

PD-AAP-590

ISN 35677

UNITED STATES A.I.D. MISSION TO LESOTHO

6320220

February 13, 1981

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Mr. Charles A. Patterson
Executive Director
Planning Assistance, Inc.
141 Fifth Avenue
New York, New York 10010

Dear Mr. Patterson:

**Subject: Operational Program Grant for Lesotho Nutrition
Planning II**

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "AID" or "Grantor") hereby grants to Planning Assistance, Inc. (hereinafter referred to as "PAI" or "Grantee") the sum of \$382,000 to provide support for a program as described in Attachment A to this Grant entitled "Program Description" and your project proposal dated December 10, 1980.

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 February 13, 1981 through February 12, 1984.

This Grant is made to PAI on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachments A through C to this Grant.

Please sign the original and seven (7) copies of this Grant and the original and two (2) copies of the Statement of Assurance and Compliance (Attachment C) to acknowledge your acceptance of the conditions under which these funds have been granted.

Please return one copy each of this Grant and the Statement of Assurance of Compliance to my office. In addition, please return

Mr. Charles A. Patterson
February 13, 1981

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the original and five (5) copies of this Grant and the original of the Statement of Assurance of Compliance to the Office of Contract Management, 600 SA-14, AID, Washington, D.C., 20523.

Sincerely,

Frank D. Correl
Frank D. Correl
Director
(Grant Officer)

Attachments:

- A. Program Description
- B. Standard Provisions
- C. Statement of Assurance of Compliance

Accepted:

Planning Assistance, Inc.

BY: _____
Charles A. Patterson

TITLE: Executive Director

DATE: _____

Fiscal Data:

Project: 632-0220
Total Grant Amount: \$382,000
Grant Agreement: 81-632-1
PAF II: 81-632-PAF-2
Appropriation: 72-1111021.3
Allotment: 143-50-632-00-69-11

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PROGRAM DESCRIPTION

A. Purpose of Grant

The purpose of this Grant is to provide support for the improvement of the operational capacity of the Lesotho Food and Nutrition Coordinating Office (FNCO) to plan, manage and coordinate food and nutrition activities in Lesotho, resulting in an integrated nutrition planning system and, ultimately, an improvement in the nutritional status of the people of Lesotho.

B. Specific Objectives

The specific objectives of this Grant are as follows:

- 1) to complete the institutionalization initiated under Phase I of research, policy formulation, planning, management and evaluation skills within the FNCO. This will enable the FNCO staff to develop a food and nutrition program relevant to the achievement of the goals of the FNCO and the national food and nutrition goals set forth by the Second Lesotho National Food and Nutrition Planning Conference; and
- 2) to improve the capability of other organizations within the Government of Lesotho to plan and manage all development programs and activities related to the nutritional status of the people of Lesotho.

C. Implementation

The Project will be implemented in accordance with the procedures and schedules included in the PAI proposal dated December 10, 1980 which is hereby incorporated into and made part of this Grant. In order to achieve the above objectives, the Grantee will carry out the following activities with funds provided by this Grant:

- 1) Develop within the first month of the Project a plan to provide continuing day-to-day support to the FNCO, so that by the end of the Project the staff will have attained the highest measure of competence in areas of research, planning, management, coordination, monitoring and evaluation of food and nutrition programs.
- 2) Complete all necessary training (on-the-job, local, in Africa and overseas) of FNCO staff in the following areas:
 - a) Principles of research, policy formulation, planning, management, coordination, monitoring and evaluation;
 - b) Organization and conduct of special purpose seminars, workshops, etc. on specific food and nutrition issues; and

c) Design and execution of nutrition planning conference and institution of a collaborative planning cycle of nutrition efforts.

3) Provide guidance to FNCO, so that by the end of the second Project year its staff can design and deliver individual assistance and training in planning and management of food and nutrition efforts to ministries and agencies.

4) Provide assistance to the FNCO staff in the development of an in-house research capability to a level determined by the needs of the FNCO.

5) Ensure the provision of expatriate or other consultant services in nutrition until such time as those skills can be provided entirely by indigenous staff.

6) Provide capital resources for further development of the FNCO office space, resource center, physical equipment and transport.

7) Assist the staff of the FNCO to develop a "feedback information system" to rapidly acquire information on the activities of other organizations related to food and nutrition.

8) Provide assistance to the FNCO in the development of a decentralization plan within the first year of the Project so that food and nutrition planning can begin to occur at the village and district levels at least a year before the termination of Project assistance.

D. Reporting

1. Financial Reporting Requirements

See Attachment B, Standard Provisions, section 6.

2. Program Reporting Requirements

a. The Grantee will submit on a quarterly basis a performance report on the Project. The report should provide at least the following information:

- 1) a comparison of actual accomplishments with the objectives established for the period;
- 2) if objectives were not attained, the reasons why and what corrective actions have been taken; and
- 3) other pertinent information including, when appropriate, analysis and explanation of cost overruns, problems or delays

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which will materially affect the ability to attain project objectives or preclude attainment of these objectives within the agreed upon time period.

b. The Grantee will submit a final report which will include the above items in addition to an overall assessment of PAI's success in meeting all of the planned objectives of the Project. This report will be completed prior to the departure from Lesotho of the PAI Program Advisor.

c. The reports in paragraphs a and b above will be distributed as follows:

1) One (1) copy each to the Director, Food and Nutrition Coordinating Office, and the Permanent Secretary, Central Planning and Development Office; and

2) Five (5) copies to the USAID/Lesotho Project Monitor. Copies will then be forwarded to ATD/Washington for the Office of Nutrition (DS/N), Office of Private and Voluntary Cooperation (PDC/PVC), Office of Southern African Affairs (AFR/SA), and Office of Development Resources (AFR/DR).

3. Relationship of Grantee to Government of Lesotho and USAID/Lesotho

a. PAI will implement the Project with the Lesotho Food and Nutrition Coordinating Office (FNCO) and the PAI Program Advisor will be responsible to the Director of the FNCO.

b. The PAI Program Advisor will liaise with and submit reports to the USAID/Lesotho Project Monitor.

E. Budget

In order to achieve the Project's objectives as stated in this Grant and the incorporated PAI proposal, the Grantee will utilize Grant funds in accordance with the budget given below. The Grantee may not exceed the total amount of the Grant without the prior written approval of the Grant Officer. Adjustments among line items as they appear below which have the effect of increasing or decreasing individual line items by more than thirty percent (30%) must have the prior written approval of the Grant Officer.

The funds provided herein shall be used to finance the following costs (U.S. Dollar and local currency):

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1. Technical Assistance (Long and short-term including support staff)	\$147,200
2. Training and Conferences	42,500
3. Construction (Conference room and two offices)	15,240
4. Equipment and Supplies (Supplies/reproduction, books/publications, office furniture, and one vehicle)	23,600
5. Other Direct Costs (Rent/utilities, telephone/postage, travel, relocation costs, storage, and fringe benefits)	69,900
6. Overhead (28%)	83,560
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TOTAL	\$382,000

F. Overhead Rate

Based on the Negotiated Indirect Cost Rate Agreement of June 3, 1980, the provisional overhead rate of 28% on total direct costs is effective from January 1, 1980 until otherwise amended.

G. Title to Property

Title to the vehicle purchased under this Grant will be vested in the Government of Lesotho. The vehicle will be registered with a "Y" Government of Lesotho license plate which will permit the FNCO to receive duty-free petrol. The FNCO will adequately insure the vehicle and make appropriate provisions for the eventual replacement of the vehicle.

STANDARD PROVISIONS

1. ALLOWABLE COSTS AND PAYMENT

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 allowable in accordance with the terms of this Grant and Subpart 15.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations (41 CFR 1-15.2) in effect on the date of this grant. Payment of allowable costs shall be in accordance with the payment provision of this Grant.

