

PD-AAW-664  
5377

**U. S. AID MISSION TO DOMINICAN REPUBLIC**

AMERICAN EMBASSY, P. O. Box 22201  
SANTO DOMINGO, DOMINICAN REPUBLIC

SEP 30 1987

FOR U. S. CORRESPONDENTS:  
U. S. AID MISSION  
APO MIAMI 34041-0008

Dr. Leonel Rodríguez Ribb  
President  
Association of Dominican  
University Rectors (ADRU)  
Calle Luperón esq. Hostos (altos)  
Edificio Comisión de Monumentos  
Santo Domingo, R.D.

Subject: Grant No. 517-0000

Dear Dr. Rodríguez Ribb:

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 the Dominican Association of University Rectors (hereinafter referred to as "ADRU" or the "Grantee"), the sum of Thirty-six Thousand United States Dollars (US\$36,000.00) to provide support for a pilot program that focuses on developing an operational self-evaluation model for university accreditation of ADRU member institutions as described in the Schedule of this Grant and Attachment 2, entitled "Program Description."

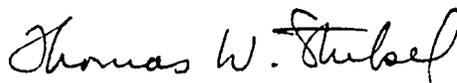
This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the 12-month period following the effective date.

This Grant is made to the Dominican Association of University Rectors, 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," Attachment 3, entitled "Standard Provisions," and Attachment 4, entitled "Procedures for Disbursement of AID Funds," which have been agreed to by your organization.

Dr. Leonel Rodríguez Ribb -- 2

Please sign the original and two (2) copies of this letter to acknowledge your receipt of the Grant and your agreement with the conditions of the Grant, and return the original and one (1) copy to the Program Office, USAID/Santo Domingo.

Sincerely yours,

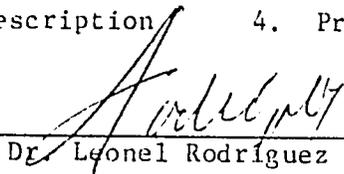


Thomas W. Stukel  
Director

Attachments:

- |                        |   |
|------------------------|---|
| 1. Schedule            | 3. Standard Provisions                        |
| 2. Program Description | 4. Procedures for Disbursement of USAID Funds |

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



Dr. Leonel Rodríguez Ribb

TITLE: \_\_\_\_\_

President, Dominican Association  
of University Rectors (ADRU)

DATE: \_\_\_\_\_

SEP 3 0 1987

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FISCAL DATA

APPROPRIATION: 72-1171021

BUDGET PLAN CODE: LDEA 87-25517-KG13

TOTAL ESTIMATED AMOUNT: \$36,000

TOTAL OBLIGATED AMOUNT: \$36,000

FUNDING SOURCE: PD&S EDU

SCHEDULE

ATTACHMENT 1

A. Purpose of Grant

The purpose of this Grant is to provide support for the Dominican Association of University Rectors (ADRU) to: 1) develop and implement an operational self-evaluation model for ADRU university accreditation; 2) to provide technical assistance to higher education institutions in the areas of self-evaluation of operations and academic programs; and 3) to establish standards of university excellence and create permanent mechanisms for self-evaluation and thereby institutional improvement, as more specifically described in Attachment 2 to this Grant entitled "Program Description."

B. Period of Grant

This Grant is effective on the date of the final approving signature, and the expiration date is one year from the effective date.

C. Amount of Grant and Payment

1. AID hereby obligates the amount of Thirty-six Thousand United States Dollars (US\$36,000.00) for the purpose of this Grant.

2. Payment under this Grant shall be made to the Dominican Association of University Rectors in accordance with the procedures set forth in the Financial Plan.

D. Financial Plan

The following is the Financial Plan for this Grant. The Plan includes both local currency disbursements by ADRU and AID direct disbursement. A breakdown of the local currency portion and the disbursement procedure to be followed by ADRU is provided in Attachment IV. The balance corresponds to AID payments. The ADRU counterpart contribution will be in-kind. Revisions to this Plan shall be made in accordance with the Standard Provisions of this Grant, entitled "Revision of Financial Plans."

