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TECHNICAL ASSISTANCE PROGRAM

A N N U A L R E P O R T

8/1/87 - 7/31/88

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S U M M A R Y

In 1987, the Agency for International Development (AID) and Sister Cities International (SCI) agreed to share the costs during a five year period (Aug. 1, 1987 - July 31, 1992) of a Technical Assistance Program (TAP) to encourage and assist U.S. cities to respond to development needs in areas of health and vocational training as expressed by their overseas LDC sister cities.

The Technical Assistance Program focuses on planning assistance and on the training of managers, technicians and service providers in LDC cities by counterparts from U.S. sister cities. During the first grant year, 10 project phases were completed between 7 U.S. cities and their LDC sister cities in 7 countries in Africa and Asia. The report provides expanded detail on the project phases completed during the first grant year.

Projects are designed, implemented and evaluated jointly by U.S. and LDC sister city participants. Program staff at the SCI national office offer assistance in project design and development, resource mobilization, and orientation for participating U.S. committees and technicians. SCI also provides incentive grants to U.S. communities to help support travel costs of technicians.

SCI increased its organizational strength during the grant period and provided a more stable base of support for its community programs, including TAP. Board of Directors' fundraising efforts and travel to LDC cities highlighted the importance of technical assistance to the overall organization.

The cost of the TAP program for the period 8/1/87-7/31/88 was \$275,248, 63% of which represented SCI funds. U.S. sister city committees showed an impressive capability to generate resources at the local level.

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I. BACKGROUND TO GRANT AND PROJECT CONTEXT

Sister Cities International's Technical Assistance Program aims to address the need for improved functioning of developing institutions in Third World communities (referred to hereafter as LDC communities). The term "improved functioning" encompasses a broad range of activities which can include:

revenue generation through user fees and taxation;
city planning: use of public lands and space; public works maintenance and management (water, solid waste disposal, sanitation)

public transportation: fleet planning, management and maintenance

public health: training for providers and managers

fire and public safety: high-rise firefighting, toxic waste management; public safety education, disaster preparedness

vocational and special education: design and management of skill training to promote employability and self reliance among the unskilled and disabled

cooperative development: management and training for people working cooperatively to improve their economic situation.

These needs expressed by LDC city officials to their U.S. sister cities, often through the SCI national office, formed the basis for the design of the SCI/TAP Program. The current grant relationship with AID, at the end of the first of five years, provides assistance to projects which focus on health and vocational education.

Political and socio-economic conditions in countries where SCI works show a number of similarities.

1) Urban governments' fiscal and policy dependency on national governments. Most LDC communities do not control the revenues generated from taxes and user fees, and rely on the national government to finance urban services. Most municipal councils enjoy limited power to set development agenda. Increasingly, communities are relying on private and voluntary efforts to make significant contributions to the development agenda.

2) Municipal governments do not have access to or control of foreign exchange. In most countries where SCI/TAP works, scarce foreign exchange reserves are allocated by the central bank or ministry of finance for imports which the national executive considers appropriate.

3) Municipal institutions are short of trained technicians. Most LDC municipalities have highly skilled staff, but far too few for institutional needs. In most LDC communities there is not presently a managerial caste. Management is situation oriented and often haphazard. Commonly, technically skilled people are selected as managers on the basis of their technical accomplishments, not for their managerial potential.

This is essentially the condition to which the SCI/TAP program responds. SCI/TAP aims to increase the skills both of managers and technicians in urban based institutions.

4) Municipal governments do not commonly enjoy productive partnerships with the private sector. Most LDC municipal governing bodies lack the fiscal resources and authority to draw private sector institutions into partnerships for the purpose of improving municipal infrastructure and service capability. While private sector institutions are responding to development needs, their efforts often are not coordinated with municipal initiatives.

5) In communities too small to have formal municipal governing structures, development issues tend to focus on the basic human needs: food production; health care, practical education and training, shelter, and clean water.

The foregoing paragraphs express needs common to many LDC communities. The specific language expressing needs as described by community officials is found in project development materials which are generated jointly by the LDC community and its U.S. partner. These needs are listed below in summary fashion. A detailed review of each project is presented in the section on project review and analysis.

Philadelphia/Douala, Cameroon

Assistance in planning and training for solid waste collection and disposal.

Amesbury/Esabalu, Kenya

Health and nutrition education, skill training and capital assistance for income generation.

Reston/Nyeri, Kenya

Training for special educators in management, administration and program development.

Palo Alto/Palo, Leyte, Philippines

Vocational training, skills development center in Palo.

Carson/Oyoko, Ghana

Skills training assistance for poultry development scheme

Dayton/Monrovia, Liberia

Solid waste collection and disposal.

Baltimore/Luxor, Egypt

Medical skills training and public health education planning.

There is a dearth of trained personnel available in nearly all of the need categories cited above. The ranks of skilled personnel are thin and the demands on their time usually prohibit them from devoting significant energy to manpower training.

In most LDCs, national governments have established training institutes for public administration and for technical skills. Resources available to support these institutes are limited and they can meet only a small percentage of municipal training needs. Municipalities, lacking access to foreign exchange, cannot buy training from outside. Most LDC countries have accepted the structure of urban institutions and patterns of urban services introduced by Westerners during the colonial period. Trained personnel are needed to manage the institutions and provide the services for a rapidly growing urban population. Assistance from U.S. municipalities is one way of addressing this shortage of trained personnel among LDC communities.

II. PROJECT METHODOLOGY

The central objective of the SCI/TAP program is to strengthen, through the transfer of relevant American technology and capital, the capacities of communities and urban institutions to manage their development problems.

SCI employs a two part strategy in pursuing this objective. The first is to develop people-to-people relationships between U.S. and LDC communities, relationships in which U.S. technical expertise and material resources can be available on a continuing basis as the LDC partner grows and changes.

The second part of the strategy involves sending U.S. technical experts to train and advise LDC counterparts through on-the-job training, or by means of workshops given in the host city. Occasionally LDC technicians are invited to the U.S. sister city for specific training either in an appropriate U.S. municipal department or in short term training courses.

The targets of SCI/TAP intervention are the managers, planners and service providers who participate in administering or staffing the institutions which provide services to the citizenry of the LDC community. In very small communities without formal municipal structures, the targets are the men, women and children who make up the community in development.

SCI/TAP provides incentive grants to sister city programs which design projects of the nature described above. Guidelines for TAP projects are distributed to U.S. cities which express interest in technical collaboration. These guidelines promote a development model which strengthens LDC community capacity for self-reliance. (See Attachment V for guidelines)

The inputs for technical assistance collaborative efforts during the reporting period came from four sources.

- 1) USAID and SCI provided funds to support central coordination, project development, local technical assistance, committee/staff development, and incentive grants to U.S. sister city committees.

2) Municipal governments, and urban based public and private institutions in seven (7), U.S. cities commissioned skilled technicians to provide planning and skill training assistance to LDC sister city counterpart institutions and staff. These U.S. communities provided additional funds and in-kind resources to support project activities.

3) Municipal governments and communities public and private institutions in seven (7) LDC communities provided logistical assistance to visiting U.S. technicians (immigrations and clearance assistance, local transportation, meals and lodging) space and materials for training activities.

4) Third parties provided inputs in the form of cash, equipment or technical expertise as a part, or as a result of, the collaborative efforts of the sister cities.

The AID/SCI agreement called for the accomplishment of 35 project phases during the grant period. A project phase is marked by a distinct activity (planning, training, eg.) which is proposed, implemented and evaluated by the collaborating cities. During the first year 10 project phases were begun.

