

PD-AAS-611

AGENCY FOR INTERNATIONAL DEVELOPMENT
PROJECT DATA SHEET
 1. TRANSACTION CODE 15A 43300 Amendment Number
 A = Add
 C = Change
 D = Delete
 DOCUMENT CODE 3

2. COUNTRY/ENTITY Africa Regional 000013
 3. PROJECT NUMBER 698-0458.01
 4. BUREAU/OFFICE AFR
 5. PROJECT TITLE (maximum 40 characters)
Support to Regional Organizations II
INADES Subproject

6. PROJECT ASSISTANCE COMPLETION DATE (PACD)
 MM DD YY
09 30 88
 7. ESTIMATED DATE OF OBLIGATION
 (Under "B" below, enter 1, 2, 3, or 4)
 A. Initial FY 85 B. Quarter 4 C. Final FY 87

8. GOSTS (\$000 OR EQUIVALENT \$1 =)

A. FUNDING SOURCE	FIRST FY 85			LIFE OF PROJECT		
	B. FX	C. L/C	D. Total	E. FX	F. L/C	G. Total
AID Appropriated Total	465	-	465	937	-	937
(Grant)	(465)	(-)	(465)	(937)	(-)	(937)
(Loan)	()	()	()	()	()	()
Other U.S.						
1. Host Country	-	300	300	-	1,010	1,010
2. Other Donor(s)	2,976	-	2,976	9,031	-	9,031
TOTALS	3,441	300	3,741	9,968	-	10,978

9. SCHEDULE OF AID FUNDING (\$000)

A. APPROPRIATION	B. PRIMARY PURPOSE CODE	C. PRIMARY TECH. CODE		D. OBLIGATIONS TO DATE		E. AMOUNT APPROVED THIS ACTION		F. LIFE OF PROJECT	
		1. Grant	2. Loan	1. Grant	2. Loan	1. Grant	2. Loan	1. Grant	2. Loan
(1) EH	61C	920		-		937	-	937	-
(2)									
(3)									
(4)									
TOTALS						937	-	937	-

10. SECONDARY TECHNICAL CODES (maximum 6 codes of 3 positions each) 610
 11. SECONDARY PURPOSE CODE 120
 12. SPECIAL CONCERNS CODES (maximum 7 codes of 4 positions each)
 A. Code BRW
 B. Amount 937

13. PROJECT PURPOSE (maximum 480 characters)
 The purpose is to strengthen and increase the capacity of INADES in providing in-service training programs for small farmers.

14. SCHEDULED EVALUATIONS
 Interim MM YY 09 86 09 87 Final MM YY 09 88
 15. SOURCE/ORIGIN OF GOODS AND SERVICES
 000 941 Local Other (Specify)

16. AMENDMENTS/NATURE OF CHANGE PROPOSED (This is page 1 of a _____ page FP Amendment.)
 Clearance: AFR/CONT 

17. APPROVED BY
 Signature Walter Sherwin
 Title Walter Sherwin
Acting Director, AFR/RA
 Date Signed MM DD YY 10/21/85
 18. DATE DOCUMENT RECEIVED IN AID/W, OR FOR AID/W DOCUMENTS, DATE OF DISTRIBUTION
 MM DD YY 10/21/85

Institut African pour le Developpement
Economique et Social (INADES)

Subproject of SRO II - 698-0458.01

TABLE OF CONTENTS

Authorization Package	21 pages
INADES Proposal	70 pages
Grant Agreement	10 pages
1985/86 Program	4 pages

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

02 AUG 1985

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR FOR AFRICA

Thru: AFR/PD, Laurence Hausman
From: AFR/RA, Walter Sherwin, Acting Director
Subject: Support to Regional Organizations II (SRO II),
698-0458; The African Institute of Economic and Social
Development (INADES), Subproject 698-0458.01

Action Requested: Your approval is requested to authorize the INADES subproject. This assistance will provide up to \$936,995 in grant funds for the African Institute of Economic and Social Development (INADES). It is planned that \$465,000 will be obligated in fiscal year 1985 under a grant to INADES for activities to be undertaken during the three-year life of the subproject. The balance will be obligated over a two-year period from the date of authorization.

Discussion: AFR received a grant application from INADES requesting A.I.D. to provide additional assistance in institutional development and training activities for small farmers in 14 countries in Africa. This training is comprised of supervised correspondence studies for farmers and agricultural extension agents including women, followed by practically oriented workshops for teaching applied farm skills.

INADES was founded in 1962 and has evolved into a private, independent, international non-profit association providing short-term, in-service agricultural training for African small farmers. Its headquarters are in Abidjan, Ivory Coast and it has national offices in 10 of the 14 countries where it operates. INADES has more than 20 years experience in training African farmers. During 1979-1983 some 22,669 farmers and extension workers participated in correspondence studies with INADES and 10,424 completed the training. Also 32,922 participants attended workshops of 2-3 days in duration.

During the past five years, A.I.D. has provided funding for two grants to INADES through REDSO/WCA. The first was for \$250,000 and began in 1980. It provided first-year agricultural training for 455 farmers and 108 extension agents. The second began in 1981 and was for \$450,000. It provided second-year training for 225 farmers and first-year training for 113 additional farmers and extension agents. A joint evaluation was carried out by INADES and REDSO/WCA that identified positive gains in both technical knowledge and applied-skill acquisition by farmers and extension agents. Also, significant improvements were noted in the relationship between farmers and extension agents as a result of their association during the training programs.

V

INADES functions primarily as a service association organized around a general assembly composed of some 80 members. The assembly meets every third year to establish policy and to elect its seven-member governing council. The governing council serves as the ruling body to develop and implement programs and provide services in accordance with policies of the general assembly.

The programs and services of INADES are targeted toward improving the economic and social potential of rural areas in general and increasing the productivity and standard of living in small villages in particular. It utilizes non-formal methods within existing institutional structures including the agriculture extension network for upgrading the farm production skills of small village families. The aim is to provide realistic options and incentives for rural citizens for improving the quality of their lives while remaining in rural areas.

Since the nature of its training programs and services are not fully cost recovering, INADES has developed a broad base of external support. Currently, 15 donors furnish 80 percent of its budget with remaining funds generated partly from nominal fees paid by participants and to an increasing extent from the sale of its services. INADES does not charge membership dues.

The Executive Committee for Project Review (ECPR) approved the INADES application May 16, 1985 with the following instructions and guidelines for grant preparation and implementation.

1. AFR will authorize REDSO/WCA to negotiate and execute the grant to INADES.
2. INADES is encouraged to develop close ties with pertinent applied-research and training institutions in the U.S., Africa and other LDCs.
3. INADES is encouraged to develop plans for increasing self-generated revenues from 10 to 20 percent during the LOP project.
4. The grant will require the development of a work plan by INADES as a condition precedent to second-year disbursement of funds as specified below.
5. No A.I.D grant funds may be used for construction.
6. No A.I.D grant funds may be used for financing programs in Ethiopia.
7. INADES will seek to increase female participation in correspondence courses to 20 percent. Also during LOP, INADES is encouraged to discover ways to broaden participation among small farmers and to report its findings in the first interim evaluation.

REDSO/WCA has discussed the above instructions and guidelines with INADES and received full agreement and commitment for meeting the conditions of each item. REDSO/WCA reports that INADES has already met the conditions of some and has submitted detailed work plans, where appropriate, for meeting the other items.

Financial Summary: This grant will be financed from the Education and Human Resources (EHR) Account. The bulk of grant funds will be used to finance the costs of training materials and publications with a major portion of this amount designated for new publications. The A.I.D. budget summary and first year funding is as follows.

<u>Line Items</u>	<u>FY 85</u> <u>(\$ 000's)</u>	<u>LOP</u> <u>(\$ 000's)</u>
Publications	355	713
Research & Evaluation	67	136
Administration & Finance	<u>43</u>	<u>88</u>
TOTAL	465	937

Selection of INADES as Assistance Recipient: A.I.D Handbook 13, Section 1.B.2.c.(3) permits "inviting an application from a single entity which the technical office deems unique, or most appropriate to undertake the effort which the office wants to support or stimulate". INADES has proven effective in carrying out two similar A.I.D. projects in correspondence training for small farmers during the past five years and it is the only PVO in Africa that is undertaking this type of training on a regional basis at this time. Its staff is made up of experienced professionals from throughout the continent. For these reasons, the ECPR determined that INADES was uniquely qualified to implement this project.

Socio-Economic, Technical and Environmental Considerations:

1. This project utilizes state of-the-art technologies in correspondence training methods with applications and techniques adapted specifically for project conditions. Local groups of illiterate or semi-literate farmers are enlisted in correspondence courses and brought together in small study sessions to introduce participants to literacy and guide them in the use of specially prepared materials for new literates. These groups are led by literate persons in the area who function as paraprofessional instructors and as monitors for the correspondence courses. Also as indicated above, follow-up workshops of 2-3 days duration are held for farmers and extension agents enrolled in correspondence courses together with other farmers and family members who wish to participate. Though mail services have been a significant problem in some areas, they are improving. Local groups and their leaders, together with periodic workshops serve in filling communication gaps. The grant will include funds to improve training and communication technologies through research and evaluation.

4

2. The Bureau Environmental Officer on July 31, 1985 approved this project for a categorical exclusion from further environment regulations.

3. The Human Rights Committee has cleared this project for authorization by memo of June 11, 1985.

Implementation: The implementation arrangements have been reviewed by REDSO/WCA and AFR and found to be satisfactory.

Evaluation: Project monitoring and evaluation arrangements described in the application include interim in-house evaluations at the end of year one and year two with a final evaluation to be carried out jointly by A.I.D. and INADES. Progress will be monitored periodically by REDSO/WCA with participation by AFR/RA as requested. These arrangements have been reviewed and found to be adequate.

Justification to the Congress: A Congressional Notification (CN) was submitted on June 14, 1985 for the Support to Regional Organizations project (SRO-II) 698-0458 and the 15-day waiting period expired June 29, 1985. No further notification is required for this subproject.

Waivers: Waivers may be required for the purchase of non-U.S. manufactured printing supplies and equipment on an exceptional basis. These will be handled through ad hoc waivers where justified.

Local Cost Financing: No disbursements will be made until the programming determinations regarding local cost financing have been made in accordance with Handbook 1B, Chapter 18.

Payment Verification: This project will be implemented through an A.I.D grant to INADES to be negotiated and administered by REDSO/WCA. Based upon successful disbursement procedures in prior grants to INADES, it is anticipated that payment will be made through periodic advances.

Statutory Checklist: The statutory checklist has been completed and is attached.

Participant Training: Participant training will be carried out in accordance with the guidelines of Handbook 10, unless otherwise authorized by AFR/RA, after proper clearance.

Gray Amendment: The provisions of the Gray Amendment have been considered. INADES itself provides all the outside technical services required under the project and no further assistance or acquisition is contemplated by A.I.D. However, to the extent possible, INADES will be encouraged to use entities covered by the Gray Amendment in carrying out the project.

Covenants: The authorization includes three covenants covering the following: (1) no A.I.D. funds may be used for construction activities, (2) no A.I.D. funds may be used to support programs in Ethiopia unless A.I.D. agrees in writing and (3) grantee will submit to A.I.D. in writing, within one year of the date of the execution of the grant, a detailed work plan for implementation of the grant.

Recommendation: That you sign the attached subproject authorization for INADES (698-0458.01).

Approved _____

Disapproved _____

Date _____

Allen

Aug 6, 1985

Attachments:

- SRO-II Authorization
- Subproject Authorization
- Human Rights Clearance
- Categorical Exclusion
- Project Data Sheet
- INADES Application
- Statutory Checklist

Clearances:

- AFR/RA:FDiamond (draft)
- AFR/PD/CCWAP:HHelman (draft)
- AFR/CONT:FBrown (draft)
- GC/AFR:BBryant (draft)
- AFR/DP:GCauvin (draft)
- PPC/PDPR:Jatherton (draft)
- DAA/AFR:ARLove

Waw
AFR/RA:WWhitten:waw:7/3/85:4468Y:8/1/85

PROJECT AUTHORIZATION

Entity: Africa Regional
Project Name: Support to Regional Organizations II
Project Number: 698-0458
Subproject Name: African Institute of Social and Economic
Development [INADES]
Subproject No.: 698-0458.01

1. Pursuant to Section 105 of the Foreign Assistance Act of 1961, as amended, I hereby authorize the INADES Subproject under the Support to Regional Organizations II Project for Africa, involving planned obligations of not to exceed \$937,000 in grant funds over a two-year period from date of authorization, subject to the availability of funds in accordance with the A.I.D. OYB/allotment process, to help in financing foreign exchange and local currency costs for the project. Except as A.I.D. may otherwise agree in writing, the planned life of the subproject is three years from the date of initial obligation.

2. The subproject will provide assistance to the African Institute for Economic and Social Development [INADES] to enable it to carry out a program of training for small farmers and extension agents.

3. The agreement which may be negotiated and executed by the officers to whom such authority is delegated in accordance with A.I.D. regulations and Delegations of Authority, shall be subject to the following essential terms and covenants and major conditions, together with such other terms and conditions as A.I.D. may deem appropriate:

a. Source and Origin of Commodities, Nationality of Services.

Except as A.I.D. may otherwise agree in writing:

[1] Commodities financed by A.I.D. under the subproject shall have their source and, except for motor vehicles, their origin in the United States or the Cooperating Country.

[2] Motor vehicles financed by A.I.D. under the subproject shall have their origin in the United States.

[3] Except for ocean shipping, the suppliers of commodities or services financed by A.I.D. under the subproject shall — have the United States or the

Cooperating Country as their place of nationality.

[4] Ocean shipping financed by A.I.D. under the subproject shall be financed only on flag vessels of the United States.

[5] As used herein, "Cooperating Country" means the cooperating country in which an A.I.D.-financed activity under the subproject takes place.

b. Condition Precedent to Disbursement.

Prior to any disbursement, or the issuance of any commitment documents under the subproject to finance local costs, the responsible A.I.D. officer shall have made the programming determinations required under chapter 1871c of A.I.D. Handbook 1, Supplement B.

c. Covenants.

The Grantee shall covenant that, except as A.I.D. may otherwise agree in writing:

[1] No funds provided by A.I.D. under the subproject will be used for construction activities.

[2] No funds provided by A.I.D. under the subproject will be used to finance activities in Ethiopia.

[3] Grantee will submit to A.I.D. in writing, within one year of the date of the execution of the grant, a detailed work plan for implementation of the grant.

Date: Aug 16, 1985

Mark L. Edelman
Mark L. Edelman
Assistant Administrator
Bureau for Africa

GC/AFR:BBryant:aft:07/25/85:632-0379:1110H

MEMORANDUM

DATE : June 10, 1985
TO : HA/MA, Mr. Fred Ashley
FROM : AFR/RA, Jerry Wood
Telephone Number: 632 8602
SUBJECT: Human Rights Clearance

The following project, to be authorized in AID/W []/ in the field [], is being submitted for clearance by the HR Committee (appropriate materials are attached):

Title : Support To Regional Organizations II, INADES Subproject
Number : 698-0458.01
Country : Various*
LOP Amount : \$936,995

The above project was []/ was not [x] not one of those reviewed by the Working Group in , 1985.

HA concurrence is requested. If we are not notified within 15 days, we will assume concurrence.

*Burkina Faso, Burindi, Caneroon, Chad, Ivory Coast, Kenya, Rwanda, Togo, abd Zaire

TO : AFR/RA, Jerry Wood
Room No.: 4533 NS
FROM : HA/MA,

- [] Proceed with authorization
- [] Request hold authorization pending further review

F. C. Ashley
Signature
June 11, 1985
Date

cc: PPC/PDPR, Marilyn Zah
Room 3894 NS

AFR/RA:MLS:3149Y

INITIAL ENVIRONMENTAL EXAMINATION

OR

-CATEGORICAL EXCLUSION

Project Country: Regional
Project Title: Support to Regional Organizations II, 698-0458.01 - INADES
Funding: FY (s) 1985-87 \$ 936,995
IEE Prepared by: AFR/RA, Willie A. Whitten
Environmental Action Recommended:

Positive Determination _____
Negative Determination _____

Categorical Exclusion:

This activity meets the criteria for Categorical Exclusion in accordance with Section 216.2 (C) and is excluded from further review because:

This project assistance consists of the development and implementation of training for low income farmers and thereby fulfills the qualifications cited in AID Regulation 16 Section 216.2(c)(2). Thus this assistance is granted a categorical exclusion and is exempt from any further environmental procedures.

Concurrence: _____
Bureau Environmental Officer

APPROVED B. Boyd

DISAPPROVED _____

DATE July 31, 1985

Clearance: GC/AFR [Signature] Date 7/29/85

5C(2) PROJECT CHECKLIST

Name of the Country/Entity: Africa Regional

Project Title: SRO II INADES

Project No: 698-0458.01

Project Officer: AFR/RA, Jerry Wood

Listed below are statutory criteria applicable to projects. This section is divided into two parts. Part A. includes criteria applicable to all projects. Part B. applies to projects funded from specific sources only:

B.1. applies to all projects funded with Development Assistance loans, and
B.3. applies to projects funded from ESF.

CROSS REFERENCES: IS COUNTRY CHECKLIST UP TO DATE? HAS STANDARD ITEM CHECKLIST BEEN REVIEWED FOR THIS PROJECT?

Yes.

A. GENERAL CRITERIA FOR PROJECT

1. FY 1985 Continuing Resolution Sec. 525; FAA Sec. 634A; Sec. 653(b).

(a) Describe how authorizing and appropriations committees of Senate and House have been or will be notified concerning the project; (b) is assistance within (Operational Year Budget) country or international organization allocation reported to Congress (or not more than \$1 million over that amount)?

(a) The CN waiting period for the SRO II Project 698-0458 expired June 29, 1985. No further notification is required for this subproject.

2. FAA Sec. 611(a)(1). Prior to obligation in excess of \$100,000, will there be (a) engineering, financial or other plans necessary to carry out the assistance and (b) a reasonably firm estimate of the cost to the U.S. of the assistance?

(a) No engineering plans are necessary. The project authorization includes a covenant stating that no A.I.D. funds may be used for construction activities.
(b) The INADES application includes a financial plan that presents a reasonably firm estimate of U.S. costs.
(c) Adequate technical and financial planning has been completed.

3. FAA Sec. 611(a)(2). If further legislative action is required within recipient country, what is basis for reasonable expectation that such action will be completed in time to permit orderly accomplishment of purpose of the assistance?

No legislative action is required in recipient countries.

