

APPENDIX 6A-4

(Short-form)

Loan and Grant Agreements

FM/LMD (if Loan)

FM/PAPD

FM/CAD

GC/ANE

ANE, Desk

ANE/TR Officer

ANE/PD Officer & File

PPC/CDIE/DI ✓

GRANT PROJECT AGREEMENT

Between the United States of America, acting through
the Agency for International Development (AID)

AND

The Republic of Indonesia

(Grantee)

1. Project Title	2. AID Project Number
Participant Training Survey Project	930-0085.97

The above-named parties hereby mutually agree to carry out the Project described in this Agreement in accordance with (1) the terms of this Agreement, including any annexes attached hereto, and (2) any general agreement between the two governments regarding economic or technical cooperation.

3. Amount of AID Grant	4. Grantee Contribution to the Project	5. Project Assistance Completion Date
\$ 40,000	See Annex A, Para 4	August 30, 1988

6. This Agreement consists of this title page and Annex A: Project Description
Attachment A: Amplified Survey Description
Attachment B: Scope of Work for Contractor
Attachment C: Nepal Survey Questionnaire
Annex B: PROAG Standard Provisions Annex

7. For the Grantee Typed Name	8. For the Agency for International Development Typed Name
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Drs. Saadillah Mursjid

David N. Merrill

Signature

Signature

Title Deputy for Administration
BAPPENAS

Title

Director
USAID/Indonesia

Date 12 August 1987

Date

12 August 1987

PROJECT AGREEMENT

Annex A

PROJECT DESCRIPTION

1. Project Title	'	2. AID Project Number
Participant Training Survey Project	'	930-0085.97

3. This Project consists of:

Conducting a comprehensive sample survey of the AID funded participant trainees as amplified in the Attachment A. The Overseas Training Office (OTO) will initiate, implement and complete the proposed survey.

OTO will work in close cooperation and consultation with AID throughout the duration of this project. It will also seek their formal approval for the following items:

- Selection of the local contractor
- Finalization of the questionnaire
- Determination of the sample size and sampling procedures
- Organization of 3 workshops
- Nature and type of data analysis

Mr. Donald Foster-Gross will serve as the AID Project Officer for this project.

Attachments A and B represent sample language for your consideration in preparing contracts for these purposes. It is AID policy that both contract budgets and payments should be in Rupiah.

4. a. Payment of Grant:

AID will disburse grant funds to the Grantee in Rupial upon presentation of the following documents:

- (a) S.F. 1034 with AID Project Officer's Administration approval,
- (b) Certified Invoice and
- (c) Copy of executed contracts and evidence of USAID approval, along with copies of payments to contractors.

An advance of funds may be made to the Grantee based on a 90 day cash needs budget. Grantee may make advances of grant funds to non-profit contractors only.

b. Grantee Submissions to AID:

(1) OTO will provide to AID the following:

- 2 copies of the report and other publications based on the survey date
- 2 copies of the completed questionnaire, coding manuals, coded data sheets, and computer tapes or discs with suitable explanations
- 2 copies of the desk review prepared by the contractor on the nature and evolution of AID funded participant training programs

All the above mentioned items will be in English language. AID will have the right to reproduce any of these as they deem fit.

(2) The AID and the OTO will have equal access to the data and findings, and will be free to use them in the way they deem fit for research, publication (except for identity of participants) evaluation, and policy/program formulation. However, any public release of data under the contract is subject to joint AID and OTO approval.

(3) The copyright to the data will belong to OTO, and not to the contracting firm.

c. Grantee Contribution to Project

The Grantee shall provide its technical and organizational resources required for the project, and any additional funds for the survey, if required.

AMPLIFIED SURVEY DESCRIPTION

I. STUDY QUESTIONS:

The survey will be designed to examine the effects of the AID funded long-term overseas training on the careers, performance, professional networks, and eventually the contributions of the Indonesian participant trainees (PTs). Some of the study questions are as follows:

1. What has been the socio-economic background of the PTs? What are the major socio-economic strata from which they have come?
2. What have been the effects of training on the career paths of the PTs? Has overseas training contributed to the advancement of their careers? Would their careers have been different in the absence of AID funded training?
3. What have been the effects of the training on the attitudes and perceptions of the PTs? Do they maintain formal or informal linkages with their former teachers and, fellow-trainees (both from Indonesia and other countries)? Does the training contribute to their increased participation in national and international professional networks?
4. To what extent are the PTs satisfied with the choice of the institute/university they attended, and the nature of their training? Did they have any choice over the institute/university they attended and/or over their program or elements within their program? What are their suggestions for the future?
5. To what extent were the PTs able to utilize the skills and expertise acquired during their training in their work settings? Did the PTs continue to utilize the skills acquired even when they left the specific jobs for which they were initially trained?