2. ACCOUNTING, RECORDS AND AUDIT

The Grantee shall maintain books, records, documents, and other evidence in accordance with the Grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The Grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives (a) until the expiration of three years from the date of termination of the program, and (b) for such longer period, if any, as is required to complete an audit and to resolve all questions concerning expenditures unless written approval has been obtained from the AID Grant Officer to dispose of the records. AID follows generally accepted auditing practices in determining that there is proper accounting and use of grant funds. The Grantee agrees to include the requirements of this clause in any subordinate agreement hereunder.

3. REFUNDS

(a) If use of the Grant funds 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 this Grant, the Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(b) Funds obligated hereunder but not disbursed to the Grantee at the time the Grant expires or is terminated, shall revert to AID, except for 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, it is determined by AID that funds provided under the Grant have been expended for purposes not in accordance with the terms of the Grant, the Grantee shall refund such amounts to AID.

4. EQUAL OPPORTUNITY IN EMPLOYMENT

(a) With regard to the employment of persons in the U.S. under this Grant, the Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to race, color or national origin of such persons and that, in accordance with Title VI of the Civil Rights Act of 1964, when work funded by this Grant is performed in the U.S. no person shall, on the ground of race, color or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply in accordance with its written assurance of compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964."

(b) In addition, the Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to sex, religion, age and handicap, in accordance with P.L. 92-261, P.L. 93-259, P.L. 93-112 and P.L. 93-508, when work funded by AID under this Grant is performed in either the U.S. or overseas no person shall, on the grounds of sex, religion, age or handicap, be excluded from participation, be denied benefits, or be subjected to discrimination.

5. NEGOTIATED OVERHEAD RATES

(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 Attachment 1 to 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. and to the Office of the Auditor 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 Subpart 1-15.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations 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

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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.

(c) 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 underpayment, 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.

6. PAYMENT - FEDERAL RESERVE LETTER OF CREDIT (FRLC) ADVANCE

(a) AID shall open a Federal Reserve Letter of Credit (hereinafter referred to as an "FRLC") in the amount of this Grant, against which the Grantee may present payment vouchers (i.e., Form TFS 5401). Payment vouchers shall not ordinarily be submitted more frequently than daily and shall not be less than \$5,000 or more than \$5,000,000. Since the FRLC method enables the recipient organization to obtain funds from the U.S. Treasury concurrently with and as frequently as disbursements are made by the recipient, there need be no time lag between disbursements by the recipient organization and drawdowns from the U.S. Treasury by FRLC. Therefore, there is no necessity for the recipient to maintain balances of Federal cash other than small balances.

(b) In no event shall the accumulated total of all such payment vouchers exceed the amount of the FRLC.

(c) If at any time, the AID Controller determines that the Grantee has presented payment vouchers in excess of the amount or amounts allowable in (a) and (b) above, the AID Controller shall advise the Grant Officer who may: (1) cause the FRLC to be suspended or revoked; or (2) direct the Grantee to withhold submission of payment vouchers until such time as, in the judgement of the AID Controller, an appropriate level of actual, necessary and allowable expenditures has occurred or will occur under this Grant, and/or (3) request the Grantee to repay to AID the amount of such excess. Upon receipt of the Grant Officer's request for repayment of excess advance payments, the Grantee shall promptly contact the AID Controller to make suitable arrangements for the repayment of such excess funds. Advances made by primary recipient organizations (those which receive payments directly from the Government) to secondary recipients shall conform to the same standards outlined above applicable to advances made by the Government to primary recipient organizations.

(d) Procedure for Grantee

(1) After arranging with a commercial bank of its choice for operation under the FRLC and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Grantee shall deliver, to the AID Controller, 3 originals of Standard Form 1194, "Authorized Signature Card for Payment Vouchers on Letters of Credit" signed by those official(s) authorized to sign payment vouchers against the FRLC and by

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an official of the Grantee who has authorized them to sign.

(2) The Grantee shall subsequently receive one certified copy of the FRLC.

(3) The Grantee shall confirm with his commercial bank that the FRLC has been opened and is available when funds are needed.

(4) To receive payment, the Grantee shall:

(A) Periodically, although normally not during the last five days of the month, prepare payment vouchers (Form TFS 5401) in an original and three copies.

(B) Have the original and two copies of the voucher signed by the authorized official(s) whose signature(s) appear on the Standard Form 1194.

(C) Present the original, duplicate and triplicate copy of the Form TFS 5401 to his commercial bank.

(D) Retain the quadruplicate copy of the voucher.

(5) After the first payment voucher (Form TFS 5401) has been processed, succeeding payment vouchers shall not be presented until the existing balance of previous payments has been expended or is insufficient to meet current needs.

(6) In preparing the payment voucher, the Grantee assigns a voucher number in numerical sequence beginning with 1 and continuing in sequence on all subsequent payment vouchers submitted under the FRLC.

(7) A report of expenditures (i.e., SF 269, "Financial Status Report") shall be prepared and submitted not more than quarterly within 30 days of the end of the period to the AID Controller, AID, Washington, D.C., 20523. This SF 269 Report, submitted with Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal", shall be in an original and 2 copies.

(8) The SF 269 report is reviewed against the Grant provisions, and any improper disbursement is disallowed. The Grantee is notified of the reason for the disallowance and is directed to adjust the next periodic report of expenditures to reflect the disallowance and to reduce its next payment voucher against the FRLC by the amount of the disallowance.

(9) In addition to the submission of the SF 269 and the SF 1034, the Grantee shall submit an original and 2 copies of SF 272, "Federal Cash Transaction Report" as follows:

(A) For advances totaling less than \$1 million per year, the Grantee shall submit the SF 272 within 15 working days after the end of the reporting quarter,

(B) For advances totaling more than \$1 million per year, the Grantee shall submit the SF 272 within 15 working days after the end of each month, and

(C) The Grantee's cash needs for the ensuing period (i.e., quarter or month) shall be explained under the "Remarks" section of the SF 272.

(e) Refund of Excess Funds

(1) If all costs have been settled under the Grant and the Grantee fails to comply with the Grant Officer's request for repayment of excess FRIC funds, the Government shall have the right, on other contracts or grants held with the Grantee, to withhold reimbursements due to the Grantee in the amount of the excess being held by the Grantee.

(2) If the Grantee is still holding excess FRIC funds on a Grant, contract, or similar instrument under which the work has been completed or terminated but all costs have not been settled, the Grantee agrees to:

(A) Provide within 30 days after requested to do so by the Grant Officer, a breakdown of the dollar amounts which have not been settled between the Government and the Grantee. (The Grant Officer will assume no costs are in dispute if the Grantee fails to reply within 30 days.)

(B) Upon written request of the Grant Officer, return to the Government the sum of dollars, if any, which represents the difference between (i) the Grantee's maximum position on claimed costs which have not been reimbursed, and (ii) the total amount of unexpended funds which have been advanced under the Grant; and

(C) If the Grantee fails to comply with the Grant Officer's request for repayment of excess FRIC funds, the Government shall have the right, on other contracts, grants or similar agreements held with the Grantee, to withhold payment of FRIC or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

7. TRAVEL AND TRANSPORTATION

(a) The Grant Officer hereby approves international travel hereunder 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 under this Grant shall be made on United States flag carriers. Exceptions to this rule will be allowed in the following situation, provided that the Grantee certifies to the facts in the voucher and other documents retained as part of his Grant records to support his claim for reimbursement and for post audit:

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(1) Where the traveler, while enroute, has to wait 6 hours or more to transfer to a U.S. flag carrier to proceed to the intended destination; or

(2) Where a flight by a U.S. flag 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 U.S. flag air carrier is available during the 6 hour period; or

(3) Where by itself or in combination with other U.S. flag air carriers (if U.S. flag air carriers are "unavailable") it takes 12 hours or longer from the original airport to the destination airport to accomplish the Grantee's program than would service by a non-U.S. flag air carrier or carriers; or

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

NOTE: Where U.S. Government funds are used to reimburse Grantee's use of other than U.S. flag air carriers for international transportation, the Grantee will include a certification on vouchers 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 U.S. flag air carrier was unavailable for the following reason(s): (State appropriate reason(s) as set forth above; see 41 CFR 1-1.323-3 for further guidance).