4. FAA Sec. 611(b); FY 1985 Continuing Resolution Sec. 501. If for water or water-related land resource construction, has project met the standards and criteria as set forth in the Principles and Standards for Planning Water and Related Land Resources, dated October 25, 1973, or the Water Resources Planning Act (42 U.S.C. 1962, et seq.)? (See AID Handbook 3 for new guidelines.)

N/A

5. FAA Sec. 611(e). If project is capital assistance (e.g., construction), and all U.S. assistance for it will exceed \$1 million, has Mission Director certified and Regional Assistant Administrator taken into consideration the country's capability effectively to maintain and utilize the project?

N/A

6. FAA Sec. 209. Is project susceptible to execution as part of regional or multilateral project? If so, why is project not so executed? Information and conclusion whether assistance will encourage regional development programs.

This is a regional project.

7. FAA Sec. 601(a). Information and conclusions whether projects will encourage efforts of the country to: (a) increase the flow of international trade; (b) foster private initiative and competition; and (c) encourage development and use of cooperatives, and credit unions, and savings and loan associations; (d) discourage monopolistic practices; (e) improve technical efficiency of industry, agriculture and commerce; and (f) strengthen free labor unions.

(a) N/A

(b) & (e) The training of small farmers will encourage increased production and officency in the agriculture sector.

8. FAA Sec. 601(b). Information and conclusions on how project will encourage U.S. private trade and investment abroad and encourage private U.S. participation in foreign assistance programs (including use of private trade channels and the services of U.S. private enterprise).

N/A

9. FAA Sec. 612(b), 636(h); FY 1985 Continuing Resolution Sec. 507. Describe steps taken to assure that, to the maximum extent possible, the country is contributing local currencies to meet the cost of contractual and other services, and foreign currencies owned by the U.S. are utilized in lieu of dollars.

Direct project activities are financed by the U.S., INADES and other donors. The training services provided by this PVO are cost recoverable to only a limited extent. Thus 85% of its costs are financed by international donor grants from participating governments and private donor groups.

10. FAA Sec. 612(d). Does the U.S. own excess foreign currency of the country and, if so, what arrangements have been made for its release?

The U.S. does not own excess foreign currency in INADES participating countries.

11. FAA Sec. 601(e). Will the project utilize competitive selection procedures for the awarding of contracts, except where applicable procurement rules allow otherwise? N/A
12. FY 1985 Continuing Resolution Sec. 522. If assistance is for the production of any commodity for export, is the commodity likely to be in surplus on world markets at the time the resulting productive capacity becomes operative, and is such assistance likely to cause substantial injury to U.S. producers of the same, similar or competing commodity? N/A
13. FAA 118(c) and (d). Does the project comply with the environmental procedures set forth in AID Regulation 16. Does the project or program taken into consideration the problem of the destruction of tropical forests? Yes, categorial extension was obtained.
14. FAA 121(d). If a Sabel project, has a determination been made that the host government has an adequate system for accounting for and controlling receipt and expenditure of project funds (dollars or local currency generated therefrom)? N/A

15. FY 1985 Continuing Resolution Sec. 536. Is disbursement of the assistance conditioned solely on the basis of the policies of any multilateral institution?

No.

B. PUNDING CRITERIA FOR PROJECT

1. Development Assistance Project Criteria

- a. FAA Sec. 102(b), 111, 113, 281(a). Extent to which activity will (a) effectively involve the poor in development, by extending access to economy at local level, increasing labor-intensive production and the use of appropriate technology, spreading investment out from cities to small towns and rural areas, and insuring wide participation of the poor in the benefits of development on a sustained basis, using the appropriate U.S. institutions; (b) help develop cooperatives, especially by technical assistance, to assist rural and urban poor to help themselves toward better life, and otherwise encourage democratic private and local governmental institutions; (c) support the self-help efforts of developing countries; (d) promote

a) The project provides training primarily to low and middle income farmers in small villages.

b & c) Training activities will encourage self-help activities in increased agricultural production.

d) The project will include participation of women in all countries.

the participation of women in the national economies of developing countries and the improvement of women's status, (e) utilize and encourage regional cooperation by developing countries?

e) Regional cooperation will be encouraged through seminars and workshops with regional participation.

b. FAA Sec. 103, 103A, 104, 105, 106. Does the project fit the criteria for the type of funds (functional account) being used?

Yes.

c. FAA Sec. 107. Is emphasis on use of appropriate technology (relatively smaller, cost-saving, labor-using technologies that are generally most appropriate for the small farms, small businesses, and small incomes of the poor)?

N/A

d. FAA Sec. 110(a). Will the recipient country provide at least 25% of the costs of the program, project, or activity with respect to which the assistance is to be furnished (or is the latter cost-sharing requirement being waived for a "relatively least developed country)?

N/A

e. FAA Sec. 110(b). Will grant capital assistance be disbursed for project for more than 3 years? If so, has justification satisfactory to Congress been made, and efforts for other financing, or is the recipient country

N/A

"relatively least developed"? (M.O. 1232.1 defined a capital project as "the construction, expansion, equipping or alteration of a physical facility or facilities financed by AID dollar assistance of not less than \$100,000, including related advisory, managerial and training services, and not undertaken as part of a project of a predominantly technical assistance character."

- f. FAA Sec. 122(b). Does the activity give reasonable promise of contributing to the development of economic resources, or to the increase of productive capacities and self-sustaining economic growth?

Training activities encourage increased agricultural production.

- g. FAA Sec. 281(b). Describe extent to which program recognizes the particular needs, desires, and capacities of the people of the country; utilizes the country's intellectual resources to encourage institutional development; and supports civil education and training in skills required for effective participation in governmental processes essential to self-government.

The project utilized the existing agriculture extension network and encourages effective participation in local government activities.

2. Development Assistance Project
Criteria (Loans Only)

- a. FAA Sec. 122(b). Information an conclusion on capacity of the country to repay the loan, at a reasonable rate of interest. N/A
- b. FAA Sec. 620(d). If assistance is for any productive enterprise which will compete with U.S. enterprises, is there an agreement by the recipient country to prevent export to the U.S. of more than 20% of the enterprise's annual production during the life of the loan? N/A

3. Economic Support Fund Project
Criteria

- a. FAA Sec. 531(a). Will this assistance promote economic and political stability? To the extent possible, does it reflect the policy directions of FAA Section 102? N/A
- b. FAA Sec. 531(c). Will assistance under this chapter be used for military, or paramilitary activities? N/A
- c. FAA Sec. 534. Will ESP funds be used to finance the construction of, or the operation or maintenance of, or the supplying of fuel for, a nuclear facility? If so, has the President certified that such use of funds is indispensable to nonproliferation objectives? N/A

d. FAA Sec. 609. If commodities are to be granted so that sale proceeds will accrue to the recipient country, have Special Account (counterpart) arrangements been made?

N/A

5C(3) - STANDARD ITEM CHECKLIST

Listed below are the statutory items which normally will be covered routinely in those provisions of an assistance agreement dealing with its implementation, or covered in the agreement by imposing limits on certain uses of funds.

These items are arranged under the general headings of (A) Procurement, (B) Construction, and (C) Other Restrictions.

A. Procurement

1. FAA Sec. 602. Are there arrangements to permit U.S. small business to participate equitably in the furnishing of commodities and services financed?

N/A

2. FAA Sec. 604(a). Will all procurement be from the U.S. except as otherwise determined by the President or under delegation from him??

Yes, commodities financed by the U.S. directly under this project shall have their source and origin in the cooperating countries or in the U.S.

3. FAA Sec. 604(d). If the cooperating country discriminates against marine insurance companies authorized to do business in the U.S., will commodities be insured in the United States against marine risk with such a company?

N/A

4. FAA Sec. 604(e); ISDCA of 1980 Sec. 705(a). If offshore procurement of agricultural commodity or product is to be financed, is there provision against such procurement when the domestic price of such commodity is less than parity? (Exception where commodity financed could not reasonably be procured in U.S.) N/A

5. FAA Sec. 604(g). Will construction or engineering services be procured from firms of countries which are direct aid recipients and which are otherwise eligible under Code 941, but which have attained a competitive capability in international markets in one of these areas? Do these countries permit United States firms to compete for construction or engineering services financed from assistance programs of these countries? N/A

6. FAA Sec. 603. Is the shipping excluded from compliance with requirement in section 901(b) of the Merchant Marine Act of 1936, as amended, that at least 50 per centum of the gross tonnage of commodities (computed separately for dry bulk carriers, dry cargo liners, and tankers) financed shall be transported on privately owned U.S. flag commercial vessels to the extent such vessels are available at fair and reasonable rates? No.

7. FAA Sec. 621. If technical assistance is financed, will such assistance be furnished by private enterprise on a contract basis to the fullest extent practicable? If the facilities of other Federal agencies will be utilized, are they particularly suitable, not competitive with private enterprise, and made available without undue interference with domestic programs?

Technical assistance will be provided by INADES from its regular staff or recruited by the UNADES from the private sector.

8. International Air Transportation Fair Competitive Practices Act, 1974. If air transportation of persons or property is financed on grant basis, will U.S. carriers be used to the extent such service is available?

Yes

9. FY 1985 Continuing Resolution Sec. 504. If the U.S. Government is a party to a contract for procurement, does the contract contain a provision authorizing termination of such contract for the convenience of the United States?

N/A

B. Construction

1. FAA Sec. 601(d). If capital (e.g., construction) project, will U.S. engineering and professional services be used?

N/A

2. FAA Sec. 611(c). If contracts for construction are to be financed, will they be let on a competitive basis to maximum extent practicable?

N/A

3. FAA Sec. 620(k). If for construction of productive enterprise, will aggregate value of assistance to be furnished by the U.S. not exceed \$100 million (except for productive enterprises in Egypt that were described in the CP)? N/A

C. Other Restrictions

1. FAA Sec. 122(b). If development loan, is interest rate at least 2% per annum during grace period and at least 3% per annum thereafter? N/A
2. FAA Sec. 301(d). If fund is established solely by U.S. contributions and administered by an international organization, does Comptroller General have audit rights? N/A
3. FAA Sec. 620(h). Do arrangements exist to insure that United States foreign aid is not used in a manner which, contrary to the best interests of the United States, promotes or assists the foreign aid projects or activities of the Communist-bloc countries? Yes.
4. Will arrangements preclude use of financing:
- a. FAA Sec. 104(f); FY 1985 Continuing Resolution Sec. 527. (1) To pay for performance of abortions as a method of family planning or to motivate or coerce persons to practice Yes.

227

abortions; (2) to pay for performance of involuntary sterilization as method of family planning, or to coerce or provide financial incentive to any person to undergo sterilization; (3) to pay for any biomedical research which relates, in whole or part, to methods or the performance of abortion; or involuntary sterilizations as a means of family planning; (4) to lobby for abortion?

- b. FAA Sec. 620(g). To compensate owners for expropriated nationalized property? Yes

- c. FAA Sec. 660. To provide training or advice or provide any financial support for police, prisons, or other law enforcement forces, except for narcotics programs? Yes

- d. FAA Sec. 662. For CIA activities? Yes

- e. FAA Sec. 636(i). For purchase, sale, long-term lease, exchange or guaranty of the sale of motor vehicles manufactured outside U.S., unless a waiver is obtained? Yes

- f. FY 1985 Continuing Resolution, Sec. 503. To pay pensions, annuities, retirement pay, or adjusted service compensation for military personnel? Yes

- g. FY 1985 Continuing Resolution, Sec. 505. Yes
To pay U.N. assessments, arrearages or dues?
- h. FY 1985 Continuing Resolution, Sec. 506. Yes
To carry out provisions of FAA section 209(d) (Transfer of FAA funds to multilateral organizations for lending)?
- i. FY 1985 Continuing Resolution, Sec. 510. Yes
To finance the export of nuclear equipment, fuel, or technology or to train foreign nationals in nuclear fields?
- j. FY 1985 Continuing Resolution, Sec. 511. No
Will assistance be provided for the purpose of aiding the efforts of the government of such country to repress the legitimate rights of the population of such country contrary to the Universal Declaration of Human Rights?
- k. FY 1985 Continuing Resolution, Sec. 516. Yes
To be used for publicity or propaganda purposes within U.S. not authorized by Congress?

**AFRICAN INSTITUTE FOR ECONOMIC AND SOCIAL DEVELOPMENT
AFRICAN TRAINING CENTRE**

**OPERATIONAL PROGRAM GRANT PROPOSAL FOR DEVELOPMENT
OF AFRICAN AGRICULTURAL TRAINING IN AFRICA**

Presented to US - AID

OCTOBER 1984

TABLE OF CONTENTS
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	<u>PAGES</u>
I - SUMMARY	1 - 3
II-- BACKGROUND	4 - 5
III - PROPOSED PROGRAM	6
A) OBJECTIVES	6 - 11
B) RATIONALE	12
C) GEOGRAPHIC FOCUS	13
D) PARTICIPATION	13 - 16
IV - ECONOMIC ANALYSIS	17 - 20
V - PROGRAM MANAGEMENT	21
A) STRATEGY	21
B) ORGANIZATION	21 - 23
C) WORK PLAN	24
VI - EVALUATION	25
A) INTERIM EVALUATIONS	25
B) FINAL JOINT EVALUATION	25
VII - FINANCIAL PLAN	26
A) BUDGET	26 - 31
B) RESOURCES HISTORY	32 - 34
C) FINANCIAL MANAGEMENT	34 - 36
CONCLUSION	37

I - SUMMARY

This OPG proposal constitutes INADES-FORMATION's request for \$ 936,995 US-AID financial assistance through REDSO/WA covering a period of three (3) years.

HISTORY

INADES was founded in 1962 by a group of Jesuits in Abidjan. INADES was involved mainly in adult education through correspondence courses in Economics, Sociology, Planning and Development until 1965. At that time INADES began to focus on rural development through its "AGRI-SERVICE-AFRIQUE" department which was offering correspondence courses complemented by seminars in agriculture. In 1977 this department obtained its autonomy as association and registered in Ivory Coast as INADES-FORMATION (I.-F.).

INADES-FORMATION has evolved into an independent international non-profit organization with Head Office in Abidjan and national offices in 10 countries: Burundi, Burkina Faso, Cameroon, Chad, Ethiopia, Ivory Coast, Kenya, Rwanda, Togo and Zaire. INADES-FORMATION has 20 years experience in training african farmers. During 1978 to 1983, 22,669 farmers and extension workers benefited from participating in INADES-FORMATION's correspondence training courses and 10,424 completed the training; 32,922 participants attended 2 to 3 days seminars given by INADES-FORMATION.

PREVIOUS AID FUNDING

For the purpose of providing support for agricultural training in Africa, AID has already funded two (2) projects through the INADES-FORMATION Head Office in Abidjan. Past AID assistance to INADES-FORMATION included:

1) The first project (698-0501) for US \$ 250,000, signed at REDSO/WA in August 1980. This project provided first-year agriculture training for 455 farmers and 108 extension agents in five countries: Ivory Coast, Cameroon Burundi, Zaire and Rwanda.

2) The second project (698-0502) for US \$ 450 000 was signed at REDSO/WAS in August 1981 to provide second-year agriculture trainign for 225 farmers; provide first-year agriculture training for 113 additionnal farmers and extension agents from Ivory Coast, Burkina Faso, Chad, Cameroon, Zaire and Rwanda; strengthen INADES-FORMATION Head Office and related national offices through recruitment of additionnal key staff and procurement of necessary equipment. This latter project ended March 1983.

(See Annex 1: Description and evaluation summary of previous AID funded projects)

PROPOSED PROJECT PURPOSE AND DESCRIPTION

The present project proposal attempts to respond to the implementation reports and evaluation recommendations of the two previous projects by serving as a transition to combine institution building with direct support of training activities in both Head Office in Abidjan and national offices in ten African countries.

Purpose: The purpose of this proposal is to strengthen the institutional potential of INADES-FORMATION Head Office directly and the national offices indirectly; raise farmers' consciousness and ability to develop their own agricultural skills; and to improve farmers' agricultural knowledge, practices and production in ten African countries, Burundi, Cameroon, Chad, Ethiopia, Ivory Coast, Kenya, Rwanda, Togo, Burkina Faso and Zaire. (It is understood that the funds received from US-AID will not be transferred to the office in Ethiopia).

Project description: The proposed project requests AID's assistance to continue strengthening INADES-FORMATION's institutional capabilities in three ways:

- 1) Increase of technical assistance to national offices;
- 2) Increase of research and evaluation;
- 3) Improvement of organizational outreach.

PROPOSED TARGET GROUP

In addition to allowing INADES-FORMATION Head Office and national offices more effectively and efficiently to serve African agriculture training needs, the project also propose to reach during the next three years about 22,000 farmers (including women) and extension agents through agriculture correspondence courses and about 40,000 enrolled as well as unenrolled farmers, including women, and extension agents through seminars of 2 to 3 days. Farmers who are enrolled directly in I.F. agriculture training courses form study groups of farmers, and extension agents provide opportunity for unenrolled farmers and women to join in and profit from the exchange of theoretical and practical knowledge about improving agricultural production. Thus, farmers, including women, who are not enrolled directly in I.F. correspondence courses are still able to benefit from I.F. training in their community.

SELECTION CRITERIA OF TRAINEES

Farmers: 1) People who cultivate the land themselves, wether young or old, men or women, and are prepared to put into practice what they learn. The training is not designed for young people who have just left school and do not want to farm but want to get a diploma. There is no diploma at the end of I.F. training.

2) Ready to form a study-group to learn together and help each other to learn and to put into practice new ways of cultivating. This enables those who are illiterate to benefit from the course read group-members who are literate, when the course is available in local language. (I.F. uses 8 African languages in addition to French and English) for correspondence courses, much more for seminars).

3) Ready to meet, at least symbolically, the cost of their training Payment is an essential criterium of motivation. However its level is calculated so as not to prevent the poorer farmers from enrolling: subscription fees for one year course vary from US \$ 1 to 20 according to regions.

Extension officers and other development agents

1) Same as above but adapted to their situation: agents who want to continue and update their training and to improve their extension work, particularly by using a simple language when dealing with farmers.

2) Development agents study the course individually, but they are encouraged to form and lead study-groups of farmers.

3) Even if their agency pays for their training, they must participate in the cost for the same reasons as stated above

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II - ACKGROUND

INADES-FORMATION (Institut Africain pour le Développement Economique et Social -Agri-Service- Centre Africain de Formation) is a training institute legally recognized since 1977 as an International non-profit Association with Head Office in Abidjan and national offices in 10 countries: Burundi, Burkina Faso, Cameroon, Chad, Ethiopia, Ivory Coast, Kenya, Rwanda, Togo and Zaire.

