

PD-AAN-528

5980044

September 28, 1983

Sr. Evelio O. Fabbroni
Secretary General
Inter-American Statistical Institute
Casilla 10015
Santiago, Chile

Subject: Grant No. 598-0044-1-6531354
(OAS-9376)

Dear Sr. Fabbroni:

I have the honor to refer to the proposal submitted in your letter of September 21, 1981, for carrying out additional activities under the "Inter-American Household Survey Program (Programa Interamericano de Encuestas de Hogares--PIDEH)." I am pleased to inform you that, pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as A.I.D.), hereby grants to the Special Fund of the Inter-American Statistical Institute (hereinafter referred to as "IASI" or "Grantee") the sum of twenty-five thousand United States dollars (\$25,000) to be used to support the implementation, in A.I.D.-assisted countries, of a program to improve the quantity, quality and the timeliness of socio-economic data available on households for the countries of the American region.

This grant is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period from the date of this letter through September 30, 1984. Funds disbursed by A.I.D. but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

This Grant is made to the IASI on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment A, "Program Description," and Attachment B, "Payment Provisions."

It is understood that financial records, including documentation to support entries on accounting records and to substantiate charges against the Grant, shall be maintained in accordance with the Grantee's usual accounting procedures, which shall follow generally accepted accounting practices. All such financial records shall be maintained for at least three (3) years after final disbursement of funds under this Grant.

The Grantee agrees to make available to A.I.D. for the Comptroller General of the United States all records and documents which support expenditures made under this program.

The parties agree that this Grant and the activities financed therewith shall be managed by the Grantee in accordance with its established policies and procedures.

If the use of the Grant funds results in the accrual of interest to the Grantee or to any other person to whom the Grantee makes such funds available in carrying out the purposes of this Grant, the Grantee shall refund to A.I.D. any amount of interest earned.

This agreement, in whole or in part, may be terminated by either party at any time upon thirty (30) days written notice. This agreement may be revised only by written mutual consent of the parties hereto.

Please indicate your acceptance of this Grant by signing the original and eight (8) copies of this letter in the space provided below and return the original and six (6) copies to this office.

Two copies may be retained for your files.

THE UNITED STATES OF AMERICA

By: Marchael Beaman

Title: A.I.D. Assistant Administrator
Bureau for Latin America and
the Caribbean (Acting)

Date: SEP 28 1983

ACCEPTED:

INTER-AMERICAN STATISTICAL INSTITUTE

By: p. Oscar J. J. J. J.

Title: Secretary General

Date: Sept. 30 / 1983

Attachments:

- A. Program Description
- B. Payment Provisions

FISCAL DATA

Project : LAC Regional Consultants and Seminars
Project No.: 598-0044 (SDA)
Grant No.: 598-0044-1-6531354 (OAS-9376)
Appropriation No.: 72-1131021.6
Budget Allowance No.: LDAA-83-35598-DG-12 (346-65-598-00-69-31)

FUNDS RESERVED BY

KT 4190
POSTED 9/28/83
SER/FM/CSD

Article I - Program Description

The purpose of the grant is to undertake continuing activities under the Inter-American Household Survey Program (Programa Interamericano de Encuestas de Hogares--PIDEH) to improve the quantity, quality, and timeliness of household survey data, and thus to make development planning and programming more effective and efficient.

Activities under PIDEH are undertaken by the General Secretariat of the Inter-American Statistical Institute (IASI). Staff support and overhead costs for execution of this project are provided to IASI by the General Secretariat of the Organization of American States, through the Department of Economic Affairs, and the Inter-American Center for Training in Statistics (CIENES). The Agency for International Development (A.I.D.) has supported key activities under PIDEH since FY 1979, when planning for this activity began.

As a result of an Inter-Agency meeting held at the OAS headquarters in March 1982, it was agreed that the U.N. National Household Survey Capability Programme (NHSCP) and PIDEH would be carried out in close collaboration in order to avoid unnecessary duplication. According to the agreement, integrated national statistical development projects would continue to be developed on a country basis under the NHSCP. The two major components of PIDEH--methodological development and training--would continue to be carried out on a regional basis. Under PIDEH's Program of Regional Priority, data are to be collected on topics of central interest and concern for developing planning.

The activities to be undertaken in methodological development under this A.I.D. Grant are as follows:

1. Production of documents and manuals on methods and practices.
2. Seminars and technical meetings.
3. Experimental activities and pilot surveys.