(d) Travel allowances shall be reimbursed in accordance with the Federal Travel Regulations (FTR); however, if the Grantee's domestic and international travel allowance policies and procedures have been reviewed and approved by AID or another Federal department or agency pursuant to the applicable Federal cost principles, the Grantee may use its travel allowance system in lieu of the FTRs after it has furnished the Grant Officer with a copy of such approval.

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

(a) Ineligible Goods and Services

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

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- (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.

(For a more detailed discussion of the subject, see AID Handbook 1, Supplement B, Chapter 4D.)

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 purchase.

(b) Restricted Goods

The Grantee shall not procure any of the following goods or services from a non-U.S. source (i.e., other than AID Geographic Code 000) without the prior written authorization of the Grant Officer:

- (1) Agricultural commodities,
- (2) Motor vehicles,
- (3) Pharmaceuticals,
- (4) Pesticides,
- (5) Plasticizers,
- (6) Used equipment, or
- (7) U.S. Government-owned excess property.

(For a more detailed discussion of the subject, see AID Handbook 1, Supplement B, Chapter 4C.)

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 purchase.

(c) Geographic Source and Order of Preference

Except as may be specifically approved or directed in advance by the Grant Officer under paragraph 8 (b) above, all other 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,
- (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 8 (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% 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, or
- (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 3 and 4, Attachment 0 of OMB Circular No. A-110.

- (2) If the Grantee's procurement policies and procedures have been reviewed against the procurement requirements of paragraphs 3 and 4 of Attachment O to OMB Circular No. A-110 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 the specified requirements of OMB Circular No. A-110. (See AID Handbook 13, Chapter 1, paragraph 1U.)

(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 the maximum extent possible, provide the following information to the Small Business Office, AID, Washington, D.C. 20523 at least 45 days prior (except where a shorter time is requested of, and granted by the Small Business Office) to placing any order or contract in excess of \$25,000:

- (1) Brief general description and quantity of goods and 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 Regulation 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.

9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE)

(a) Except as modified by Attachment A of this Grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the Grantee by AID or by the Cooperating Government, shall at all times be in the name of the Cooperating Government or such public or private agency as the Cooperating Government may designate, unless title to specified types or classes of equipment is reserved to AID under provisions set forth in the Attachment A of this Grant; but all such property shall be under the custody and control of Grantee until the owner of title directs otherwise or completion of work under this Grant or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained

for suppliers shall be taken in the name of the title owner.

(b) The Grantee shall prepare and establish a program, to be approved by the Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The Grantee shall be guided by the requirements of paragraph 1T of Chapter 1, Handbook 13.

(c) Within 90 days after completion of this Grant, or at such other date as may be fixed by the Grant Officer, the Grantee shall submit an inventory schedule covering all items of equipment, materials and supplies under his custody, title to which is in the Cooperating Government or public or private agency designated by the Cooperating Government, which have not been consumed in the performance of this Grant. The Grantee shall also indicate what disposition has been made of such property.

10. CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY

Upon arrival in the Cooperating Country, and from time to time as appropriate, the Grantee's Chief of Party shall consult with the Mission Director who shall provide, in writing, the procedure the Grantee and its employees shall follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of said currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

11. 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 for any reason he/she shall determine that such termination is in the best interest of the Government.

(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 within 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.

12. PUBLICATIONS

(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.

13. REGULATIONS GOVERNING EMPLOYEES OUTSIDE THE UNITED STATES

(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 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 is assigned, nor shall he make loans or investments to or in any business, profession or occupation in the foreign countries to which he 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.

14. SUBORDINATE AGREEMENTS

The placement of subordinate agreements (e.g. leases, options, etc.), 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 if they will be funded hereunder, unless the Grantee's procurement system has been reviewed and approved pursuant to the appropriate section(s) of paragraph 10, Chapter 1 of AID Handbook 13. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this Grant.

15. U.S. OFFICIALS NOT TO BENEFIT

No member 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 extend to this Grant if made with a corporation for its general benefit.

16. 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 shall 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.

17. NONLIABILITY

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

18. 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.

19. 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.

20. 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.

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

Planning Assistance, Inc. (hereinafter called the 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, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any 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.

Planning Assistance, Inc.
Grantee

BY: (Signature) _____ TITLE: _____
TYPED NAME: _____ DATE: _____

ACTION MEMORANDUM

TO: Frank D. Correl, Director
USAID/Lesotho

FROM: Stephen T. Norton, PVO Officer 
USAID/Lesotho

SUBJECT: Approval of Phase II of the Nutrition Planning Project (632-0220)

Problem:

AA/AFR Delegation of Authority No. 140 authorized the Director, USAID/Lesotho, to approve projects provided that the total cost of the project to A.I.D. does not exceed \$500,000. Therefore, your approval is requested for Phase II of the Nutrition Planning Project which will be carried out over three years and require funds of \$382,000 which have already been allotted to USAID/Lesotho. The Project will be implemented through an Operational Program Grant (OPG) to Planning Assistance, Inc., a registered U.S. Private and Voluntary Organization.

Discussion:

In June 1976, AA/AFR approved a three-year OPG for \$404,552 to Planning Assistance, Inc. (PAI) to enable PAI to assist the Government of Lesotho in establishing an institutionalized mechanism for policy guidance and coordination of all developmental activities related to food and nutrition in Lesotho.

In August 1979, you approved additional funds of \$29,755 to fund certain unexpectedly high expenditures that were not foreseen in the original grant. Phase I was completed in March 1980 when the PAI Program Advisor departed from Lesotho.

During Phase I, the Lesotho Food and Nutrition Coordinating Office (FNCO) was established and its technical staff developed a capacity to analyze problems in the areas of food and nutrition which, in turn, enabled them to take appropriate corrective or alternative program and policy actions.

In coordination with the FNCO and USAID/Lesotho, PAI has submitted a Phase II project proposal for three years totalling \$382,000 (see Attachment D). The Project will utilize and strengthen the research, policy formulation, planning, management, and evaluation skills institutionalized during Phase I. This will enable the FNCO staff to develop a food and nutrition program relevant to the achievement of the goals of the FNCO and the national food and nutrition goals set forth by the Second Lesotho National Food and Nutrition Planning Conference. In addition, the Project will improve the capability of other organizations within the Government to plan and manage all development programs and activities that impact the nutritional status of the people of Lesotho.

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The Project will provide for the following assistance: (1) 2 years of long-term technical assistance, (2) short-term consultancies during all 3 years, (3) in-country training and conferences, (4) office supplies and equipment, (5) construction of a conference room and two offices, (6) one 4-wheel drive vehicle, and (7) evaluations.

The Congressional Notification waiting period expired February 5, 1981 without any objections. The Government of Lesotho supports Phase II of the Nutrition Planning (see Attachment E) and the combined Government of Lesotho, PAI and other donors contribution exceeds the required 25 percent of total project costs.

Recommendation:

It is recommended that you (a) approve the subject project by signing this memorandum, (b) concur in the environmental negative determination recommended by signing the attached Initial Environmental Examination, (c) approve a source and origin waiver request for procurement of a vehicle by signing the attached waiver, and (d) authorize execution of an Operational Program Grant Agreement by signing the attached PAF II.

