 mos.)	6,000	-	6,480	-	7,200	-
Secretary (FT) (\$450 x 12 mos.)	5,400	-	5,880	-	6,300	-
Messenger (FT) (\$150 x 12 mos.)	1,800	-	2,100	-	2,520	-
Social Benefits (\$4,215) <u>2/</u> *	8,490	-	9,237	-	9,930	-
Consultants and Advisors <u>3/</u>	9,000	2,400	7,500	900	6,000	1,000
SUB-TOTAL	59,490	2,400	62,397	900	64,950	1,000
B. <u>Office Expenses</u>						
Rental	4,200	-	4,200	-	4,200	-
Utilities	2,400	-	2,700	-	3,000	-
Phone, Cables, Mail	1,200	600	1,500	600	1,800	600
Janitorial	900	-	1,020	-	1,200	-
Stationary and Office Supply	1,800	900	2,100	900	2,520	780
Maintenance (Equip- ment & Facilities)	500	-	50	-	700	-
SUB-TOTAL	11,000	1,500	12,020	1,500	13,420	1,380
C. <u>Transportation and Per Diem</u>						
Maintenance of Motorcycle	780	-	900	-	1,020	-
Local Transportation	1,800	600	1,980	570	2,100	600
International Transportation	-	600	-	1,100	-	1,200
Per Diem	450	300	600	870	600	870
SUB-TOTAL	3,030	1,500	3,480	2,540	3,720	2,670

* Include the Director and Chief Researcher.

	<u>1st. Year</u>		<u>2nd. Year</u>		<u>3rd. Year</u>	
	<u>OPG</u>	<u>PVO</u>	<u>OPG</u>	<u>PVO</u>	<u>OPG</u>	<u>PVO</u>
D. <u>Dissemination Activities</u>						
Press Coverage	700	300	2,500	800	2,000	2,800
Newsletter Printing & Ellaboration	7,980	-	7,350	-	7,875	-
Monographs & Brochures	5,670	-	6,805	-	7,825	-
Technical Reports	400	400	400	600	300	500
Film Features/Slides	15,600	3,100	22,100	2,500	30,600	1,800
Round Table Discussions	500	300	1,700	-	2,000	-
Seminars & Workshops	-	-	3,500	-	4,800	-
Interviews & Meetings	1,000	500	3,800	800	4,500	1,000
SUB-TOTAL	31,850	4,600	48,155	4,700	59,900	6,100
E. <u>Design of Communication and Dissemination Strategy 4/</u>						
	-	5,275	-	2,190	-	2,500
SUB-TOTAL	-	5,275	-	2,190	-	2,500
F. <u>Project Evaluation 5/</u>						
	-	-	-	5,000	-	1,500
SUB-TOTAL	-	-	-	5,000	-	1,500
G. <u>Data Processing</u>						
Computer Time	4,500	-	6,000	-	6,000	-
SUB-TOTAL	4,500	-	6,000	-	6,000	-
H. <u>Equipment/Local Purchasing 6/</u>						
	11,925	-	-	-	-	-
Site Preparation	4,200	-	-	-	-	-
SUB-TOTAL	16,125	-	-	-	-	-
I. <u>Administrative Costs</u>						
Directive & Admin. Personnel 7/	-	17,135	-	23,171	-	26,022
Material Resources	-	6,200	-	8,000	-	10,500
SUB-TOTAL	-	23,335	-	31,171	-	36,522
ESTIMATED OPG/PVO	125,995	38,610	142,052	48,001	147,990	51,672
GRAND TOTAL	166,605		180,053		199,662	

Budget Footnotes:

- 1/ Salaries (full-time personnel) - an increase in salaries of 8% and 10% has been anticipated for the 2nd. and 3rd. years.
- 2/ Social Benefits - calculated based on 20% of annual income above \$3,660, and 25% for those under \$3,660. Benefits mandatory by law include: Social Security, Christmas bonus, and termination benefits. Benefits provided by PROFAMILIA to all its regular employees include: Medical, Life, and Accident Insurance, and a Retirement Plan.
- 3/ Consultants fees have been calculated based on 4 to 6 weeks of work for each socio-economic area to be analyzed, and \$100.00 per day.
- 4/ The associated cost and the design of the communication and dissemination strategy will be the responsibility of IPPF/WHR, who will also provide an expert in these areas.
- 5/ Only include cost of materials, surveys, or interviews, etc., incurred in connection with the evaluation. Expertise in evaluation will be provided by AID/W or IPPF, as appropriate.