A) HISTORY

INADES-FORMATION is an offshoot of INADES (African Institute for Economic and Social Development) which was founded in Abidjan in 1962 by a group of Jesuits. From its inception INADES was engaged in adult education mainly through correspondence courses in economics, sociology, planning and development. Then gradually, but particularly from 1965 onwards, it began to focus on rural development with a department called "Agri-Service-Afrique": this department offered a correspondence course in agricultural training. This distance education was complemented by seminars.

In 1967 the creation of the women's service contributed to orienting these seminars toward community development.

In 1973 the magazine AGRIPROMO was launched to meet the numerous requests from development agents engaged in the advancement of the rural population. This focus on rural areas gave INADES the opportunity to develop its actions in the field of adult training, and to elaborate a training method which can be described as follows:

- conceptualize and diffuse to rural adults working in the fields a high quality technical education at a distance;
- increase the impact of this training by creating a close network of human relationships among trainers and trainees, for human contact is prized in Africa.

The geographical extension of training activities, the expansion of pedagogical tools and the will to increase field effectiveness led to the creation of national offices in several countries and to the regrouping of the various training departments within INADES.

In October 1972, all these departments started operating independently. In January 1977 this autonomy was officially recognized and sanctioned with the creation of an international non-religious and non-profit Association called INADES-FORMATION and registered in Ivory Coast. In 1979 INADES-FORMATION was recognized by the Government of Ivory Coast to be in the public interest (reconnue d'utilité publique). Several State governments have also officially recognized INADES-FORMATION National Offices through various agreements signed with INADES-FORMATION International Association.

The Association is governed by a Governing Council of 7 members elected by the General Assembly of the Association. (See Annex 2 Organization of INADES-FORMATION)

B) OBJECTIVES

"The general aim of the Association is to work for the social and economic advancement of the people of Africa, with emphasis on their free and responsible participation in the transformation of their societies.

"The Association undertakes to work in a spirit of service, to collaborate with all institutions, corporate bodies, and private persons pursuing the same goals, and to act in accordance with the laws and policies of the Governments of the States in which its activities are carried out.

"The particular objectives of the Association are:

a. all kinds of training activities in the African Continent, priority being given to those concerning the rural population,

b. all types of socio-economic development studies relating to Africa and programmes leading to the realisation of the above-defined objectives"

III - PROPOSED PROGRAM

A) OBJECTIVES

This project is to extend over a three year period with a purpose to strengthen both the teaching material of INADES-FORMATION and its entire organization.

The program objectives are threefold:

- 1) to increase Head Office assistance to national offices (technical support
- 2) to increase Research and Evaluation
- 3) to increase Head Office assistance to national Offices (Administrative support).

Objective one: Increase in technical support

Head Office assistance has a direct impact on the activities of the National Offices. It is responsible for the overall management and coordination of INADES-FORMATION and provides support to National Offices by carrying their direct and indirect operating costs as well as coordinating their activities. However the main support activities of the Head Office to the National offices is the research, development, drafting, printing and distribution of teaching material and teaching aids.

Objective one shall either up-date the existing material or develop new teaching material to answer to the increasing needs of farmers or development agents, notably in the management of small development projects, cooperatives and farms.

1) Updating of existing material

- Agricultural training course (Cours d'apprentissage agricole) is a set of correspondence courses written in very simple French. Translations (more or less adapted) have been published in English and in 8 African languages.

The course is distributed in four series:

- A1: General agriculture and animal husbandry series
- A2: Farmer production series
- A3: Farmer occupation series
- A4: Extension series

A1: will be out of print and about 10 years old in 1986/87. An indepth review is necessary and will be started in second year of the program. Some booklets of A2 have to be revised and updated, particularly to integrate recent data of agronomic research. This will be done in first year of program. A new booklet on pineapple will be drafted and published during second year. A4 exists in a provisionnal edition. The revision will be based on evaluation of the results of present edition.

ii) Development of new teaching material

- Management courses

Since 1960 there has been a significant increase in the number of small rural development projects and cooperatives; some family farms have increased their technical know-how. One of the main obstacles to their development is the lack of management know-how. There is a shortage of educators, techniques and pedagogical tools in this field. INADES-FORMATION therefore intends to produce booklets adapted to different situations and target groups:

. Introduction to management (Cours d'Initiation à la Gestion): 10 booklets
This course will deal with all aspects of management of a small entity in the rural environment: development project, rural training center, community development group, local sector of a regional development company, etc.

. Farm management: This course will cover the following areas: book-keeping, calculation of return on investments, credit management, decision-making, etc. About 7 booklets.

. Cooperative management : About 7 booklets.

- Training in community development (Formation pour l'autopromotion rurale)

This course is aimed at helping community development agents to train farmers to rely mainly on their resources and to organize themselves so as to become active and responsible partners in their country's development plans.

3 booklets have still to be published during the project period , plus a series of leaflets on technical topics as a complement of information for enrolled persons.

- "AGRIPROMO" Magazine

This quarterly publication is aimed at persons involved in rural development. It deals with a large number of topics. There are four yearly issues which constitutes teaching aids that are widely appreciated by development agents to help lesser educated or illiterate farmers.

(See ANNEX 3: Summary of assistance program for correspondence courses and teaching aids)

Objective two: Increase in research and evaluation

A special department was created in 1981 to carry on evaluation and research as a permanent activity of Head Office. Under objective two the following actions will take place:

i) Permanent evaluation of National Offices

The purpose is to set up for each National Office a system of permanent evaluation which will enable each National Office to redefine its own objectives annually, and find a more suitable method of adapting its own resources to its objectives.

The system of permanent evaluation will include:

-sample- A sample of enrolled course-subscribers. It will vary according to the size of the National Office and the number of its trainers. It will also take into account the categories of subscribers.

-Method- The method consists in establishing at the beginning of the evaluation program the effectiveness of the sample group in respect of certain criteria: level of technical knowledge

- . level of agricultural and breeding techniques utilised
- . income level
- . extent to which equipment is being used.

Each person chosen in the sample will be monitored on a permanent basis for a period of 3 to 5 years, with a minimum of yearly visit. Information will be obtained by direct observation and interview and will be noted in the person's file.

The evaluation is designed to measure the following:

- . improvement of knowledge
- . improvement in agriculture and breeding techniques
- . increase in production
- . number of visits/seminars which took place
- . difficulties met by trainee during program
- . impact of the trained person on his neighbouring farmers and others.

ii) Specific evaluation

I-F Head Office is to help some National Offices (Cameroon and Burkina Faso) to evaluate specific local programs. Help will be limited to the following aspects:

- . Definition of the method of evaluation
- . Interpretation of the results
- . Drafting of the evaluation reports

The extent of involvement of Head Office will nevertheless depend upon the competence and number of trained evaluators present in the National Office.

iii) Research for pedagogical material

Each new edition of the new proposed courses, Introduction to management, Farm and Cooperative management, will be tested with the concerned target-group before being eventually printed. In addition to the 3 programs mentioned, two others research program are planned:

- Audio-visual research program: it will be conducted along three lines:
 - . the gathering of data and investigations conducted in Africa image perception and its use in rural training;
 - . a survey on the use of audio-visual material by I-F trainers, on the problems that they have met and on the results obtained;
 - . the diffusion of the elements collected in the National Offices.

- Assistance program to the research and conception of an agricultural training program for rural women: The purpose is to assist the National Offices in finding simple methods to identify women's socio-economic problems and their agricultural training needs. The training program and the methods will be defined at each country level.

(See Annex 4: Planning of intervention of the Evaluation & Research department).

Objective three: Increase in administrative support to National Offices

Under objective three, the Head Office would like to increase its administrative support in the following fields:

1) Accounting services

Since the National Offices do not all possess a standard accounting system which would enable them to prepare quarterly accounts within 1 ½ months, and annual accounts within 4 months, from the quarter end and the year respectively, Head Office will increase its assistance through interventions in the National Offices, seminar for accountants, the production of an accounting instruction manual. A feasibility study of computer utilisation will be carried out during the second half of the period.

21

ii) Budget preparation and control

Although a standard budget reporting exists for all National Offices, there are a number of weaknesses which must be corrected, in particular in budget control: for example, estimation of future expenses (and the meaningful comparison of actual) with budget; cashforecast and planning.

The measures which are planned by Head Office to eliminate these problems are:

- re-design of budget forms and package which would be more adapted to the existing conditions;
- standard instructions manual;
- seminar for users to explain how to implement new instructions and make use of new budget package.

iii) Staff management

Several National Offices require help to finalise definition and drafting of staff management statutes, namely: Burkina Faso, Cameroon, Togo, Chad, Burundi, Zaire.

iv) Sundry

National Offices require help from Head Office in matters of construction of new premises. Help usually take the form of advices at all stages of a particular construction project including: planning, finance, technical and legal aspects. Constructions of new premises are scheduled in Burundi and Chad. (See ANNEX 5 Planning of intervention in the increase in administrative support to National Offices).

B) RATIONALE

INADES-FORMATION proposes during this 3 year period to:

- pay more attention to specific needs and motivation of trainees by:
 - .introducing flexibility in training curricula: subscribers should be allowed wider possibilities in choice of topics to be studied;
 - . making available technical leaflets adapted to their regions;
 - . remodeling and/ or develop training material on management as it appears to be urgent needs in that field.
- encourage subscribers to form groups or to join those existing, and train them to group animation and management.
- Make trainees conscious of the necessity of training in agriculture for their wives, and draft programs adapted for women.

Objective One is elaborated to meet these requirements.

- Guarantee a regular follow-up of trainees focused on practical problems. This will be made possible by making sure that I-F training officers update their own knowledge of agronomic research data.

- Set up permanent evaluation system in I-F national offices.

Objective two aims at upgrading the quality of training given by I-F. The action of the Research & Evaluation department will be complemented by specific actions of trainers' training within I-F or by individual attendance of some I-F trainers to short courses run by other institutions (e.g BDPA, France or Emerson College, England).

Finally, no progress can be made in I-F training activities if I-F logistics are lagging behind. Hence objective three to strengthen the organization administrative and financial capacities.

C) GEOGRAPHIC FOCUS

The geographic focus of the project expands on the ten African countries in which INADES-FORMATION has National Offices namely: Burkina Faso, Burundi, Cameroon, Chad, Ethiopia, Ivory Coast, Kenya, Rwanda, Togo, and Zaire. It is recalled here that no funds received from US-AID will be transferred to Ethiopia.

In addition to these ten countries, some other countries benefit from the training distributed by I-F: training officers of the Head Office are thus in charge of correspondence course subscribers from Mali, Bénin, Sénégal, Central Africa, and occasionally hold seminars in those countries.

D) PARTICIPATION

a) Target groups

The target groups are farmers, men and women, extension officers and other development workers.

Farmers (about 65 % of the beneficiaries): These are farmers who live and work in the rural areas and cultivate the land for themselves and their families. In most cases they enjoy free use of the land on family farm of 2 to 3 hectares on the average. They cultivate either food crops only, or a combination of food and market crops which provide the money for basic consumption goods and agricultural inputs. They also raise small livestock: poultry, sheep and goats. In savannah regions they sometimes possess some cattle.

A significant number of farmers who are not enrolled in the agricultural training correspondence courses benefit from the seminars by means of which technical knowledge is disseminated and farmers are acquainted with modern farming techniques. They represent about 45 % of seminars participants. In addition, these farmers (who are mostly illiterate) benefit indirectly from the training programs through contact with the trained farmers and extension

Village women : In addition to their daily household chores, they play an active part in agricultural production, especially the production of food crops. They have as much need of training in farming techniques as their menfolk. Many organizations have programs for women in hygiene, health and nutrition. But there are hardly any in agriculture. The village women are mostly illiterate and less motivated than men to try new techniques because they do not perceive the effects of such change in monetary terms. This is particularly true in the case of export crops where the income goes almost exclusively to the men.

The women can generally be reached through the agricultural training seminars (which are conducted in local languages); 20 % of seminars participants. In any event they feel the indirect effects of the training the men are given, and this is reflected in an improvement in farm yields in the villages.

Extension officers (about 20 % of the beneficiaries). They are the immediate supervisors of the farmers and operate as employees of regional development organizations or companies. Their job consists in popularizing the techniques used for improving agricultural production. The level of general instruction of extension officers is that of school leaving certificate, sometimes more. Their agricultural training is often elementary.

Other development agents (about 15 % of the beneficiaries). Besides farmers and extension officers, other agents working in rural areas may and do benefit from I-F training: senior staff of regional development organizations, managers of small development projects, teachers, health officers, volunteers, etc.

.../.

b) Selection criteria of trainees

I-F does not enroll in correspondence courses or in seminars any applicant or group of applicants without making sure beforehand that certain conditions are met. Experience has taught I-F that these conditions are the minimum required for reasonable expectations of success in training. The selection criteria are of course slightly different for farmers and for extension or other development agents:

- Farmers:

- 1) people who cultivate the land themselves, wether young or old, men or women, and are prepared to put into practice what they learn. The training is not designed for young people who have just left school and do not want to farm but want to get a diploma. There is no diploma at the end of I-F training.
- 2) ready to form a study-group to learn together and help each other to learn and to put into practice new ways of cultivating. This enables those who are illiterate to benefit from the course read by group-members who are literate, when the course is available in local language. (I-F uses 8 African languages in addition to French and English) for correspondence course, much more for seminars).
- 3) ready to meet, at least symbolically, the cost of their training. Payment is an essential criterium of motivation. However its level is calculated so as not to prevent the poorer farmers from enrolling: subscription fees for one-year course vary from US \$ 1 to 20 according to regions.

- Extension officers and other development agents:

- 1) same as above but adapted to their situation: agents who want to continue and update their training and to improve their extension work, particularly by using a simple language when dealing with farmers.

- 2) Development agents study the course individually, but they are encouraged to form and lead study-groups of farmers.
- 3) Even if their agency pays for their training, they must participate in the cost for the same reasons as stated above.

IV - ECONOMIC ANALYSIS

A) ECONOMIC AND INSTITUTIONAL FACTORS

As the project is mainly geared towards the training of farmers to improve their agricultural knowledge, the assistance of INADES-FORMATION will achieve the following goals:

- increased agricultural production and increased yield, at a very low cost of production.
- increased income for the farmer and self-sufficiency in food
- improved standard of living for the farmer.

The project areas are mostly underdeveloped countries with a greater percentage of the population involved in agriculture and consequently in need of agricultural training. In most of the countries concerned, self-subsistence farming is wide-spread. The economic and social infrastructure of the regions determine the health standards, nutritional balance and education. In the past few years, the training of farmers and extension agents has been neglected and attention has been focused by the governments on other social factors. These countries are gradually becoming aware of the importance of training and thus developing a more comprehensive agricultural policy. In view of the financial investment involved, the development institutions of various countries are availing themselves of the effective and relatively inexpensive methods developed by INADES-FORMATION, for the training of their farmers and extension agents.

The other economic benefits of INADES-FORMATION Training are:

- the technical knowledge acquired through training should improve both the quality of agricultural production.

- the increased training of farmers should reduce the need for farmer advisory services and cut down the costs of the agricultural extension agencies.

- the groups of trained farmers acquire a leading role in the villages serving as encouragement to other villagers to learn modern methods.

There are also economic benefits to be enjoyed by the related groups:

- study-groups of farmers and extension officers will provide the opportunity to unenrolled farmers and women to join the farmers and to profit from the group support in terms of theoretical knowledge and practical implementation.

- there is an increase in general well-being and autonomy due to certain increases in income, self-sufficiency in food and better distribution of working time.

- the training acquired by women will improve their welfare role not only in health, nutrition and home matters, but in cultivating food crops while their husbands attend to cash crops.

B) TECHNOLOGICAL FACTORS

The assistance provided by INADES-FORMATION consists mainly of both materials and services that make up distance training, field training and special intervention. These are called pedagogical tools. They are the following:

- . Correspondence courses The agriculture course is prepared by agricultural engineers and technicians and is based on current research in agronomy and on the observations of INADES-FORMATION officers. The course booklets deal with improvements that are currently practicable by the farmers and that have been tested by the extension agencies and development corporations. Details of the course are dealt with in General Description of the Project.

. Sessions are organised for farmers in order to monitor the exercises done through the correspondence courses. The field sessions are always phased over the period of training. Though the general framework of the programme of the sessions is fixed, the content of the programme is determined by the trainees themselves.

As this project is continuation of other preceding projects, INADES-FORMATION is not introducing any new technology that is particular to this project alone except for looking at the feasibility of computerizing some elements of the operations at Head Office. Additional facilities will be provided for the project.

C) SOCIAL-CULTURAL AND ENVIRONMENTAL FACTORS

INADES-FORMATION gives consideration to traditional local structures in rural areas by proposing collective rather than individual transfer and dissemination of acquired knowledge to other villagers. INADES-FORMATION tries to incorporate its actions into the development measures already initiated under other programmes. It does not wish to counteract existing development programmes but lends its support to those which benefit from its method and guidance. The application of technical knowledge will not only improve agricultural production and income but also improve the living conditions of villagers and expose them to external influences and risks of modern world if these exposures and risks will not conflict with socio-cultural structures and traditions.

D) DIRECT IMPACT OF THE PROJECT

The project is focused on farmers from rural areas that constitute the majority of the population to which INADES-formation has given priority. It is these farmers who request, directly or through the intermediary of development agents, the support of INADES-FORMATION.

Farmers from these areas are organised into groups by a few of them who are more dynamic in the villages and anxious to learn modern techniques that will improve their agricultural production. The size of these groups always reflects the economic situation of the village concerned. It is pertinent to note that governments find it difficult to undertake the "training" phase of any development programmes: there is no hope in the nearest future of the beneficiaries also being able to finance the relevant training at its real cost.

E) THE PROJECT IMPLEMENTATION WITH DOMESTIC RESOURCES

Through various agreements signed between INADES-FORMATION, national office and government of the countries of operation, the Association is regarded as a service whose assistance is required on a permanent basis, and as such is an institution of that host country. INADES-FORMATION exists locally and is established in each country where the project will be executed. INADES-FORMATION responsibilities will be more broad-based as the training activity is not an end in itself but a single element after which the rural development programme is introduced.