Approved: Frank D. Connel

Disapproved: _____

Date: Feb. 13th 1981

Attachments:

- A. Initial Environmental Examination
- B. Vehicle Waiver
- C. PAF II
- D. PAI project proposal
- E. GOL request for assistance

Clearances: C. Brooks, Controller ^{7/15}

B. Bahl, Program Officer *Bahl*

INITIAL ENVIRONMENTAL EXAMINATION

Project Country: Lesotho

Project Title: Nutrition Planning II

Life of Project: Three Years

Funding: \$382,000 (Operational Program Grant)

Implementing Agency: Planning Assistance, Inc., New York

IEE Prepared By: Stephen T. Norton, Environmental Officer, USAID/Lesotho

Threshold Decision Recommended: Negative Determination

Concurrence: Frank D. Correl, *fc* Director, USAID/Lesotho

Date: Feb. 13th 1981

Assistant Administrator's Decision:

Approved: _____

Disapproved: _____

Date: _____

I. Description of the Project

The three-year project will improve the operational capacity of the Lesotho Food and Nutrition Coordinating Office (FNCO) to plan, manage, and coordinate food and nutrition activities, resulting in an integrated nutrition planning system, and, ultimately, an improvement in the nutritional status of the people of Lesotho.

Through the Operational Program Grant to Planning Assistance, Inc., the FNCO will receive the following assistance:

- 1) Three years of long and short-term technical assistance;
- 2) In-country training;
- 3) Office supplies and equipment;
- 4) Construction of a conference room and two offices; and
- 5) One 4-wheel drive vehicle.

II. Discussion of Impact

The construction of the conference room and two offices will be as an addition to the existing FNCO building comprised of four offices which was recently built by the Government of Lesotho. The land adjoining the FNCO office complex is suitable for this new construction. The construction activity itself will not have any adverse environmental effects and the additional conference room and offices will utilize the existing water and sewage systems.

III. Recommendation

On the basis of an initial environmental examination, it is apparent that the project's activities will not have any significant negative impacts on the environment and, consequently, a project checklist was not prepared. Therefore, it is recommended that a Negative Determination be made on this project.

Clearance: ENGR:YMuLugeta *YMuLugeta*

VEHICLE SOURCE AND ORIGIN WAIVER FOR
NUTRITION PLANNING II PROJECT
(632-0220)

Problem:

Your approval is required to authorize a source and origin waiver from AID Geographic Code 000 (U.S.) to Geographic Code 935 (Special Free World) to permit the procurement of one vehicle, at an approximate cost of \$10,000, for Phase II of the Nutrition Planning Project.

- A. Cooperating Country: Lesotho
- B. Authorizing Document: Operational Program Grant Agreement
- C. Project: Nutrition Planning II (632-0220)
- D. Nature of Funding: Grant
- E. Description of Vehicle: One 4-wheel drive, 4-door, 9-passenger vehicle
- F. Approximate Cost: \$10,000
- G. Probable Procurement Origin: Japan/U.K.
- H. Probable Procurement Source: Lesotho/Republic of South Africa

Discussion:

Section 636(i) of the Foreign Assistance Act of 1961, as amended, provides that none of the funds available to carry out the Act shall be used for purchase of motor vehicles unless such vehicles are manufactured in the United States. This section further provides that, where special circumstances exist, the President is authorized to waive the provision of the Section in order to carry out the provisions of the Act. This authority has been redelegated to AA/AFR. AA/AFR Delegation of Authority No. 104 authorized the Director, USAID/Lesotho, to approve motor vehicle waivers where the amount does not exceed \$25,000 per project.

Unlike Phase I, the second phase of the Nutrition Planning Project will require extensive field extension work. The Food and Nutrition Coordinating Office (FNCO) staff will be establishing a decentralized system of food and nutrition coordination at the district and village levels. This activity will necessitate frequent trips around the country, and, therefore, the Project and FNCO will require a durable, multi-passenger vehicle. The Government of Lesotho has already provided FNCO with a

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Toyota pickup and the Government will register the new project vehicle with a Y license plate which will enable the FNCO to receive duty-free petrol.

The need for this vehicle waiver is based on the following:

1. Vehicles are driven on the left hand side of the road and, consequently, for operational, as well as compelling safety reasons, the steering must be on the right hand side of the vehicle;
2. Vehicles must be equipped with manual transmissions due to the extremely mountainous and rugged terrain of Lesotho, the significant workload demands, and the need for better gas mileage; and
3. Because of the very high cost of gasoline (presently \$2.23 per gallon from duty-free Government of Lesotho fuel pumps), the Government, through all its ministries, are purchasing, when possible, vehicles with 4 or 6 cylinder diesel engines. In addition to the lower price for diesel, a diesel-burning vehicle gets much better mileage per gallon (tests conducted in Lesotho indicate two to three times), requires far less in the way of operation and maintenance, and tends to have less downtime for repairs when compared to gasoline-driven vehicles.

It has been determined that the above basic Lesotho vehicle requirements coupled with the specific needs of the Project (i.e., 4-wheel drive, 4-door, 9-passenger capacity) excludes U.S.-manufactured vehicles from this vehicle procurement activity.

Recommendation:

That, by your signature below, and based upon the above justification, and by the authority granted to you under Delegation of Authority No. 140, you: (1) approve this waiver to permit the procurement from AID Geographic Code 935 of one vehicle at an approximate cost of \$10,000; (2) certify that special circumstances exist to waive and do hereby waive, the requirements of Section 636(1) of the Act; and (3) certify that exclusion of procurement from free world countries other than the cooperating country and countries included in Code 941 would seriously impede attainment of U.S. foreign policy objectives and objectives of the foreign assistance program.

Approved: Francis D. Conroy

Disapproved: _____

Date: Feb. 13th 1981

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PROJECT AUTHORIZATION AND REQUEST
FOR ALLOTMENT OF FUNDS

PART II

Country: Lesotho
Project: Nutrition Planning II (OPG to Planning Assistance, Inc.)
Project Number: 632-0220

Pursuant to Part I, Chapter 1, Section 103 of the Foreign Assistance Act of 1961, as amended, I hereby authorize an Operational Program Grant to Planning Assistance, Inc. (PAI) of not to exceed Three Hundred Eighty-Two Thousand United States Dollars (\$382,000), the authorized amount, 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 purpose of the project is to institutionalize a fully integrated food and nutrition planning, management, and coordination system within the Government of Lesotho. Specifically, the project will complete the institutionalization of research, policy formulation, planning, management, and evaluation skills within the Lesotho Food and Nutrition Coordinating Office (FNCO). This will enable the FNCO to develop a food and nutrition program relevant to the achievement of the goals of the FNCO, and the national food and nutrition goals set forth by the Second Lesotho National Food and Nutrition Planning Conference. Additionally, the project will improve the capability of other organizations within the Government of Lesotho to plan and manage all development activities and programs related to the nutritional status of the people of Lesotho.

I hereby authorize the initiation of negotiation and execution of the Grant Agreement with PAI by the officer to whom such authority has been delegated in accordance with A.I.D. regulations and Delegations of Authority together with such other terms and conditions as A.I.D. may deem appropriate.