FINANCIAL PLAN  
(U.S. Dollars)

<u>Cost Element</u>	<u>Obligated Amount</u> (AID)	<u>Counterpart</u> (ADRU)	<u>Total Estimated</u>
Personnel	\$11,985	\$7,000	\$18,985
International Travel	8,300		8,300
Domestic Travel	180		180
Per Diem	6,020		6,020
Supplies, Materials, Equipment	9,515	1,000	10,515
Office Space, Utilities		4,000	4,000
Total	<u>\$36,000</u>	<u>\$12,000</u>	<u>\$48,000</u>

The AID Grant will finance one full-time advisor and part-time technical assistance for seminar and evaluation purposes. In addition, international/local travel and per diem for the Middle States Association personnel will be financed. Materials, supplies and equipment required to implement the Grant will be procured. The equipment includes: a computer with a computer table, and a photocopier. A detail of the AID financed portion of the illustrative budget follows:

Personnel:

					US\$
Advisor	12 person months	13 x 375	=		\$4,875
Technical Assistance	4 person months	4 x 470	=		1,880
Secretary	12 person months	13 x 110	=		1,430
Honoraria	\$100/day x 2 persons x 4 days x 4		=		3,200
	\$100/day x 2 persons x 3 days		=		600
					<u>11,985</u>

International travel:

4 seminars x 2 persons x \$600	4,800
Evaluation x 2 persons x 1 trip x \$700	1,400
Participation of ADRU members on U.S. teams 3 persons x 1 trip x \$700 ea	<u>2,100</u>
	8,300

Domestic Travel:

180

Per Diem:

2 persons x 5 days x 2 visits at \$85	\$1,700
2 persons x 5 days x 2 visits at \$78	1,560
2 persons x 3 days x 1 visit at \$85	510
3 persons x 10 days x 1 visit at \$75	<u>2,250</u>
	6,020

Equipment, Books, Supplies, Materials:

9,515  
\$36,000

TOTAL

E. Reporting and Evaluation

The Grantee will assume the responsibility for submitting detailed reports each quarter, beginning 3 months after the Grant is signed, of the status of project progress to date. The reports should include a description of the project, the project status, outcomes to date, delays and/or problems and planned activities during the next quarter. A six-month progress report will focus on the overall progress and make recommendations for modifications if any are required. A final report of the project will be submitted to USAID within sixty days after the date of expiration of the Grant.

F. Special Provisions

AID Standard Provisions for Non-U.S. Grantee (attached) will apply.

ADRU should coordinate its accreditation effort with the National Council of Higher Education (CONES) and should inform institutions that are not ADRU members, of the activities under this pilot project.

G. Authorized Geographic Code

The authorized Geographic Code for procurement of goods and services under this grant is 000 (U.S.) and the Dominican Republic.

## PROGRAM DESCRIPTION

Background:

In the 1988-89 Action Plan submitted to AID/W in April 1987, USAID/DR presented as a policy dialogue issue under Objective 12: To Improve Educational Opportunities, the need to bring under control the proliferation of non-accredited educational and training institutions in the Dominican Republic. Discussions were to focus on the need to accredit all tertiary level educational institutions in order to assure quality programs. In addition, the accreditation process will directly complement USAID's participant training program since, based on a standard compatible with U.S. higher educational institutions, articulation agreements between U.S. and Dominican Universities will be encouraged. The ultimate goal of this exercise is for participants going to the U.S. or returning to the Dominican Republic from U.S. training to be able to transfer credits for courses taken in either country. Currently under the Presidential Training Initiative for the Island Caribbean Project, 100 disadvantaged youth will be studying for two years of under graduate training in the U.S. Through a conditional loan program for financing in-country training and the accreditation activities which will facilitate reciprocal articulation agreements, these youths will have the option of finishing their undergraduate degree in the Dominican Republic upon completion of the two years of U.S. training.

Purpose of the Grant:

The funds provided under this "Letter Agreement" between USAID/Dominican Republic and Association of Dominican University Rectors (hereinafter, the Grantee) will be used to: 1) develop and implement an operational self-evaluation model for ADRU university accreditation; 2) provide technical assistance to higher education institutions in the areas of self-evaluation of operations and academic programs; and 3) establish standards of university excellence and create permanent mechanisms for institutional improvement, during the period described in Attachment 1. It is understood and agreed that funding in the amount of US\$36,000 will be provided to the Grantee to be used exclusively for the expenses identified in Attachment 1. Additionally, the Grantee agrees to provide general office support, as well as any other logistical assistance in order to effectively carry out the Scope of Work.

The accreditation process requires that institutional self-evaluations be performed to assess the needs and potential of a university or higher educational institution in order to make decisions concerning the best actions to take, and possible constraints to future development. The self-evaluation must be conducted to produce reliable and useful information which may be used to make informed decisions regarding the educational direction of the institution.