6/ Estimated cost of equipment:

4 desks	\$ 950
4 desk chairs	600
Visitors chairs	450
Meeting table, 8 chairs	1,200
Refrigerator/water cooler	350
3 air conditioners	2,500
2 full size file cabinets	600
1 storage cabinet	175
3 auxiliary tables	200
2 typewriters (1 electric, 1 manual)	2,000
2 calculators	450
1 motorcycle	950
1 photo-copier	1,500

- 7/ Calculations (pertaining to PROFAMILIA's personnel) are based on the actual salary for each position and actual time devoted to IEPD.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Executive Director	15%	30%	30%
Finance & Administration Director	15	15	15
Communications Department Director	25	25	25
Chief of Publications	20	20	20
Personnel Administration and Accounting	20	20	20

SUPPORT PERSONNEL TO IEPD
UNDER ADMINISTRATIVE COSTS CHARGED TO PVO

Officers	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	Annual Salary	Time to IEPD Cost	Annual Salary	Time to IEPD Cost	Annual Salary	Time to IEPD Cost
Executive Director	22,954	15%	25,963	30%	29,275	30%
Director of Finance and Administration	13,666	15%	15,322	15%	17,136	15%
Director of Communication	12,470	25%	13,954	25%	15,581	25%
Chief of Publications	8,237	20%	9,230	20%	10,310	20%
Auxiliary Personnel in Administration and Accounting	<u>34,387</u>	20%	<u>38,749</u>	20%	<u>43,560</u>	20%
Accountant	8,237		9,230		10,310	
Accountant Assistant	5,256		5,918		6,667	
Chief of Administration and Personnel	7,920		9,029		10,253	
Administrative Assistant	6,552		7,502		8,554	
Administrative Aides	6,422		7,070		7,776	

The personnel's schedule is 8 hours per day, 5 days a week, without over-time, which is not paid to staff members due to their functions.

VI. HISTORICAL DATA AND ORGANIZATION OF THE ASOCIACION DOMINICANA PRO-BIENESTAR DE LA FAMILIA, INC. (PROFAMILIA) - DOMINICAN ASSOCIATION FOR THE WELL-BEING OF THE FAMILY, INC.

A. Origin and Organization Structure

The Dominican Association for the Well-Being of the Family, Inc. (PROFAMILIA) was founded in 1966 as an independent non-profitable organization, without religious or political affiliation, with the purpose of working with the Dominican families, mainly in the aspect of Planned Parenthood.

In 1968, it joined the International Planned Parenthood Federation (IPPF). From this international institution, it receives financial and technical assistance for programs and projects pertaining to information, education, and services concerning population. In addition, PROFAMILIA has a permanent seat at the highest direction level of CONAPOFA (National Council for Population and Family), a governmental agency adscribed to the Ministry of Public Health and Social Assistance (SESPAS).

PROFAMILIA is organizationally structured into three managerial levels: the General Assembly, formed by voluntary members from the different socio-economic strata, most of whom are professionals in different areas. At this level, at least once a year, the activities of the other levels are sanctioned: establishing general policy standards; electing members to the Board of Directors, and approving information on the Institution's programming and financial status. The superior existing body exercises its rights and duties through a representative democratic mechanism.

The second managerial level is the Board of Directors formed of seven members elected by the General Assembly. Its basic functions are: formulation of specific institutional policy based on the General Assembly's guidelines, in the programmatic as well as the financial and managerial aspects; sanctioning actions taken by the Executive Directorate; and judicially representing the Institution. All members are on a voluntary basis, and make-up the counselling committees (information and education, medical, local resources, etc.).

The Executive Directorate constitutes the third managerial level, and is responsible for carrying out the policy agreed by the other higher levels of administration. For its task, it is composed of five expert departments, each one headed by a Director, who along with the Executive Director, set forth and implement projects and programs.

B. Resources

Presently, the PROFAMILIA consist of five departments: Communications, Educational, Medical and Clinical, Development and Management, and it also has a Branch Office which is located in the Province of Santiago (second most important city in the country), with a Planning and Assessment Unit.