Frank D. Correl

Frank D. Correl
Director
USAID/Lesotho

Feb. 1, 1981

Date

LESOTHO FOOD AND NUTRITION PLANNING
AND RESEARCH ASSISTANCE

Submitted by:

PLANNING ASSISTANCE, INC.
141 FIFTH AVENUE
NEW YORK, NEW YORK 10010

To:

THE GOVERNMENT OF LESOTHO

And:

THE UNITED STATES AGENCY FOR
INTERNATIONAL DEVELOPMENT
MASERU, LESOTHO

10TH DECEMBER, 1980

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PROJECT TITLE: Lesotho Food and Nutrition Planning
And Research Assistance

Total OPG Request: 1 January, 1981 to 31 December, 1983:
\$ 381,224

PVO Name and Address: Planning Assistance, Inc.
141 Fifth Avenue,
New York, New York 10010
United States of America

Contact Person: Charles A. Patterson, Executive Director

Telephone: (212) 677-4372

Cable: PLANASSIST, New York

Project Contact: 'Mantsietso Phafane, Director
Food and Nutrition Coordinating Office
Private Bag, Maseru
Lesotho, Africa

Telephone: 23716

Cable: FNCO, Lesotho

Date of Submission: 1 December, 1979 (first submission)
21 January, 1980 (second submission)
1 March, 1980 (third submission)
10 December, 1980 (final submission)

PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is to institutionalise a fully integrated food and nutrition planning, management and coordination system within the Government of Lesotho. The mechanism through which that system will be designed and implemented is the Lesotho Food and Nutrition Council (LFNC). The Council's secretariat, the FNCO, staffed by Lesotho civil servants, has been in operation since January, 1978.

The goals of the project are:

(1) To complete the institutionalization of research, policy formulations, planning, management, coordination, evaluation skills within the FNCO to enable the staff to develop a food and nutrition programme relevant to the achievement of the goals of the FNCO, and the national food and nutrition goals set forth by the Second Lesotho National Food and Nutrition Planning Conference.

(2) To improve the capability of other organizations within the government of Lesotho to plan and manage all development programmes and activities that have an impact on the nutritional status of the Basotho.

The specific objectives required to achieve these goals can be found in the body of the proposal. The detailed tasks of the plan of work follow immediately there after.

The principal means through which this work will be accomplished is through on site technical assistance provided by a programme advisor. In addition, provision is made for additional consultative assistance to be provided within the country and for out-of-country training for FNCO staff.

Although the on-site programme advisor represents the principal source of assistance to the project, financial assistance to the FNCO is also included in this request, as it was in the grant for the first three years.

The financial assistance is intended to pay for specific items delineated under the budget which are essential to enhance the capacity of the FNCO to meet its objectives. Two of these, an addition to the office of the FNCO and a vehicle, are justified separately in Appendix A.

BACKGROUND.

During the early 1960s, before independence, the Government of Lesotho recognised that the country had some rather serious malnutrition problems. According to a national survey done between 1956 and 1960, it was estimated that fully 75% of the families in Lesotho suffered from "moderate to severe" malnutrition "at some time during the year". It was also noted from the same survey that over 10% of the adults in the Country had goiter. Efforts were begun to attract donated food and resources from the international community.

As increasing resources began to be brought into Lesotho by donors, and the Government of Lesotho began to develop its own projects in food and nutrition, the Government recognized the need for an organization within government to manage and control all of the various food and nutrition efforts. In 1962, the Permanent Bureau of Nutrition was organized, as a unit within the Ministry of Agriculture. Its role was to control all of the food and nutrition activities in the country, irrespective of which Ministry originated the projects.

There is little doubt that the Permanent Bureau of Nutrition was a good idea. What gradually became obvious, however, was that an organization set up to control the operations of projects within the Ministries had to have the bureaucratic authority to do so. The sample lesson learned from the creation of the Bureau was that if any organization was to succeed in developing an effective national

programme in food and nutrition, it could not be a unit within a "peer" Ministry.

The Permanent Bureau of Nutrition was all but defunct by 1972. The reasons for which the Bureau was created, however, remained and the Government decided to try another kind of organization to coordinate the food and nutrition work in Lesotho.

In 1975, a National conference on food and nutrition was held cosponsored by the Government of Lesotho, and Planning Assistance Inc, with a grant provided by the Agency for International Development. Several important recommendations were made as a result of that conference. First, the conference participants recommended that a national council for food and nutrition be set up, with a secretariat which would be an office within the cabinet office complex. Second, it recommended that several studies be conducted on the nutritional status of the population and the characteristics of the food system in the country.

At the request of the Government of Lesotho, a grant was then awarded to Planning Assistance to assist the Government in the creation of this council, and its secretariat, and to assist in the development of a well organized plan for the coordinating of the food and nutrition activities in Lesotho. Work on the project began in late 1976, and was intended as two year effort, with the provision for a third year if there were unanticipated problems in the accomplishment of the project objectives during the first two years.

There were, of course, unanticipated delays. In the cooperative and exciting atmosphere of the 1975 planning conference, no one quite realized the amount of work, and time, that must be expended in order to develop a new unit of government. Particularly since that new unit of government was to be directly responsible to the Cabinet, a formidable number of signed agreements had to be acquired, culminating in an order from the Prime Minister to commit government staff and resources to the office. It took nearly three years of the grant to acquire the necessary authority to begin. But by January, 1978, staff members were assigned by the Cabinet Personnel Office, and the Food and Nutrition Coordinating Office (FNCO) was

formally constituted as a Cabinet Office (see Appendix C for a organization structure of the Lesotho Food and Nutrition Council (LFNC), and the FNCO.

III. THE APPROACH:

Following the organization of the FNCO as an office, work began to develop an approach to the application of a food and nutrition planning system for the country. It has always been difficult to clearly separate the activities of the FNCO toward the development of such a system, and the activities of the Planning Assistance grant. In most cases, the two are inseparable. The FNCO, as an office, is attempting to develop coordination of the food and nutrition activities operating within the country, and to develop new projects when it can be determined that the operating programme is inadequate to increase the nutritional status of the population. The Planning Assistance grant focusses on the development of Planning and management skills within the FNCO so that the objectives of the FNCO can be met. The relationship of the on-site Programme Advisor, provided by the grant, to the ongoing activities of the FNCO toward the development of a food and nutrition planning system is inextricable. The programme Advisor participates in coordinative meetings, and in the development of policy whereby the FNCO works.

In the more general sense, the work of the FNCO , and hence the work of the Programme Advisor, is philosophically rooted in the "multi-sectoral approach" to nutrition planning. The multisectoral approach is based on the recognition that malnutrition is a complex problem, caused by the interaction of a variety of social and economic factors. Any concerted effort that seeks to reduce the extent of malnutrition must therefore respond to the variety of factors that are presumed to cause it. One cannot, for example, develop a plan for developing food self sufficiency in Lesotho without the interaction of a multitude of complementary efforts, and the interaction of all of the Ministries of government. The FNCO, as a coordinating body, tries to ensure that the efforts are complementary.

The major technique used by the FNCO to ensure that the food and nutrition programme that is being developed for the country is a multi-sectoral effort is collaborative planning. Collaborative planning is, simply, planning by consensus. So that all of the various interests and skills are represented in each food and nutrition project, the

FNCO invites representatives from each of the concerned organizations to a collaborative planning session, where the project is designed by consensus. Projects that are designed in this way, or in some cases redesigned, are multisectoral in that they represent all of the inputs needed from each of the organizations which must interact in the execution of the projects in order for them to succeed.

The FNCO stages collaborative planning sessions during a formal planning conference, such as the Second Lesotho National Food and Nutrition Planning Conference (see Attachment D), as well as ad hoc meetings convened for specific projects.

The FNCO uses the principles of "Management by Objectives" to ensure that the projects that are designed in the collaborative planning sessions are sound in terms of acceptable management practices. Each project, therefore, is designed with goals, measurable objectives (including nutritional objectives), a plan of work showing when specific tasks will be accomplished, budget, monitoring and evaluation. These principles of management are also adhered to in the planning of the daily work of the FNCO (see Attachment E for FNCO plan of work). Over the course of this grant, the FNCO staff will provide assistance in planning, and especially management, to other organizations which work in the general area of food and nutrition. This is a part of the project design because it is recognized, both by Planning Assistance and the FNCO, that in order for food and nutrition planning to develop within the country, the capability of each ministry must be strengthened. Even if the FNCO continues to develop expertise in the planning, management and coordination of projects, the ministries must develop similarly if the changes are to be lasting.