The special capability of the SCI/TAP program generates from the structure of the SCI organization itself, and from the commitment of AID to a partnership which supports an open ended as well as a project based approach to development.

By the structure of the SCI organization is meant that development activities take place in the context of a previously existing friendship. This friendship is recognized officially and symbolically (city council resolutions, mayoral proclamations, annual fairs, the naming of streets, squares or public properties after the sister city). It is recognized institutionally in the twinning of colleges, service clubs, churches, etc. Most importantly, it is recognized personally through citizen exchanges in educational, cultural, professional and technical arenas.

In this context, technical assistance is perceived as friends helping friends. In fact, commitment to friendship becomes the driving factor in sustaining project activities. Once the well-being of the other community becomes a commitment (or point of honor) for each of the partners, long term and patient attention by both communities to collaboration on the selected development problems is virtually assured. As will be seen in the project descriptions, this mutual commitment frequently encourages communities to draw in third party resources and to devote increasing amount of time and money to the project(s). It is also clear that when the commitment is tentative, or is disabled by weak local organizations or by disruptive political events, the development collaboration can flounder.

AID's support for an open-ended development approach is a second important contributing factor to the special capability of the SCI/TAP program. Open-ended development in the SCI/TAP approach means first that sister city technical collaborations take place when the U.S. and LDC communities are ready to collaborate, without respect to temporal guidelines established by a third party (SCI staff do not establish grant cycles). Second, this approach permits modification of plans as circumstances change or as the interconnectedness of municipal needs becomes clear to both communities. Technical collaboration takes place in a context of relationships which do not foresee ends. This context encourages the collaborating partners to view development as a process wherein communities constantly improve their capacity to manage their own problems.

SCI/TAP did not build into its program design a strategy for involving women as participants and beneficiaries, nor were target groups disaggregated by gender. SCI possesses, nevertheless, an accurate indicator of gender involvement in the total program through the measurement of participation in its national leadership: Members of the Board, State Representatives and City and County Coordinators. Of the 252 persons represented in these three groups of leaders, 49% are males and 51% are females. 32% of the Board are female, 63% of the State Representatives (who, like board members, are elected) are females, and 52% of City and County Coordinators are female.

Among 34 U.S. sister city committee members and technicians who received training and orientation services from SCI staff during the grant year, 14 were male and 20 were female.

Of U.S. technicians involved in project activities during the reporting period, 6 were female, five were male. Among overseas participants invited to the U.S. for special training during the first grant year, 2 were female and 1 was male. Additional gender information is provided in the country project descriptions.

These percentages are representative of TAP sponsored projects throughout the history of the TAP program since 1977. There are two assumed factors which account for the nearly equal participation of men and women in the TAP program. First, participation in sister city programs is open equally to men and women, on a voluntary basis, and women tend to volunteer in equal or greater numbers than men in U.S. society. Second, sister city programs call upon the planning, training, development and other professional skills of members of sister city associations, rather than relying on the expertise of consulting organizations where men tend to aggregate, particularly at the higher salary levels.

III. MONITORING AND EVALUATION

Against its original proposal, a number of changes were made in the SCI/TAP targets as program funding levels were refined. Originally, SCI proposed a three year program at a funding level of 579.3K. This was to fund 24 health and/or vocational education projects at a cost of 233.9K to AID and 345.4K to SCI. Subsequently, the grant agreement provided for 35 projects at a cost of 500.0K to AID and 702.5K to SCI. During the first grant year 10 projects were funded at a cost of 100.0K to AID and 175.3K to SCI.

No other changes were made with respect to original monitoring or evaluation information. Indicators of effectiveness, targets, monitoring and evaluation plans remain the same.

SCI did not originally address gender status in its proposal. Available documentation permits gender description of SCI board, representatives, city and state coordinators, local program committee members who received training and orientation from SCI staf, participating technicians and, to some extent, overseas project beneficiaries. SCI will adjust its reporting requirements of local committees to include gender composition of the sister city committee and of the overseas project beneficiaries.

**IV, VII. Review and Analysis of Project Results by Country;
Lessons Learned and Long Term Implications**

PROJECT: Baltimore, MD - Luxor, Egypt: Health Planning

OUTPUTS: The first phase, which sent Dr. Carol Lewis, Executive Director of the Maryland Commission on High Blood Pressure and Related Cardio-vascular Diseases to Luxor, met most of the Phase One objectives. A cooperative understanding was reached with respect to health planning; in-service lectures and consultations were provided on cardio-vascular issues; preliminary plans for health education were drawn.

EFFECTS ON TARGET GROUP: Physicians at Luxor City Hospital and in Cairo responded positively to Dr. Lewis' message of preventive medicine and participated actively in planning for long term collaboration between Luxor and Baltimore.

PROBLEMS ENCOUNTERED: Blood pressure screening could not be done as there is no support system presently in place (personnel, record-keeping, follow-up, analysis of data) in Luxor.

IMPACT ON LOCAL INSTITUTIONS, POLICY

AND PEOPLE OUTSIDE THE PROJECT: Too early to assess.

A long term goal is to institutionalize health screening and education for Luxor citizens.

UNINTENDED EFFECTS: None

ESTIMATES OF PROJECT COSTS AND BENEFITS: The 10.5 k expended to date has provided consultations with eight (8) physicians in Luxor and Cairo by an expert in cardio-vascular issues and community health education, and has provided medical texts and journals for the city hospital in Luxor.

INSTITUTION BUILDING ASSESSMENT: With its physicians experiencing ongoing medical education and with the development of a medical resource room at the Luxor City Hospital, this institution is expected to provide better services to its clients, most of whom can not afford private clinics.

ESTIMATE OF SUSTAINABILITY: The strengthening of preventative and educational outreach services in Luxor will benefit women and men alike.

LOCAL PARTICIPATION (by gender): Among the Egyptian physicians receiving consultation and planning assistance, six (6) were male, two (2) female. The participating expert from Baltimore is female.

LEADERSHIP DEVELOPMENT (by gender): Not Applicable

INNOVATION AND TECHNOLOGY TRANSFER: The Baltimore Committee will assist transfer of medical technological information through provision of texts and journals, and with the establishment of a medical reading room at the Luxor Hospital.

POLICY IMPLICATIONS: Unknown

COLLABORATION/NETWORKING WITH OTHER AGENCIES: The Baltimore Committee has received donations of medical texts from Williams and Wilkins, a medical publishing house in Baltimore, and is hoping to secure a Fulbright fellowship to support a medical teaching position for a Luxor participant. The committee has received administrative support from the state of Maryland, and from the city of Baltimore.

REPLICATION POTENTIAL: Details on this project will be shared with the Sister City Network at the Annual Conference, July 20-24 in Lexington, KY. It can be replicated at relatively low cost by cities which have medical institutions and programs of preventative health.

PROJECT: Philadelphia, PA - Douala, Cameroon: Health-Solid Waste Disposal

OUTPUTS: In September, 1987 James White, the Managing Director of the City of Philadelphia visited Douala in the first phase of an effort "To assist in organizing the effective and efficient delivery of vital city services (sanitation, solid waste disposal) and to assist Douala in lobbying for the resources that are needed to deliver the services." Mr. White and his counterpart, Elong Mbassi, of Douala, assessed the functioning of city services and drew up a plan for long term collaboration.

EFFECTS ON TARGET GROUP: A lessening of the impact of infectious diseases associated with uncontrolled garbage pile up will have positive benefit for citizens of Douala who number nearly 2.0 million, but particularly for the lower income residents who have greater exposure to open garbage dumps.

PROBLEMS ENCOUNTERED: The major problem to date is the lack of organization in the Philadelphia sister city effort. The city in effect has drawn plans and made commitments, but has not established the organization to follow through with its plans.

