



UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT

Yaounde

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DEPARTMENT OF STATE  
WASHINGTON, D. C. 20520

August 24, 1984

Mr. Brian Cavanagh  
Country Director  
CARE-Cameroon  
B.P. 422  
Yaounde, Rep. of Cameroon

Subject: Grant No. 631-0051-G-SS-4047-00

Dear Mr. Cavanagh:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to CARE (hereinafter referred to as "Grantee") the sum of Eight Hundred Twenty Thousand Dollars (\$820,000) to provide support for the Cameroon Northern Wells Phase II Project, as more fully described in the Attachment 1 of this Grant entitled "Schedule" and the Attachment 2, entitled "Program Description".

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through the estimated completion date of June 30, 1987.

The total estimated of the program is \$820,000, which is hereby obligated. AID shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount.

This Grant is made the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, entitled "Schedule", Attachment 2, entitled "Program Description," and Attachment 3 entitled "Standard Provisions," which have been agreed to by your organization.

Please acknowledge receipt and acceptance of this Grant by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned, being sure to return all copies marked "Funds Available".

Sincerely yours,

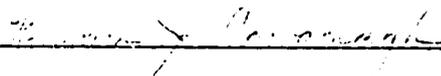
  
James A. Dzierwa  
REDSO/WCA  
Abidjan, Ivory Coast  
Washington, D.C. 20520

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

CARE

BY:  \_\_\_\_\_

TYPED NAME: Brian J. Cavanagh

TITLE: Country Director

DATE: August 24, 1984

FISCAL DATA

PIO/T No.	:	631-0051-3-40023
Appropriation	:	72-1141021.8
Budget Plan Code	:	GDA-84-21631-CG-13
Project No.	:	631-0051
Total Estimated Grant Amount	:	\$820,000
Total Obligated Amount	:	\$820,000
E.I. No.	:	
LOCPRB No.	:	
Technical Office	:	PDE, S.Scott, USAID/Cameroon
Funding Source	:	USAID/Cameroon

ATTACHMENT ONE

SCHEDULE

A. Purpose of Grant:

The purpose of this Grant is to provide support for a rural community water supply program, as more specifically described in Attachment 2 of this Grant entitled "Program Description."

B. Period of Grant:

The effective date of this Grant is the date of the Cover Letter and the estimated completion date is June 30, 1987.

C. Amount of Grant and Payment:

1. AID hereby obligates the amount of \$820,000 for the purposes of this Grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in the Provision of this Grant entitled "Payment - Letter of Credit (July 1984)", as shown in Paragraph H below.
3. Pre-Grant expenses incurred by the Grantee after July 1, 1984 up to the effective date of the Grant, are allowable to the extent they are directly related and attributable to the purpose of the Grant. Such pre-Grant expenses are included in the Financial Plan below, and shall not be construed as increasing either the total Grant amount or the obligated amount, whichever is less.

D. Financial Plan:

The following is the Financial Plan for this Grant. The Grantee may not exceed the grand total shown therein. Except as specified in the Standard Provision of this Grant entitled "Revision of Financial Plans", as shown in Attachment 3, the Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives.

PROGRAM DESCRIPTION

A. BACKGROUND AND PROJECT SETTING

The CARE/Cameroon Northern Wells Project originally received funding in the amount of \$1,459,000 assistance from USAID through Grant No. REDSO/WCA 79-189 signed October 1, 1979, as amended.

Known at that time as the Margui-Wandala Water Supply Project the program was to undertake the upgrading and installation of pumps on 36 existing but poorly or non-functioning well facilities, and protecting and providing a sanitary fountain facility at 56 springs, thus giving improved water sources to an estimated population of 102,000. The second main objective was to transfer hygienic water usage habits and waste disposal practices to this population.

Following a mid-term evaluation of this project by REDSO/WCA Hydraulic Engineer, Dan Jenkins, in June of 1982, a number of modifications were made in the project:

- Infiltration galleries being installed were found to produce unsatisfactory results and this method of providing water was discontinued after the installation of eight such sites.
- Wells were found to be too shallow and CARE undertook, through blasting and jack-hammer work, to construct deeper systems.
- Problems identified with the Robbins and Myers Myno pump, originating at the point of manufacture, were addressed with the assistance of representatives of that company.
- Construction targets were reduced to 72 water points from the original level of 92 sites.