The changes in the orientation of the ministries toward food and nutrition planning require that, ultimately, a holistic approach to planning and management be adopted by all. The message of the FNCO is that consideration of food and nutrition cannot be separated from other development planning. And if the planning and management of food and nutrition related projects is to be strengthened within the ministries, all of the planning and management must be strengthened as well.

IV. PROGRAMME ADVISOR.

The principal means by which the technical assistance efforts of the proposed grant will be accomplished will be through the on-site Programme Advisor. Consequently, the role of the Advisor is of paramount importance in the achievement of the overall goals and objectives of the grant.

The role of the programme advisor will be to:-

- (a) provide technical assistance in research, planning, management and coordination to the FNCO on day to day basis.
 - (b) provide formal and non-formal training in the techniques of planning, management and coordination to the FNCO staff and members of the LFNC.
 - (c) study the current planning and management techniques within Ministries and Agencies with a view to synchronising various techniques with the Planning Assistance approach.
 - (d) assess the status of, and develop reasonable research capability within the FNCO.
 - (e) assist in the development of the Resource Center within the FNCO.
 - (f) provide guidance and technical assistance in the conduct of planning conferences and special purpose seminars related to food and nutrition issues.
 - (g) provide assistance to the FNCO in the design and delivery of assistance in planning, management and coordination of food and nutrition related efforts within the four Government Ministries (Education, Agriculture, Health and Cooperatives and Rural Development) and other organisations in Lesotho.
 - (h) assess the status of the FNCO capability for monitoring and evaluation and assist in its monitoring and evaluating on-going projects.
 - (i) keep an up-dated record of international efforts and training opportunities towards the development of nutrition planning systems and assist FNCO to use elements of those systems, as appropriate, in the development of its own nutrition planning system.
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In the execution of these tasks, the principle qualification of the person who is selected to by the Program Advisor is experience in planning and managing development projects that are related to food and nutrition. Experience in nutrition would also be helpful, but not necessary, as the current staff of the FNCO has two full time and one half time nutritionists.

Candidates for the post will be interviewed in New York, by Planning Assistance. Three candidates will be selected from among the most qualified people interviewed. The resumes of those candidates will be sent to the Government of Lesotho, together with an evaluation of their skills, based upon the results of the interviews that have been conducted with them. The GOL will then select the candidate that seems to best meet the needs of the FNCO.

V. PROGRAM DESIGN AND IMPLEMENTATION:

Consistent with the "Management by Objectives" approach used by Planning Assistance and the FNCO, this section contains the Purpose, Goals, Objectives and Tasks to be carried out in the performance of the work under this proposed grant. The plan described in this section represents work to be completed through the grant, not work that will be completed by the FNCO.

A. Program Design:

A.1. Purpose:

To improve the capability of the Lesotho Government through the Lesotho Food and Nutrition Council (LFNC) to plan, manage and coordinate food and nutrition activities, resulting in an integrated nutrition planning system and, ultimately an improvement in the nutritional status of the Basotho.

A.2. Goals:

A.2.1.

Complete the institutionalization of research, policy formulations, planning, management, coordination, evaluation skills within the FNCO to enable the staff to develop a food and nutrition programme relevant to the achievement of the goals of the FNCO, and the national food and nutrition goals set forth by the Second Lesotho National Food and Nutrition Planning Conference.

A.2.2

To improve the capability of other organizations within the government of Lesotho to plan and manage all development programmes and activities that have an impact on the nutritional status of the Basotho.

A.3. Objectives:

A.3.1.

To develop within the first month of project, a plan to provide continuing day to day support of the FNCO so that by the end of project the staff will have attained the highest measure of competence in areas of research, planning, management, coordination, monitoring and evaluation of food and nutrition programmes.

A.3.2.

To complete all necessary training (direct, local, in Africa and Overseas) of FNCO staff in the following areas:-

- (i) Principles of research, policy formulation, planning, management, coordination, monitoring and evaluation.
- (ii) Organization and conduct of special purpose seminars, workshops etc., on specific food and nutrition issues.
- (iii) Design and execution of nutrition planning conference and institution of a collaborative planning cycle of nutrition efforts.

A.3.3.

To provide guidance to FNCO, so that by the end of the second grant year, its staff can design and deliver individual assistance and training, in planning and management of food and nutrition efforts, to ministries and agencies.

A.3.4.

To provide assistance to the FNCO staff in the development of an in-house research capability to a level determined by the needs of the FNCO.

A.3.5.

To ensure the provision of expatriate or other consultant services in nutrition until such time as those skills can be provided entirely by indigenous program staff.

A.3.6.

To provide capital resources for further development of the FNCO office space, resource centre, physical equipment and transport.

- A.3.7. To assist the staff of the FNCO to develop a "feedback information system" to rapidly acquire information on the activities of other organizations relating to food and nutrition.
- A.3.8. To provide assistance to the FNCO in the development of a decentralization plan within the first year of Phase II of the grant so that food and nutrition planning can begin to occur at the village and district levels at least a year before the termination of project assistance.

B. IMPLEMENTATION

B.1. Tasks:

- (A.3.1.)* B.1.1 Assess technical assistance needs of FNCO staff.
- B.1.2. Schedule assistance efforts each week.
- B.1.3. Produce yearly assistance plan for technical assistance and daily support.
- B.1.4. Provide technical assistance tasks as requested by the director of the FNCO and the Advisory Group.
- (A.3.2.) B.1.5. Review results of 1978/79 conference.
- B.1.6. Draft procedures for 1981 conference.
- B.1.7. Conduct collaborative planning workshop with FNCO staff and Advisory Group to design conference.
- B.1.8. Prepare conference materials.
- B.1.9. Assist FNCO staff to arrange conference logistics and procedures.
- B.1.10 Train FNCO staff and Advisory Group members on conference procedure.
- B.1.11 With FNCO staff, assess needs for formal in-house training sessions.
- B.1.12 Conduct training sessions for FNCO staff.
- B.1.13 Assess needs for overseas training with the director of the FNCO.
- B.1.14 With the director of the FNCO, select appropriate overseas training programme.
- B.1.15 Train FNCO staff as trainers for providing training in planning and management.
- B.1.16 Assess needs for special seminars.
- B.1.17 Obtain government clearance.
- B.1.18 Review plans with Advisory Group.
- B.1.19 Obtain funding for seminars.
- B.1.20 Assist FNCO staff in scheduling, organizing and conducting seminars.

* Numbers in parentheses refer to the objectives described in Section A.3.

21 Assist FNCO staff to assess individual assistance needs of other organizations.

B.1.22. Assist FNCO staff of develop plan of work for individual assistance.

B.1.23. Assist FNCO to schedule assistance efforts weekly.

B.1.24. Respond to requests for individual assistance as necessary.

(A.3.4.)

B.1.25. Assess with the FNCO staff the needs for research skills development.

B.1.26. Assist FNCO staff to develop research training agenda.

B.1.27. Conduct periodic research training sessions and, arrange for other research training as needed.

(A.3.5.)

B.1.28. Assist the FNCO director to assess consultative requirements.

B.1.29. Assist the FNCO director to plan expatriate needs.

B.1.30. Assist the FNCO director to monitor skills of indige^bus staff development.

(A.3.6.)

B.1.31. Prepare documentation for future funding needs.

B.1.32. Identify resource needs of FNCO.

B.1.33. Identify resource needs of other organizations

B.1.34. Send out periodic information requests.

B.1.35. Distribute resource center bibliography.

(A.3.7)

B.1.36. Develop a draft feedback system plan for circulation.