IMPACT ON LOCAL INSTITUTIONS, POLICY AND PEOPLE OUTSIDE THE PROJECT: None yet measured.

UNINTENDED EFFECTS: None.

ESTIMATES OF PROJECT COSTS AND BENEFITS: The initial project phase cost less than 10.0 k including consultant's time, travel and per diem. While participants expect to seek World Bank participation in capital expenditures, detailed costs have not yet been drawn.

INSTITUTION BUILDING ASSESSMENT: The project has potential to strengthen the management and administration of Douala's public works department.

ESTIMATE OF SUSTAINABILITY: This issue hinges on the ability of Philadelphia to organize its sister city program. Without a strong program, including private voluntary participation, this project probably can not be sustained.

BENEFIT DISTRIBUTION (by gender): The Mayor and Council in Douala, who represent the sister city effort, appear to be nearly if not all males. A female (intern) has participated in the Philadelphia sister city effort. The U.S. technician and Cameroon counterpart are both males.

LEADERSHIP DEVELOPMENT (by gender): Not yet applicable

INNOVATION AND TECHNOLOGY TRANSFER: Not yet applicable

POLICY IMPLICATIONS: Not known

COLLABORATION/NETWORKING WITH OTHER AGENCIES: The Philadelphia effort expects to coordinate with World Bank plans to improve city services in Douala.

REPLICATION POTENTIAL: This type of collaboration is quite common between European and African twin cities, and was preceded by a similar effort between Washington, D.C. and Dakar.

PROJECT: Amesbury, MA - Esabalu, Kenya: Nutrition

OUTPUTS: In August, 1987 Dr. Mark Bean, M.D. and Rena Bean, a social worker, visited Esabalu to develop a comprehensive integrated development plan in which Amesbury could participate. The plan includes small (micro) business development, a farmer's cooperative, maternal/child health, nutrition improvements, improvement of animal stock, and the establishment of a skills/resource center.

UNINTENDED EFFECTS: Not yet known

ESTIMATES OF PROJECT COSTS AND BENEFITS: Project costs to date total \$12,828. The cooperative has benefitted 60 families and is being expanded to 100 families. It is too early to calculate benefits related to other project elements.

INSTITUTION BUILDING ASSESSMENT: The farmer's cooperative is presently the only institution involved in the project activities. The Amesbury committee has provided \$4,000 in capital to the cooperative but fears that the structure is weak. A project to strengthen the skills of cooperative officers and staff is being considered.

ESTIMATE OF SUSTAINABILITY: Prospects seem good, because Amesbury has mobilized a large support base in its community and because the Amesbury committee understands the importance of not making critical development decisions for their friends in Esabalu.

BENEFIT DISTRIBUTION (by gender): As an integrated plan, the Amesbury/Esabalu cooperation should benefit men and women alike among the 5,000 residents of the village. The health related projects will focus on women (and children) and the stock improvement and cooperative activities will likely have more male involvement.

LOCAL PARTICIPATION (by gender): The Amesbury committee is equally composed of men and women. Of five (5) U.S. technicians to visit Esabalu, one (1) is a male and four (4) are female.

LEADERSHIP DEVELOPMENT (by gender): Not yet known

INNOVATION AND TECHNOLOGY TRANSFER: Not yet available

POLICY IMPLICATIONS: Unknown

COLLABORATION/NETWORKING WITH OTHER AGENCIES: Twenty five to thirty businesses in Amesbury have contributed to the Esabalu project and links with Tufts University are being developed.

REPLICATION POTENTIAL: This project can be replicated because it requires only modest resources. A critical factor is the presence in Esabalu of Bishop Mundia, a sophisticated contact person who can put development needs of Esabalu in terms understandable to the Amesbury committee.

PROJECT: Reston, VA - Nyeri, Kenya: Special Education

OUTPUTS: The Reston - Nyeri partnership completed two (2) phases of its 10 year collaboration in special education for the Mentally Retarded, and began a third phase during the grant year. Edward Kamau, Headmaster of the Karatina Special School in Nyeri came to receive advanced training in Camp Administration and Management in August, 1987. In December, 1987 two U.S. technicians conducted workshops in Kenya site selection, administration and fundraising; from June to August, 1988, Susan Karugu, a Kenyan Special Education teacher will receive advanced training at Camp Virginia Jaycee.

EFFECTS ON TARGET GROUPS: This project has provided extended training to eight (8) Kenyans in developing outdoor recreation activities for the mentally retarded and has provided numerous workshops on administration and fundraising for educators in Kenya who work in programs for the mentally retarded.

PROBLEMS ENCOUNTERED: None

IMPACT ON LOCAL INSTITUTIONS, POLICY

AND PEOPLE OUTSIDE THE PROJECT: This project has attracted the support of the Kenya Society for the Mentally Handicapped which has been invited to participate in the selection of trainees.

UNINTENDED EFFECTS: None

ESTIMATES OF PROJECT COSTS AND BENEFITS: The three phases during the grant year will cost nearly \$45,000. Contributions come from more than 25 organizations in Virginia and Kenya. Since the program began the number of schools for the mentally retarded in Kenya has reached 50. In 1976 there were two. Many of the administrators and teachers in these schools have been trained at Camp Virginia Jaycee or in special workshops in Kenya.

BENEFIT DISTRIBUTION (by gender): The schools for the mentally retarded in Kenya admit males and females without regard to gender.

LOCAL PARTICIPATION (by gender): Of the past 8 trainees selected for extended training, 3 are women.

LEADERSHIP DEVELOPMENT (by gender): Of the 2 trainees selected for advanced training, 1 is a woman.

INNOVATION AND TECHNOLOGY TRANSFER: The extended training at Camp Virginia Jaycee has been particularly helpful to the Kenyans in working with older persons. In Kenya, the schools have tended to attract children.

POLICY IMPLICATIONS: Unknown

COLLABORATION/NETWORKING WITH OTHER AGENCIES: Camp Virginia Jaycee, the Kenya Society for the mentally handicapped, the Nyeri Lions Club, and the Karatina Special School in Nyeri have played significant roles in this project.

REPLICATION POTENTIAL: This project may be somewhat unique in the sister city network, but the model of a U.S. service institution offering training to providers and institutional development support is easily replicable.

PROJECT: Palo Alto, CA - Palo, Leyte, Philippines:
Vocational Education

OUTPUTS: This phase sent an education specialist and a building and property development expert to Palo, Leyte to explore needs for further training, to draw up designs and costs for the permanent resource center and to provide additional technical assistance to four graduates of the food and nutrition courses who have opened a local cafe.

EFFECTS ON TARGET GROUP: Training opportunities are expanding for barangay dwellers in Palo. In three years the initial electrical repair course and food preservation and nutrition courses have been supplemented with courses in sewing, child care, cosmetology and auto mechanics.

PROBLEMS ENCOUNTERED: Additional courses are planned (poultry raising, carpentry) but these must await the availability of a building.

IMPACT ON LOCAL INSTITUTIONS, POLICY

AND PEOPLE OUTSIDE THE PROJECT: A wealthy family with land in Palo was drawn into the project and offered land where a skills center could be built.

UNINTENDED EFFECTS: The women's cafe was not envisioned when the first course in food preservation and nutrition was designed. Now it has become a part of the expanding effort to have an effect on the broader Palo community.

ESTIMATES OF PROJECT COSTS AND BENEFIT: Neighbors Abroad of Palo Alto, CA. is a large organization with ties to Palo, Leyte which go back 25 years. Neighbors abroad contributed nearly \$48,000 in cash, scholarships and expertise to the Palo project during the grant year.