6. What type of "re-entry" problems did the PTs encounter on their return? What problems, if any, did they face after their initial re-entry problems were overcome? What are their recommendations for alleviating such problems in the future?
7. Did some trainees join or start private sector firms after fulfilling their contractual obligations with the sponsoring agencies/ministries? What types of roles are they playing in them?
8. What is the assessment of the PTs of their contribution to the overall development of Indonesia.
9. What are the recommendations of PTs for improving the efficiency, effectiveness and relevance of AID funded training in Indonesia?

II. SAMPLE SIZE:

A total number of 350 USAID funded PTs will be interviewed on the basis of a structured questionnaire administered individually by the enumerators. Out of this number, 250 will be randomly selected from a sampling frame consisting of the PTs, who had at least one year of overseas training, and completed their training by the end of 1985. In addition 100 cases will be included to give greater representation to women PTs, non-Java based PTs, third country trainees and the PTs presently working in private sector. The USAID/Jakarta has a computer directory of all the PTs supported by it, which can be used for constructing the sampling frame.

III. THE QUESTIONNAIRE FOR INTERVIEWS:

A comprehensive questionnaire will be prepared for interviewing the PTs. For this purpose, OTO will treat the questionnaire used in Nepal for a similar survey, as the first draft. It will improve on it by adding new items for answering questions # 5, # 8 and # 9 or deleting those which are not pertinent in the Indonesian context. The final draft of the questionnaire will be approved by AID.

IV. ORGANIZATIONAL ARRANGEMENTS:

OTO will constitute an "Advisory Committee" under its "Operation Research Unit" for planning the survey and monitoring its progress.

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The "Advisory Committee" will consist of survey, human resources and development experts. The advisory committee will meet at least once a month to provide technical guidance to the contracting firm engaged by the OTO.

OTO will select an Indonesian contractor following AID HB 11 procedures which will be subject to the provisions of a separate Project Implementation Letter for designing and implementing the survey. The selected contractor must possess both technical expertise and experience in conducting nation-wide sample surveys. OTO will seek the approval of AID in the final selection of the contractor. The Scope of the Work for the local contractor is included as an Attachment B.

V. SPECIFIC TASKS FOR THE CONTRACTOR:

In order to complete the survey, the contractor will need to undertake, as a minimum, the following tasks:

1. Preparation of a survey brief which details the methodological approach, sampling and analytical techniques, and implementation plan;
2. Preparation of the draft questionnaire under the guidance of the "advisory committee";
3. Pretesting of the questionnaire(s) on the basis of interviews with at least 30 PTS. Revision of the questionnaire in the light of pre-test findings;
4. Selection of the sample, as indicated above (item, sample size);
5. Selection of the field enumerators and supervisors, and providing them with, at least, a week long training;
6. Conduct of individual interviews on the basis of the questionnaire with 350 PTS included in the sample;
7. Distribution of the questionnaire(s) to additional 80 PTS randomly selected from the USAID/Jakarta directory, for comparing the relative advantages and limitations of individually administered and mailed questionnaires;

8. Coding of the data, and checking for errors;
9. Analysis of the data along the lines indicated in the initial survey brief and as approved by OTO and AID;
10. Preparation of the draft report which addresses at a minimum the questions outlined in sections above and its submission to OTO and AID for comments and reviews;
11. Preparation of the final draft incorporating the suggestions of the above-mentioned parties;
12. Preparation of a historical review of the USAID training program in Indonesia. Such a review will be based on the analysis of documents and statistical data available with USAID/Jakarta.
13. Organization of three workshops on the specific topics identified by the OTO "advisory committee" for assessing the contribution of PTs to the development of Indonesia.

VI. DELIVERABLES BY THE CONTRACTOR

At the completion of the survey, the contractor shall provide:

- (a) 6 copies of the survey report containing an analysis of the data;
- (b) 6 copies of a desk review of the nature and historical evolution of USAID/Jakarta participant training program; and
- (c) 2 copies of the completed survey research instruments, coded data sheets, and computer tapes with suitable explanatory roles.

