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FM/CAD

UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
Dhaka, Bangladesh

April 24, 1986

Dr. M. Alauddin
Country Representative
The Pathfinder Fund
House 15, Road 13A
Dhanmondi R.A.
Dhaka-9, Bangladesh

Subject: Amendment NO. 7 to Cooperative Agreement,
No. 388-0050-A-00-1015-07

Dear Dr. Alauddin:

This amendment to the Cooperative Agreement between The Pathfinder Fund (Pathfinder) and USAID/Bangladesh:

- a) adds U.S. \$2.2 million to the Agreement,
- b) extends the period of the Agreement to September 30, 1989,
- c) streamlines subproject approval procedures, and
- d) restates the entire Agreement, superceding all prior amendments and the original Grant document, except for the assurance of compliance.

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1977, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as "A.I.D.", "USAID", or "Grantor") hereby grants to The Pathfinder Fund (hereinafter referred to as "Pathfinder", "PF", or "Recipient") an additional sum of Two Million Two Hundred Thousand United States Dollars (U.S.\$ 2,200,000) to provide support for a program in family planning as described in the Schedule (Attachment 1) and the Program Description (Attachment 2). This amount is in addition to the previously granted sum of Two Million Four Hundred Thousand United States Dollars (U.S. \$2,400,000), so that the total amount obligated in this Agreement is now Four Million Six Hundred Thousand United States Dollars (U.S. \$4,600,000).

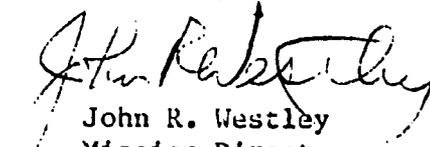
This Agreement was originally effective on April 7, 1981. All funds obligated in this Agreement apply to commitments made by Pathfinder in furtherance of program objectives during the period beginning with the effective date and ending on September 30, 1989.

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

Please note that the clause prohibiting the performance or active promotion of abortion has now become part of one of the Standard Provisions.

Please sign two originals and one stencil copy to acknowledge your acceptance of the terms and conditions of this Cooperative Agreement, and return one original and the stencil to USAID/Bangladesh. We will produce multiple copies for both parties.

Sincerely,



John R. Westley
Mission Director
USAID/Bangladesh

Attachments:

Attachment 1, the Schedule;
Attachment 2, Program Description; and
Attachment 3, Standard Provisions.

Agreed:



Dr. M. Alauddin
Country Representative
Bangladesh.

Date: April 24, 1986.

FISCAL DATA

Appropriation	:	72-1161021.4
Budget Plan Code	:	QDAA-86-27388-BG-13
Project No.	:	388-0050
Cooperative Agreement No.	:	388-0050-A-00-1015-07
Amount Obligated	:	\$2,200,000

ATTACHMENT 1: THE SCHEDULE

A. PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide support for a program in family planning, as more specifically described in Attachment 2 to this Agreement entitled "Program Description."

B. PERIOD OF AGREEMENT

The effective date of this Agreement is April 7, 1981. The expiration date of this Agreement is September 30, 1989. The terminal date of disbursement is June 30, 1990.

C. AMOUNT OF AGREEMENT AND PAYMENT

The total obligated amount of this Agreement is U.S. \$4.6 million, of which U.S. \$2.2 million is obligated by this Amendment No. 7. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 3, the Standard Provision entitled "Payment - Periodic Advance" or "Payment - Cost Reimbursement".

D. BUDGET

The following is the Budget for this Agreement, including local cost financing items, which are authorized. Revisions to this Budget shall be made in accordance with Standard Provision of this Agreement, entitled "Revision of Grant Budget."