INSTITUTION BUILDING ASSESSMENT: While Palo Alto has contributed heavily, the project has also attracted the attention and participation of local and national bodies in the Philippines. The local Giants sponsor the project in Palo. Future plans include meetings with ministry of education officials and the Governor of Leyte.

ESTIMATE OF SUSTAINABILITY: These two sister city groups have been actively participating with one another for 25 years. Their commitment has grown during that time, and their ability to sustain this effort is beyond question.

BENEFIT DISTRIBUTION (by gender): Relatively equal male and female participation in the skill center courses was assured by including men and women in the planning and needs assessment activities. Child care, cosmetology and nutrition were designed specifically with women in mind, and the Cafe Project was founded and staffed by women.

LOCAL PARTICIPATION (by gender): The Neighbors Abroad Committee of Palo Alto has a 45 member Board of Directors, of whom 28 are female (62%). The two U.S. technicians who participated in this phase included a male and female.

LEADERSHIP DEVELOPMENT (by gender): Not applicable

INNOVATION AND TECHNOLOGY TRANSFER: Not applicable

POLICY IMPLICATIONS: Not applicable

COLLABORATION/NETWORK WITH OTHER AGENCIES: In addition to the Giants, Leyte State College has been collaborating with this project.

REPLICATION POTENTIAL: This project will be featured at a technical assistance workshop at the SCI conference in July, 1988. It has been well documented and offers an excellent model for replication.

PROJECT: Carson, CA - Oyoko, Ghana:
Health, (Nutrition) Skills Training

OUTPUTS: In August, 1987, an educational specialist from Carson visited Oyoko to develop plans for Carson's collaboration with Oyoko in their town development process. After consultations with town officials and members of the sister city committee, a list of potential collaborative efforts was prepared including a poultry project, technical courses for secondary schools and health clinic development. The decision was to begin by concentrating on the poultry project. A poultry expert has been identified in Carson who is willing to visit Oyoko.

EFFECTS ON TARGET GROUP: Anticipated effects will be to provide skills and employment to the youth and protein to the community.

PROBLEMS ENCOUNTERED: The Carson SC committee is dedicated but small, and fundraising is difficult for the committee. SCI usually can help with travel funds but in this case, concurrence from the AID Mission in Accra has been problematic. In general, the relationship has suffered from recent political instability in Ghana.

**IMPACT ON LOCAL INSTITUTIONS, POLICY
AND PEOPLE OUTSIDE THE PROJECT:** Not applicable

UNINTENDED EFFECTS: None

ESTIMATES OF PROJECT COSTS AND BENEFITS: This phase of the project cost \$3,167. Detailed costs will require a feasibility study, according to Secretary of the Town Council.

INSTITUTION BUILDING ASSESSMENT: Unknown

ESTIMATE OF SUSTAINABILITY: Too early to tell. The SC committee in Carson has kept open communications channels with Oyoko during years when closer collaboration was not possible.

BENEFIT DISTRIBUTION (by gender): The Oyoko Town Council Report on Projects Planned does not disaggregate by gender. It states: "This is meant to provide needed know-how skills to the Youth, provide protein to the community, and provide employment to the youth."

LOCAL PARTICIPATION (by gender): The U.S. Technician (educational specialist) who traveled to Oyoko is female.

LEADERSHIP DEVELOPMENT (by gender): Not applicable

INNOVATION AND TECHNOLOGY TRANSFER: It is estimated that a technician with skills in large scale poultry raising could provide useful advice and training to residents in Oyoko.

POLICY IMPLICATIONS: None

COLLABORATION/NETWORKING WITH OTHER AGENCIES: The Carson SC committee has received continuing logistical and back up support from the Carson municipal offices.

REPLICATION POTENTIAL: Too soon to tell.

PROJECT: Dayton, OH - Monrovia, Liberia: Solid Waste Project

OUTPUTS: This phase involved the sending of equipment to Monrovia to assist in its program of improved solid waste collection and disposal. Previous phases have included planning and scheduling assistance and equipment maintenance training. Dayton supplied a 10 cubic foot dump truck, a waste collection packer and a front end loader. Each has been overhauled and should have a 3-4 year life span. City employees drove the vehicles to the port of Baltimore and Firestone Rubber Company loaded and transported the vehicles to Liberia.

EFFECTS ON TARGET GROUP: These vehicles will add to the frequency of collection and efficiency of processing garbage, and will reduce the amount of open burning of garbage on the street.

PROBLEMS ENCOUNTERED: The waste collector was packed with gravel and could not be loaded on the ship with dockside equipment. Firestone brought in a special crane and crew at its expense (\$2,000) to load the collector.

IMPACT ON LOCAL INSTITUTIONS, POLICY AND PEOPLE OUTSIDE THE PROJECT: Not assessed.

UNINTENDED EFFECT: None

ESTIMATES OF PROJECT COSTS AND BENEFITS: This phase cost the City of Dayton \$22,000 and Firestone Rubber Company \$13,500.

INSTITUTION BUILDING ASSESSMENT: The project aims to improve the management and operations of Monrovia's solid waste effort. Assessment of this aim will be an on-going concern of the two SC committees. Assessment of project progress was not included with this phase.

ESTIMATE OF SUSTAINABILITY: The Dayton-Monrovia relationship has endured through difficult times. One technician from Dayton died 6 months after being terrorized in a coup in 1979, while he was conducting the first phase of this project. The two committees have continued the collaboration, withstanding several interruptions.

BENEFIT DISTRIBUTION (by gender): All of the trainees in Monrovia, and counterparts in the Department of Public Works in Monrovia have been males. The Deputy Mayor of Monrovia who helped facilitate the project is female.

LEADERSHIP DEVELOPMENT (by gender): Unknown.

INNOVATION AND TECHNOLOGY TRANSFER: U.S. methods of scheduling and dispatching were introduced in Monrovia, with an increase in efficiency. Normally, SCI discourages the transfer of U.S. vehicles, but Dayton has easy access to shipping spare parts to Monrovia.

POLICY IMPLICATIONS: Unknown, if any.

COLLABORATION/NETWORKING WITH OTHER AGENCIES: The Dayton City Council, the Dayton Department of Public Works and the Firestone Rubber Company cooperated with the sister city committee in this project phase.

REPLICATION POTENTIAL: The technical training is easily replicated, but the special relationship between Dayton and Firestone would not be available to most other cities where transfer of heavy equipment could be prohibitive.

V. MANAGEMENT

The SCI headquarters staff function in several ways to facilitate collaborative urban based development activities in LDC cities. During the grant period two part time staff assisted by other SCI staff and board members provided the following services to the sister cities involved in technical assistance.

1) Clearinghouse Function. SCI/TAP staff routinely provided to U.S. sister city committees information on the social and economic conditions of developing countries, on the efforts of governmental and non-governmental organizations to assist the development process, and on the availability of various resources for development activities. Information was shared by telephone, letter and visits to U.S. cities, through the Sister City News and in workshops at annual conferences.

2) Project Development. TAP staff assisted U.S. and overseas communities to design and plan projects which focused on needs expressed by the LDC communities, and which could be implemented in increments consistent with sister city collaboration. Headquarters staff travelled domestically and overseas to assess needs and capabilities of respective communities, to assist the communication process among collaborating partners and to alert appropriate U.S. and host country government officials of project preparations and activities.

3) Staff Development. Typically, U.S. sister city committee members represent a cross section of skills and occupations. In most cases the entire committee participates to some degree in project selection, design, implementation and evaluation. SCI headquarters staff provided a number of services to assist these committees in their functions. Services included orientation sessions on the role of U.S. sister city committees in the overseas development process, on functioning effectively in cross-cultural situations, and on country specific information pertinent to the delivery of technical assistance. SCI staff provided training and orientation services to 34 local sister committee members and technicians. 20 of these were women and 14 were men.