B.1.37. Circulate plan to ministries, and revise accordingly.

B.1.38. Test and set up ongoing system.

(A.3.8.)

- B.1.39. Write a draft decentralization plan with FNCO staff.
- B.1.40. Participate with FNCO staff in conducting meetings and training sessions with district administrators.
- B.1.41. Participate as required in meetings with officials within the Ministry of the Interior.
- B.1.42. Assist the staff of the FNCO to revise plan, and set up food and nutrition committees within villages and districts.

B.2. IMPLEMENTATION SCHEDULE:

The proposed period of time for the conduct of the work specified in this proposal is three years. The tasks listed in the previous section will generally be either concurrent or intermittent. No attempt has been made to schedule them by month in this proposal, or even by year. The reason for this is that the FNCO completes its own yearly Plan of Work, and bi-monthly and weekly schedules of tasks and subtasks. Since the project is, at the most basic level, a technical assistance effort over time, those efforts must be harmonious with the overall goals and objectives of the FNCO.

However, the FNCO recognizes that if lasting changes are to be affected in the effectiveness of the total program in food and nutrition, considerable work must be done to enhance the planning and management capabilities of the ministries and organizations which provide services that are directly or indirectly related to food and nutrition. This view is also reflected in the enabling legislation through which the Lesotho Food and Nutrition Council (LFNC) and the FNCO were mandated. The legislation specified that the FNCO should coordinate all activities "directly or indirectly" affecting the nutritional status of the Basotho.

Adhering to the dual methodologies of multisectoral nutrition planning, and management by objectives, the FNCO has been able to assist in the planning of more than thirty individual projects. This assistance has been rendered through the annual planning conference, and through ad hoc opportunities to become involved in project design sessions at the invitation of the concerned ministries and organizations.

It is generally agreed that the assistance in planning these projects and coordinating them has been useful to the ministries and organizations that have been involved. There is also little doubt that the projects themselves have benefitted. What is now needed, however, is training within the ministries and organizations that operate food and nutrition related projects in the principles of planning and management by objectives. Short term technical assistance that is tied to only operating projects is useful, but not as effective as direct training to enhance the planning and management of the ministries as a whole would be.

During the first year of the grant, assistance will continue to be provided directly to the staff of the FNCO. The need for continuing the current effort, which is supported by the Director of the FNCO, is in part due to the continuing expansion of the staff. As new staff members are added, additional training is required, and the management of the office itself becomes increasingly complex.

During the first year of the grant, the FNCO will likely assume its final staffing configuration. It is during this year, also, that additional planning efforts will be undertaken on functional organization of the FNCO, such as decentralization of the food and nutrition coordinative functions into the district and village levels. It is felt that the day-to-day assistance to the FNCO provided by an on site advisor should be continued throughout this period of growth.

During the second year of the grant, the Program Advisor will spread his time between the FNCO and other ministries and organizations within the GOL. The division of time in terms of person-hours might be 50/50 - half spent directly with the FNCO, and half spent in the provision of technical assistance to other organizations. The exact time split will be a decision that will be arrived at by the advisor and the director of the FNCO at the end of the first year.

The third year of the project will consist of short-term assistance missions which will address specific assistance needs of the FNCO and any of the other organizations within the Government of Lesotho which are involved, directly or indirectly in food and nutrition related activities. The needs and timing for such assistance will be determined by the director of the FNCO. They will be worked out in detail and discussed with the programme advisor at the close of the second year.

It is currently envisioned that they will include:

- (1) Assistance in improving programme and project evaluation.
- (2) Assistance in decentralizing programmes and projects, and in insuring good management of programmes and projects at the village level; and
- (3) Assistance in improving long term and short term staff recruitment, training, and advancement.

B.3. MONITORING AND EVALUATION:

The FNCO procedure for the planning of activities over the year is a three step process. First, goals and objectives for the year are formulated. These goals and objectives comprize the Master Chart, showing what the organization intends to accomplish over the year. Second, a more detailed bimonthly plan is developed, showing major tasks in addition to those objectives from the master Chart which were planned to be executed during that particular two month period. Third, a weekly plan is planned in staff meetings each week. The weekly plan lists tasks by objective, subtasks, and any new tasks which have come up in response to specific issues. On the weekly plan, tasks are assigned to each staff member, together with an estimate of the total amount of time during the week which will be required for each task by each staff member.

The goals and objectives of the Planning Assistance Grant are not separated from the goals and objectives of the FNCO, nor should they be.

Monitoring by the staff of the FNCO is done weekly, by looking at the work plan for the previous week. If there are tasks that were not accomplished during the previous week, they are carried onto the new work plan, when still appropriate, and planned again. Monitoring of the accomplishment of the tasks, and through the objectives, is a regular part of the FNCO work.

Evaluation requires additional effort from the FNCO, and from an independent source. The approach that has been used by the FNCO, which will continue under this proposed grant, is to evaluate both the process that is being used to coordinate food and nutrition projects, and the effectiveness of the total programme. Process evaluation requires that the evaluator simply assess whether the activities of the FNCO (and the Planning Assistance technical assistance efforts) are accomplishing what was set out in the goals and objectives for the year. For an evaluation of effectiveness, however, one must ask whether the accomplishment of the FNCO goals and objectives made any difference in the nutritional status of the "At Risk" members of the population. The difference between these

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types, or levels, of evaluation can be illustrated by two questions, intended to be answered by each: 1. Is the FNCO, and the Planning Assistance grant, doing what they said they would do? and 2. Did the accomplishment of what they said they were going to do make any difference?

It should be noted that the answer to the second question, which is asked for effectiveness evaluation as distinct from process evaluation is a very difficult one, seldom completely answered in programme evaluations. In this regard, however, the FNCO is now assisting in the development of a Nutrition Surveillance System that will monitor the nutritional status of children brought into clinics, and will sponsor Household Food and Consumption and Budget Survey in late 1980. Together with the information that is being developed on nutritional status through other organizations, the FNCO will be developing this capability within the next three to five years.

Provision for periodic evaluation conducted by an outside evaluator has also been included in the budget for the grant. Planning Assistance wants and expects rigorous evaluations to be conducted every year in the performance of the grant.

The Programme Advisor, with the staff of the FNCO, will also evaluate the programme in a formal way at the end of each programme year.

CONTRIBUTIONS TO THE PROJECT FOR THE
THREE-YEAR PERIOD (1/1/81-12/31/83) FROM
ALL SOURCES¹

1.	USAID (see budget on following pages for line-item detail)		381,224
2.	GOVERNMENT OF LESTOHO (GOL)		285,636
	Salaries and Benefits	179,267 ²	
	Office Administration	35,726 ²	
	Office Equipment	13,545 ²	
	Vehicle Maintenance and Other Transport	27,308 ²	
	Housing for Advisor	16,682	
	Rental Value of Office Space	13,108 ³	
3.	PLANNING ASSISTANCE (PAI)		31,000
	Recruitment of Advisor and Consultants	4,000	
	Periodic Assistance in Project Design and Methodology	12,000	
	Materials Development and Production	15,000	
4.	OTHER DONORS		245,880
	<u>UNICEF</u>		
	Design, Preparation and Production of Educational Materials	90,000	
	<u>UNFPA</u>		
	Consultant for the development of model inter-ministerial "Programme for Better Family Living"	41,000	
	Local Staff	8,180	
	Local Training	30,000	
	Office Administration	13,000	
	Vehicle and Maintenance	3,700	
	<u>WORLD BANK</u>		
	Nutrition Component (multi-purpose Community Center) of Urban Development Project	60,000	
5.	TOTAL: ALL SOURCES		943,740

1. All figures denote actual costs unless otherwise noted.

2. Estimated GOL costs are based upon actual GOL FY 1980/81 expenditures plus an annual 10% increase, which for 1981/82 is significantly less than the currently agreed upon authorization.
3. Estimated cost of rental value of offices which are provided free of cost by GOL.