	<u>Previous Budget Total up to Amendment No.6</u>	<u>Additional Funds Amend- ment No. 7</u>	<u>Revised Cumula- tive Budget Total Amendment No. 7</u>
I. Family Planning Activities:			
Family Planning Services			
Sub-Projects	\$,398,255	\$1,224,170	\$2,622,425
Training and Technical Assistance	120,146	52,337	172,483
IEC and NGO/BDC Coordi- nation Activities	50,700	127,787	178,487
Evaluation	54,750	10,281	65,031
II. Direct Program Support	283,136	282,956	566,092
III. Indirect Cost (current rate=29.6%)	493,013	502,469	995,482
Total United States Dollars	<u>2,400,000</u>	<u>2,200,000</u>	<u>4,600,000</u>

As this budget is illustrative, the Recipient may reallocate funds among line items up to 15% of each line item, except for the Indirect Cost line item, without amendment of this Agreement. Funds also may be moved among budget categories by exchange of letters signed by both Parties without formal amendment of this Agreement.

E. SUBSTANTIAL INVOLVEMENT UNDERSTANDINGS

Substantial involvement understandings under this Cooperative Agreement include (1) recommendations regarding the appointment of the staff person essential to the achievement of the objectives of the Agreement, (2) mutually agreed upon objectives, (3) estimated outputs for achievement of these objectives, and (4) approval procedures for subprojects, small grants, and other activities.

1. KEY PERSONNEL

The following staff person furnished by the Recipient is considered essential to the achievement of the mutually agreed upon objectives of this Agreement:

Dr. M. Alauddin, Country Representative,
The Pathfinder Fund.

The Recipient will solicit the views of USAID and will consider A.I.D.'s recommendations regarding staff selection prior to the appointment of any other individual to this position. Pathfinder acknowledges the need to fill any vacancy promptly and will endeavor to do so within 90 days of the occurrence of such vacancy.

2. PROGRAM OBJECTIVES

The goal of this program is to decrease fertility in Bangladesh. The purposes of this program, as described in Attachment 2, are to support community-based and clinic-based MCH/family planning services, and to provide technical and managerial expertise and training to strengthen the management capabilities of the Pathfinder/Dhaka office and of subgrantees. The program objectives for the period 1986-1989 are as follows:

a. Continuation and consolidation of current family planning subprojects and improvement of their management capabilities by providing supervision, monitoring, evaluation and training on program development.

b. limited expansion of projects in urban areas and introduction of innovative projects in rural areas;

c. strengthening of the training of field staff through the provision of technical assistance to the existing training facilities;

d. continuation of PF's role of coordination between the NGOs and the government and among NGOs themselves to improve the management of family planning programs;

e. supporting the national family planning program by facilitating its implementation at the Union, Upazila and Zila levels, with emphasis on participation by local leaders;

f. conducting Information, Education and Communication (IEC) activities for the development and/or translation of population education literature into Bengali, and for the promotion of the small family norm, particularly among the young, soon to be married and newly married couples.

g. evaluation of PF subprojects, their management and performance.

3. ESTIMATED OUTPUTS

The following estimated indicators and outputs are identified for purposes of monitoring the program and measuring achievement of the objectives described above.

	ESTIMATED OUTPUTS			
	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
CBD Projects				
Urban	26	26	26	26
Rural	2	4	6	8
Clinical Projects	2	2	2	2
Innovative Projects	1	1	1	1
Year End Active Users	71,000	84,000	95,000	105,000
Referrals for VSC	6,000	5,500	5,000	5,000
IEC Activities (Conferences, coordination workshops)	10	7	7	7
Evaluation			1	

4. APPROVAL OF FAMILY PLANNING SERVICES SUBPROJECTS, SMALL GRANTS, AND TECHNICAL ASSISTANCE.

a. By signature of this Agreement, USAID approves the refunding of all ongoing subprojects costing less than \$40,000 per year. Upon refunding ongoing subprojects costing less than \$40,000 per year, PF will send USAID a summary sheet for each such subproject in an agreed format. All new project proposals must be approved for their first year of operation by USAID. All subprojects costing \$40,000 or more must be approved by USAID every year. PF must ensure that all necessary clearances for support of a subproject are obtained from the Bangladesh Government. PF will execute a Letter of Agreement between itself and the subgrantee, which will outline the terms and conditions under which the subgrant is made and will include the Standard Provisions applicable to the subgrantee. Upon request, Letters of Agreement and Amendments to such Letters between PF and the subgrantees will be made available to USAID/Dhaka.