The first years of this project were "start-up" years for CARE/Cameroon in the Mokolo area, and other activities included constructing warehouses and vehicle maintenance facilities, and staff training. By the time of the mid-term REDSO/WCA evaluation only 22 water points had been constructed. By the end of FY 1983, however, another 18 sites had been completed. Although USAID funding does not expire until September 1984, CARE Cameroon expended most of the funds available from USAID/Cameroon and met the revised target of 72 wells by the end of its fiscal year (June 30, 1984).

The total estimated beneficiaries (based on village populations) at the end of FY 1983 were approximately 51,000 persons served by 40 water points for an average of 1,275 per well. The 72 completed sites will therefore provide clean water to an estimated 92,000 people.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
<b>Personnel</b>				
a. Salaries & Benefits	103,858	114,250	125,670	343,778
b. Per Diem & Allowances	6,425	7,070	7,774	21,269
<b>Commodity Costs, Materials, Equipment &amp; Labour</b>				
	107,483	88,153	78,100	273,736
<b>Other Costs</b>				
a. Fuel & Vehicle Maintenance	<u>34,289</u>	<u>37,722</u>	<u>41,500</u>	<u>113,511</u>
CARE Overhead (9%)	<u>22,685</u>	<u>22,247</u>	<u>22,774</u>	<u>67,706</u>
Totals	<u>274,740</u>	<u>269,442</u>	<u>275,818</u>	<u>820,000</u>
Rounded Totals	<u>275,000</u>	<u>269,000</u>	<u>276,000</u>	<u>820,000</u>

**E. Reporting:**

**1. Financial Reporting**

a. Financial reporting requirements shall be in accordance with the Provision of this Grant entitled "Payment - Letter of Credit (July 1984)", as shown in Paragraph H below.

b. The original and two copies of all financial reports shall be submitted to AID, Office of Financial Management, Program Accounting Division (FM/PAD), Washington, D.C. 20523. In addition, three copies of all financial reports shall be submitted to USAID Cameroon: one to the Technical Office specified in the Cover Letter of this Agreement, and two copies to the Controller.

**2. Program Performance Reporting**

a. The Grantee shall submit a 3-month program performance report, and a final report, which briefly present the following information:

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

(2) Reasons why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

b. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform AID as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any AID assistance needed to resolve the situation.

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

c. If any performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in the Standard Provision of this Grant entitled "Revision of Financial Plans", the Grantee shall submit a request for budget revision.

d. Five copies of each program performance report shall be submitted to the Technical Office specified in the Cover Letter of this Grant. In addition to the five copies of the final program performance report, five copies of the report described in Attachment 2 of this Grant entitled "Program Description" shall be submitted concurrently to the Technical Office specified in the Cover Letter of this Grant.

Indirect Cost Rate

Pursuant to the Standard Provision of this Grant entitled "Negotiated Overhead Rates - Nonprofit Organizations Other Than Educational Institutions", a rate or rates shall be established for each of the Grantee's accounting periods during the term of this Grant. Pending establishment of final indirect cost rates for the initial period, provisional payment on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate applied to the base which is set forth below.

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Overhead	32%	Same as in CARE's latest Negotiated OH Agreement with AID	August 24, 1984 until amended

If the overhead rate is later adjusted, the total obligated amount of \$620,000 remains in force and no further amounts shall be made available to the Grantee unless this Grant is otherwise amended.

G. Title to Property

Title to property procured hereunder shall vest in the Grantee.

#### H. Authorized Geographic Code

The Grantee shall procure goods and services financed by this Grant in accordance with the Standard Provision of this Grant entitled "Procurement of Goods and Services Under \$250,000", as modified by the July 1982 Attachment to AID Forms 1420-51, -52, -53, and -54, entitled "Alterations in Grant".

#### I. Special Provisions

##### 1. OMB Circular A-122

a. The cost principles of OMB Circular A-122 are synonymous with Subpart 1-15.6 of the Federal Procurement Regulations (FPR).

b. Subpart 1-15.6 reserves the sections on bid and proposal costs and independent research and development costs. AID and the Grantee hereby agree upon the following treatment of these costs, pending such time as the FPR is amended to include them:

(1) Bid and proposal (B&P) costs are the immediate costs of preparing bids, proposals, and applications for potential Federal and non-Federal grants, contracts and agreements, including the development of scientific, cost, and other data needed to support the bids, proposals, and applications. B&P costs of the current accounting period are allowable as indirect costs. B&P costs of prior accounting periods are unallowable in the current period. In this regard, B&P costs incurred for the preparation of requests for specific projects and programs are acceptable for recovery as indirect costs. However, proposal costs incurred in the attempt to obtain unrestricted funds are to be treated as fund raising and must be included in the organization's direct cost base. B&P costs do not include independent research and development costs which are covered by paragraph (2) below, or preaward costs covered by Attachment B, Paragraph 33, of OMB Circular A-122. (FPR 1-15.603.2.)