In order to standardize the required information, universities must evaluate common denominators such as quality indexes, institutional interrelationship, statistical information, evaluation criteria, faculty, curriculum, etc. for the overall improvement of Dominican Higher Education. More specifically, during the preliminary stage of the process, the following areas should be analyzed in the institutional study:

1. Philosophy of the Institution - Mission Objectives and Institutional Profile.
2. Organization and Management.
3. Teaching and Research Personnel.
4. Administrative and Management Personnel.
5. Curriculum or Academic Programs.
6. Number of Students and Academic Qualifications.
7. Admission and Registration.
8. Plant, Facilities and Equipment.
9. Extension, Investigation and Innovative Capabilities.
- 10.. Library, Learning Tools and Publishing Capacity.
11. Planning, Systems and Budget.
12. Teacher and Student Evaluation.

The importance of each university performing an integrated study, covering all main aspects of its organizational, financial and academic life, lies in the fact that without a permanent and continuous mechanism of self-evaluation and a plan for growth, change and improvement, it would be difficult for universities to maintain a standard of academic excellence.

Self-evaluation, therefore, is viewed as a permanent process to be carried out to continually assess and analyze significant information for institutional improvement. It is basically intended to improve and reach levels of development in conformance with the objectives and priorities established by the institution. Self-evaluation is a mechanism by means of which the institution faces its "actual or present condition", in order to perform more efficiently and plan realistically.

ADRU is taking the initial steps in facilitating this process. It has established goals for each stage and a process to accomplish these goals. It is important to note that the committees, assigned to work by subject areas or institutional sectors, must develop a methodology to create and stimulate dialogue which will result in recommendations and an eventual standardization of institutional self-evaluation.

Program Objectives and Outcomes

The primary purpose of institutional evaluation of ADRU member universities is to improve the quality and the overall performance of the Higher Education Centers, regarding the standards, criteria and features useful as parameters for institutional evaluation and accreditation of universities. On a short-term basis, a system to promote, coordinate and direct the process of institutional self-evaluation will be developed and over the longer term an eventual accreditation system of Dominican universities will be established.

The following major objectives are to be accomplished as a result of this Grant:

Short-Term Objectives: Institutional Self-Evaluation

- a) Establish minimum standards and criteria for university excellence.
- b) Initiate a preliminary process of institutional self-evaluation of ADRU member universities according to criteria and parameters developed thereon.
- c) Conduct a sample Institutional Self-Evaluation and develop the process leading to accreditation of ADRU universities.
- d) In each university, evaluate the present operating and performance levels - accomplishments, positive aspects, deficiencies or weaknesses - in order to create permanent mechanisms for institutional improvement.

Long-Term Objectives: University Accreditation

- a) Create an operational standard for university accreditation.
- b) Provide technical assistance to Higher Educational institutions for the diagnostic study and evaluation of operations, programs and results.
- c) Develop a permanent program for institutional improvement which contributes to overall Dominican university excellence.

In order to achieve these objectives ADRU will:

1. Organize a series of workshops for ADRU member universities.

2. Establish a standing commission to oversee and implement the self-evaluation and eventual accreditation arrangements.
3. Work with member universities in setting up and conducting institutional self-evaluations.
4. Provide technical assistance to member institutions from Middle States Accreditation Association.
5. Organize a data base utilizing the information obtained during the self-evaluation exercises of the universities.
6. Train ADRU members in the total process and procedures of self-evaluation and accreditation through in-country workshops and participation on accreditation teams in the U.S.
7. Procure required office materials, supplies, and equipment to carry out the Scope of Work.
8. Make all arrangements for TA visits.

PROCEDURES FOR DISBURSEMENTS OF USAID FUNDS1. DISBURSEMENTS REQUEST FOR AID-FUNDED LOCAL CURRENCY (PESO) COSTSa. Establishment of Bank Accounts:

ADRU will establish an account in a commercial bank to deposit AID funds received. This procedure will provide a separate accounting of AID funds. ADRU should advise AID of the establishment of this accounts and of the account number. The account should be non-interest bearing.

b. Approved Budget:

The budget for AID funds to be disbursed by ADRU under this Grant is shown below:

	US\$ EQUIVALENT	RD\$ AMOUNT
Personnel	8,185.00	28,238.00
Domestic Travel	180.00	621.00
Supplies & Materials	<u>1,515.00</u>	<u>5,227.00</u>
Total	US\$9,880.00 *	RD\$34,086.00 *

\*Neither the US Dollar nor the RD Peso total amounts must be exceeded. However, fluctuations between budget categories of up to 15% may be made without further approval. For budget purposes the exchange rate was calculated at US\$1.00 = RD\$3.45.

c. Initial Advance:

Since AID cannot normally advance funds for more than 30 days, ADRU will prepare a detailed cost estimate of its local currency (peso) needs for the first quarter of the project's implementation, broken-down by monthly requirements, for each budget category. Part One of Attachment IV-A will serve this purpose.