b. Once the Letter of Agreement is effective, PF will provide technical, managerial and accounting expertise to the subgrantee for the life of the subgrant. The degree of PF monitoring and technical assistance will vary depending on the strengths and weaknesses of individual subgrantees.

c. A small grant mechanism will utilize funds budgeted under the "IEC activities" line item and will require USAID's written concurrence only when a small grant exceeds U.S. \$7,500 or when it involves foreign training.

d. Use of funds under the "Training and Technical Assistance" line item for technical assistance will require prior written concurrence by the USAID project officer.

F. REPORTING AND EVALUATION

1. SUBGRANTEE TO PATHFINDER

For each subgrant made from this Agreement, the subgrantee will submit all reports normally required by Pathfinder of its subgrantees. These reports will be submitted to Pathfinder/Dhaka on a quarterly basis, and shall be forwarded to Pathfinder/Boston. These narrative reports shall include:

- financial reports of subgrant expenditures;
- statistical reports on the number of active users and contraceptive prevalence;
- progress reports detailing accomplishments and problems.

2. EVALUATION OF SUB-PROJECTS BY PATHFINDER

During the period covered by Amendment 7, PF will contract with an independent research group for a comprehensive evaluation of sub-projects, their management and performance.

Pathfinder will assess project performance systematically in accordance with its established procedures. Any and all reports submitted to Pathfinder by its subgrantees will be made available on request to USAID/Dhaka.

Pathfinder/Boston will conduct regular reviews with Pathfinder/Dhaka of subgrants funded from this Agreement, at a minimum of once a year. These reviews shall consist of discussions regarding subgrant progress and problems, examination of files and financial records, as well as on-site visits to projects funded by the subgrants. The results of these reviews shall be made available, upon request, to USAID/Dhaka. PF/Boston will make available technical assistance to PF/Dhaka, whenever deemed necessary.

Pathfinder will arrange for audit by an independent auditing firm upon completion of the first year of operation of each subgrant. Thereafter, Pathfinder will arrange such an audit of each subgrant at least once every two years, or more frequently if requested by USAID/Dhaka or Pathfinder. The results of such audits shall be made available upon request to USAID/Dhaka.

3. PATHFINDER TO USAID/DHAKA

If requested by USAID/Dhaka, Pathfinder agrees to supply copies of any reports received from its subgrantees, and the results of any evaluations (including audits) conducted by Pathfinder. USAID/Dhaka reserves the right to visit all subgrantee locations and to evaluate subgrants at any time during the period of the Grant, upon notification to Pathfinder/Dhaka whenever possible.

Pathfinder agrees to establish evaluation mechanisms for all subgrant projects to examine the projects' impact on contraceptive prevalence in the project area. To measure progress, a baseline estimate of the number of eligible couples and pre-project contraceptive prevalence must be made for any new projects.

Pathfinder will continue to include in its Standard Terms of Pathfinder Awards a provision on "Sterilization/Informed Consent", and to include in awards of subgrants for the provision of sterilization services a requirement for participation in the sterilization surveillance system. For Pathfinder Fund supported clinics, this system includes, in addition to the inspection of the Sterilization Surveillance Team, quarterly monitoring visits by the Pathfinder Fund Medical Program Officer and a periodic review of clinical standards by USAID. During monitoring and review visits, the Pathfinder Fund Medical Program Officer and the external consultant will assess whether the required standards are maintained with regard to counselling, informed consent, equipment and instruments, OT facilities, emergency medicines and follow-up for complications, if any occur. They also review doctors' knowledge of CPR, and observe pre-medication, new anaesthesia regimen practices and procedures for VSC. (See also the Standard Provision on "Voluntary Population Planning," subsection (b), "Voluntary Participation Requirements for Sterilization Programs.")

Pathfinder agrees to submit to USAID every six months its MIS report, including distribution data and/or active user data.

Pathfinder will submit an annual narrative progress report to USAID/Dhaka. This report will be submitted within three (3) months after the end of Pathfinder's fiscal year, July to June.