All the above deliverables (except questionnaire) will be in English language.

ATTACHMENT B

ARTICLE I - STATEMENT OF WORK

1. Title: Participant Training Survey Project

2. Background: The OTO in cooperation with AID is conducting an impact evaluation of the USAID funded participant training in Indonesia. This contract is to procure the services of a contractor for designing and conducting a sample survey of 350 USAID/Jakarta sponsored long-term participants.

ARTICLE II - SCOPE OF WORK

1. Products:

At the completion of this contract, the contractor shall provide:

- a. 6 copies of a comprehensive report of the survey, which will include an analysis of the data generated by the questionnaires administered to the 350 PTs by trained enumerators;

- b. 6 copies of a desk review of the nature and historical evolution of USAID/Jakarta participant training program; and

- c. 2 copies of completed survey instruments, coded data sheets and computer tapes with suitable explanatory notes.

All the above products (except the questionnaire) will be in English.

2. Specific Tasks

In order to complete the survey and provide the required services and product, it is expected that the contractor will need to undertake, as a minimum, the following steps:

- a. Preparation of a survey brief which entails the methodological approach, sampling and analytical techniques, and implementation plan.
- b. Construction of a draft questionnaire for interviewing the PTs. The first draft will be provided to the contractor by the OTO. However, the contractor will further refine it in the light of expert advice received from various sources.
- c. Pretesting of the draft questionnaire on the basis of interviews with a least 30 PTs. Revision of the questionnaire in the light of pre-test findings. (Expected completion date; September 30, 1987)
- d. Selection of a sample of 350 cases. 250 cases will be randomly selected from the USAID/Jakarta directory of PTs. Only those participants will be included in the sample frame who had a minimum of (1) one year of overseas training, and (2) completed their training by the end of 1985.

In addition to the above 250 cases, an additional 100 cases will be selected to give greater representation to the following three categories of PTs: (a) women, (b) non-Java based PTs, and (c) third country trainees, and (d) the participants working in private sector. (Expected completion date; October 31, 1987)
- e. Organization of a training course of at least one week duration for the enumerators to be involved in the survey. Only persons holding graduate degrees and some field experience, will be selected for this purpose. (Expected completion date; October 31, 1987)
- f. Conduct of individual interviews with the PTs included in the sample. (Expected completion date; February 28, 1988)
- g. Coding of the questionnaires. (Expected completion date; March 31, 1988)
- h. Analysis of the data (Expected completion date; April 30, 1988)

- i. Preparation of a historical review of the USAID training programs in Indonesia using data and documents available with AID (Expected completion date; February 28, 1988)
- j. Preparation of the draft report. (Expected completion date; June 30, 1988)
- k. Submission to the OTO of the final report incorporating the suggestions of the OTO and AID. (Expected completion date; August 31, 1988)
- l. Organization of three workshops on the topics identified by the OTO's "advisory committee" for assessing the contribution of PTs to the development of Indonesia.

3. Staff

The contractor will appoint a research team directed by a senior social scientist/development expert for conducting the survey. The team will include a sociologist, an economist, an educationist and a human resource development specialist.

The head of the team will be responsible for all the activities required for the survey.

In addition, the contractor will hire trained enumerators, field supervisors, coders and a statistician.

The names and qualifications of the research team and the project director will have to be approved by the OTO and AID.

ARTICLE III - TECHNICAL DIRECTION

The contractor will work under the close supervision of the OTO. The questionnaire, sampling procedures, interview techniques, training of researchers involved in the interview, coding scheme, data analysis techniques, and the reporting format must be approved by the OTO and AID.

ARTICLE IV - CONTRACT PERIOD

The effective date of this contract is _____. The contractor will complete the work stated herein above no later than August 30, 1988.

ARTICLE V - FIXED PRICE AND SCHEDULE OF PAYMENT

The total Fixed Price at completion of the final report and written acceptance of the report by OTO and AID is Rp. _____

Payment will be made in accordance with the following schedule:

- a. After the construction of the draft questionnaires, submission and approval by OTO and AID; Rp. _____
- b. After pretesting of the draft questionnaires (30 PTs), revision, submission and approval by OTO and AID; Rp. _____
- c. After the end of training course and certification by the Project Officer: Rp. _____
- d. At the completion of interviews and coding; Rp. _____
- e. At the final submission of the revised report Rp. _____

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