4) Small Grants Management. As an incentive to U.S. communities to commit personnel and resources to the development process in LDC cities, SCI made small grants available to support travel expenses of U.S. and, occasionally, LDC technicians.

Project staff salaries, administration, logistical support and supplies or equipment were the responsibility of the collaborating cities. Headquarters staff developed and refined grant award guidelines, and monitored grant expenditures, procured health insurance for the occasional LDC technician who trained in the United States and reported on grant activities to funding agents.

Each project phase was marked by separate project development and evaluation procedures. U.S. sister city committees are responsible for proposal development. Participating technicians are responsible for project phase evaluations. (Project development and reporting guidelines are contained in Attachment V) SCI continued to receive evidence of the usefulness and effectiveness of technical assistance relationships from participating U.S. and LDC technicians, from host country municipal officials and from U.S.A.I.D. mission officials.

SCI's Board of Directors continued to be actively involved in the TAP program. During the year the President of the Board visited AID officials in Mali and Cameroon and visited project sites in Kenya, and established an African Task Force, to increase SCI participation with African communities.

The Board took two actions to improve the long term financial security of the organization, and its programs, including TAP:

1) In May 1988 SCI sponsored the second annual Eisenhower Golf Classic, a pro-am event. The proceeds which more than doubled from the first year, will help support a community grant program for SCI projects, including TAP projects.

2) SCI has begun a calendar and greeting card project as an organizational fundraiser.

Sister city links are relationships of mutuality. Exchanges of U.S. & LDC students, trainees, technicians and tourists increase familiarity with the strengths and weaknesses of their respective societies.

Education about development issues is inherent to the sister city relationship. Many U.S. sister city committee members have traveled to LDC cities, have seen hunger in LDC countries, have witnessed development activities and have visited with AID, Peace Corps and host country people involved in development activities. Their experiences are shared with other committee members, and to some extent, with the larger community. Frequently, local sister city committee efforts receive press coverage in their home communities. Samples of such coverage are included in Attachment IV.

VI. FINANCIAL REPORT

During the first grant year, SCI has made 3 draw downs of \$25,000 and one of \$19,000. It is estimated that this pattern will continue, a draw of one quarter of the grant amount quarterly. There were no unusual expenses and no changes in rate or timing of the draw are anticipated.

SCI has begun dialogue with other offices within USAID, notably, OFDA and the Bureau of Private Enterprise, Office of Housing. U.S. sister city committees have participated in disaster relief and preparedness training activities in recent years, and in public transportation and public housing management projects. Both of these offices have shown interest in utilizing U.S. municipal resources to supplement their activities.

During the grant year, SCI/TAP sought funding from 35 foundations which focus on international development. The lack of success in this effort mirrors previous experience. Private foundations apparently prefer providing support directly for project implementation. In the past 3 years, three sister city committees have received direct grants from private foundations to support their development assistance activities in LDC cities.

The organization has been successful in its fundraising activities among its membership. Endowment income has increased, as has income from the Eisenhower Golf Classic, held for the second time in May, 1988 at the Holly Tree Country Club in Tyler, Texas.

SCI's portion of the cost-share ran slightly ahead of budget because the number of project phases exceeded the plan. Contributions exceeding plan were particularly noticeable in the project travel and (project) direct cost lines.

Financial Statements and Accountant's Report for the Town Affiliation Association for the years ending December, 1987 and 1986 are included in Attachment VI.

FINANCIAL PROFILE OF THE PROJECT 8/1/88 - 7/31/88

| PROJECT ELEMENTS | AID | | PVO | |
|-----------------------------|----------------|----------------|----------------|----------------|
| | BUDGET | EXPEND | BUDGET | EXPEND |
| <u>Direct Project Costs</u> | | | | |
| Project Personnel | -0- | -0- | 79,464 | 70,204 |
| Travel | 39,600 | 20,730 | 19,800 | 37,395 |
| Supplies/Equipment | -0- | -0- | 33,000 | 30,375 |
| Other Direct Costs | -0- | -0- | 11,000 | 16,714 |
| <u>Program Management</u> | | | | |
| Core Staff | 30,000 | 39,166 | -0- | 3,000 |
| Staff Travel | 5,400 | 8,313 | -0- | 3,852 |
| Other Direct Costs | 7,000 | 6,333 | -0- | -0- |
| Indirect Costs | 18,000 | 25,458 | 12,000 | 13,708 |
| TOTALS | 100,000 | 100,000 | 155,264 | 175,248 |

BUDGET NOTES

1. Project Travel. More local contributions than anticipated resulted in less AID fund needed in this line.
2. Core Staff/Staff Travel. PVO contributions represent proportion of SCI President's time and travel expenses during 3 week trip in Africa.
3. Core staff time spent on TAP Program exceeded expectations due to larger number of local projects than anticipated.

FINANCIAL PROFILE OF THE PROJECT 8/1/88 - 7/31/89

| PROJECT ELEMENTS | AID | | PVO | |
|------------------------------------|----------------|----------------|----------------|----------------|
| | BUDGET | EXPEND | BUDGET | EXPEND |
| <u>Direct Project Costs</u> | | | | |
| Project Personnel | -0- | -0- | 79,464 | 66,318 |
| Travel | 41,388 | 30,000 | 19,794 | 31,182 |
| Supplies/Equipment | -0- | -0- | 33,000 | 12,612 |
| Other Direct Costs | -0- | -0- | 11,000 | 11,000 |
| <u>Program Management</u> | | | | |
| Core Staff | 31,500 | 37,500 | -0- | -0- |
| Staff Travel | 1,212 | 3,212 | -0- | -0- |
| Other Direct Costs | 7,000 | 7,000 | -0- | -0- |
| Indirect Costs | 18,900 | 22,288 | 12,600 | 15,212 |
| TOTALS | 100,000 | 100,000 | 155,858 | 135,874 |

BUDGET NOTES

1. Project Travel. SCI anticipates that U.S. committees will provide a larger share than anticipated, reducing the need for AID funds.
2. Core Staff. SCI anticipates an increase in the time core staff spend on TAP.
3. Staff travel. The increase over budget will support staff travel to Central America and the Caribbean as well as domestic travel.

FINANCIAL PROFILE OF THE PROJECT 8/1/89 - 7/31/90

| PROJECT ELEMENTS | AID | | PVO | |
|-----------------------------|----------------|----------------|----------------|----------------|
| | BUDGET | EXPEND | BUDGET | EXPEND |
| <u>Direct Project Costs</u> | | | | |
| Project Personnel | -0- | -0- | 72,240 | 72,240 |
| Travel | 37,833 | 27,833 | 19,455 | 29,455 |
| Supplies/Equipment | -0- | -0- | 30,000 | 19,100 |
| Other Direct Costs | -0- | -0- | 10,000 | 10,000 |
| <u>Program Management</u> | | | | |
| Core Staff | 33,075 | 38,525 | -0- | -0- |
| Staff Travel | 2,247 | 2,247 | -0- | -0- |
| Other Direct Costs | 7,000 | 7,000 | -0- | -0- |
| Indirect Costs | 19,845 | 24,395 | 13,230 | 14,130 |
| TOTALS | 100,000 | 100,000 | 144,925 | 144,925 |