Out of 64 regular employees, 9% is assigned to Information and Communications Projects and Programs, 11% to Education and Training Programs, 9% to Medical Research, 17% to Clinical Services, and 15% to Promotion Projects and Community Services. 22% of engaged personnel is assigned to the managerial and financial area, and the remaining 16%

is assigned to the Executive Directorate, Local Resources Development, and non-departmental branch offices.

Throughout its history, PROFAMILIA has received financial support from different international institutions for developing and implementing its activities and projects. It has also acted as canalizing agent and administrator of international funds allocated to other national institutions. Presently, it receives funding from six international agencies in addition to national contributions, with an annual budget surpassing half a million dollars.

DECREE NO. 2091
BY WHICH THE NATIONAL POPULATION AND FAMILY COUNCIL WAS CREATED



Joaquín Balaguer

PRESIDENT OF THE DOMINICAN REPUBLIC

NUMBER 2091

CONSIDERING the relevance of all aspects, both statistic and dynamic, related to demographic movements in every society and its direct relationships with the phenomena that regulate a country's socio-economic progress and development;

CONSIDERING that, in order to plan and execute programs and the country's integrated development, the study, knowledge, magnitude and directing tendencies of demographic changes for evaluating its more significant variables and its most transcending conse-



quences, are essential requirements needed to make use effectively of technical, economical and human resources in development promotion;

CONSIDERING that underdeveloped nations accuse an excessive population growth, as well as a high insalubrity level, a growing rate of illiteracy, low life expectancy, habitational deficit, malnutrition, reduced income per capita, and an almost total absence of the vital resources needed to accelerate the socio-economic change, being these factors of such nature, that, jointly with the unstable relations existing between the actual population and the production of goods, have a notorious influence on the reduction of the economy productive potentiality.

CONSIDERING that every population policy must be preceded by a scientific study highly objective before it can be applied in any nation, since the population aspect covers equally all social strata and is a commonly determining factor of them, which makes it advisable to unite in one unique effort the official and private initiative to integrate an adequate organism to attend the desired objectives.

WHEREAS Article 4, Sentence 15, of Law No. 1399, dated April 7, 1974, and Articles 173 and 174 of the Public Health Code of Laws, Law No. 4471, dated June 3, 1956:

In the exercise of the attributions conferred me through Article No. 55 of the Constitution of the Dominican Republic, I lay down the following:

DECREE

Article 1. The National Population and Family Council is created and assigned to the Secretariat of State for Public Health and Social Assistance, whose main objectives shall be to study, investigate, analyze and divulge all related matters to the country's population growth, mobility and projection. Said Council shall execute the above mentioned activities through: an Executive Secretary assigned to the Secretariat of State for Public Health and Social Assistance and shall be constituted as stated ahead.

Article 2. The National Population and Family Council constitutes the maximum authority in population and family planning and shall be integrated by the following members: The Secretary of Public Health and Social Assistance, who shall preside it; a representative from the Secretariat of State for Education, Arts and Cults; a representative from the Secretariat of State for Labor; a representative from the Dominican Society for Family Welfare; and an Executive Secretary.



Article 3. The National Population and Family Council shall be assessed by a Board of Technicians, with the prerogative to meet for discussion purposes on the related matters brought up by the National Population and Family Council.

Article 4. The National Population and Family Council, shall delegate on the Executive Secretary the subscription of financial agreements with related organisms and associations, be they public or private, national or international, which shall be called on by the Council to be integrated in the discussions pertaining to program financing.

Paragraph. Those funds obtained from national or international institutions for use in the various programs, shall be administered by the National Population and Family Council, which will be entitled to delegate on the Executive Secretary the management of any one program, conditioned to rendering on a monthly basis a state of accounts of obtained benefits and investments made.

Article 5. The Executive Secretary of the National Population and Family Council shall direct the works performed by the multi-professional staff indicated further on, and the technical operations proper to this division, in

conformity to the planning guidelines of the National Population and Family Council. The Executive Secretary shall be appointed by the Council's President, with the endorsement of said Council.

Article 6. The representatives from the various Secretariats of State shall be appointed by the corresponding Secretaries of State; and the representative from the Dominican Society for Family Welfare shall be nominated by this organization, to be confirmed by a majority of votes among the Council members.

Article 7. The positions assigned to members of the National Population and Family Council shall be honorary, with the unique exception of the Executive Secretary, who shall be remunerated and shall remain in the execution of his functions, as long as at least 2/3 of the National Population and Family Council members agree to his continuance, conditioned to his apt performance, his morality in the execution of the programs and the conscientious achievement of his functions.