V - PROGRAM MANAGEMENT

The implementation of the program will be carried out mainly by the Head Office. This implies that the Head Office defines clearly the ways and means of its action in the coming 3 years:

A) STRATEGY

The strategy can be defined as follows:

- reinforcement of staff at the Head Office particularly in the Research & Evaluation department. The details are given below in B)
- improvement of Head Office trainers' and researchers' expertise in the fields of evaluation of training needs, agro-economics and management. This will be done through trainers' training seminars and short courses attendance, as well as by the development of communication and collaboration with research institutions.
- firm planning of activities, periodically revised, to ensure both the regular implementation of the objectives and the adaptation of program implementation to circumstances and opportunities. Thus the timing of implementation shown in the summaries of assistance program (Annex 3, 4 & 5) may be modified while making sure that all actions planned are in the end actually completed.

B) ORGANIZATION

The Head Office is divided in three departments, plus the Director General's office.

- a) The Training department (Direction de la Formation) Supervises all training activities of INADES-FORMATION, Head Office and National Offices, and is the main center of production of training material. The main occupation of its staff is drafting and editing of training material.

It has also to follow-up subscribers from countries without National Office and occasionally gives assistance to National Offices training activities (seminars). The department is organised in several units:

- . Agriculture training courses: 3 agronomists
- . Socio-economic courses: 1 socio-economist
- . Community development: 1 sociologist
- . Agripromo quaterly: 2 journalists

These drafters collaborate together for every program even if the program is under the responsibility of one particular unit. They are assisted by a specialist in basic French writing and by an artist for illustration. The printing unit of the Head Office is in charge of publishing material when drafting is completed.

It is planned to reinforce this department with a specialist in rural women training (preferably a women) and an audiovisualist.

b) The Research & Evaluation department (Direction de la Recherche et de l'Evaluation) was created in 1981 in line with the recommendations contained in the evaluation reports of the previous AID financed projects. This department is in charge of study of I-F training policy, development of evaluation and training methods, identification of the training needs of farmers and development agents, formulation of outline of training programs. This department, as well as the Training department, takes care to keep in touch with current research in agronomy, socio-economics and pedagogy. The documentation received from research institutions serves as a support for the work of the department as well as the Training department. Visits are made to these institutions when a booklet is being drafted so as to get up-to-date information. Nevertheless this collaboration will be amplified as it has been stated above. (See ANNex 6: List of research institutions from which documentation is received, and samples of correspondence and contacts with these institutions).

The department which employs at present one and a half executives will be strengthened by the employment of two other executives. Two posts of research assistant have been opened and will be filled in, one immediately, the second in a few months time. Temporary staff exchanges between Training department and Research & Evaluation department will help to upgrade and broaden the capacities of all. Objectives two and three will thus be implemented by the combined means of these two departments.

c) The Administrative and Finance department (Direction Administrative & Financière) is in charge of:

- . Accountancy; 1 executive, 2 aids
- . Budget preparation and control; 1 executive
- . Relations with funding agencies; 1 executive
- . Staff administration and sundry services; 1 executive, 2 aids.

The Director and four executives assisted by lower-rank aids will be in charge of carrying out objective three of the program. When necessary, external consultants will be called in, e.g. for assistance to construction of new premises or for feasibility study of computer utilization.

d) The Director General's Office (Direction Générale) will coordinate and control the whole program implementation. The Director General will have under his direct authority:

- . Advisor for in-service training (conseiller pour la Formation permanente)
His job consists in elaborating a strategy for integration of research data by I-F training officers and in defining and carrying training programs for I-F trainers. A specialist having three years experience in an National Office has been called in to the Head Office for this purpose.
- . Internal auditor in charge of auditing national offices as well as Head Office accounts, procedures and expenses.

C) WORK PLAN

The work plan over the 3 year period of this project is detailed in ANNEXES 3, 4, & 5

VI - VALUATION

We deal here with the evaluation of the proposed program implementation.

A) INTERIM EVALUATIONS

After end of 1st and 2d year of the project, program will be evaluated and the report of evaluation will be made available to US-AID. The report will contain:

- list of activities actually carried out during the period under the three objectives of the program, comparison with planned program and explanation of differences.

- evaluation^{of} effectiveness: outputs of the program:

- . booklets published
- . evaluation reports
- . mission reports on administrative support

- evaluation of results of the program:

- . situation of enrollment to new courses
- . improvement in permanent evaluation and use of evaluation
- . results of research on new programs
- . improvement in administrative and financial management of National Offices.

- work-plan for the following year with corrections of the program

B) FINAL JOINT EVALUATION

After the end of the project, we suggest a joint evaluation carried out by US-AID and INADES-FORMATION.

The joint evaluation would consider the points mentioned for interim evaluation and any other point that US-AID would want to investigate.

VII - FINANCIAL PLANA) BUDGET OF PROPOSED PROGRAM

The proposed PROGRAM BUDGET SUMMARY (US Dollars) is as follows:

	1984/85	1985/86	1986/87	TOTAL
<u>I PUBLICATIONS</u>				
1. Reissues of AG training material	88,712	87,071	44,362	220,145
2. New publications				
- Management courses	44,145	57,946	102,532	204,623
- Training in commun. develop.	29,621	0	0	29,621
- AG Training course	0	10,058	0	10,058
-Quarterly Agripromo	50,382	57,208	64,994	172,584
<u>SUB TOTAL</u>	212,860	212,282	211,888	637,031
<u>II RESEARCH & EVALUATION</u>				
- Salaries	29,069	32,557	28,291	89,917
- Travel & perdiem	10,169	11,376	9,553	31,098
<u>SUB TOTAL</u>	39,238	43,933	37,844	121,015
<u>III ADMINISTRATIVE & FINANCE</u>				
- Salaries	20,640	15,583	11,558	45,781
- Travel & perdiem	12,043	17,333	1,400	30,776
<u>SUB TOTAL</u>	32,683	32,916	12,958	78,557
<u>TOTAL DIRECT COSTS</u>	284,781	289,132	262,690	836,603
OVERHEAD EXPENSES (12 %)	34,174	34,695	31,523	100,392
TOTAL PROJECT COSTS	318,955	323,827	294,213	936,995

In the proposed program description, assistance of Head Office to National Offices has been quantified in terms of publications, work-days and mission trips. The same items are used to estimate the budget.

Rate of exchange between F/CFA and US dollar is: US \$ = 420 F/CFA

57

a) Publications (objective one)

Costs of publications are calculated as a function of two variables:

- work-time necessary for drafting and preparation of test;
- printing costs. (see Annex 7: Elements of cost of a booklet)

It is worth noting that printing costs vary according to length of booklets (number of pages) and, of course, number of copies, while drafting cost has been estimated on an average basis.

i) Updating of existing material (See Annex 3 p.1)

<u>1984-1985</u>	DRAFTING COST	PRINTING COST	COST OF 1 BOOKLET	NUM. OF BOOKLETS	TOTAL CFA	TOTAL US \$
A2	1 713 000	1 250 000	2 963 000	9	26 667 000	63,493
A4	1 713 000	935 000	2 648 000	4	10 592 000	25,219
TOTAL 1984-1985.....				12	37 259 000	88,712
=====						
<u>1985-1986</u>						
A1	1 916 000	2 185 000	4 101 000	6	24 606 000	58,586
A4	1 916 000	1 075 000	2 991 000	4	11 964 000	28,485
TOTAL 1985-1986...				10	36 570 000	87,071
=====						
<u>1986-1987</u>						
A1	2 146 000	2 512 000	4 658 000	4	18 632 000	44,362

ii) New material Publication (See Annex 3 p.2 sq)

	DRAFTING COST	PRINTING COST	COST OF 1 BOOKLET	NUM. OF BOOKLETS	TOTAL CFA	TOTAL US \$
<u>1984-1985</u>						
- Introd. to managem.	2 490 180	600 000	3 090 180	6	18 541 080	44,145
- training in commu- nity develop	2 490 180	620 000	3 110 180	4	12 440 720	29,621
- Agripromo	2 490 180	2 800 000	5 290 180	4	21 160 720	50,382
TOTAL 1984-1985..				14	52 142 520	124,148
<u>1985-1986</u>						
- Introd. to managem.	2 786 800	690 000	3 476 800	4	13 907 200	33,112
- Farm Management	2 786 800	690 000	3 476 800	3	10 430 400	24,834
- A2 Pineapple	2 786 800	1 437 500	4 224 300	1	4 224 300	10,058
- Agripromo	2 786 800	3 220 000	6 006 800	4	24 027 200	57,208
TOTAL 1985-1986..				12	52 589 100	125,212
<u>1986-1987</u>						
- Farm Management	3 121 380	793 500	3 914 880	4	15 659 520	37,284
- Coop. Management	3 121 380	793 500	3 914 880	7	27 404 160	65,245
- Agripromo	3 121 380	3 703 000	6 824 380	4	27 297 520	64,994
TOTAL 1986-1987..				15	70 361 200	167,526

b) Increase in Research & Evaluation (Objective two)

The cost of an evaluation work-day (salaries and social charge) is estimated in 1984 at F/CFA 42,100. It is estimated at F/CFA 47,152 for 1985-86 and F/CFA 52,810 for 1986-87.

The cost of travelling (air transport) between Head Office and National Offices is shown in Annex 8.

Perdiem cost has been estimated at F/CFA 20,000 for the whole project.

The cost of implementation of objective two will be as follows:

1984-1985

Work-days	290 x 42 100 F =	12 209 000 F =	US \$ 29,069
Travel: Chad	1 x 350 000 F =	350 000 F	
Ivory Coast	2 x 33 000 F =	66 000 F	
Burkina Faso	2 x 100 200 F =	200 000 F	
Togo	1 x 64 600 F =	64 600 F	
Cameroon	1 x 190 000 F =	190 000 F	
	SUB TOTAL	= 871 000 F =	US \$ 2,074
Perdiem: 170 days x 20 000.....	=	3 400 000 F =	US \$ 8,095
	<u>TOTAL 1984/85</u>	<u>16 480 000 F</u>	<u>= US \$ 39,238</u>

1985-1986

Work-days:	290 x 47 152 F =	13 674 080 F/CFA =	US \$ 32,557
Travel: Cameroon	1 x 199 500 F =	199 500	
	1 x 262 500 F =	262 500	
Zaire	1 x 273 500 F =	273 500	
Burkina Faso	1 x 107 000 F =	107 000	
Chad	1 x 367 500 F =	367 500	
Burundi	1 x 368 000 F =	368 000	
	SUB TOTAL	= 1 578 000 F/CFA =	US \$ 3,757
Perdiem: 160 days x 20 000	=	3 200 000 F/CFA =	US \$ 7,619
	<u>TOTAL 1985-86</u>	<u>18 452 080 F/CFA</u>	<u>= US \$ 43,933</u>

1986-1987

Work-days:	225 x 52 810 F = 11 882 250 F/CFA = US \$ 28,291
Travel: Cameroon	3 x 209 500 F = 628 500
Rwanda	1 x 397 000 F = 397 000
Zaire	1 x 287 000 F = 287 000
	SUB TOTAL = 1 312 500 F/CFA = US \$ 3,125
Perdiem: 135 days x 20 000	= 2 700 000 F/CFA = US \$ 6,428
	<u>TOTAL 1986-87 = 15 894 750 F/CFA = US \$ 37,844</u>

c) Increase in administrative support (objective three)

The cost of an executive work-day is estimated at F/CFA 38 700 in 1984, F/CFA 43 344 in 1985-84 and F/CFA 48 545 in 1986-87.

Other elements of costs are the same as above.

The cost of implementation of objective three will be as follows:

1984-1985

Work-days:	224 x 38 700 F = 8 668 800 F/CFA = US \$ 20,640
Travel: Togo	2 x 64 400 F = 128 800
Cameroon	1 x 290 000 F = 290 000
(round trip to 4 offices)	
Cameroon	1 x 190 000 F = 190 000
(Yaoundé)	
Burundi	2 x 350 500 F = 701 000
Chad	1 x 350 000 F = 350 000
Burkina Faso	1 x 100 200 F = 100 200
Accountants from	
Ivory Coast Coast (1)	
Burkina Faso (1) Togo (2)	298 000

SUB TOTAL 2 088 000 F/CFA = US \$ 4 000

57

(continued)

SUB TOTAL	= 2 058 000 F/CFA = US \$ 4,900
Perdiem: 126 x 20 000	= 2 520 000 F/CFA
Seminar of accountants in Abidjan:	
(1 + 5) x 4 = 24 x 20 000	= 480 000 F/CFA
	<hr/>
	3 000 000 F/CFA = US \$ 7,143
<u>TOTAL 1984-85</u>	<u>13 690 800 F/CFA = US \$ 32,683</u>

1985-1986

Work-days:	151 x 43 344 F = 6 544 944 F/CFA = US \$ 15,583
Travel: Cameroon	1 x 199 500 F = 199 500
Rwanda	1 x 378 000 F = 378 000
Chad	2 x 367 500 F = 735 000
Burundi	1 x 368 000 F = 368 000
Zaire	1 x 273 500 F = 273 500
Management Staff from 9 National Offices to Abidjan.	= 2 426 000
	<hr/>
	4 380 000 F/CFA = US \$ 10,428
Perdiem: 91 x 20 000	= 1 820 000 F/CFA
Seminar on management in Abidjan: (6 days x 9 = 54 x 20 000)	= 1 080 000 F/CFA
	<hr/>
SUB TOTAL	2 900 000 F/CFA = US \$ 6,905
<u>TOTAL 1985-86</u>	<u>13 824 944 F/CFA = US \$ 32,916</u>

1986-1987

Work-days:	100 x 48 545 F = 4 854 500 F/CFA = US \$ 11,558
Travel: Burundi-Kenya	1 x 388 000 F = 388 000 F/CFA = US \$ 924
Perdiem: 10 x 20 000....	= 200 000 F/CFA = US \$ 476
	<hr/>
<u>TOTAL 1986-87</u>	<u>5 442 500 F/CFA = US \$ 12,958</u>

56

B) RESOURCES HISTORY

a) Past Budgets

Expenses and resources for the whole INADES-FORMATION organization (Head Office and 10 National Offices) were as follows in past years:

<u>in us \$ 1000</u>	\$ 1=20 F/CFA			
	<u>1980-81</u>	<u>1981-82</u>	<u>1982-83</u>	<u>1983-84</u> estimation
<u>EXPENSES</u>				
- Operationnal	1,429	1,732	2,208	2,607
- Equipment	325	114	395	306
<u>TOTAL EXPENSES</u>	<u>1,754</u>	<u>1,846</u>	<u>2,603</u>	<u>2,913</u>
<u>RESOURCES</u>				
- Grants	1,564	1,946	2,462	2,443
- Self-generated	138	173	348	347
<u>TOTAL RESOURCES</u>	<u>1,702</u>	<u>2,119</u>	<u>2,810</u>	<u>2,790</u>

The origin of grants is detailed here in percentages:

MISEREOR/ZENTRALSTELLE	32.1 %	26.3 %	29.3 %	24.2 %
EZE (West Germany)	7.7	3.1	6.4	6.8
CEBEMO (Netherlands)	8.6	9.6	2.2	7.8
NOVIB (Netherlands)	12.0	7.4	6.5	11.0
SWISS COOPERATION	1.2	4.3	8.0	9.6
FASTENOPFER (Switzerland)	7.9	9.8	3.2	3.1
BD + AGCD (Belgium)	3.9	4.1	3.8	0.5
OXFAM OF ENGLAND	6.2	4.7	2.5	3.5
FRENCH COOPERATION	5.5	6.3	9.6	7.7
FRENCH NGOS	1.9	1.8	1.3	1.2
ACDI (Canada)	6.1	7.2	14.0	16.0
DEVELOPMENT & PEACE (Can.)	-	1.5	3.4	0.7
OXFAM QUEBEC	-	-	1.7	2.3
US-AID	6.7	12.6	4.7	1.5 *
OTHERS	0.2	1.3	3.4	4.1
	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>

* Zaire National Office specific project (appropriate technology)

b) 1984-1987 Budgets

See in ANNEX 9 detailed operating and equipment budget for 1984-85. Budget for 1985-86 and 1986-87 are being studied currently.

Estimation of expenses and resources of the whole INADES-FORMATION organization for the 3 coming years is as follows:

<u>(US \$ 1000)</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
<u>EXPENSES</u>			
- Operationnal	3,255	3,417	3,656
- Equipment	340	210	200
<u>TOTAL EXPENSES</u>	<u>3,595</u>	<u>3,627</u>	<u>3,856</u>
<u>RESOURCES</u>			
- Grants (present request excluded)	2,779	2,717	2,814
- Self-generated resources	300	350	360
- Present request	319	323	294
- Funding needs	197	237	388
<u>TOTAL RESOURCES</u>	<u>3,595</u>	<u>3,627</u>	<u>3,856</u>

Operational expenses (without depreciation) for 1985-86 and 1986-87 have been estimated with an increase of 5 % and 7 % respectively.

Equipment expenses for 1984-85 include \$ 180,000 for constructions in two National Offices. Implementation of these constructions will depend in fact on the availability of grants.

Grants mentioned are those who are expected with a reasonable degree of certainty.

Self-generated resources have significantly increased in past two years. We hope to be able to increase them in the future. Nevertheless our forecast is cautious. (See Annex 10).

The line "funding needs" shows that to date we are not assured of all resources necessary to cover forecast expenses. New sources of funds are actively searched for. In any case expenses will be adjusted to available resources. Budget monitoring leads to a revision of current budget and decisions every three months.

C) FINANCIAL MANAGEMENT

a) Staff

Director General: Edouard de LOISY, 45, degree in Economics, 15 years experience.

The Staff of the Administration and Finance department of INADES-FORMATION Head Office is made up at present of following persons:

- Director: Guillaume ECRABET, 34, graduated from the "Institut Supérieur du Commerce Extérieur" (Paris), 8 years experience.

- 1 Secretary to the Director

- 4 Executive Officers in charge of:

. Relation with funding agencies: Abdou KOITA, 36, degree in Economics (Lille University), 1 year experience.

. Budget preparation and control: Pierre GLIDJA, 36, Business Administration Baccalaureat of the "Ecole des Hautes Etudes Commerciales" (University of Montreal), 5 years experience.

. Accounting and internal audit: Bah Kan YAO, 31, degree in Business Administration (Dess: CAAE, Toulouse University) 3 years experience.

. Personnel and Sundry Services: N'Goran OKA, 33, degree in Book keeping, 10 years experience.