FINANCIAL PROFILE OF THE PROJECT 8/1/90 - 7/31/91

| PROJECT ELEMENTS | AID | | PVO | |
|-----------------------------|----------------|----------------|----------------|----------------|
| | BUDGET | EXPEND | BUDGET | EXPEND |
| <u>Direct Project Costs</u> | | | | |
| Project Personnel | -0- | -0- | 60,682 | 60,682 |
| Travel | 33,037 | 24,612 | 16,529 | 24,944 |
| Supplies/Equipment | -0- | -0- | 25,200 | 14,754 |
| Other Direct Costs | -0- | -0- | 8,400 | 8,400 |
| <u>Program Management</u> | | | | |
| Core Staff | 34,067 | 39,295 | -0- | -0- |
| Staff Travel | 5,456 | 5,456 | -0- | -0- |
| Other Direct Costs | 7,000 | 7,000 | -0- | -0- |
| Indirect Costs | 20,440 | 23,637 | 13,627 | 15,658 |
| TOTALS | 100,000 | 100,000 | 124,438 | 124,438 |

FINANCIAL PROFILE OF THE PROJECT 8/1/91 - 7/31/92

| PROJECT ELEMENTS | AID | | PVO | |
|-----------------------------|----------------|----------------|----------------|----------------|
| | BUDGET | EXPEND | BUDGET | EXPEND |
| <u>Direct Project Costs</u> | | | | |
| Project Personnel | -0- | -0- | 59,960 | 59,960 |
| Travel | 35,358 | 25,366 | 15,087 | 25,079 |
| Supplies/Equipment | -0- | -0- | 24,900 | 14,916 |
| Other Direct Costs | -0- | -0- | 8,000 | 8,000 |
| <u>Program Management</u> | | | | |
| Core Staff | 35,089 | 40,081 | -0- | -0- |
| Staff Travel | 1,500 | 1,500 | -0- | -0- |
| Other Direct Costs | 7,000 | 7,000 | -0- | -0- |
| Indirect Costs | 21,053 | 26,053 | 14,036 | 14,028 |
| Evaluation | 20,000 | 20,000 | -0- | -0- |
| TOTALS | 120,000 | 120,000 | 121,983 | 121,983 |

Program Budget

**Town Affiliation Association - Technical Assistance Program
Total Program Costs by Functional Category (Revised 6/1/88)**

| <u>FUNCTION</u> | fm 8/1/87 to 7/31/88 | fm 8/1/88 to 7/31/89 | fm 8/1/89 to 7/31/90 | fm 8/1/90 to 7/31/91 | fm 8/1/91 to 7/31/92 | Total Prog. | AID FUNDS |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------|----------------|
| <u>DIRECT PROJECT COSTS</u> | | | | | | | |
| PROJECT PERSONNEL | 70,204 | 66,318 | 72,240 | 60,682 | 59,960 | 329,404 | -0- |
| TRAVEL | 58,125 | 61,182 | 57,288 | 49,556 | 50,445 | 276,596 | 128,541 |
| PROJECT EQUIPMENT | 30,375 | 12,162 | 19,100 | 14,754 | 14,916 | 91,307 | -0- |
| OTHER DIRECT COSTS | 16,714 | 11,000 | 10,000 | 8,400 | 8,000 | 54,114 | -0- |
| <u>PROGRAM MANAGEMENT</u> | | | | | | | |
| STAFF PERSONNEL COSTS | 42,166 | 37,500 | 38,525 | 39,295 | 40,081 | 197,567 | 194,567 |
| TRAVEL (PROGRAM STAFF) | 12,165 | 3,212 | 2,247 | 5,456 | 1,500 | 24,580 | 20,728 |
| OTHER DIRECT COSTS | 6,333 | 7,000 | 7,000 | 7,000 | 7,000 | 34,333 | 34,333 |
| INDIRECT COSTS | 39,166 | 37,500 | 38,525 | 39,295 | 40,081 | 194,567 | 121,831 |
| EVALUATION | -0- | -0- | -0- | -0- | 20,000 | 20,000 | 20,000 |
| TOTALS | 275,248 | 235,874 | 244,925 | 224,438 | 241,983 | 1,222,468 | 520,000 |
| <u>SOURCES OF FUNDS</u> | | | | | | | |
| SCI | 275,248 | 135,874 | 144,925 | 124,438 | 121,983 | 702,468 | |
| AID | <u>100,000</u> | <u>100,000</u> | <u>100,000</u> | <u>100,000</u> | <u>120,000</u> | <u>520,000</u> | |
| TOTALS | 275,248 | 235,874 | 244,925 | 224,438 | 241,983 | 1,222,468 | |

VIII. RECOMMENDATIONS

The following recommendations, for SCI action, grow out of a concern for deepening the impact and sustainability of development interventions taken by local sister city programs.

- 1) A manual of development and technical assistance could be useful for U.S. cities and towns new to the TAP program, as well as for new members of long established sister city committees with Third World affiliations.
- 2) SCI/TAP has noted that U.S. communities with the most successful and sustainable involvement in technical and development assistance are those which have strong private committees. SCI should consider incorporating into its Project Development Guidelines a requirement that a strong committee structure be in place in order to qualify for TAP grants.
- 3) As SCI has added to its menu of grant programs, it has become apparent that these grant programs may be used to complement development and technical assistance efforts. SCI should institute a mechanism at the national level to insure coordination of information and award procedures among the grant programs.

ATTACHMENTS TO ANNUAL REPORT

I. COUNTRY DATA SHEETS

II. ORIGINAL LOGICAL FRAMEWORK AND MODIFICATIONS

III. TEXTUAL ADDENDA

Participant Data Disaggregated by gender

List of local program contributions

IV. PRESS CLIPPINGS

**V. PROJECT DEVELOPMENT MATERIALS
ADMINISTRATIVE GUIDELINES**

**VI. TOWN AFFILIATION ASSOCIATION: FINANCIAL STATEMENTS
AND ACCOUNTANT'S REPORT FOR YEARS ENDING
DECEMBER 31, 1987 AND 1986**

15

ATTACHMENT I

COUNTRY DATA SHEETS

**PVO PROJECT REPORTING INFORMATION
ON AID SUPPORTED PVO PROJECTS**

OMB No. 0412-0530
Expiration Date: 03/31/89

FOR OFFICIAL USE ONLY

| | | |
|-----------------|----------------|----------------|
| PVO Type | Project Number | |
| Appropriation | Level | |
| Country Code | Fund Type | Technical Code |
| Project Officer | Key 1 | Key 2 |

PROJECT INFORMATION (PRIMARY)

| | |
|--|--|
| Name of Organization Carson, CA/Oyoko Sister City Committee | Grant/Contract Number OTR-0291-A-00-7200-00 |
| Start Date (MM/DD/YY) 8/10/87 | End Date (MM/DD/YY) |
| AID Project Officer's Name MARGUERITE POTEÉ | |

AID OBLIGATION BY AID-FY (\$000)

| FY | AMOUNT | FY | AMOUNT |
|-----|--------|----|--------|
| LOP | | | |

Activity Description (VOCATIONAL EDUCATION)

In August, 1987, the Chair of the Carson/Oyoko Committee visited Oyoko to perform a needs assessment, and returned with the long-term development plan which the Oyoko Village committee has prepared. Carson plans to send a poultry expert, as the first phase of this collaboration to Oyoko where young people are being taught to become poultry farmers. The village development plan allows for future collaboration in health and water development.

Status

This project has started slowly. The Carson committee presently has too few people to maintain a steady level of involvement. SCI has been unable to help the project financially, but hopes to be able to do so in future years. The Carson committee has identified a poultry expert and is engaged in fund raising to send the expert to Oyoko.

