

1- PD-AAW-859

Additional Protocol  
Merit Scholarship Project (No. 520-0302)

REFERENCE: Clause XXV of Memorandum of Understanding, signed on 9/3/87

Introduction:

The purpose of this protocol is to indicate special procedures to be followed in executing the project. Procedures included in this document are to complement procedures indicated in the Memorandum of Understanding and any provisions which apply to the Project. This document consists of five sections: 1) General Administration of the Project, 2) Transfer of Funds and Accounting, 3) Criteria for Determining Economic Need of CAPS Merit Scholars, 4) Reports and Communications and 5) Academic Monitoring of CAPS Merit Scholars.

1. General Administration of the Project

Universidad del Valle will organize a unit which will be specifically in charge of executing the Project. The unit will consist of a full-time director, a full-time counselor, a full-time administrative assistant and a full-time secretary. This unit will be under the supervision of the Director of the Center for Studies in Education. The University will send to USAID terms of reference for said positions, including desired qualifications, functions, responsibilities and tasks. Salary levels for these positions will be in accordance with the budget of the Memorandum of Understanding (MOU). The University will submit names and resumes of candidates for said positions for approval by the USAID Mission.

As indicated in the MOU, the University will appoint an advisory committee which will provide broad guidelines to the Project executing unit. The advisory committee will meet at least once a month to discuss Project progress. The Project Director will report progress of Project activities to the committee; a representative from USAID will attend the meetings.

The USAID representative, a member of the Office of Human Resources Development (OHRD) staff, will be the main liaison between the University and USAID. This representative will relate to the university on technical and general administrative matters.

The University may contract part-time or temporary specialists whose inputs are deemed necessary for proper Project execution. For example, if needed, a social worker may be contracted to verify socio-economic status of scholarship recipients; likewise, a testing and measurement specialist may be contracted to plan and monitor testing of candidates. Special contracting and administrative or program costs which cannot be easily programmed in PIO/P's (e.g., occasional contracts such as the social worker or costs for testing and computer runs) may be directly funded. For agreed upon items, AID will advance funds to the University which will be liquidated through the voucher process.

If special services are necessary and advantageous to help in the accommodation of students from outside Guatemala City, the University may arrange for such services (e.g. housing, health, transportation, etc). The USAID Mission should be informed of the need for these services before contracts are executed because these arrangements will be funded through Mission issued PIO/P's.

Universidad del Valle will be responsible for establishing the necessary relationships with other universities receiving CAPS Merit Scholars. The relationships should include; 1) special registration arrangements, 2) verification of student progress, 3) reporting of students progress and problems to the Project staff at Universidad del Valle, and 4) negotiating credit transfers from the U.S. training experience. Because of the importance of the last factor in determining if student will be eligible for U.S. training, the University will seek letters from all five participating universities by the end of November, 1987. These letters will affirm the universities' interest in participating, formally designate a representative and either accept the idea of transfer of U.S. credits or discuss how this topic will be dealt with. Universidad del Valle will also establish a relationship with Instituto Guatemalteco Americano which will provide special counseling, Experience America preparation and English language training to these CAPS Merit Scholars.

## 2. Transfer of Funds

USAID will issue PIO/Ps which will both earmark and commit funds. PIO/Ps will be issued as merit scholarship recipients for a given term are selected. PIO/Ps will cover administrative and program (student) costs. Administrative costs include salaries and benefits, testing, computer time, publications, indirect costs and contingencies/inflation. Program costs include tuition, fees, allowances and stipend for maintenance, transportation, books and supplies, health insurance and services, counseling and English language training charges and contingencies. Universidad del Valle will submit requests for reimbursement to USAID, as

frequently as necessary, using an itemized disbursement report to be accompanied by an SF 1034 voucher and supporting documents such as receipts when applicable. The USAID controller will issue payments charging PIO/Ps as appropriate.

Universidad del Valle will handle payments for program (student) costs for Merit Scholars studying at other universities in order to properly monitor academic progress of all students. Payment to all students for certain items will be made periodically by the University so that it can maintain direct contact with all CAPS Merit Scholars.

Universidad del Valle will keep individual accounts and records for project financial matters.

3. Criteria for Determining Economic Need of Participants

The assessment of economic need will be based on the individual and/or family income of the pool of candidates preselected. Project staff will rank applications of preselected candidates using high, medium-high, medium - low, and low categories. Candidates will submit a family financial statement indicating: 1) level of annual income, 2) sources of income and 3) annual expenditures (housing, food, clothing, utilities, medical care, education, taxes and miscellaneous payments such as insurance). To the extent possible, the financial statement should be supported by appropriate documentation such as receipts, tax reports, etc. Levels of income and expenditures will be one indicator of socio-economic status (SES). Other indicators of SES to be considered are: level of education of parents, type of occupation of parents, location and type of residence and ownership of real estate and automobiles. Preference will be given to preselected candidates whose socioeconomic status falls within the low and medium-low categories. For the purpose of ranking candidates on SES, the University will use a uniform system of weights or points.

4. Reports and Communications

As indicated in the MOU, the University will submit quarterly project progress reports to the USAID Mission. The reports will discuss status of technical (e.g. program, testing, etc.) and administrative activities. The reports will also discuss problems experienced and actions taken or recommended to solve problems. Each semester, reports will include a section on academic progress of students. All reports and written communications will be sent to the Deputy Director's Office. This office will either handle or refer communications to appropriate Mission officials.

5. Academic and other Monitoring of Students

Project staff will monitor academic progress of all students under the Project. The staff will determine corrective measures needed to help students having academic problem and will make arrangements for such students to receive the necessary academic support.

Each student will select the field he/she wants to study and the University. However, based on diagnostic tests administered, project staff will advise student to help them make the most adequate choice of field and university. Career possibilities will also be considered when advising students on fields of study. As some students may want to change majors due to academic difficulties or changing aspirations, it is vitally important that Project staff maintain close contact with students so that needed adjustments are undertaken as early as possible during the first year of studies.

All students will study English at their respective Universities and will also be eligible to enhance this study through special courses at IGA. English language ability will be a key factor in determining which students qualify for U.S. study. Academic performance, participation in other CAPS Merit Scholarships activities (Experience America and other orientation activities, special meetings and workshops, etc.) will also be factors in making the decision. The University will monitor student participation in these activities.

For The US Agency for International  
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