The annual report will set forth the PF strategy and goals for Bangladesh, analysis of current programming and assessment of progress in meeting objectives. The programmatic issues identified and dealt with during the year will be discussed and reflections offered regarding future directions.

The annual report will offer a description and assessment of program activities, including implementation/coordination efforts, IEC activities and the NGO training effort. The programs undertaken during the year for training of the Dhaka staff will be described as well as the training sessions held at the PF/Dhaka office for its Project Managers, Supervisors and Fieldworkers.

The report will specifically set forth the following information and data on each project: progress in meeting its objectives, active users, CPR, number of client visits, number of Mothers' Groups meetings, number of training sessions held for field staff, results of evaluation and monitoring efforts, implementation problems and issues, and descriptions of any programmatic innovations introduced. Any new projects launched during the year will be set forth, with the rationale for their establishment, the nature of the projects, and their goals and early progress in attaining them.

G. SPECIAL PROVISIONS

1. REVISED STANDARD PROVISIONS

Revised Standard Provisions, issued by AID/Washington in November, 1985, are attached as Attachment 3. The revised Standard Provisions include material formerly incorporated by reference to AID Handbooks. The Standard Provisions are divided into "mandatory" and "optional" categories.

2. The following Standard Provisions are inapplicable to this Cooperative Agreement:

- (a) Negotiated Indirect Cost Rates - Predetermined,
- (b) Title to and Care of Property (U.S. Government Title),
- (c) Title to and Care of Property (Cooperating Country Title),
- (d) Cost Sharing (Matching).

3. Payment will normally be made under the Standard Provision entitled "Payment - Periodic Advance", but the other two Payment provisions (Letter of Credit and Cost Reimbursement) may be used according to their applicability statements. Payment and request for advance documentation will be submitted in the format agreed to under separate correspondence.

II. OVERHEAD (INDIRECT COSTS) RATE

Indirect Costs are paid at the rate determined to be applicable under the Standard Provision entitled "Negotiated Indirect Cost Rates - Provisional." The currently applicable provisional rate is 29.6% of all direct costs.

The rate shall be periodically adjusted as stated in the Standard Provision.

I. TITLE TO PROPERTY

Title to property financed under this Agreement shall vest in the Recipient pursuant to Standard Provision entitled "Title to and Use of Property (Grantee Title)."

J. THE AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this Agreement is A.I.D. Code 941. Local cost financing in Bangladesh is also authorized.

PROGRAM DESCRIPTION

A. PURPOSE OF THE PROJECT

The purpose of Pathfinder programs in Bangladesh is to provide financial and technical support to governmental, non-governmental and autonomous organizations so that they may provide family planning services to the people of Bangladesh. In so doing, Pathfinder is aiding Bangladesh in its mission of slowing the dramatic population growth rate, thus releasing energies and resources for socio-economic development so that the health and well-being of its people may ultimately be attained.

B. PROGRAM FOCUS AND DESCRIPTION

During the period covered by Amendment No.7, PF will focus its attention on the following program areas: (1) continuation, consolidation and limited expansion of the current family planning projects, and introduction of innovative projects; (2) training; (3) coordination/implementation/I, E and C activities; and (4) evaluation.

There follows a brief description of each of these program areas.

1. CONTINUATION, CONSOLIDATION AND LIMITED EXPANSION OF FAMILY PLANNING SERVICES SUBPROJECTS

PF will continue to support its 24 CBD family planning service projects and 2 clinical projects. The fieldworker staff will be increased to provide a fieldworker-to-eligible couple ratio of 1-to-500 or 600 in each project; the required supervisory staff will be correspondingly increased. During 1986-87, two new urban CBD projects will be introduced. The addition of 2 new rural projects is planned for each year of the period covered by this Amendment.

Additionally, PF intends to support innovative projects in which family planning services are introduced into the programs of organizations which exist for different non-family planning purposes, e.g., economic development of women, religious instruction, etc. Grafting family planning services, ranging from I, E and C to the provision of contraceptive supplies, onto such already existing programs may provide access to many men and women not otherwise reached.