COUNTRY INFORMATION (SECONDARY)

| | |
|---|---|
| Country GHANA | Location in Country (Region, District, Village) VILLAGE OF OYOKO |
| PVO Representative's Name Effie Clark, Chair, Carson/Oyoko Committee | Local Counterpart/Host Country Agency E. Twum-Kwafo, Sec. Oyoko Town Council |

COUNTRY FUNDING INFORMATION (\$000)

| YEAR | Fy 87 | | | |
|--------|-------|--|--|--|
| AID \$ | | | | |
| PVO \$ | 2.4 | | | |
| INKIND | .8 | | | |
| LOCAL | | | | |
| TOTAL | 3.2 | | | |

**PVO PROJECT REPORTING INFORMATION
ON AID SUPPORTED PVO PROJECTS**

OMB No. 0417-0530
Expiration Date: 03/31/89

FOR OFFICIAL USE ONLY

| | | |
|-----------------|----------------|----------------|
| PVO Type | Project Number | |
| Appropriation | Level | |
| Country Code | Fund Type | Technical Code |
| Project Officer | Key 1 | Key 2 |

PROJECT INFORMATION (PRIMARY)

| | |
|------------------------------------|-----------------------|
| Name of Organization | Grant/Contract Number |
| Neighbors Abroad of Palo Alto, CA. | OTR-0291-A-00-7200-00 |
| Start Date (MM/DD/YY) | End Date (MM/DD/YY) |
| 02/25/88 | |
| AID Project Officer's Name | |
| MARGUERITE POTE | |

AID OBLIGATION BY AID-FY (\$000)

| FY | AMOUNT | FY | AMOUNT |
|-----|--------|----|--------|
| | | | |
| | | | |
| | | | |
| LOP | | | |

Activity Description (VOCATIONAL TRAINING)

In February, 1988, a curriculum design specialist and an expert in building construction traveled to Palo for the fourth phase of a community vocational training project. The project, which began with electrical repair and home nutrition courses, has expanded to include tailoring and electronics. A group of the first women graduates has opened a cafe. A wealthy Filipino family has donated land for the construction of a permanent skills center.

Status

The impact of this project was felt soon after it began. Many of the graduates of the first class found employment and three became master electricians. A local service club in Palo, the GIANTS, is coordinating the project. The Palo Alto committee is providing special expertise and fund raising assistance.

COUNTRY INFORMATION (SECONDARY)

| | |
|--------------------------------------|---|
| Country | Location in Country (Region, District, Village) |
| PHILIPPINES | LEYTE ISLAND, TOWN OF PALO |
| VO Representative's Name | Local Counterpart/Host Country Agency |
| Ruthe Lundv, Chair, Tech. Sub. Comm. | Fidel Dag Ami, Palo Committee |

COUNTRY FUNDING INFORMATION (\$000)

| YEAR | FY 88 | | | |
|--------|-------|--|--|--|
| AID \$ | 3.5 | | | |
| PVO \$ | | | | |
| INKIND | 47.4 | | | |
| LOCAL | | | | |
| TOTAL | 50.9 | | | |

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**PVO PROJECT REPORTING INFORMATION
ON AID SUPPORTED PVO PROJECTS**

OMB No. 0412-0530
Expiration Date: 03/31/89

FOR OFFICIAL USE ONLY

| | | |
|------------------------|-----------------------|-----------------------|
| PVO Type | Project Number | |
| Appropriation | Level | |
| Country Code | Fund Type | Technical Code |
| Project Officer | Key 1 | Key 2 |

PROJECT INFORMATION (PRIMARY)

| | | |
|--|----------------------------|---|
| Name of Organization Baltimore, MD/Luxor Sister City Committee | | Grant/Contract Number OTR-0291-A-00-7200-00 |
| Start Date (MM/DD/YY) 12/19/87 | End Date (MM/DD/YY) | AID Project Officer's Name MARGUERITE POTEÉ |

AID OBLIGATION BY AID-FY (\$000)

| FY | AMOUNT | FY | AMOUNT |
|-----|--------|----|--------|
| LOP | | | |

Activity Description (HEALTH PLANNING AND EDUCATION)

In December, 1987 the Executive Director of the Maryland State Commission on High Blood Pressure and Cardio-Vascular Related Diseases assisted physicians and public health officials in Luxor to plan for health screening and education for Luxor citizens, among whom the incidence of cardio-vascular disease has risen rapidly in recent years. Plans were established for continuing education for health care providers in the Luxor area.

Status

This project has the potential to make an important contribution to health care in Luxor. The Baltimore committee has begun to identify medical texts and journals for updating physicians in Luxor, and approaches to community health education developed by the State Commission will be made available to health educators in Luxor.

COUNTRY INFORMATION (SECONDARY)

| | |
|---|---|
| Country EGYPT | Location in Country (Region, District, Villages) NILE VALLEY (LUXOR) |
| PVO Representative's Name Joseph Overton, Ph.D., Chairman | Local Counterpart/Host Country Agency Mohamed H. Bolok, M.D., Luxor City Hospital |

COUNTRY FUNDING INFORMATION (\$000)

| YEAR | FY 88 | FY 89 | | |
|---------------|-------|-------|--|--|
| AID \$ | 1.9 | | | |
| PVO \$ | | | | |
| INKIND | 9.6 | | | |
| LOCAL | | | | |
| TOTAL | 11.5 | | | |

**PVO PROJECT REPORTING INFORMATION
ON AID SUPPORTED PVO PROJECTS**

OMB No. 0412-0530
Expiration Date: 03/31/89

FOR OFFICIAL USE ONLY

| | | |
|------------------------|-----------------------|-----------------------|
| PVO Type | Project Number | |
| Appropriation | Level | |
| Country Code | Fund Type | Technical Code |
| Project Officer | Key 1 | Key 2 |

PROJECT INFORMATION (PRIMARY)

| | | |
|---|----------------------------|---|
| Name of Organization Reston, VA/Nyeri Sister City Committee | | Grant/Contract Number OTR-0291-A-00-7200-00 |
| Start Date (MM/DD/YY) 08/01/87 | End Date (MM/DD/YY) | AID Project Officer's Name MARGUERITE POTEÉ |

AID OBLIGATION BY AID-FY (\$000)

| FY | AMOUNT | FY | AMOUNT |
|-----|--------|----|--------|
| LOP | | | |

Activity Description

Reston and Nyeri completed three phases of activity in the seventh year of a ten year collaboration to strengthen Kenyan institutions which provide life skills and training for the mentally retarded. Two special educators from Nyeri were trained in the summer of 1987 at Camp Virginia Jaycee, in all aspects of camp programming and administration. In December, two Camp Virginia officials conducted planning workshops in Kenya for members of the Kenya Society for the Mentally Retarded. And during the summer of 1988, a Kenya special educator is being invited to participate in advanced training in Camp Management and Administration at Camp Virginia Jaycee.

Status

This project has trained eight special educators in camp management, has helped in the establishment of the Kenya Special Olympics and has helped to raise the consciousness of Kenya government officials to the importance of strengthening institutional support for its mentally retarded citizens.