(2) Independent research and development (IR&D) costs are for research and development conducted by an organization which is not sponsored by Federal or non-Federal grants, contracts or other agreements. IR&D costs must be included in the organization's direct cost base for allocation of its proportionate share of indirect costs. The costs of IR&D, including its proportionate share of indirect costs, are unallowable under AID agreements.

##### 2. Payment - Letter of Credit (July 1984)

(This provision is applicable only when the following conditions are met: (i) the total advances under all the grantee's cost-reimbursement contracts and assistance instruments with AID exceed \$120,000 per annum, (ii) AID has, or expects to have, a continuing relationship with the grantee for at least one year; (iii) the grantee has the ability to maintain procedures that will minimize the time elapsing between the transfer of funds and the disbursement thereof; (iv) the grantee's financial management system meets the standards for fund control and accountability required under the standard provision of this grant, entitled "Accounting, Audit, and Records" and, either (v) the foreign currency portion of the total advance under this grant is less than 50% portion of the total advance under this grant is less than 50% or (vi) the foreign currency portion of the total advance under this Grant is more than 50% but more than one foreign currency country is involved.

(a) Payment under this grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by AID's Office of Financial Management, Program Accounting Division (M/FM/PAD).

(b) As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/PAD constitute payment conditions of this grant, superseding and taking precedence over any other provision of this grant concerning payment.

(c) Reporting:

(1) A "Financial Status Report" SF-269, shall be prepared on an accrual basis and submitted quarterly no later than 30 days after the end of the period, in an original and two copies to AID/M/FM/PAD, Washington, D.C. 20523. If the Grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final report must be submitted within 90 days after the conclusion of the grant to M/FM/PAD. In cases where grants are Mission-funded, the Grantee will forward an information copy to the AID Mission accounting station at the same time the original and one copy are mailed to M/FM/PAD, AID/Washington.

(2) The Grantee shall submit an original and one copy of SF-272, "Federal Cash Transactions Report," within 15 working days following the end of each quarter to M/FM/PAD. Grantees receiving advances totalling more than \$1 million per year shall submit the SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report all cash advances in the Remarks section of SF-272. Those cash advances in excess of immediate disbursement requirements in the hands of subrecipients or the grantee's field organizations shall be supported by short narrative explanations of action taken by the Grantee to reduce the excess balances.

(d) Revocation of the LOC is at the discretion of the authorized LOC certifying officer of M/FM/PAD. Notification of revocation must be in writing and must specify the reason for revocation. The recipient may appeal any such revocation to the Grant Officer.

3. Most supplies and equipment for the project are proposed for purchase locally in Cameroon and will therefore be treated as shelf items available from local suppliers.

4. Vehicle purchases (with the exception of motorcycles) required for the project will be funded from CARE's separate (from AID) project contribution to the budget, and therefore will not require AID source waivers.

5. AID Liaison Officials are the General Engineering Officer and the Project Development and Evaluation Division, USAID/Cameroon.

J. Alterations and Additions to Standard Provisions:

1. The Standard Provisions set forth as Attachment 3 of this Grant consist of form AID 1420-32, dated 2-82, which includes provisions 1 through 34.

2. The Standard Provisions, as defined above, are modified as set forth in the July 1982 Attachment to AID Forms 1420-51, -52, -53, and -54 entitled "Alterations in Grant", which is attached hereto and made a part of this Grant.

3. Delete the following Standard Provisions from for AID 1420-52, dated as above:

- a. Provision 5A : Negotiated Overhead Rates - Predetermined
- b. Provision 7A : Payment - Federal Reserve Letter of Credit (FRLC) Advance
- c. Provision 7B : Payment - Periodic Advances
- d. Provision 7C : Reimbursement
- e. Provision 10B : Procurement of Goods and Services Over \$250,000
- f. Provision 13B : Title To and Care of Property (U.S. Governemtn Title)
- g. Provision 13C : Title To and Care of Property (Cooperating Country Title)

4. The Standard Provision entitled "Parents", as set forth in form AID 1420-52, dated as above, is superseded by the Standard Provision entitled "Patent Rights (Small Business Firms and Nonprofit Organizations) (March 1982) (OMB Circular A-124)", which is attached hereto and made a part of this Grant.