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BUDGET - LESOTHO FOOD AND NUTRITION PROJECT

<u>ACCOUNT</u>	<u>YEAR 1</u>	<u>YEAR 2¹</u>	<u>YEAR 3</u>	<u>TOTAL</u>
1. PERSONNEL				
a. Headquarters staff for support/supervision/assistance ($\frac{1}{2}$ time at \$30,000 P.A.)	7,500 ²	8,250	9,075	24,825
Secretary ($\frac{1}{4}$ time @ 14,000 P.A.)	3,500	3,850	4,235	11,585
b. Field staff advisor	<u>25,000</u>	<u>27,500</u>	<u>—</u>	<u>52,500</u>
c. Total Salaries	36,000	39,600	13,310	88,910
d. Fringe benefits (12%)	4,320	4,752	1,597	10,669
e. Consultants	<u>—</u>	<u>—</u>	<u>12,000³</u>	<u>12,000</u>
f. Total Personnel Costs	40,320	44,352	26,907	111,579
2. OTHER DIRECT COSTS				
a. <u>Headquarters (New York)</u>				
I. Rent/Utilities	912	1,004	1,104	3,020
II. Telephone/Postage	679	747	822	2,248
III. Supplies/Reproduction	719	790	869	2,378
IV. Relocation Costs (Advisor)	5,000	5,000	<u>—</u>	10,000

<u>Account</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
V. Storage (household effects)	1,200	1,320	—	2,520
VI. Program Evaluation	4,000	4,400	4,840	13,240
b. <u>Lesotho Office</u>				
I. Telephone/Postage	2,400	2,640	2,904	7,944
II. Supplies/Reproduction	3,000	3,300	3,630	9,930
III. Consultants (Nutritionists)	10,000	11,000	12,000	33,000
IV. Annual Planning Conference	5,000	5,500	6,050	16,550
V. District Level Planning Conferences	4,000	4,400	4,840	13,240
VI. Out-of-Country Training for FNCO staff	6,000 ⁴	6,600	—	12,600
VII. Books/Publications (purchase)	200	220	242	662
VIII. Additional Office Space	15,000 ⁵	—	—	15,000
IX. Office Furnishings	500	—	—	500
X. Vehicle (purchase)	10,000 ⁶	—	—	10,000
c. <u>Travel</u>				
I. Headquarters staff (conference /support - 2 x/yr.)	6,000 ⁷	6,600	3,630 ³	16,230
II. Lesotho travel (by advisor to PA/NY 1 x/yr.)	3,000	3,300	—	6,300

	<u>Year 3</u>	<u>Total</u>
III. Consultants travel (3 x/yr.)	10,890 ³	10,890
3. TOTAL DIRECT COSTS		<u>297,831</u>
4. TOTAL INDIRECT COSTS (28%)		<u>83,393</u>
5. TOTAL PROGRAM COSTS		<u>381,224</u>

1. Most salary and salary-related posts include a 10% inflation factor for the second and third years.
2. Planning Assistance (Central Office) support staff will make two trips to Lesotho per year for the first two years to assist with the planning conference, to assist with the application of any new methodologies or designs, and to supervise the work of the programme advisor.
3. All assistance in the third year will be provided by Central Office support staff and selected Consultants. One trip by a support staff person and three trips by Consultants are envisioned.
4. The provision for out-of-country training for FNCO staff is based upon an estimated 3 trips per year of 4 weeks duration: one within Southern Africa (1,000); one to East Africa (2,000); and one to The United States (3,000). Costs include upon airfares and per diem at 50/day.
5. Costs are based upon an estimate of R180/square meter x 60.9 square meters, plus a provision for incidentals and unforeseen expenditures.
6. The vehicle, a Toyota Land-Cruiser, will be purchased at a cost of slightly less than 3,000. The remaining provision will pay for transport from Durban, incidentals, and will cover any unforeseen inflation.
7. All trips are based upon an estimated 1,500 for airfare and 1,500 for per diem costs (30 days x 50/day).

APPENDIX A

Justification for additional office space:

Last year, after two years occupying temporary office space, the FNCO moved into a new facility built for it by the government of Lesotho. That building is comprized of four offices, and was build at a cost of 18,000 dollars.

There is no doubt that even this new facility is not adequate. Three officers share each of the rooms, except for the Director, who occupies a private office. There is no meeting room, even though the FNCO usually chairs about 75 coordinative meetings a year,* and expects that number to increase as the office continues its work.

The Government of Lesotho has been asked to complete the contruction of the FNCO offices by adding a conference room and two additional office. Unfortunately, the GOL's resources are severely constrained. It cannot provide the money required for the construction.

The cost of the proposed addition has been added to this grant request on the advise of USAID, and one of the AID evaluators of the PAI grant. The Government of Lesotho has demonstrated, we think, to the limits of its ability its support of this effort. For a relatively small addition to the overall grant, AID can add substantially to the efficiency of the FNCO through the construction of additional office space.

Justification for purchase of a vehicle.

The FNCO now has one vehicle: a toyota pickup provided by the Government of Lesotho.

During 1978, the FNCO, still a new office, conducted 72 meetings. Many of those meetings were held in the CPDJ conference room, which is about a mile from the FNCO office.

The pickup is almost constantly in use because of the frequent need to send officers of the FNCO to meetings held in various ministries and organizations. Sustaining even the current level of activities has been difficult with just the one vehicle.

During the three years of the proposed grant, the FNCO will be establishing a system of decentralization of food and nutrition coordinating which will involve the District and villages. This plan will require almost constant contact with the field. The pickup truck is not rugged enough for travel in the mountains. A four wheel drive, nine passenger, Land Rover type vehicle is needed.

Once again, as with the construction of additional office space, the GOL has done as much as it can do.

The vehicle that is bought as a part of the grant will be a Y plate vehicle and will be fully maintained by the Government of Lesotho.

SK

CPO/4/011/1 - 539
ETT/QM/MT

In reply please quote:
Your Reference:



ATTACHMENT E

Cable address: PLANNOFF
Telephone: 3811 Maseru

CENTRAL PLANNING AND
DEVELOPMENT OFFICE
P.O. BOX MS 630
MASERU
LESOTHO

11th December, 1980.

Frank D. Correl Esq.,
USAID,
c/o American Embassy,
P.O. Box 333,
MASERU - 100.

Dear Mr. Correl,

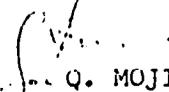
LESOTHO FOOD AND NUTRITION PLANNING AND RESEARCH
ASSISTANCE

... Enclosed please find a copy of the above project document.

I am pleased to inform you that the Government accepts the few changes made to the original document.

Grateful you process as necessary.

Yours sincerely,


Q. MOJI (MRS).
Director of Planning.



Received
11 Dec 80
227

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In reply please quote:
Your Reference:

CPO/4/C-11
ETH/ET/11



Cable address: PLANNOFF
Telephone: 3811 Maseru

CENTRAL PLANNING AND
DEVELOPMENT OFFICE
P.O. BOX MS 630
MASERU
LESOTHO

18th February, 1980.

Byron Bahl, Esq.,
U.S.A.I.D.,
P.O. Box 333,
Maseru 100

Dear Sir,

Continuation of Food and Nutrition Planning
and Research Assistance

Enclosed please find document on the plan for continued technical and financial assistance to the Food and Nutrition Coordinating Office by Planning Assistance Inc.

We hope that your good office will process the document accordingly. The delay in submitting the document is regretted.

Regards.

Yours sincerely,

M. Makhakhe (Mrs.)
for Permanent Secretary, Planning & Statistics.

encl.

Received 19 Feb 80
[Signature]

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