Program innovations to be introduced to all projects include yearly Family Planning Acceptors' Conferences, Technical Committee Chairmen Conferences and CBD Staff Workshops.

2. TRAINING

a. Field Staff Training

PF has assumed a major role in coordinating the collaborative effort among NGOs to jointly meet their field staff

training needs. In addition to chairing the NGO Coordinating Council on Training, PF will receive technical assistance funds from USAID for NGO Field Staff Training. Technical assistance will be required for the evaluation of current training programs, development of improved curricula, lesson plans, teaching materials, etc. The responsibility for planning and implementing the technical assistance will rest with PF.

b. Program Staff Training

The continuing education of PF/Dhaka Program Staff will be carried out through the following activities:

(1) Program Officers' family planning training in the United States. Two Program Officers will receive such training in 1987, one in 1988;

(2) attendance at Workshops by the remaining five Program Staff;

(3) In-house and Continuing Education Program. Through seminars and discussions PF will meet the on-going training needs of its Program Staff. Representatives of the program staff of other NGOs will be invited to join PF/Dhaka staff for such sessions. These seminars/discussions could serve as fora for bringing PF/Dhaka Program Staff and other providers together with researchers, innovators in programming, etc.;

(4) a Workshop on Proposal Writing is scheduled for May 1986 for PF Program Staff, and a representative of each NGO will be invited to attend;

(5) training abroad during 1986-87 of one PF staff person in computer literacy, data processing and analysis so that PF/Dhaka can introduce computer processing capability.

3. COORDINATION/IMPLEMENTATION/IEC ACTIVITIES

a. Coordination

PF will organize two workshops per year in different municipal districts to coordinate the NGO family planning programs in that district. The focus of the workshops will be on services offered and areas assigned so as to ensure the coverage of all residents and maximize service delivery. To facilitate the tasks of the workshops, a study will be undertaken to map all the districts in Bangladesh regarding NGO assignments.

b. Implementation

PF wishes to support the effective implementation of the national family planning program through sponsoring conferences in Upazilas for Upazila Chairmen. Four such conferences are planned for 1986. Additionally, two workshops per

year will be held for the National Family Planning Officers. Upazila level workshops for Union Chairmen and Ward Members will take place twice a year.

The goal of all the above conferences/workshops will be to facilitate the translation of the national population initiative down to the upazila and village levels by increasing the local leaders' understanding of the national population policy and their role in implementing it.

c. Information, Education and Communication (IEC) Activities

PF will offer support to population education literature, through small subgrants to universities or local groups to develop and/or translate population materials into Bengali.

PF plans to lend support to a "Zero Population Growth" public education group through the granting of financial and technical assistance. Such support will be extended to a private organization interested in promoting the small family norm through education regarding the effect of family size on quality of life.

Since the demographic profile of Bangladesh reflects that 45% of its population is under age 15, IEC activities explaining the benefits of family planning will be targetted to the young and the soon-to-be-married. PF/Dhaka has already requested the field staff in its CBD subprojects to accord special attention to the education and provision of services to this younger group. PF would thus favor supporting a group that could target this group for an outreach public education campaign.

Support will also be extended to professional groups for conducting population-related conferences, and attending conferences.

PF intends to publish a brochure on the Bangladesh population program as a means of public education for the population community, groups interested in seeking support from PF for a project, and interested individuals.

4. EVALUATION

PF intends to contract with an independent research group for a comprehensive evaluation of its subprojects, their management and performance. It is planned that one such evaluation be undertaken during the period covered by this Amendment.

C. CONCLUSION

The programs and activities Pathfinder has proposed above are all designed with a common purpose: that the people of Bangladesh have available to them the means to achieve the family size they desire. Pathfinder intends to provide safe and effective family planning services through programs that are efficiently operated, and staffed primarily by women who care for the welfare of mothers and children. In so doing, Pathfinder hopes to enable the women and men of Bangladesh to achieve the family size they desire and thus offer an opportunity to their families for a healthier, brighter future.