Article 8. The National Population and Family Council, by means of the Executive Secretary, shall perform as its main functions, the planning of studies and investigations, and assessment and technical assistance for the Maternal-Child Division, and related programs undertaken by the Secretariat of State for Public Health and Social Assistance in all akin programs for which, according to the Secretary of State for Public Health's appreciation, technical and supervisory assistance may be applicable, and for this purpose, it is required to integrate the Executive Secretary's



functions to the technical organisms of the Secretariat of State for Public Health and Social Assistance. Consequently, the Executive Secretary shall have the technical support of a multi-professional staff required for the fulfillment of the programs to be executed, with the previous consent of the National Population and Family Council and the National Development Council.

Article 9. The multi-professional staff shall be remunerated and shall be contracted by the National Population and Family Council to render its services during the period of endurance of the various projected program activities, as established in the agreements accorded to with the organisms and associations committed to financially back the activities to be carried out by the Executive Secretary, by delegation of the National Population and Family Council.

Article 10. The National Population and Family Council shall be governed by regulations previously approved by the Executive Power, including specifications on the assigned functions of the National Population and Family Council, itself, as well as its Executive Secretary, who shall be chief and director of the offices and programs to be executed by delegation of said Council, as well as responsibilities and activities of the required personnel.

Article 11. The National Population and Family Council, as well as the Executive Secretary, and its dependencies shall be seated in the Secretariat of State for Public Health and Social Assistance. In a similar manner, the National Population and Family Council shall carry on its meetings within said Secretariat, at the headquarters assigned by the Secretary of State for Public Health and Social Assistance, and shall meet, at least, once a month.

Article 12. In addition, the National Population and Family Council shall establish, whenever it is considered convenient, consulting councils to act as a link between the government's planning system and the private sector.



September 20, 1981

Lic. Fernando Mangual
Executive Secretary
National Council for Population and Family
Planning (CONAPOFA)
Santo Domingo, D.R.

Dear Lic. Mangual:

Profamilia has special interest in developing activities which will contribute to the awareness among the decision-maker groups of the demographic problem and its influence on the socio-economic development of the country. To be able to reach this goal, we have proposed an Institute for Population and Development Studies (IEPD), which will function as a part of Profamilia and will deal with correlations of the population and development variables.

We think that this project will complement the investigative work already completed by CONAPOFA on the demographic variables. IEPD will obtain its information from the results of those studies, as well as from the development plans already edited by the Oficina Nacional de Planificación. The major purpose will be the design of a communication strategy with the goal of influencing decision-maker groups at the national level. Specifically, we will address ourself to politicians, businessmen, syndicates, newspapermen and high level technicians.

You will find attached, for your information, a copy of our proposal and we would appreciate very much your comments on it. After the proposal has been approved, we would also like to be able to design, in conjunction with your office, a strategy of work-coordination between our two Institutions. This proposal has been presented to AID/DR.

As always, we count on your support and we are sure that this project will further strengthen the relationship between our two Institutions.

Sincerely,

Magaly Caram de Alvarez
Executive Director

Enc: a/s

October 16, 1981

CNPF 05016

Lic. Magaly Caram de Alvarez
Executive Director
PROFAMILIA
Santo Domingo, D.R.

Dear Lic. Caram de Alvarez:

As you know, CONAPOFA has within its work plan, the structuring of a population policy in the development and population areas. Nevertheless, CONAPOFA has also had to undertake the expansion of some of its other activities. This necessarily means an increase demand on our financial resources. Resources which at the present time are difficult to obtain from international donors, the principal source of CONAPOFA's financial assistance.

Considering the above fact, and the good intention of CONAPOFA's executives, we are of the opinion that such an enlargement of our present work plan is not practical based on the possibility that our financial resources could be reduced even further.

For these reasons, we are pleased to see that PROFAMILIA is going into those areas mentioned in your letter of September 20, 1981, and we are pleased to inform you that CONAPOFA is willing to cooperate and support activities towards those ends.

We are at your disposition to design a work-coordination strategy to be followed by our two Institutions.

Meanwhile, we would like to take this opportunity to express our consideration and remain,

Very truly yours,

Fernando Mangual
Executive Secretary