### 1. Personnel and Operations

CARE will provide the project with the technical expertise, administrative support and personnel necessary for project implementation and operation of the Mokolo regional office. CARE will also partly provide the vehicles, equipment and materials required in the construction component of the project. Additionally, CARE will supply each animation agent with a (USAID-financed) motorcycle to be used for the life of the project at the time of their assignment.

### 2. Counterpart Obligations

Specific counterpart input requirements for this project will be committed by a separate exchange of letters between the Cameroon Government and CARE and will include: (1) An annual deposit of counterpart CFA funds equivalent to approximately \$133,332 over the three years of the project; (2) The assignment of adequate counterpart personnel, including a senior staff member qualified to serve as technical counterpart to the CARE project coordinator, and 15 new or existing field agents; (3) One field vehicle each for the health education counterpart and the technical counterpart, and the three affected departmental service chiefs of the project; (4) Adequate office space for the CARE staff operations in Mokolo for the duration of the project, and (5) Provision of a drilling rig with crew including their requisite salaries for each of the three drilling seasons.

The total estimated value of the contributions in kind, as it covers personnel and equipment, is estimated at \$193,548. Of the \$133,332 contribution in cash, through the counterpart fund, the budget estimates \$78,389 will be spent on personnel and operations expenses and \$54,943 on materials and equipment.

Copies of communications through which GRC has agreed in principle to continue cooperation between CARE and the Department of Community Development will be submitted to USAID Cameroon within 30 days of execution of the OPG.

### 3. Activity Schedule

Work will begin immediately the first year with the construction of 45 water points and implementation will continue at this rate each year thereafter. It is planned that 30 wells per year will be drilled in conjunction with the Ministry of Mines and Energy project in Garoua, mostly in the plains of the Mayo Sava and Diamare departments. Fifteen additional wells per year will be hand dug (reinforced large diameter wells) and most of these will be limited to the difficult mountainous terrain of the Mandara Mountains. All wells will be protected and equipped with hand pumps. This mix of technology allows the greatest number of villages to be reached in the most efficient manner.

At the same time the health education program will be extended to all new areas and villages covered by the project. This will include assigning, on a full-time basis, one animation agent from Community Development to each of

the 12 affected arrondissements and districts and also the three departmental headquarters. Health education activities include training seminars for village leaders, developing hygiene and sanitation curricula in the primary schools, establishing simple primary health care facilities, and training village maintenance crews in the upkeep of the wells. Much of this work will be based on the successful programs already developed by CARE/Community Development during the first phase of the Northern Wells Project.

A detailed schedule of activities planned by CARE/Cameroon in order to reach Phase II project objectives is included as part of the formal CARE OPG proposal document.

#### E. EVALUATION

CARE recognizes that, although all indications are that the Phase I program will achieve completion of the 72 water points (revised target) by the end of FY 1984, as planned, the project is by no means without its difficulties or shortcomings. These have been clearly identified and deal with through CARE's own continuing evaluation process and USAID has been kept thoroughly informed through the trimesterly Project Implementation and Evaluation (PIE) reports.

It is clearly evident that the greatest difficulty facing the program as it completes its first five years is finding sufficient water using existing (hand digging) methods. It is really because of this problem that the present application for continued funding is being made so that well drilling may be instituted in place of hand digging.

At the same time the Health Education component of the program has also been regularly evaluated through the trimesterly PIE process. In addition the project Coordinator (in 1983) conducted an evaluation of the impact health education is having and a copy of his report was submitted to USAID. The findings of this preliminary evaluation have been most encouraging and CARE is now in the process of obtaining the services of WASH to undertake a more detailed and more scientific evaluation of the impact of the project's health activities. AID/Washington has already approved the utilization of (centrally funded) WASH consultants to conduct the evaluation work and efforts are currently underway to recruit experts with the desired expertise.

The successful completion of the project (construction and health education) can be measured on the basis of each water system's integrity, the potability of the water delivered, the quantity of the water delivered, and the acceptability of the health education program in the village.

The following information will be collected at each recipient village for the purpose of evaluation.

1. Water quality - coliform counts
2. Structural integrity - by inspection
3. Maintenance needs - log of breakdowns and time to repair
4. Number of schools implementing Health Education curriculum
5. Number of villages practicing Health Education techniques:

- a) protected water sources;
- b) properly constructed latrines;
- c) domestic water storage techniques

In addition, a selected number of points will be monitored each year for the following information on consumption:

- 1. Number of people served
- 2. Volume of water used
- 3. Average time spent drawing water

The project will also continue to colate the statistics in and around recipient villages. This will be done in an attempt to guage the impact on the population's general health and well-being. The results of all evaluations will be made available to USAID/Cameroon on a timely basis.

