

AID 1350-1X (1-78)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country

DS/RAD

Page 1 of 2 Pages

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

2. PIO/T No.

936-5307-3606255

3. Original or 2
Amendment No.

4. Project/Activity No. and Title

936-5307 Financial Management

DISTRIBUTION

5. Appropriation Symbol
72-1101021.5

6. Allotment Symbol and Charge
045-36-099-00-20-01

7. Obligation Status

Administrative Reservation

Implementing Document

8. Project Assistance Completion Date
(Mo., Day, Yr.) 5/24/81

9. Authorized Agent
CM/SOD

10. This PIO/T is in full conformance with PRO/AG
N/A Date

11a. Type of Action and Governing AID Handbook

AID Contract
(HB 14)

PASA/RSSA
(HB 12)

AID Grant
(HB 13)

Other

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

DS/PCPP - 5307-1-80

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

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		57,077	34,923		92,000
B. U.S.-Owned Local Currency					

13. Mission References

14a. Instructions to Authorized Agent

CM/SOD is requested to extend the current PASA with the President's Commission on Pension Policy, Washington, D.C., for the services of Dr. Robert E. Firestine described in the attached Revised Statement of Work and Budget. All other provisions of PASA remain the same.

FUNDS RESERVED BY

27,258.00
DATE 5/24/81
SEA, PM/CSU

14b. Address of Voucher Paying Office

FM/PAD, Agency for International Development, Room 607, Universal North (SA-12) Washington, D.C. 20523

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

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

Phone No. 235-8902

B. The statement of work lies within the purview of the initial and approved program

Date

Norman K. Nicholson, DS/RAD

Date

H. Lee H. Hobgood, DS/RAD

5/14/81

C. John Gelb, DS/RAD

Date

5/12/80

D. Funds for the services requested are available

E. Arthur Silver, DS/PO

Date

5/27/80

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

17. For the Agency for International Development

Signature _____ Date _____

Signature Kenneth A. Mlow
Kenneth Mlow

Date _____

Title _____

Title Chief, Program Division

ORIGINAL FILED

Statement of WorkDuties and Responsibilities

1. Provides operational and technical direction for DS, Regional Bureaus and Mission directors in the area of financial management of programs and projects in LDC's. This includes the organization of culturally specific knowledge and social science analytic and conceptual models so that they are operationally useful to technical offices, operational bureaus and missions, as well as translating financial management concepts and methods into practical and problem solving approaches to project and program administration. The exercise of this leadership and technical direction requires the incumbent to:

(a) Review, evaluate, and report on past Agency activities in the financial management of development institutions, identifying ongoing problems and areas in which new and/or expanded efforts are required.

(b) Conduct a survey of AID mission problems and needs in the financial management of development institutions and projects, to include field consulting with selected missions and LDC development institutions where DS/PAD assistance is deemed useful.

(c) Assist field missions in developing financial management elements of rural development strategies and in designing, drafting, and presenting projects to carry out the strategy.

(d) Conceptualize, design, and develop the new DS/RAD project in financial management in accordance with the findings and conclusions of the above-listed activities, and manage this project once it is implemented.

(e) Participate in Regional Bureau reviews of rural development projects proposed by field missions, and provide guidance and comments on strengths and weaknesses of such projects from the viewpoint of financial management.

(f) Maintain liaison with the U.S. General Accounting Office by monitoring their anticipated follow-up report (to be circulated to the Agency by June 1980) of the September 1979 report to the Congress entitled, "Training and Related Efforts Needed to Improve Financial Management in the Third World." Actively participate in implementing the Agency's response, if any, to this forthcoming report, providing up-to-date substantive information as generated in the activities listed above.

2. Serves as project manager for DS/RAD's applied research and consulting project in financial management. Is responsible for identifying opportunities for field research and consulting in AID-assisted LDCs defining and negotiating scopes of work with field missions and host countries for DS/RAD contractor effort, scheduling and coordinating work performance, evaluating contractor efforts and effecting any redesign work shown to be necessary. This requires strong technical proficiency in project subject matter and applied research techniques in addition to knowledge of AID procedures.

3. Serves as project manager for DS/RAD's existing project (No. 931-1169) in Rural Financial Markets, to assume this responsibility at a time to be determined by the DS/RAD Office Director. This would combine Dr. Firestine's current backstopping role in that project with his functionally-related management of the Financial Management Project.
4. Serves as project manager for one or more of DS/RAD's major research activities. This requires screening unsolicited research proposals for technical content and methodology, selecting proposals that contribute to office needs or respond to more general AID needs, refining the proposal with the researcher, presenting and defending the proposal at the Research Advisory Committee, assisting the researcher in making all necessary arrangements to carry out the work, and evaluating results. This requires a professional ability to deal with prospective researchers and the reviewers of proposals on a professionally equal basis.
5. Advises on policy issues relating to financial management in AID program and project design and prepares Agency policy proposals on matters relating to such issues as local revenue generation and general micro-economic issues.
6. Directs the development of a network of social science consultants from universities and consulting firms who will be available for direct consultative work with operational bureaus and missions with respect to financial management issues and methodologies relevant to AID's program objectives.
7. Maintains contact with universities, AID funded or stimulated research consortia and other development organizations to insure that AID research and consultative requirements are known and understood. Researches and keeps apprised of developments in financial management regarding analytic and conceptual models and methods, of the new literature in this field, and monitors such developments and literature with a view to bringing these to the attention, as appropriate, of DS and regional bureaus and mission directors.
8. Prepares working papers on key issues, concepts and methods of financial management as applicable to the AID project design process. Coordinates staff contributions to these working papers.
9. Develops, coordinates, manages and evaluates with Office professional staff a program of research related to financial management concepts and methodologies relevant to AID's project design problems. Such research will emphasize problem solving and an applied dimension of direct benefit to specific AID program objectives.
10. Identifies expertise in financial management, budgeting and local fiscal planning within the Agency, and assists missions and bureaus in the determination of design requirements for which in-house capacity may be utilized.
11. Exercises both direct and indirect supervisory responsibility - normally in a coordinating, team effort mode - over several contracts, USDA/RSSA, or cooperating institution social scientists engaged in various aspects of the DS/RAD program.

Estimated Budget

(covering total PASA period December 3, 1979 - May 24, 1981)

Existing PASA Agreement (December 3, 1979 - December 2, 1980) \$56,300Incremental Funding (December 3, 1980 - May 24, 1981):

Salary (GS 15/4, with 8% increase after October 1, 1980)	24,257
Ten percent fringe benefits	2,426

International travel and per diem up to:

One trip to Asia	1,800
One trip to Africa	1,800
One trip to Near East	1,800
45 days per diem at \$60 per day	2,700

Domestic travel and per diem up to:

Two trips to U.S. cooperating organizations	600
Six days per diem at \$50 per day	300

Total incremental funding	\$35,733
---------------------------	----------

TOTAL	\$91,983
-------	----------

(rd)	\$92,000
------	----------