- 4 Office employees:

- . 2 assistants to the accounting department
- . 1 assistant to personnel and sundry services
- . 1 cashier (also driver in charge of errands)

b) Requested Schedule of Payments by US-AID

	<u>US \$</u>
<u>1984-1985</u>	
. October 1984	160,000
. March 1985	110,000
. August 1985	<u>48,955</u>
	318,955
<u>1985-1986</u>	
. October 1985	160,000
. March 1986	115,000
. August 1986	<u>43,826</u>
	323,827
<u>1986-1987</u>	
. October 1986	145,000
. March 1987	100,000
. After final financial Report	<u>49,213</u>
	294,213

c) Financial Reports

Every quarter the Head Office will present REDSO/WA with an implementation and financial report for three-month periods ending March, June September and December. The report will detail activities carried out for the program during the period and the corresponding expenses.

The report will be submitted for verification to a chartered accountant before being sent to US-AID.

INADES-FORMATION agrees to an inspection of its records by US-AID appointed inspectors or auditors.

-0-0-0-0-0-0-0-0-0-0-0-0-0-0-

CONCLUSION

See in Annex 11: End of project summary

In order to meet the ever increasing needs of farmers INADES-FORMATION has developed efficient and lively teaching material and aids based on the needs and the living conditions of the beneficiaries namely farmers, extension officers and other development workers.

Hence our efforts to always up-date our teaching material taking into account the results of the most recent research and evaluation, INADES-FORMATION has accounted most encouraging results throughout its twenty years experience and African farmers have been trained successfully.

The support requested will enable INADES-FORMATION to improve its actions with African farmers and therefore to increase their productivity and welfare.

INADES-FORMATION takes the opportunity to thank US-AID and REDSO/WA for any consideration given to this financial request.

Abidjan, 26 October 1984



Guillaume ECRABET
Director of Administration
and Finances



Edouard de LOISY
Director General

A N N E X E S



TABLE OF CONTENT OF ANNEXES

- ANNEX
1. Description and evaluation of previous AID funded projects
 2. Organization of INADES-FORMATION
 3. Summary of assistance program for correspondence courses and teaching aids
 4. Planning of intervention of the Evaluation and Research Department
 5. Planning of intervention in the increase in the administrative support
 6. List of research institutions from which documentation is received, and samples of correspondence and contacts with these institutions
 7. Elements of cost of booklet publication
 8. Average transportation costs between Head Office and National Offices
 9. Operating and equipment budgets of INADES-FORMATION for 1984 - 1985
 10. Estimation of self-financing for 1984-1985 to 1985-87
 11. End of project summary.

DESCRIPTION AND EVALUATION SUMMARY
OF PREVIOUS AID FUNDED PROJECTS

FIRST PROJECT

The first project entitled "Training in Agriculture in Africa n° 698-0501" (amount US \$ 250,000) helped to promote a first year training program in agriculture for 560 farmers and extension workers in 6 countries: Burundi, Burkina Faso, Cameroon, Ivory Coast, Rwanda and Zaire.

The training was carried out using correspondence courses, seminars and visits to farmers.

It was started in September 1980 and was completed in December 1981 in only 5 countries as Burkina Faso could not participate because farmers and extension workers did not satisfy the criteria for recruitment. The evaluation of the project was carried out in 5 countries by representatives of INADES-FORMATION and REDSO/WA. The findings and summary of evaluation report issued in June 1982 is as follows:

Out of 455 farmers and 108 extension workers enrolled, 224 farmers (49.3%) and 33 extension workers (32.1%) completed the course. Average number of exercises done by all enrolled subscribers was 6.3 (out of 9).

Out of the farmers and extension workers tested on theoretical knowledge of the course, 58% of them answered 80 to 100% of the questions correctly and only 6.5% answered below 50% correctly.

All participants could be said to have achieved a good level of theoretical knowledge.

On site verification revealed that 90% of the participants had done practical applications; 58% of the participants stated an increase in production following the adoption of the newly acquired techniques while 21% noted that the techniques encouraged higher plant-growth.

The conclusion reached by the evaluation was that the first year course in agriculture and the corresponding follow-up had generated undeniable positive results in both theoretical knowledge and practical implementation. The impact on villagers and their families had been significant.

SECOND PROJECT

The second project entitled "Training in Agriculture in Africa n° 698-0502" (amount US \$ 450,000) started early in September 1981 and was completed in March 1983.

The purpose of the grant was to provide:

- The furtherance of the training (2nd year of the agriculture training courses) of 225 farmers selected among the 560 which were enrolled for the 1st year during the previous project;
- Enrollment for the 1st year of the agricultural training courses of 113 farmers or extension workers from seven countries: Ivory Coast, Burkina-Faso, Chad, Cameroon, Zaire, Burundi and Rwanda;
- The strengthening of the human and material resources of INADES-FORMATION.

A joint evaluation was carried out with REDSO/WA and the final evaluation report was issued in August 1983.

119 subscribers were enrolled in the first series (objective: 225).
At the time of evaluation, 49.6% were expected to complete the course.

183 were enrolled in the second series (objective: 225).
At the time of evaluation, 55.5% were expected to complete the course.

Findings of impact evaluation of INADES-FORMATION program can be summarized as follows:

For Farmers:

- Taking up new agricultural techniques such as linear sowing at the right density, use of organic and chemical fertilizers, crop maintenance techniques;
- Cultivation of new crops e.g. garden crops, soja bean;
- Improvement in livestock rearing techniques, particularly cattle parking and feeding;
- A fair number of subscribers of 3rd series keep the accounts of their farm;
- Reliable information was collected on production of 60% of subscribers. Out of these 90% have experienced an increase in production;
- Main factors having a positive influence on impact of training:
 - (i) proper assimilation of the course and regular follow-up;
 - (ii) availability of agricultural inputs, and credit, regular marketing opportunities.
- Through subscriber himself, the training has assured impact on family (women) and village environment: imitation, participation to mutual assistance groups.

For Extension Workers:

- Improvement and broadening of technical knowledge;
- Better capacity to transfer knowledge and know-how to farmers;
- Positive change in their relations with farmers: they feel more at ease and self-confident in their extension work and get convinced that showing respect to opinions and decisions of farmers is in the long run more efficient than being authoritarian and imposing decisions.

Institutional strengthening achieved a significant improvement in financial and staff management and provided very helpful equipments.

ORGANIZATION OF INADES - FORMATIONINADES-FORMATION:

International Association governed by the Ivorian law, recognized by the decision n° 73/INT/AG/2 of January 26, 1977, recognized to be in the public interest by the decree n° 79/586 of July 11, 1979.

REGISTERED OFFICE: 08 BP 8 ABIDJAN 08 (Republic of Ivory Coast)
Phone: 44 31 28

GOVERNING BODY: Governing Council (7 members)

<u>MEMBERS</u>	<u>FUNCTION</u>	<u>NATIONALITY</u>
Mr. Jean-Baptiste AMETHIER	President	Ivorian
Mr. Jérémie Mémé GNALEGA	Secretary	Ivorian
Mr. Philippe DUBIN	Member	French
Mr. Richard ERPICUM	"	Belgian
Mrs Fati OUEDRAOGO	"	Burkinabe
Mr. Jean-Baptiste TCHEULACHUIE	"	Cameroonian
Mr. WORKU Hunde	"	Ethiopian

The Governing Council is elected by the GENERAL ASSEMBLY of the Association which included 82 members in 1983.

DIRECTOR GENERAL: Edouard de LOISY

DIRECTORS OF THE HEAD OFFICE

Guillaume ECRABET, Economist	- Director of Administration and Finance
Jean-Luc MASSON, Lawyer	- Director of Research and Evaluation
Peter VIVON, Agronomist	- Director of the Training Department

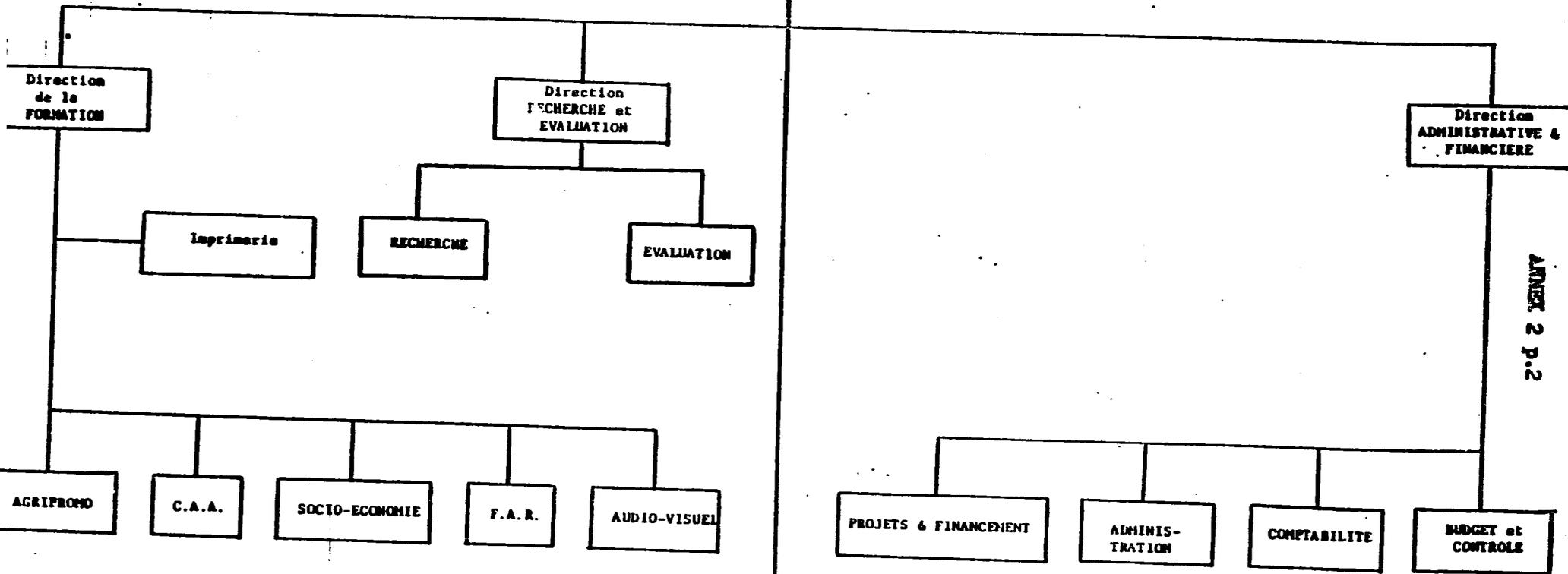
NATIONAL OFFICES

<u>ADDRESS</u>	<u>CITY</u>	<u>NAME OF THE DIRECTOR</u>	
INADES-FORMATION BURKINA FASO	BP 1022	OUAGADOUGOU	Mr. Louis Pierre SANOU
INADES-FORMATION BURUNDI	BP 2520	BUJUMBURA	Mrs Catherine BUYOYA
INADES-FORMATION CAMEROON	BP 11	YAOUNDE	Mr. J.B. TCHEULACHUIE
INADES-FORMATION CHAD	BP 945	NDJAMENA	Mr. José-Luis FERRER
AGRI-SERVICE ETHIOPIA	POB 2460	ADDIS-ABABA	Ato TELAHUN Haïlé
INADES-FORMATION IVORY COAST	01 BP 2007	BOUAKE 01	Mr. Gnamien KONAN
INADES-FORMATION KENYA	POB 14022	NAIROBI	Mr. Gilles PION
INADES-FORMATION RWANDA	BP 866	KIGALI	Mr. Richard ERPICUM
INADES-FORMATION TOGO	BP 39	ATAKPAME	Mr. Nagbandjoa NADIEDJOA
INADES-FORMATION ZAIRE	BP 5717	KINSHASA	Mr. Joseph SEGERS

DIRECTION GENERALE

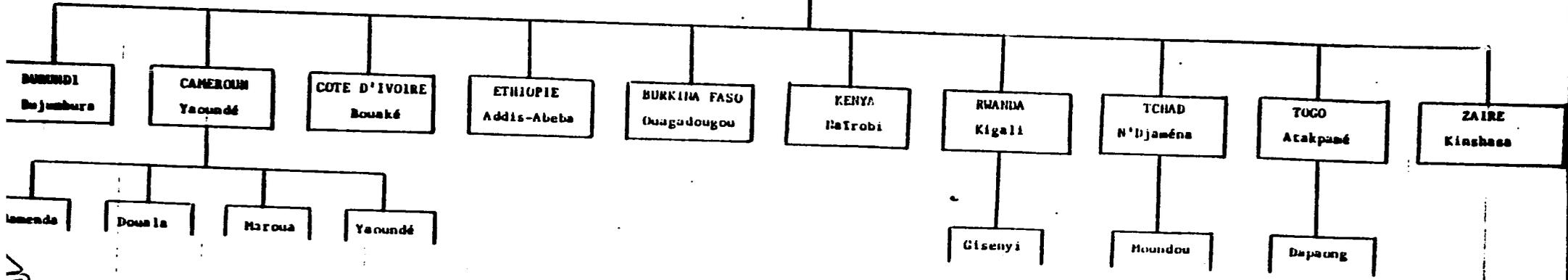
FORMATION PERMANENTE

AUDIT INTERNE



ANNEX 2 p.2

BUREAUX NATIONAUX ET ANTENNES



20

SUMMARY OF ASSISTANCE PROGRAM FOR CORRESPONDENCE
COURSES AND TEACHING AIDS

	1984 - 1985	1985 - 1986	1986 - 1987
<p><u>UPDATING OF EXISTING MATERIAL</u></p> <p>Most of these booklets have been in existence for 5 years or more and need a technical and pedagogical indepth review and updating.</p> <p>Information must be collected, edited and booklets printed.</p> <p>The booklets are published in French and average 48 pages.</p>	<p><u>Agricu'tural Training Course</u></p> <p>A 2: <u>Farmer Production Series</u></p> <ul style="list-style-type: none"> . Ox-driven Ploughing . Rubber Tree . Coffee Tree . Cocoa Tree . Tobacco . Bananas . Fruit Trees . Sheep and Goat . Pig Farming <p><u>9 Booklets</u></p> <p><u>6,000 copies each</u></p> <p>A 4: <u>Extension Series</u></p> <ul style="list-style-type: none"> 1. Who is the extension officer 2. Constraints in extension work 3. Knowledge of rural environment 4. How the extension officer adapts to environ. <p><u>4 Booklets</u></p> <p><u>4,000 Copies each</u></p>	<p><u>Agricultural Training Course</u></p> <p>A 1: <u>General Agriculture and Animal Husbandry Series</u></p> <ul style="list-style-type: none"> 0. Introduction 1. How to choose your land 2. How to prepare your land 3. How to till 4. How to sow 5. How to do general husbandry operations <p><u>6 Booklets</u></p> <p><u>10,000 Copies each</u></p> <p>A 4: <u>Extension Series</u></p> <ul style="list-style-type: none"> 5. Stages of an extension program 6. Communication media 7. Use of communication media 8. The extension officer and his boss <p><u>4 Booklets</u></p> <p><u>4,000 Copies each</u></p>	<p><u>Agricultural Training Course</u></p> <p>A 1: <u>General Agriculture and Animal Husbandry Series</u></p> <ul style="list-style-type: none"> 6. How to protect the plants 7. How to harvest 8. Feeding and housing animals 9. Breeding and diseases <p><u>4 Booklets</u></p> <p><u>10,000 Copies each</u></p>

11

	1984 - 1985	1985 - 1986	1986 - 1987
<p><u>DEVELOPMENT OF NEW TEACHING MATERIAL</u></p> <p>Development of these materials imply documentation (INADES-Documentation Library: 37,000 books, 250 periodicals), collecting information from research institutions and field research and inquiries, in order to adapt the teaching to real situation and needs of target groups.</p> <p>Booklets will be published in French.</p>	<p><u>Introduction to Management Series</u></p> <ol style="list-style-type: none"> 0. Foundation for effective Management 1. Communication 2. Working with people 3. Basic Planning 4. Collecting and Using information 5. Planning and Implementing <p><u>6 Booklets</u></p> <p><u>1,500 Copies each</u></p>	<p><u>Introduction to Management Series</u></p> <ol style="list-style-type: none"> 6. Controlling Finance 7. Intermediate Finance 8. Personnel Management 9. Project Administration <p><u>4 Booklets</u></p> <p><u>1 500 Copies each</u></p> <p><u>Farm Management Series</u></p> <ol style="list-style-type: none"> 1. Inputs 2. How to make a balance sheet 3. The operation account <p><u>3 Booklets</u></p> <p><u>1,500 Copies each</u></p> <p><u>Agricultural Training Course</u></p> <p>A 2: <u>Farmer Production Series</u></p> <p>. Pineapple</p> <p><u>1 Booklet</u></p> <p><u>6,000 Copies each</u></p>	<p><u>Farm Management Series</u></p> <ol style="list-style-type: none"> 4. Profitability of Investments 5. Credit 6. Marketing 7. How to use balance sheet and operation account <p><u>4 Booklets</u></p> <p><u>1 500 Copies each</u></p> <p><u>Cooperative Management Series</u></p> <ol style="list-style-type: none"> 1. Cooperative principles and operation 2. President and Secretary 3. Treasurer and Book-keeping 4. Cooperatives members 5. Credit Cooperation 6. Marketing Cooperation 7. Production Cooperation <p><u>7 Booklets</u></p> <p><u>1,500 Copies each</u></p>

12

1984 - 1985	1985 - 1986	1986 - 1987
<p style="text-align: center;"><u>Training in Community Development</u></p> <p>7. Action follow-up 8. Action Evaluation 9. How to set up a community organization • Series of data sheets (equivalent of 4 booklets) (3,000 copies each)</p> <p style="text-align: center;"><u>AGRI PROMO</u></p> <p>49. Small Trade at Village 50. The Tree 51. Family Garden 52. Pesticides and Health</p> <p style="text-align: center;"><u>4 Issues</u> <u>10,000 Copies each</u></p>	<p style="text-align: center;"><u>AGRI PROMO</u></p> <p>53. Organization of Farm Operation 54. The Extension Officer in the village 55. Family Budget 56. Mother & Child in Rural Area</p> <p style="text-align: center;"><u>4 Issues</u> <u>10,000 Copies each</u></p>	<p style="text-align: center;"><u>AGRI PROMO</u></p> <p>57. Young People in the Village 58. Information in Rural Areas 59. Food Self-Reliance 60. (Topic to be determined)</p> <p style="text-align: center;"><u>4 Issues</u> <u>10,000 Copies each</u></p>

62

PLANNING OF INTERVENTION OF THE EVALUATION
AND RESEARCH DEPARTMENT

ANNEX 4

	WORK - DAYS		
	1984/85	1985/86	1986/87
<u>PERMANENT EVALUATION</u>			
Burkina Faso	40 *		
Chad	40 *		
Ivory Coast	40 *		
Cameroon			
Bamenda		30 *	
Douala			30 *
Maroua		30 *	
Yaoundé			30 *
Zaire		40 *	
Kenya			30 *
<u>SPECIFIC EVALUATION</u>			
Cameroon: ZAPI	30 *		
Burkina Faso: Village Walls		30 *	
<u>RESEARCH</u>			
. Management Program	50		
. Audio-visual Program	10		
. Women's Program (assistance in program research and conception in each country)	30	30	30
. Cooperatives Program		30	30
. Farm Management Program		30	30
<u>TRAINING INTERVENTIONS FOR THE USE OF EVALUATION</u>			
Ivory Coast	10 *		
Burkina Faso		10 *	
Togo	10 *		
Chad		10 *	
Burundi		10 *	
Cameroon			20 *
Rwanda			15 *
Zaire			10 *
<u>TOTAL WORK-DAYS</u>	<u>290</u>	<u>290</u>	<u>225</u>

* Assistance which requires trip to National Offices

14

PLANNING OF INTERVENTION IN THE INCREASE
IN THE ADMINISTRATIVE SUPPORT

	WORK - DAYS		
	1984/1985	1985/1986	1986/1987
<u>ACCOUNTING SERVICES</u>			
Assistance to Togo following opening of regional branch	10 *		
Assistance to Cameroon 4 offices	20 *	15 *	
Assistance to Burundi-Rwanda-Kenya-Zaire	10 *	10 *	10 *
Assistance to Chad to set up standard accounting system	30 *	10 *	
"5 days" seminar for accountants in Head Office: Ivory Coast-Burkina Faso-Togo * *	20		
Feasability of computer utilisation		30	90
<u>BUDGET PREPARATION AND CONTROL</u>			
Re-design of budget forms and standard instructions manual	40		
Seminar on management for management staff of national offices; "5 days" * *		30	
<u>STAFF MANAGEMENT STATUTES</u>			
Assistance to: Burkina Faso	8 *		
Cameroon	10 *		
Togo	8 *		
Chad		8 *	
Burundi		10 *	
Zaire		8 *	
<u>CONSTRUCTION OF NEW PREMISES</u>			
Assistance to: Burundi	30 *		
Chad		30 *	
TOTAL WORK-DAYS:	<u>224</u>	<u>151</u>	<u>100</u>

* Assistance which requires a trip to national offices

* * Seminar which requires a trip from national office to Head Office for concerned staff.