Upon submission of this attachment to the USAID Controller, AID will release its share of funds for the first month of the quarter. For the remaining two months of the quarter, AID will issue the disbursement upon your written request.

d. Subsequent Advances & Accounting of Funds Received:

Subsequent requests for local currency costs will also be prepared using Part One of Attachment IV-A. To ensure that you have sufficient funds prior to obtaining your next advance, this Attachment should be submitted to USAID one month prior to the end of the quarter. Part Two of Attachment IV-A shows how the funds previously provided were used. Part Two must be completed and submitted to the USAID Controller during the first two weeks of the first month of the beginning quarter, along with your monthly advance request, before any funds may be disbursed for subsequent months.

Records shall be maintained in accordance with sound accounting practices that are adequate to show the receipt and disbursements of funds and receipts to support goods and services acquired. Periodically representatives of AID will review the original supporting documentation in your files to validate and confirm the information provided to us in Attachment IV-A, Parts I and II.

ATTACHMENT IV-A

GRANT TO THE ASSOCIATION OF DOMINICAN UNIVERSITY RECTORS  
(ADRU)

ADVANCE REQUEST AND EXPENDITURE REPORT

for funds disbursed by ADRU

PART ONE  
ADVANCE REQUEST

for period \_\_\_\_\_ thru \_\_\_\_\_

BUDGET CATEGORY	PROJECTED DISBURSEMENTS			TOTAL
	(month)	(month)	(month)	
	RDS	RDS	RDS	RDS
Personnel				
Domestic Travel				
Supplies & Materials				
TOTALS	RDS	RDS	RDS	RDS

(CONTINUED)

PART TWO OF ATTACHMENT IV-A

EXPENDITURE REPORT

for the period \_\_\_\_\_ thru \_\_\_\_\_

BUDGET CATEGORY	TOTAL AMT.	ADVANCES REC'D	EXPENDITURES	
	BUDGETED	TO DATE *	THIS PERIOD	CUMULATIVE
	RD\$	RD\$	RD\$	RD\$
Personnel	28,238			
Domestic Travel	621			
Supplies & Materials	5,227			
<b>TOTALS</b>	RD\$ 34,086	RD\$	RD\$	RD\$

\* Budget category breakdown not required, show total only.

The undersigned hereby certifies that payment of the sum claimed above is proper and that appropriate refund to AID will be made in the event of a disallowance of costs not reimbursable under the terms of the Project Agreement.

DOMINICAN ASSOCIATION OF UNIVERSITY RECTORS

\_\_\_\_\_  
Date

ATTACHMENT IV-B

AID Project Title: ADRU University Self-evaluation and Accreditation

Contractor: Association of Dominican University Rectors (ADRU)

REVOLVING FUND-STATUS OF ADVANCE

1. Advance balance as of \_\_\_\_\_ RD\$
2. Expenditures for the Period \_\_\_\_\_ to \_\_\_\_\_
3. Reimbursements received during the Period \_\_\_\_\_ to \_\_\_\_\_
4. Advance balance as of \_\_\_\_\_.

Budget Category	Total	Advances	Expenditures		Next
	Amount	Recv'd to	This	Cum.	30
	Budgeted	Date	Period	To Date	Days
	RD\$	RD\$	RD\$	RD\$	RD\$

Totals \_\_\_\_\_

Less: Pesos on Hand, Ending Balance \_\_\_\_\_  
 Less: Reimbursable in Transit \_\_\_\_\_  
 Less: Expenditures this Period \_\_\_\_\_  
 ADVANCE ADJUSTMENT \_\_\_\_\_

The undersigned hereby certifies that the payment of the sum claimed is proper and that appropriate refund to AID will be made promptly upon request in the event of disallowance of costs not reimbursable under the terms of the Agreement.

\_\_\_\_\_  
 Representative

Date: \_\_\_\_\_