After signing of the Grant, IASI, as Grantee, will carry out the following activities in support of methodological development under PIDEH during the period October 1983 through September 1984 (FY 1984):

A. Methodological Documentation

The following technical materials will be prepared and published to help the A.I.D.-assisted countries in the Caribbean, Central America and South America in carrying out household surveys:

- Preparation of a manual on the design of master sampling frames from census-based information, which may be used for multi-purpose household surveys as well as for special-purpose surveys. This need was identified at a Workshop for Heads of Household Survey Programs which was held in Santiago, Chile in September 1982.
- Reproduction in English and Spanish of a document on concepts and definitions used by Latin American and Caribbean countries for the topics recommended for investigation under PIDEH. This information has been collected by the IASI Secretariat.

The AID-financed share of the costs of carrying out this activity is estimated at \$7,000.

B. Meetings, Seminars and Workshops

Three additional meetings of producers and users of household survey data will be conducted in different A.I.D.-assisted Latin American and Caribbean countries to determine and meet data needs more effectively.

A regional workshop on design of master sampling frames will be held for appropriate officials responsible for conducting household surveys in A.I.D.-assisted Latin American and Caribbean countries. The reference document for this workshop is referred to in Part A above.

The estimated A.I.D.-financed share of the costs of this activity is \$16,000.

C. Information System.

The need for an effective system for exchange of information on household survey activities undertaken in the Latin American and Caribbean region and elsewhere, particularly new methodologies and practices, was recognized by the COINS subcommittee on Household Surveys and at the Workshop for Heads of Household Survey Programs referred to above. (COINS is IASI's Committee on Improvement of National Statistics.) A Quarterly Newsletter will be published as a means of establishing a useful information system for the region.

The estimated A.I.D.-financed share of the costs of this activity is \$2,000.

D. Operational Support

As indicated above, the General Secretariat of IASI and the General Secretariat of the OAS will provide staff support for the above activities.

The Technical Coordinator of PIDEH, provided by the OAS, will organize and attend each of the meetings and the workshops indicated in point B above, and will be in charge of organizing, producing and distributing the quarterly newsletter referred to in Point C. Specialists in sample design from CIENES will assist in the regional workshop.

Article II - Budget

The funds provided herein shall be used to finance the following items during the period ending September 30, 1984:

Methodological Documentation	\$ 7,000
Meetings, Seminars, and Workshops	16,000
Information System	<u>2,000</u>
Total	\$25,000

In-kind contributions to PIDEH by the OAS will be approximately US \$65,000 for the period covered by this Grant. Additional contributions will be made by IASI.

Article III - Special Provisions

A. Paying Office

Vouchers under this Grant shall be sent to:

Agency for International Development
Office of Financial Management (SER/FM/PAD)
Washington, D.C. 20523

B. A.I.D. Liaison Official

The A.I.D. Liaison Official for performance under this Grant shall be:

Clarence Zuvekas, Jr., LAC/DP

Article IV - Logistic Support

A.I.D. shall not make any logistic support available to the Grantee for performance under this Grant.

Article V - Reports and Documents

The Grantee will provide to the A.I.D. Liaison Official the following reports and documents:

1. Within 30 days following completion of activities associated with the methodological documentation, five (5) copies of the sample frame design manual and five (5) copies of the concepts and definitions document.
2. By September 30, 1984, the Grantee shall provide a detailed report on the results of the producer-users meetings on survey data, as well as a report on the results of the regional workshop on design of master sampling frames.
3. Ten (10) copies of each issue of the Quarterly Newsletter at the time of its distribution to other recipients.

ATTACHMENT B

PAYMENT PROVISIONS

Quarterly, the Grantee will submit to A.I.D.'s Office of Financial Management, Voucher Form SF 1034 (original) and SF 1034-A (three copies), each voucher identified by the appropriate grant number, in the amount of estimated cash needs for the following quarter. The voucher shall be supported by an original and two (2) copies of a report rendered as follows:

Amount of Grant	\$25,000
Expended this period	\$xxx
Expended to date	\$xxx
Advanced to subgrantees (if any)	\$xxx
Anticipated expenditures next quarter (date)	\$xxx
Cash received to date	\$xxx
Cash required next quarter	\$xxx

This report shall include a certification as follows:

"The undersigned hereby certifies: (1) that the above represents the best estimates of funds needed for expenditures to be incurred over the period described, (2) that appropriate refund for credit to the grant will be made in the event funds are not expended, (3) that appropriate refund will be made in the event of disallowance in accordance with the terms of this grant, and (4) that any interest accrued on the funds made available herein will be refunded to A.I.D."

BY _____

TITLE _____

DATE _____