17

This annex shows current links between INADES-FORMATION and Research Institutions.

We may quote:

1. List of Research Institutions from which publications are available at INADES-Documentation Library.
2. List of agronomy Research Institutes in IVORY COAST. INADES-FORMATION is in regular contact with them when preparing teaching material relating to their field of research. For example, we visited IDESSA in BOUAKE in January 1983 when preparing a booklet on rice. In January 1984, IRCA was visited to collect research results for preliminary studies prior to the drafting of booklet on rubber tree.
3. Collaboration with WARDA (ADRAO) at a seminar by IAB of BOUAKE (see letter).
4. Collaboration with MICHIGAN STATE UNIVERSITY NFE (see letters).

We may also quote a resolution passed by Association General Assembly in 1983:

"Resolution n° 4

Considering:

- the necessity to give our activities greater dynamism and to innovate in order to favour the self-development of rural populations,

The General Assembly recommends:

1. that national offices and the Head Office gather more information through contacts with scientific Research Institutes, agencies in charge of research in pedagogy and communication means,
2. that research activities at the Head Office be intensified and that a better collaboration prevails among the Direction of the Training Department, the Direction of Research and Evaluation and national offices,
3. that research in communication be initiated on our training methods and means in connection with national offices."

LISTE DES INSTITUTS DE RECHERCHES AGRICOLES DONT
INADES-DOCUMENTATION RECOIT LES REVUES

888888888888

- CENTRE D'ETUDES ET D'EXPERIMENTATION DU MACHINISME AGRICOLE
(C.E.E.M.A.T.)
Parc de Tourvois, 92 160 ANTONY (France)
- CENTRE INTERNATIONAL POUR L'ELEVAGE EN AFRIQUE
(CIPEA)
B.P. 5 689 ADDIS-ABEBA (Ethiopia)
- COMMONWEALTH BUREAU OF AGRICULTURAL ECONOMICS
(C.A.B)
Dartington House, Little Clarendon Street, OXFORD OXI 2HH (England)
- KONINKLIJK INSTITUUT VOOR DE TROPEN
Departement of Agricultural Research
Mauritskade 63, 1 092 AD AMSTERDAM (The Netherlands)
- INSTITUT D'ELEVAGE ET DE MEDECINE VETERINAIRE DES PAYS TROPICAUX
(I.E.M.V.T)
10, rue Pierre-Curie, 94 704 MAISONS-ALFORT CEDEX (France)
- INSTITUT DE RECHERCHES AGRONOMIQUES TROPICALES ET DES CULTURES VIVRIERES
(I.R.A.T)
45, Av. de la Belle Gabrielle, 94 130 NOGENT-SUR-MARNE (France)
- INSTITUT INTERNATIONAL DE LA POTASSE
Case postale 121, CH-3 048 WORBLAUFEN (Suisse)
- INSTITUT DE RECHERCHES DU CAFE, DU CACAO ET AUTRES PLANTES STIMULANTES
(IRCC)
42, rue Scheffer, 75 116 PARIS (France)
- INSTITUT DE RECHERCHES DU COTON ET DES TEXTILES EXOTIQUES
(IRCT)
42, rue Scheffer, 75 116 PARIS (France)
- INSTITUT DE RECHERCHES POUR LES HUILES ET OLEAGINEUX
(I.R.H.O)
11, Square Pétrarque, 75 116 PARIS (France)

11

- INSTITUT DE RECHERCHES SUR LES FRUITS ET AGRUMES
(I.R.F.A)

6, rue du Général Clergerie, 75 116 PARIS (France)

- INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE
(IITA)

Oyo Road, PMB 5 320 IBADAN (Nigeria)

888888888888888888888888888888

RESEARCH INSTITUTES IN THE IVORY COAST

Agronomy Research

South - Forest Region

ORSTOM - Office de la recherche scientifique d'outre mer (fundamental research in all disciplines).

Nestle - does research on legumes under auspices of ORSTOM.

CIFTI - Centre Forestier Tropical (forestry research)

IRCO - Institut de recherche sur le cafe et le cacao et autres plantes stimulants (coffee, cocoa, etc research)

INCA - Institut de recherche sur le caoutchouc (rubber research)

IRHO - Institut de recherche sur le riz et les oléagineux (rice, coconut, peanut)

Center-North Region

IRCT - Institut de recherche sur le coton et textile (principally cotton)

IRAT - Institut de recherche agronomique tropical (food production, based in Bouake)

CRZ - Centre de recherche zootechnie (animal production, meat)

Note: The three above institutes together constitute IDESSA, Institut des savannes. IDESSA groups the three institutes under one director and provides the management services for all three.

University Institutes

CIRES -

CIRT - Centre Ivoirien de recherche technologique (processing of agricultural products)

ITI - Institut de technologie tropical (food processing, especially using manioc flour as a substitute for wheat in the preparation of bread)

Institut Pasteur - medicine research

INSTITUT DES SAVANES

IDESSA

Siège Social : BOUAKE

V/Réf. : N° 83/0072/AA/AT

V/Réf. :

Bouaké, le.....21.....Janvier.....1983....

Objets :

Monsieur le Directeur
de la Formation INADES

08 B. P. 3

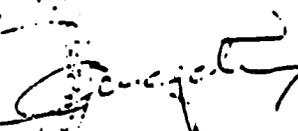
ABIDJAN 08

Monsieur le Directeur,

En réponse à votre lettre du 13/01/1983, nous avons l'honneur de vous indiquer que nos services seront disponibles, à la période indiquée, pour recevoir Messieurs SIMPARA et MINHOUE.

Salutations distinguées.

Le Directeur Général de l'IDESSA




A. ANGELINI

Ampliation :

Filière Riz-Maïs

28 FEVR. 1984

Union Discipline Travail

INSTITUT AGRICOLE de BOUAKE



Bouaké le

Le Directeur à

Monsieur le Directeur
de l'INADES Formation
08 B.P. 8 ABIDJAN

V/REF

N/REF 196 /IAB/FO

OBJET: Demande d'Intervention

Monsieur le Directeur,

Suite à la démarche de Monsieur MORIN Daniel auprès du père XAVIER ROUSSELOT le Vendredi dernier 27 Janvier, j'ai l'honneur de vous informer officiellement par la présente de l'intérêt que nous portons à votre mode de formation et de vulgarisation par correspondance.

Et, au cours d'un séminaire que l'IAB organise pour l'ADRAO (Association pour le Développement de la riziculture en Afrique de l'Ouest) dont le thème est :

"les méthodes de vulgarisation"

Nous souhaiterions qu'un représentant d'INADES Formation vienne exposer vos principes et vos méthodes de vulgarisation.

Cette intervention est prévue le 30 Mars de 10 à 12h. Nous souhaiterions aussi, dans la mesure du possible que la personne qui interviendra reste l'après-midi pour participer aux travaux de réflexion sur les méthodes individuelles de vulgarisation.

L'ensemble des exposés et travaux réalisés au cours de ce séminaire qui se déroulera du 18 Mars au 27 Avril s'adressera à une trentaine d'ingénieurs et techniciens confirmés, chargés de programme de vulgarisation sur le riz, tous originaires de différents pays d'Afrique de l'Ouest francophone et anglophone.

En comptant sur votre collaboration, je vous prie de croire, Monsieur le Directeur en l'expression de ma considération distinguée./-

LE DIRECTEUR

[Signature]
A. WOÏ-MESSE

41

Dr George AXIM
Midwest Universities Consortium
for International Activities (MUCIA)
Michigan State Universities
East Lansing, Michigan - U.S.A.

PD/ak 2771

Dear Dr Axim,

During a recent visit to this Institute of Dr Robert Lindsay of the University of Minnesota, Minneapolis, he gave me your name and address and assured me that our program would be of interest to you.

Founded in 1962, INADES has been particularly concerned with the problems of the rural world. Pan-african in name and vocation, INADES has been pursuing programs in agriculture and "animation rurale" by a non-formal approach ie correspondence course. Writing a correspondence course for peasants most of whom are illiterate may look like an aberration. In fact we have registered encouraging success.

I am sending you specimens of our program in addition to a brochure that explains in some detail our method. You will also find in the collection an evaluation study on some of the groups in Mali that are following the Agriculture course. Many Organizations have expressed readiness to finance more evaluation work and we are now working out details.

Our activities were limited initially to the francophone countries of Africa. Later on, we were invited by the Ethiopian Government to extend our activities to Ethiopia. Our courses were then translated into Amharic and we set up an office at Soddo in the district of Wollamo under the name Agri-Service-Ethiopia. Some years ago the FAO started translating the agriculture courses into English and this has enabled us to start extending the program into anglophone Africa and if our plans come through, we will be starting a regional office in Ghana early next year for the anglophone countries. It may be pertinent to draw your attention to the fact that since the translation of the courses into English, the FAO has also translated them into Arabic, and Indonesian languages. Hindi and Spanish translations

.../...

are being done.

I will stop at this and look forward to hearing from you.

Sincerely yours,

Philippe DUBIN
Director of INADES-formation

Enclosures :

Mrs Caroline KUENEMAN
International Institute of Tropical
Agriculture
Oyo Road,
IBADAN (Nigeria)

IK/me n° **6549**

Abidjan, le 25 Septembre 1978

Dear Mrs Kueneman,

We thank you for your letter dated August 9, for which we have been late to answer, please would you excuse us..

You will find enclosed some documents about Inades-formation : list of our publications, Report of activities 1977, "What is Inades-formation". We do not yet have an office in Nigeria, but most of our pedagogical materials have been translated into english either by FAO or by ourselves. We have a national bureau working in Nairobi (Kenya), in Ethiopia and in (english-speaking) western Cameroon. AGUIPROMO is published only in french ; please find here n° 22 & 23.

We remain at your disposal if you need any more information.
With our best regards,

Sincerely

P.J.

Isaac KINGDO
Director for Administration & Finance

MICHIGAN STATE UNIVERSITY

INSTITUTE FOR INTERNATIONAL STUDIES
COLLEGE OF EDUCATION
513 ERICKSON HALL

EAST LANSING • MICHIGAN • 48824 • USA

PROGRAM OF STUDIES IN NON-FORMAL EDUCATION
INFORMATION CENTER

22 January 1980

Mr. Philippe Dubin, Director General
INADES
B. P. 8008
Abidjan, IVORY COAST

Dear Mr. Dubin:

Thank you, again, for all your hospitality and kindness during my visit to INADES in December. I am honored to have had the chance to meet you and your colleagues and to familiarize myself with INADES' excellent work.

It seems as though a good deal of compatibility exists between the goals and activities of INADES and the Non-Formal Education Information Center. Our own work is detailed in the most recent annual report, a copy of which I am sending to you under separate cover.

As I indicated during my visit, Michigan State University wishes to collaborate with several other organizations to further develop a non-formal education network, to serve development planners and practitioners working on behalf of the least advantaged peoples of the world. We are very interested in further discussing the possibility of collaborating with INADES for this purpose. Here enclosed is a brief description of the Non-Formal Education Information Center, including our scope of work under contract with the Agency for International Development. Our contract would enable us to provide some modest support for INADES in such areas as training, preparation of materials and publications, document procurement, and communications.

Joan M. Claffey, Director of the Non-Formal Education Information Center, and Dr. Ray San Giovanni, Project Officer, AID/Washington (Development Support Bureau, Office of Education) hope to visit INADES in the near future to discuss further the possibility of this kind of support. Dr. San Giovanni is in contact with Dr. Steve Grant of AID's Regional Economic Development Services Office (REDSO) in Abidjan in this regard.

Personally, I hope that our organizations are able to collaborate. I feel we would be most fortunate to work with you and your colleagues at INADES and that our shared concerns and desire to work toward equity in the development process would make cooperation particularly rewarding.

We wish to extend a warm invitation to you to visit Michigan State University and our Center when your travels bring you this way. In the meantime, please

85

Mr. Philippe Dubin
22 January 1980
Page 2

accept our most cordial regards.

Yours sincerely,



Mary Joy Pigozzi
Assistant Director
NFE Information Center

MJP/dcs

cc: Ms. Claffey
Dr. San Giovanni
Dr. Grant

Enclosure: Brief description of NFE
Separate: Annual Report, February 1979

86

Mrs. Mary Joy FIGOZZI
Assistant Director
N F E Information Center
513 Erickson Hall
East Lansing
MICHIGAN 48824
U S A

O/ref. PhD/Fh

81753

Abidjan, December 2, 1981

Dear Mary Joy,

It was a great pleasure to receive your letter dated November 23, as well as the enclosed documents. We would be happy if a profitable collaboration could be developed between our two Institutions.

We fully agree, as regards an exchange between "The NFE Exchange" and "AGRI-PROMO". Please send then your publications directly to INADES-Documentation.

Yours sincerely,

Philippe DUBIN
Director General

MICHIGAN STATE UNIVERSITY

INSTITUTE FOR INTERNATIONAL STUDIES
COLLEGE OF EDUCATION
513 ERICKSON HALL

EAST LANSING • MICHIGAN • 48824

23 November 1981

PROGRAM OF STUDIES IN NON-FORMAL EDUCATION
INFORMATION CENTER
(517) 353-5122

M. Philippe Dubin, Director
INADES-Formation
08 Boite Postal 8
Abidjan 08, IVORY COAST

Dear M. Dubin:

It was a pleasure to have the opportunity to talk with you during my recent visit to INADES and to have the opportunity to chat with you briefly. The proposals that Nicole Vial drafted are currently under consideration. We anticipate the return of our project monitor, Dr. Ray San Giovanni, from East Africa early this week and shall discuss the proposals with him as soon as possible. We are pleased to have the opportunity to consider working with Formation as well and with Documentation.

For your possible interest, we are enclosing copies of two recent issues (nos. 19 and 20) of our periodical, The NFE Exchange. We would like to enter into an agreement whereby we would exchange our publications with Agripromo. Please let us know if this is agreeable.

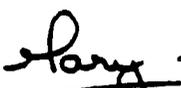
Under separate cover, we are sending the following exchange materials which may be of interest:

- Annotated Bibliography #1, Women in Development: A Selected Annotated Bibliography and Resource Guide prepared by Linda Gire Vavrus with Ron Cadieux and the staff of the Non-Formal Education Information Center
- Occasional Paper #5, Journals and Newsletters on Non-Formal Education and Development: A Select Annotated Bibliography compiled by Lynn C. Schlueter and Jim Fritz

Since my return, we have had some snow but the river will not be ready for skating until January -- We shall be pleased to reserve a patch of ice for you!

We look forward to hearing from you.

Yours sincerely,


Mary Joy Pigozzi
Assistant Director
NFE Information Center

Enclosure: The NFE Exchange, nos. 19, 20

Separate Cover: Listed Above

98

MICHIGAN STATE UNIVERSITY

INSTITUTE FOR INTERNATIONAL STUDIES
COLLEGE OF EDUCATION
513 ERICKSON HALL

EAST LANSING · MICHIGAN · 48824

PROGRAM OF STUDIES IN NON-FORMAL EDUCATION
INFORMATION CENTER
(517) 355-3922

18 December 1981

Mr. Philippe Dubin, Director
INADES-Formation
08 Boite Postal 8
Abidjan 08, IVORY COAST

Dear Philippe:

Thank you very much for your letter of 2 December and for your kind offer to send us Agripromo on an exchange basis. We shall continue to send copies of our publication to INADES-Documentation.

The proposal that Michigan State University partially support a training workshop for National Bureau representatives of INADES-Formation by working with INADES-Documentation is still under consideration.

With best wishes,

Mary Joy Pigozzi
Mary Joy Pigozzi ^{LJS}
Assistant Director
NFE Information Center

MJP/sac

MICHIGAN STATE UNIVERSITY EAST LANSING • MICHIGAN • 48824



MSU International Year
1981-1982

OFFICE OF THE DEAN OF INTERNATIONAL STUDIES AND PROGRAMS

10 March 1982

R. P. Philippe Dubin
Directeur General
Inades - Formation
08 B.P. 8
Abidjan 08, Ivory Coast
WEST AFRICA

Dear Mr. Dubin:

When we shared the car enroute to Abidjan from the Yamoussoukro meeting you mentioned that you may be coming to Canada and could come to the United States during travel that is planned for later this year. I want to state more formally the invitation extended to you when we talked about your travel. We would be pleased to have you stop in East Lansing which is rather close to Canada and should not be too difficult to manage. It would provide us with an opportunity to discuss some of our mutual interests in the field of non-formal education. I'm sure that some of my colleagues would be pleased to see you here and to hear about the activities of INADES.