A joint USAID/Cameroo: full-scale formative evaluation of the Northern Wells project's activities under the first phase OPG has been given high priority in the USAID/Cameroon FY 1985 Evaluation Plan.

The second component of this project, health education, has been equally successful. These activities were first designed, and implementation undertaken, by a CARE International Staff member (Health Specialist Susan Greisen) and were turned over to a full-time Cameroonian Health Education Coordinator, Toukour Haman Seyo, in 1982. Under his direction, health activities have continued to prosper and early evaluation indicates a very real and measureable impact on health practices and in reducing water borne disease. USAID/CAMERON and CARE at this time, are preparing to undertake a full evaluation of this activity in early FY 1985, with the assistance of experts from AID/Washington, to more accurately measure the advances indicated.

In executing this project, CARE/CAMERON works through the Ministry of Agriculture's Department of Community Development. In 1979, when activities were begun, the Department of Community Development barely existed and had practically no effective arm in the field. A large part of CARE's efforts over the past five years has been to assist in as many ways as possible to reinforce the growth of the Department of Community Development. Although this counterpart remains weak in a number of areas, and is not yet capable of assuming full responsibility for continued operation of the Northern Wells Project, much has been achieved toward this eventual goal.

The Extreme North Province of Cameroon continues to be one of the poorest regions of the country. Facilities are lacking in almost every sector. But it is in the area of water supply, especially in the rural villages, that assistance is most needed. Collection of water is still a major occupation of women in the project zone. Divided between rainy season ponds and rivers and dry season wells dug in the river bottoms on neighboring banks, collection is a tedious and time-consuming task. Oftentimes these points are at a great distance from the villages, and they are always of poor quality. A great deal of the high incidence of human sickness and disease is traceable directly to a poor drinking water source.

An improvement both in the quantity and quality of water supply would aid in improving the general health and well-being of local families. Women and children would spend less time covering long distances to obtain water. Cleaner water helps preserve the individual's health, thus contributing to an ability to remain productive in the family or village setting. Also of importance, permanent potable water in the villages can help prevent migration of families from the rural zones to areas where there is a perceived difference in the quality of life.

This Phase II project will undertake a program designed to continue efforts to alleviate these problems in the Department of Mokolo (Mayo Tsanaga Prefecture), Mora (Mayo Sava Prefecture) and Diamare (Maroua Prefecture). This represents the same geographic area as the Phase I program, though the region is now divided into three Prefectures rather than the original two.

The program will be accomplished through a two-part approach. First, wells will be improved, deepened, constructed, or drilled, and then protected and equipped with hand pumps. Second, a program of health education will be established in each of the villages to instruct inhabitants in basic health practices. Village participation will be encouraged along the way.

#### B. PURPOSE OF GRANT

The purpose of this Grant is to increase the number of permanent potable water sources in the Extreme North Province of Cameroon, and to successfully transfer hygienic water use habits and practices.

#### C. SPECIFIC OBJECTIVES

##### 1. Final Objectives

- a. To construct 135 permanent potable water points capable of meeting the needs of an estimated population of 500 each.
- b. To successfully transfer hygienic knowledge and practices to these individuals, specifically in the following areas:
  - ( i) water usage - personal and domestic
  - ( ii) water handling and storage
  - (iii) waste disposal - human, animal, domestic
  - ( iv) routine upkeep and protection of the water system.

##### 2. Intermediate Objectives

- a. To continue and strengthen the health education program installed in the villages and schools in the project zone, and to extend this to a larger population.
- b. To develop a sense of community participation and proprietorship in both the construction of the water point and, in the long-term, maintenance and protection of the well.
- c. To reinforce the existing CARE/Community Development pump maintenance program and possibly to merge it in the North with other existing maintenance projects, such as Genie Rural, FONADER and PSAR, so that it is capable of serving the needs of all villages possessing improved wells with hand pumps in that region.
- d. To train government counterparts in the technical and educational aspects of the project to a sufficient degree which will allow the eventual turnover of project activities to the local government services.

#### D. IMPLEMENTATION

The Phase II Northern Wells project will continue to be implemented by CARE/Cameroon in cooperation with the Ministry of Agriculture's Department of Community Development. Technical assistance for the drilling component will be provided by CARE with the cooperation of the Ministry of Mines and Energy through the Underground Water Project (Garoua).