It was a pleasure meeting you at Yamoussoukro.

Cordially,

Ralph H. Smuckler
Dean

cc: Joan Claffey
Mary Pigozzi

am

Mr Ralph H. SMUCKLER
Dean of International Program
Michigan State University
EAST LANSING
MICHIGAN 48824
U. S. A.

O/Ref. PhD/Fh n° 07

Abidjan, March 17, 1982

Dear Mr Smuckler,

I have received your letter dated March 10, and I thank you for the invitation extended to me.

I will be in Montreal from 3rd to 16th April. I do not yet know all the appointments I will have, so I am not in a position to tell you when I will be able to visit you.

My contact in Canada will be the following:

c/o Mr and Mrs PAVEC

442 Latch Bridge Montroyal

MONTREAL H3P 1E8

Tel. (514) 737 77 11.

I would be grateful if you could let me know the easiest ways to East Lansing from Montreal. Anyway, I will call you once I arrive in Montreal (your phone number is (517) 355 2352, if I remember correctly).

Please inform our friends of N.E.E. of my arrival.

Awaiting the pleasure to meet you again, I remain

Cordially yours,

Philippe DUBIN
Director General

INTERNATIONAL INSTITUTE OF
TROPICAL AGRICULTURE
PMB 5320
Oyo Road
IBADAN - OYO STATE
Nigeria

O/Ref. 84-320/PhD/FH/DG

Abidjan, August 27 1984

Dear Sirs,

Please find here attached the IITA Mailing List Survey filled out by our Institute.

We would like to draw your attention on the fact that we received the List to-day and that it was mailed on August 9, 1984. Please see photocopy of the envelope.

Sincerely yours,

Faridie HTLAL
Assistant of the Director General

Encl.: as mentioned

KONINKLIJK INSTITUUT VOOR DE TROPEN

Le Représentant de l'IRRT
 BP 136
 SIKASSO

ROYAL TROPICAL INSTITUTE

SIKASSO, le 14 Décembre 1993

REF. NO. 8354/VF

OBJET Documentation

Monsieur le Directeur de
 L'INADES
 BP. 8008
 ABIDJAN
 (Côte d'Ivoire)

Monsieur le Directeur

En tant que coordinateur d'un projet bilatéral de recherche appliqué dans le domaine de l'agriculture et de l'élevage, je collabore avec une dizaine d'agents d'exécution, à qui je souhaiterais offrir des possibilités de formation.

Ils sont pour la plupart du niveau BEPC ou légèrement en dessous, tandis que quelques-uns ont atteint le niveau BAC.

Les domaines qui pourraient intéresser ces agents sont :

- agriculture tropicale, cours de moniteur, conducteur de travaux, technicien spécialisé ;
- élevage, idem ;
- topographie et aménagement des terres ;
- arboriculture ;
- manipulation de micro-ordinateur ;
- administration de magasins, gestion de stocks, etc.

Dans le but d'une large orientation, je souhaiterais que vous m'adressiez une ample information sur les documents, ou cours par correspondance, disponibles, ainsi que leurs prix, avec, si possible, quelques exemples à l'appui.

Je vous en remercie à l'avance, et je vous prie de croire, Monsieur le Directeur, à l'expression de mes sentiments très distingués.

Paul KLEBERE
 Paul KLEBERE
 Représentant de l'IRRT
 au Mali

Monsieur Paul ~~KLEBER~~

Représentant de l'IRRT

B.F. 136

SIKASSO

(R. Mali)

H/Réf. IS/aak. n° 84006

Abidjan, le 6 Janvier 1984

Monsieur,

Nous venons de recevoir votre lettre du 34 décembre 1983. Nous vous en remercions.

INADES-FORMATION (Institut Africain pour le Développement Economique et Social-Formation) est un institut panafricain qui a pour objectif la formation du monde rural, à l'aide d'informations, de technique et de méthodes. Nous accordons une large place à la possibilité d'initiative et d'évolution de ce monde rural, à sa capacité de trouver de façon libre et responsable des solutions aux problèmes qui se posent à lui. Nous estimons qu'il ne peut y avoir de développement du monde rural que si, et seulement si, le libre choix est laissé aux paysans, pour prendre en mains leur propre avenir, et participer dans l'avenir, aux grandes orientations de leur pays.

A ce titre, nous agissons auprès des agents chargés de développement et des paysans eux-mêmes, par des sessions, des cours d'apprentissage agricole, une revue trimestrielle Agripromo, un cours d'initiation au développement pour les cadres, un cours de formation pour l'autopromotion rurale.

Nous avons un système d'enseignement par correspondance, chaque livret est accompagné d'un devoir à faire par l'abonné qui nous l'envoyera après. Le devoir corrigé, lui sera retourné ensuite dans un bref délai.

Quant aux sessions, elles se font sur le terrain à la demande. Nous avons de ce fait, un bureau national dans plusieurs pays d'Afrique pour mieux cerner les problèmes qui se posent sur le terrain.

Nous adaptons ainsi nos programmes en fonction des besoins du milieu et de la demande.

Veillez trouver ci-joint les différents documents qui vous éclaireront mieux sur nos activités.

Je vous prie de croire, Monsieur le Représentant, à l'assurance de ma franche collaboration.

P.J. : Différents Prospectus
Liste de publications.

Idrissa SIMPARA
Responsable des Cours;

94

POUR LUTTER CONTRE LA FAIM DANS LE MONDE

Secrétaire général - Trésorier :
M. Samain
Tél. 02/215.63.26
Télex 24472

Banque Belgo-Zairoise
N° 603-4462598-60



Avenue du Suffrage Universel, 79
B - 1030 BRUXELLES

Président :
R.P.J. Heine

Conseiller général :
C.P. Halain
Tél. 02/216.99.69

- 5

De la part de
From

Secrétariat général

à Centre Africain de Formation "INDES"
to 15 Rue Jean Mermoz - B.P. 2008
ABIDJAN - Côte d'Ivoire

Notre
Our référence 83176

Votre
Your référence

Le 30 mars 1983

Messieurs,

Un hasard nous a mis entre les mains un dépliant de votre institut.

Nous nous demandons si votre organisme s'occupe également de la promotion de la pisciculture notamment du Tilapia. Nous savons que ce poisson est déjà bien implanté chez vous mais nous croyons également que la pisciculture peut également encore être développée davantage surtout dans les milieux ruraux où la population souffre le plus du manque de protéines animales.-

Nous joignons à ce couvert un dépliant qui peut vous donner une idée de nos activités dans le cadre de la lutte contre la faim dans le monde.

D'autre part, nous aimerions être mieux documentés sur vos activités.

Entretemps, nous vous prions de croire, Messieurs, en nos sentiments distingués.

Tilapia International Association

M. Samain
Secr. général

cc. Mr Halain

65

Monsieur N. Samin
 Secrétaire général - Trésorier
 Tilapia International Association
 Avenue du suffrage Universel, 79
 N/Réf. IS/aak. n° 83/005 3. 1030 BRUXELLES (Belgique)

Abidjan, 14 Avril 1983

Monsieur,

C'est avec beaucoup de plaisir que nous avons reçu votre lettre du 30 mars dernier. Nous vous en remercions.

INADES-FORMATION (Institut Africain pour le Développement Economique et Social) est un institut panafricain à but non lucratif qui a pour objectif la formation du monde rural, à l'aide d'informations, de techniques et de méthodes. Nous accordons une large place à la possibilité d'initiative et d'évolution de ce monde rural, à sa capacité de trouver de façon libre et responsable des solutions aux problèmes qui se posent à lui. Nous estimons en effet qu'il ne peut y avoir de développement du monde rural que si, et seulement si, le libre choix est laissé aux paysans, pour prendre en main leur propre avenir, et participer dans l'avenir, aux grandes orientations de leur pays.

C'est à ce titre que nous agissons auprès des agents chargés de développement et des paysans eux-mêmes, par des sessions, des cours d'apprentissage agricole, une revue trimestrielle Agripromo, un cours d'initiation au développement pour les cadres, un cours de formation pour l'autopromotion rurale.

Nous avons un système d'enseignement par correspondance, chaque livret est accompagné d'un devoir à faire par l'abonné qui nous l'envoyera après. Le devoir ainsi corrigé, lui sera ensuite retourné dans un bref délai.

Nous faisons aussi des sessions. Elles se font sur le terrain à la demande. Nous avons de ce fait un Bureau National dans plusieurs pays d'Afrique pour mieux cerner les problèmes qui se posent sur le terrain. Nous adaptons de ce fait nos programmes de formation en fonction des besoins du milieu et de la demande.

Pour répondre à votre question concernant la pisciculture et plus spécialement le Tilapia, disons que nous avons un livret sur l'élevage des poissons. Ce livret est surtout axé sur la façon d'élever les différentes espèces de Tilapias (mélanopleura, macrochir, nilotica) parce que leur élevage est plus facile dans un étang, surtout le Tilapia nilotica. Mais ce livret n'a nullement la prétention de vouloir traiter de façon exhaustive tous les aspects de la pisciculture, compte tenu du fait qu'il s'adresse surtout à des gens d'un niveau pas très élevé, à savoir les encadreurs et les paysans.

.../..

ck

Nous vous envoyons donc ce livret en même temps que les différents documents qui vous éclaireront encore mieux sur nos activités.

Nous osons croire qu'une collaboration plus étroite et fructueuse s'établira désormais entre nos 2 organismes.

Nous vous prions de croire à l'assurance de nos sentiments les meilleurs.

Idrissa SEMPARA

Responsable des cours.

P.J. : 1 livret : élevage des poissons
- Tous les prospectus d'Inades-F.

EXISTING MATERIAL UPDATING
Average Cost of Drafting of a Booklet

1984 - 1985

		FCFA	US \$
Documentation-Adaptation:	38 750 CFA x 22 days	852 500	2 029
Revision	38 750 CFA x 12 "	465 000	1 107
Basic French	38 750 CFA x 3 "	116 500	277
Draft Revision (discuss.)	38 750 CFA x 3 "	116 500	277
Drawing	19 200 CFA x 2 "	38 400	91
Typing	8 294 CFA x 15 "	124 410	296
	TOTAL	1 713 310	4 079

1985 - 1986

		FCFA	US \$
Documentation-Adaptation:	43 400 CFA x 22 days	954 800	2 273
Revision	43 400 CFA x 12 "	520 800	1 240
Basic French	43 400 CFA x 3 "	130 200	310
Draft Revision (discuss.)	43 400 CFA x 3 "	130 200	310
Drawing	21 500 CFA x 2 "	43 000	102
Typing	9 180 CFA x 15 "	137 700	328
	TOTAL	1 916 700	4 563

1986 - 1987

		FCFA	US \$
Documentation-Adaptation:	48 610 CFA x 22 days	1 069 420	2 546
Revision	48 610 CFA x 12 "	583 320	1 389
Basic French	48 610 CFA x 3 "	145 830	347
Draft Revision (discuss.)	48 610 CFA x 3 "	145 830	347
Drawing	24 100 CFA x 2 "	48 200	115
Typing	10 280 CFA x 15 "	154 200	367
	TOTAL	2 146 800	5 111

GA

NEW MATERIAL PUBLICATION
Average Cost of Drafting of a Booklet

1984 - 1985

		FCFA	US \$
Documentary Research:	38 750 CFA x 22 days	852 500	2 029
First Draft	38 750 CFA x 30 "	1 162 500	2 768
Basic French	38 750 CFA x 3 "	116 500	277
Draft Revision (disc.)	38 750 CFA x 3 "	116 500	277
Drawing	19 200 CFA x 4 "	76 800	183
Typing	8 294 CFA x 20 "	165 880	395
TOTAL		2 490 180	5 929

1985 - 1986

		FCFA	US \$
Documentary Research:	43 400 CFA x 22 days	954 800	2 273
First Draft	43 400 CFA x 30 "	1 302 000	3 100
Basic French	43 400 CFA x 3 "	130 200	310
Draft Revision (disc.)	43 400 CFA x 3 "	130 200	310
Drawing	21 500 CFA x 4 "	86 000	205
Typing	9 180 CFA x 20 "	183 600	437
TOTAL		2 786 800	6 635

1986 - 1987

		FCFA	US \$
Documentary Research:	48 610 CFA x 22 days	1 069 420	2 546
First Draft	48 610 CFA x 30 "	1 458 300	3 472
Basic French	48 610 CFA x 3 "	145 830	347
Draft Revision	48 610 CFA x 3 "	145 830	347
Drawing	24 100 CFA x 4 "	96 400	230
Typing	10 280 CFA x 20 "	205 600	489
TOTAL		3 121 380	7 431

PRINTING COST OF A BOOKLET

1984-1985

Booklets, 14 x 21 cm

32 pages, 3,000 copies	₣	FCFA 620 000
48 pages, 4,000 copies	-	" 935 000
48 pages, 6,000 copies	-	" 1 250 000
48 pages, 10,000 copies	-	" 1 900 000
64 pages, 1,500 copies	-	" 600 000
64 pages, 6,000 copies	-	" 1 500 000

AGRIPROMO quaterly, 21 x 28 cm

24 pages, 2 colours

Cover 4 colours

10,000 copies - FCFA 2 800 000

For following years an increase in cost of 15% is forecast.

ANNEX 8

AVERAGE TRANSPORTATION COSTS BETWEEN
HEAD OFFICE AND NATIONAL OFFICES

	<u>1984</u> (F CFA)
IVORY COAST (Bouaké)	33 000
BURKINA FASO	100 200
TOGO (Lomé)	64 600
CHAD (N'Djaména)	350 000
BURUNDI (Bujumbura)	350 000
CAMEROON (Yaoundé)	190 000
(Maroua)	250 000
RWANDA (Kigali)	360 000
ZAIRE (Kinshasa)	260 500
KENYA (Nairobi)	352 200

An increase of 5% per year of airlines fares has been forecast for the two following years.

Franc Zone		ANNEX 13						ESTIMATION OF OPERATING BUDGET FOR						1984 - 1985						(US \$)					
Expenses	Head-Office ABIDJAN	CAMEROON	IVORY-COAST	BURKINA FASO	CHAD	TOGO	TOTAL	Expenses	BURUNDI	AS ETHIOPIA	KENYA	RWANDA	ZAIRE	TOTAL OTHER	GRAND TOTAL										
Salaries	618 907	439 014	107 250	165 021	65 609	91 562	1 487 364	Salaries	160 793	237 074	68 267	81 190	82 007	629 331	2 116 695										
Visits and Seminars	25 517	50 840	16 302	32 995	16 319	7 636	149 609	Visits and Seminars	22 624	52 907	4 562	11 524	19 264	110 881	260 490										
Other travel costs	25 126	19 500	2 714	1 562	8 874	5 709	63 485	Other travel costs	7 376	21 011	2 214	6 809	8 207	45 637	109 122										
Stationery	11 000	11 381	1 040	8 928	2 857	3 257	38 463	Stationery	3 333	4 378	2 067	2 619	2 593	14 990	53 453										
Electricity, water, etc...	65 064	23 574	4 024	7 455	11 786	2 571	114 474	Electricity, water, etc...	9 250	40 181	13 388	3 143	6 364	72 326	186 800										
Postage and Telephone	15 714	14 788	3 412	6 405	3 431	3 831	47 581	Postage and Telephone	3 631	9 000	2 333	900	6 300	22 164	69 745										
Sundry and financial costs	14 171	10 462	1 190	1 762	1 429	1 905	30 920	Sundry and financial costs	3 334	6 526	2 414	1 467	3 000	16 741	47 661										
Research and Evaluation	35 155	16 124	2 221	1 600	7 695	1 748	64 543	Research and Evaluation	5 626	14 648	684	2 200	12 064	35 222	99 765										
Documentation	17 972	2 786	1 428	1 905	1 214	1 428	26 733	Documentation	2 559	338	369	419	2 679	6 364	33 097										
Printing and translation	49 905	52 036	5 990	13 176	12 171	8 386	141 664	Printing and translation	26 412	17 819	20 428	37 764	34 524	136 947	278 611										
TOTAL EXPENSES.....	876 531	640 505	145 574	240 809	131 385	128 033	2 164 837	TOTAL EXPENSES	244 938	403 902	116 726	148 015	177 002	1 090 603	3 255 440										
Depreciation	20 238	44 047	13 809	13 095	8 405	17 857	117 451	Depreciation	16 667	18 355	2 436	19 905	6 000	63 363	180 814										
TOTAL OPERATING BUDGET.....	898 769	684 552	159 383	253 904	139 790	145 890	2 282 288	TOTAL OPERATING BUDGET....	261 605	422 257	119 162	167 940	181 002	1 153 966	3 436 254										

102

SUMMARY OF EQUIPMENT BUDGETOct 1984 - Sept 1985

<u>EXPENSES</u>	<u>US \$</u>
<u>HEAD OFFICE</u>	
- Office furniture and material	8,955
- Printing material	7,712
<u>IF CAMEROON</u>	
- Fittings of office	2,857
- Motor vehicles	22,619
- Office furniture and material	18,274
<u>IF IVORY COAST</u>	
- Office furniture and material	2,619
<u>IF BURKINA FASO</u>	
- Office furniture and material	2,990
<u>IF CHAD</u>	
- Building (Moundou office)	119,048
- Motor vehicles	11,309
- Typewriter	1,905
<u>IF TOGO</u>	
- Office furniture and material	1,905
- Fittings of office	1,071
SUBTOTAL	<u>201,264</u>
<u>IF BURUNDI</u>	
- Motor vehicles	9,383
- Office furniture and material	3,381
- Audio-visual material	4,081
<u>A.S. ETHIOPIA</u>	
- 2 Branch offices building	59,914
<u>IF KENYA</u>	
- Office furniture and material	5,279
<u>IF RWANDA</u>	
- Building	26,190
- Motor vehicles	10,476
- Furniture	5,238
<u>IF ZAIRE</u>	
- Cars	11,036
- Office furniture and material	3,986
SUBTOTAL	<u>138,964</u>
<u>TOTAL</u>	<u>340,228</u>

103

ESTIMATION OF SELF - FINANCING FOR 1984/85 TO 1985/87

(US Dollars)

<u>FRANC ZONE</u>	Sale of Pedagogical Material	Service Contracts	Donations & Others *	TOTAL
<u>CAMEROON</u> ZAPI Project SODERIM-SODECOTON	48,000	261,590 186,850	10,000	
	48,000	448,440	10,000	506,440
<u>IVORY COAST</u> 1. Head Office 2. National office CIDT-SODEPRA-SAPH-SATMACI	25,000 10,000	59,790	43,900 5,600	
	35,000	59,790	49,500	144,290
<u>BURKINA FASO</u> Hydrolic Project Niger Project	12,000	180,000 29,000		
	12,000	219,000		231,000
<u>TOGO</u> ARAC SOKODE Project Other Developments	16,000	7,400 12,770	4,500	
	16,000	20,170	4,300	40,470
<u>CHAD</u>	8,000		2,200	10,200
<u>NON-FRANC ZONE</u>				
<u>ETHIOPIA</u>	6,000			6,000
<u>KENYA</u>	9,000		2,500	11,500
<u>BURUNDI</u>	15,000			15,000
<u>RWANDA</u>	17,900		2,200	20,100
<u>ZAIRE</u>	25,000			25,000
TOTAL	191,900	747,400	70,700	1,010,000

* Except Government Exemptions

(Continued)

104

SELF-FINANCING RESOURCES INCLUDE:

- Service Contract

A number of African countries have requested the help of INADES-FORMATION for their teaching programs. INADES-FORMATION has already signed several such contracts for the year to come.

- Sale of Pedagogical Material

Some resources are also obtained from the sale of booklets to various organizations.

- Donations

Donations are still actively sought but cannot be very substantial, and are not regular.

INADES-FORMATION is also exempted from numerous taxes and duties by host governments; these include, inter alia:

- . customs duties
- . real estate and municipal taxes
- . tax free land

However, there has been no attempt to evaluate these government exemptions.

105

END OF PROJECT SUMMARY- UPDATING OF TEACHING MATERIAL (Correspondence Courses)

A 1: General Agriculture and Animal Husbandry Series: 10 booklets

A 2: Farmer Production Series: 9 booklets

A 4: Extension Series: 8 booklets

- NEW TEACHING MATERIAL

A 2: Farmer Production Series: 1 booklet

Introduction to Management Series: 10 booklets

Farm Management Series: 7 booklets

Cooperative Management Series: 7 booklets

Agripromo quaterly: 12 issues

- SETTING UP OF PERMANENT EVALUATION SYSTEMS

in 6 National Offices

- SPECIFIC EVALUATION REPORTS

Two Program Evaluations

- RESEARCH PROGRAMS

. Audio-visual

. Women's training

. Assistance to new courses development

- ACCOUNTING SERVICES

. Setting up of new standard accounting system in CHAD National Office

. 1 seminar for accountants at Head Office

. Feasibility study of computer utilization

. Regular output of quaterly and yearly accounts within 1 and 1/2 months after quarter end, and 4 months after year end respectively.

- BUDGET PREPARATION AND CONTROL

. Budget forms and standard instructions manual

. 1 seminar on management for management staff of National Offices

- STAFF MANAGEMENT STATUTES

Finalization in 6 National Offices

- CONSTRUCTION OF NEW PREMISES

Assistance to 2 National Offices.

UNITED STATES OF AMERICA

AGENCY FOR INTERNATIONAL DEVELOPMENT

REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE. WEST AND CENTRAL AFRICA

UNITED STATES ADDRESS

ABIDJAN (REDSO)

DEPARTMENT OF STATE

WASHINGTON, D. C. 20520

INTERNATIONAL ADDRESS

REDSO/WCA

C/O AMERICAN EMBASSY

01 B P 1712 ABIDJAN 01

IVORY COAST

August 26, 1985

INADES-FORMATION

08 B.P. 8

Abidjan

Re: GRANT AGREEMENT NO. 698-0458.01

Gentlemen:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") represented by the Regional Economic Development Services Office for West and Central Africa (hereinafter referred to as "REDSO/WCA"), hereby grants to INADES-FORMATION, Abidjan (hereinafter referred to as "INADES" or "Grantee") the sum of \$936,995 to provide support for institutional development as more fully described in attachment to this Grant Agreement entitled "Program Description". Of this sum, \$465,000 is currently made available for grant purposes, and expenditures under the grant may not exceed that amount. The balance of funding will be made available in future periods assuming appropriation by the Congress of the United States.

This Grant Agreement is effective and obligation is made as of the date of this letter, and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending three years thereafter.

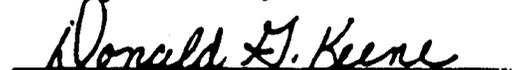
This Grant is made to INADES on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 entitled "Program Description" and Attachment 2 entitled "Standard Provisions" which have been agreed to by your organization.

Please return the original and six (6) copies of this Grant Agreement to the undersigned at the address indicated on the letterhead.

Sincerely,



A. Gordon MacArthur
Acting Director, REDSO/WCA.



Donald Keene
Regional Legal Officer

Attachments: a/s

107

ACCEPTED:

INADES-FORMATION, ABIDJAN

By: Mr. Guillaume Ecrabet: *G. Ecrabet*
Title: Directeur de l'Administration et des Finances

Date: August 26, 1985

By: Mr. Amethier Jean-Baptiste *J. Amethier*
Title: Directeur du Conseil d'Administration

Date: August 26, 1985.

Fiscal Data:

Appropriation No: 72-1151021.5

Allotment No.: GDA-85-21624-EG12

Project No.: 698-0458.01

Total Grant Amount: \$ 936,995

Amount Provided for
first year of project: \$ 465,000

Funds Available _____ WAAC

FUNDS AVAILABLE
DATE: <u>8/26/85</u>
INITIALS: <u>deu</u>

ATTACHMENT I

PROGRAM DESCRIPTION

A. Purpose of the Grant

The purpose of this Grant is to build and strengthen INADES as a regional training institution capable of improving farmers' agricultural knowledge, skills and production in nine African countries. This will be accomplished primarily through strengthening the institutional capability of the headquarters in Abidjan and, consequently, its support to the national offices in the field.

B. Specific Objectives

The specific objectives supported by funds under this Agreement include:

1. To enable INADES to provide training in modern techniques and practices to rural farmers and extension agents in nine African countries: Burkina Faso, Burundi, Cameroon, Chad, Ivory Coast, Kenya, Rwanda, Togo and Zaire. Training will help increase production and income and improve the standard of living of participants. In addition to enrolled farmers, other groups such as women and illiterate farmers will benefit from training through transfer of knowledge to family members and by participating in the INADES seminars.

2. To develop institutional capability of the Grantee's headquarters to enable it to increase its technical and administrative support to the national offices. The headquarters will revise existing course booklets and develop new training materials for the national offices, produce an accounting manual for use in all national offices and develop in-service training seminars for staff members. Additional staff will be hired to expand the range of skills at the headquarters.

3. To increase the evaluative and research capability of INADES. This project will increase evaluation and research capability of the headquarters and within each national INADES office, particularly concerning pedagogical materials and specific programs.

C. Implementation

To achieve the stated objectives, the Grantee shall carry out the following activities with funds provided under this Agreement, except as the parties may otherwise agree in writing:

1. Revise all nine booklets in the A-1 course, "General Agriculture and Animal Husbandry" and selected booklets in the A-2 "Farmer production" course.

2. Develop and publish ten booklets on "The Introduction to Management"; seven booklets on "Farm Management"; seven booklets on "Cooperative Management"; three booklets on "Community Development"; and twelve issues of "Agripromo" magazine.

3. Hire a training specialist for rural women, and an audio-visual expert for the Training Department to assist with the revision and development of new material.

4. Hire two research assistants for the Evaluation and Research unit to strengthen evaluation capacities at the headquarters and to ensure effective assistance to national offices.

5. Develop an accounting manual for national offices and organize a seminar for accountants to explain the new system of accounting. Arrange for the services of external consultants to determine the feasibility of data processing by computer.

6. Organize training seminars on evaluation, management, and economics for trainers and researchers at INADES.

D. Reporting and Evaluation

In addition to the fiscal reports otherwise specified in this Grant, the Grantee shall submit to REDSO/WCA the following reports:

1. Interim evaluation reports to be submitted at the end of the first year and at the end of the second year of the project.

2. Joint final evaluation report to be submitted not later than six months following the final date of this Agreement.

3. A work plan for each subsequent year's program. REDSO/WCA will periodically assess progress against targets stated in the work plan for the year and determine if progress is satisfactory and further disbursement warranted. (See Annex 1 for initial one-year work plan for 1985/86.)

E. Illustrative Budget

It is anticipated that the funds provided under this Agreement shall be used to finance the items set forth below. The Grantee may not exceed the total amount of the Budget. However, adjustments among the line items may be made as necessary without prior written approval of AID.

<u>Cost Element</u>	<u>1985/86</u>	<u>1986/87</u>	<u>1987/88</u>	<u>Total</u>
	(U.S. Dollars)			
<u>Revision of booklets</u>	78,712	87,071	44,362	210,145
<u>New Publications</u>				
Management Courses series	34,145	57,946	102,532	194,623
Community Dev. series	29,621	0	0	29,621
Ag. Training series	0	10,058	0	10,058
Quarterly Agripromo	50,382	57,208	64,994	172,584
<u>Research and Evaluation</u>				
Salaries	39,069	32,557	28,291	99,917
Travel and Per Diem	20,169	11,376	9,553	41,098
<u>Administrative & Finance</u>				
Salaries	20,640	15,583	11,558	47,781
Travel and Per diem	12,043	17,333	1,400	30,776
Total Direct costs	284,781	289,132	262,680	836,603
Overhead (12%)	34,174	34,695	31,523	100,392
Total Project Costs	318,955	323,827	294,213	936,995

F. Payment Procedures

1. Upon acceptance of this Grant Agreement by the Grantee, AID will deposit into a non-interest bearing bank account at a local bank as specified by the Grantee an advance of \$50,000. These funds shall be used to pay expenses incurred by the Grantee in carrying out the purpose and objectives of the Grant.

2. Each month, or at less frequent intervals as agreed upon in writing by the Parties, the Grantee shall submit through its accounting firm to the West African Accounting Center (WAAC), REDSO/WCA, Voucher Forms SF 1034 (original) and SF 1034-A (in 3 copies), identified with the Grant Agreement number, in the amount estimated for cash needs of the following month (or longer period as agreed upon in writing by the Parties). The voucher shall be supported by a report containing the following data:

Amount of Grant	\$ _____
Expended since last report (by line item as in Budget)	_____
Expended to date (by line item as in budget)	_____
Anticipated expenditures next month	_____
Cash received to date	_____
Cash required next month	_____

The report shall include a certification as follows:

- a. that the above represents the Grantee's best estimates of funds needed for expenditures to be incurred over the period prescribed;

113

- b. that appropriate refund or credit to A.I.D. will be made in the event funds are not expended or in the event of disallowance in accordance with the terms of this Agreement; and
- c. that any interest accrued on the funds made available will be refunded to AID.

REDSO/WCA will deposit sufficient funds in the Grantee's bank account upon receipt of SF 1034-A. Along with the monthly financial report, the Grantee will submit a brief activity report. Items to be included in this report will be, inter alia, the following:

- a. the total number of booklets revised;
- b. the total number of booklets published;
- c. progress on evaluation and research; and
- d. efforts made to work with USAID missions and research institutions in countries where INADES operates.

3. The REDSO/WCA Controller may reduce the amount of advance outstanding from time to time to the level of immediate disbursing needs of INADES. All advances must be completely liquidated prior to submission of the final reimbursement request.

4. The final disbursement of funds under this Grant Agreement will be made upon receipt by A.I.D. of the evaluation report required under this Agreement.

114

G. Special Provisions

1. Condition Precedent to Disbursement. Prior to any disbursement under the Agreement, or to the issuance of commitment documents pursuant to which disbursement will be made, the responsible A.I.D. officer shall have made the programming determinations required under Chapter 18AIC of A.I.D. Handbook 1, Supplement B.

2. Covenants

- a. The Grantee shall not use any funds provided by A.I.D. under this Agreement for construction activities.
- b. The Grantee shall not use any funds provided by A.I.D. under this Agreement to finance activities in Ethiopia.
- c. The grantee shall submit to A.I.D. in writing, within one year of the date of the execution of the Agreement, a detailed work plan for implementation of the Grant Agreement.

3. Source and Origin of Commodities, Nationality of Services

Except as A.I.D. may otherwise agree in writing:

- a. Commodities financed by A.I.D. under the Agreement shall have their source and, except for motor vehicles, their origin in the United States or the cooperating country.
- b. Motor vehicles financed by A.I.D. under the Agreement shall have their origin in the United States.

115

- c. Except for ocean shipping, the suppliers of commodities or services financed by A.I.D. under the Agreement shall have the United States or the cooperating country as their place of nationality.
- d. Ocean shipping financed by A.I.D. under the Agreement shall be financed only on flag vessels of the United States.
- e. As used herein, "cooperating country" means the cooperating country in which an A.I.D.-financed activity under the Agreement takes place.

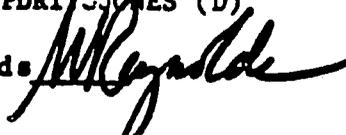
4. The following provisions of Attachment II entitled "Standard Provisions" are inapplicable to and do not form a part of this Grant Agreement: 14B, 18b, 24, 25, 29B, 30.

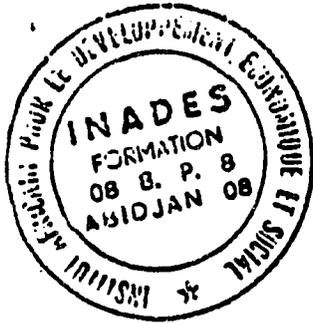
5. Pursuant to Standard Provision 27 entitled "Negotiated Overhead Rates - Provisional", an overhead rate of 12% of total direct costs is hereby established. This rate will remain in effect until amended.

Drafted: EAddo:PADS

Clearances: PADS:SClark (D), PDO:JOsborn (D), PDRI:GJONES (D)

WAAC:SOjelade (D), RLA:DKeene DK RCO:MReynolds





PROGRAMME ACTUALISE PRESENTE A L'US-AID
POUR L'EXERCICE 1985/1986
DE LA DIRECTION DE LA FORMATION

I - COURS D'APPRENTISSAGE AGRICOLE (2 année - Série Productions des Agriculteurs)

a) Réédition de livrets A2 existants :

Nous allons publier au cours de cet exercice, neuf (9) livrets de A2. Ce sont surtout des rééditions de livrets qui existent depuis plus de cinq ans. Nous allons actualiser les éléments techniques de ces livrets en rapport avec les résultats de la recherche et ce que préconisent les sociétés de vulgarisation sur le terrain. Ainsi nous adaptons nos livrets par rapport aux réalités du moment.

II s'agit de :

- Culture attelée
- Hévéa
- Caféier
- Cacaoyer
- Tabac
- Bananier
- Arbres fruitiers
- Moutons et Chèvres (Elevage de)
- Porcs (Elevage de)

b) Création de nouveaux matériels :

Il s'agit de rédiger trois (3) nouveaux livrets qui n'existaient pas dans notre série habituelle et qui sont demandés par les bureaux nationaux pour répondre aux besoins de leurs abonnés :

- l'Ananas
- la Lutte anti-érosive
- le Reboisement.

II - VULGARISATION

Nous avons commencé la rédaction de cette série et ceci va se poursuivre au cours de l'exercice 1985/86.

Nous allons donc publier au cours de cet exercice, quatre (4) livrets :

- Qui est le vulgarisateur ?
- L'organisation du travail du vulgarisateur
- Connaissance du milieu rural
- Le vulgarisateur s'adapte au milieu rural.

III - PROGRAMME DE FORMATION POUR L'AUTOPROMOTION RURALE (F.A.R.)

Nous avons déjà publié au cours de l'exercice 1984/85, deux (2) livrets de ce programme, à savoir :

- le Suivi de l'action
- l'Evaluation de l'action.

Il nous reste donc, pour l'exercice 1985/86, à publier :

- le livret n° 9 : "Mise en place d'une institution communautaire"
- et les fiches d'accompagnement.

Le gros du boulot au cours de l'exercice 1985/86, consisterait à lancer le programme F.A.R. au niveau des bureaux nationaux.

IV - AGRIPROMO

Nous allons publier au cours de l'exercice 1985/86, quatre (4) numéros d'AGRIPROMO consacrés, comme toujours, aux problèmes du monde rural africain. Il s'agit du :

- n° 51 "Le Jardin familial"
- n° 52 "Les Pesticides et la Santé"
- n° 53 " ? "
- n° 54 " ? ".

V - COURS D'INITIATION A LA GESTION

Ce cours par correspondance est destiné aux responsables de petits projets de développement.

Nous allons publier au cours de l'exercice 1985/86, quatre (4) livrets :

- Information pour la planification
- Planification
- Exécution - Evaluation
- Budget

Abidjan, le 26 juin 1985

Peter VIVON
 Directeur de la Formation

PROGRAMME EVALUATION ET RECHERCHE 1985/86

1. PROGRAMME D'ACTIVITE

1.1. Evaluation

1.1.1. Evaluation permanente

Work days

- Côte d'Ivoire :
Evaluation des cours agricoles pour 40
- Togo :
Evaluation des sessions de formation 40
- Burkina Faso :
Evaluation des cours agricoles en m
pour les paysans 60
- Cameroun (Bamenda) :
Evaluation des cours agricoles 40

1.1.2. Evaluation spécifique

- Cameroun : Evaluation du programme ZAI
pour paysans et encadreurs 50

1.1.3. Formation à l'évaluation

- Pour l'ensemble des formateurs du Cameroun avec
l'appui d'un intervenant extérieur et d'un .. --10-
intervenant du Siège
Durée : 10 jours.

Total 1.1.

240 Work days

1.2. Recherche

Work days

1.2.1. Women's Program

Appui du Siège au programme de recherche d'INADES-FORMATION Côte d'Ivoire sur la formation des femmes.

40

Pour plus de détail sur le programme de recherche pour la formation des femmes, voir plus loin.

1.2.2. Management Program

10

Une grande partie de la recherche a déjà été effectuée.

1.2.3. Cooperatives Program

Recherche sur le terrain au Cameroun et en Côte d'Ivoire.

35

1.2.4. Farm Management Program

Recherche sur le terrain au Togo, au Burkina et en Côte d'Ivoire.

35

Total 1.2.

120 Work days