COUNTRY INFORMATION (SECONDARY)

| | |
|---|--|
| Country KENYA | Location in Country (Region, District, Village) CENTRAL REGION, NYERI TOWN |
| PVO Representative's Name William B. Robertson, Chairman, SC. Committee | Local Counterpart/Host Country Agency Deputy Mayor of Nyeri |

COUNTRY FUNDING INFORMATION (\$000)

| YEAR | FY 87 | FY 88 | | |
|---------------|-------|-------|--|--|
| AID \$ | 3.5 | 6.4 | | |
| PVO \$ | 10.3 | 17.9 | | |
| INKIND | 6.3 | 10.4 | | |
| LOCAL | | | | |
| TOTAL | 20.1 | 34.7 | | |

**PVO PROJECT REPORTING INFORMATION
ON AID SUPPORTED PVO PROJECTS**

OMB No. 0412-0530
Expiration Date: 03/31/89

FOR OFFICIAL USE ONLY

| | | | |
|-----------------|--|----------------|----------------|
| PVO Type | | Project Number | |
| Appropriation | | Level | |
| Country Code | | Fund Type | Technical Code |
| Project Officer | | Key 1 | Key 2 |

PROJECT INFORMATION (PRIMARY)

| | | | |
|--------------------------|---------------------|----------------------------|--|
| Name of Organization | | Grant/Contract Number | |
| Amesbury for Africa (MA) | | OTR-0291-A-00-7200-00 | |
| Start Date (MM/DD/YY) | End Date (MM/DD/YY) | AID Project Officer's Name | |
| 8/15/87 | | MARGUERITE POTEÉ | |

AID OBLIGATION BY AID-FY (\$000)

| FY | AMOUNT | FY | AMOUNT |
|-----|--------|----|--------|
| | | | |
| | | | |
| | | | |
| LOP | | | |

Activity Description (HEALTH, VOCATIONAL TRAINING)

Collaboration between Amesbury and Esabalu began in August, 1987 with a needs assessment visit of Dr. Bean and Mrs. Bean, a licensed social worker. With the help of Bishop Mundia a comprehensive development plan was designed. The plan included support for an agricultural cooperative; assistance to small businesses; a nutrition project and a resource/skills center. The Amesbury committee has contributed \$3,000 in loans to farmers for purchase of improved seeds and fertilizer; loan payments go into a revolving loan fund administered by the village development committee. The committee has supported four small businesses, and has helped win approval for a Heifer Project. Phase II has sent a nutritionist and a nurse/educator from Amesbury to conduct a nutrition survey and to begin planning for a skills/resource center.

Status

The impact of the project has been considerable because even modest financial contributions from Amesbury have enormous buying power in Esabalu. The involvement of Bishop Mundia has had a positive benefit. Bishop Mundia has been involved in the development of the area around Esabalu for many years, and has taken up residence in the village. A third positive element has been the encouraging posture of the U.S. Embassy, particularly of the Cultural Affairs office.

COUNTRY INFORMATION (SECONDARY)

| | |
|------------------------------|---|
| Country | Location in Country (Region, District, Village) |
| KENYA | WESTERN KENYA, NYANZA REGION |
| PVO Representative's Name | Local Counterpart/Host Country Agency |
| S. Mark Bean, M.D., Chairman | Bishop Mundia |

COUNTRY FUNDING INFORMATION (\$000)

| YEAR | FY 87 | FY 88 | | | |
|--------|-------|-------|--|--|--|
| AID \$ | | 2.7 | | | |
| PVO \$ | 3.3 | 2.8 | | | |
| INKIND | 5.2 | *1.5 | | | |
| LOCAL | | | | | |
| TOTAL | 8.5 | 7.0 | | | |

**PVO PROJECT REPORTING INFORMATION
ON AID SUPPORTED PVO PROJECTS**

OMB No. 0412-0530
Expiration Date: 03/31/89

FOR OFFICIAL USE ONLY

| | | |
|-----------------|----------------|----------------|
| PVO Type | Project Number | |
| Appropriation | Level | |
| Country Code | Fund Type | Technical Code |
| Project Officer | Key 1 | Key 2 |

PROJECT INFORMATION (PRIMARY)

| | |
|---|-----------------------|
| Name of Organization | Grant/Contract Number |
| Philadelphia, PA/Douala Sister City Committee | OTR-0291-A-00-7200 |
| Start Date (MM/DD/YY) | End Date (MM/DD/YY) |
| 09/15/87 | |
| AID Project Officer's Name | |
| MARGUERITE POTEE | |

AID OBLIGATION BY AID-FY (\$000)

| FY | AMOUNT | FY | AMOUNT |
|-----|--------|----|--------|
| | | | |
| | | | |
| | | | |
| LOP | | | |

Activity Description (HEALTH: Sanitation; Solid Waste Disposal)

Mr. James White, Managing Director for the City of Philadelphia, visited Douala in September, 1987 to draw up, in concert with Douala municipal officials, a comprehensive plan of collaboration. The first stages of the long term effort were to focus on solid waste collection and disposal, an issue which has become a critical concern to Douala officials concerned with threats to the health of city residents.

Status

Follow-up to the planning phase has moved very slowly, and Douala officials are beginning to question Philadelphia's commitment to the relationship. The Philadelphia sister city organization is weak. SCI Representatives are working with the Philadelphia organization, providing suggestions for strengthening the sister city program locally, and for responding in step-by-step fashion to the cooperative plan of action.

COUNTRY INFORMATION (SECONDARY)

| | |
|---|---|
| Country | Location in Country (Region, District, Village) |
| CAMEROON | DOUALA |
| PVO Representative's Name | Local Counterpart/Host Country Agency |
| Oliver Franklin, Deputy City Representative | Tobi Kuoh, Mayor of Douala |

COUNTRY FUNDING INFORMATION (\$000)

| YEAR | FY 87 | FY 88 | FY 89 | FY 90 |
|--------|-------|-------|-------|-------|
| AID \$ | 2.7 | | | |
| PVO \$ | | | | |
| INKIND | 1.5 | | | |
| LOCAL | | | | |
| TOTAL | 4.2 | | | |

ATTACHMENT II

**ORIGINAL AND REVISED
LOGICAL FRAMEWORKS**

44

SISTER CITIES INTERNATIONAL - TECHNICAL ASS

NARRATIVE SUMMARY

OBJECTIVELY VERIFIABLE INDICATORS

GOAL

Provide cost-effective transfer of relevant American technical and managerial expertise between U.S. cities and their Third World sister cities in the areas of public health and vocational training.

Institutions collaborating with SCI/TAP show a larger decrease in foreign aid requirements than institutions not participating in the SCI/TAP program.

PURPOSE

Provide cost-effective transfer of relevant American technical and managerial expertise between U.S. cities and their Third World sister cities in the areas of public health and vocational training.

End of Project Status

By the end of the grant period, technicians and managers in participating Third World urban institutions are implementing effective actions which take into account the recommendations of, and training provided by, SCI/TAP volunteer-technicians.

OUTPUTS

Program structure functioning to:

1. Mobilize the human and financial resources of the public and private sectors of American cities for use in strengthening Third World urban institutions.
2. Assist American cities to identify need areas in their Third World sister cities which can be effectively addressed by technical collaboration.
3. Assist U.S. cities and their Third World sister cities to design health and vocational education projects suitable for short-term technical interventions by American technicians.
4. Provide a mechanism through which U.S. cities and their Third World sister cities can implement collaborative technical assistance and training projects using skilled technicians.

Necessary and Sufficient to Achieve Purpose

1. a. Human resources: network of skilled technicians from 400 cities available to implement projects.
b. Financial resources: a minimum of one American organization per project prepared to release (with pay) one employee for SCI/TAP purposes.
2. A minimum of 35 agreements are made, between American sister city committees and Third World institutions, to collaborate on technical problems using SCI/TAP resources (7 agreements/year x 5 years).
3. 24 projects which meet SCI/TAP programming criteria are designed and approved (7 projects/year x 3 years).
4. a. 35 projects are implemented by eligible cities (7 projects/year x 5 years).
b. A minimum of one technician per project, who has the appropriate technical and management skills, is provided.

INPUTS

Activities and Types of Resources

1. a. Further develop the network of American sister city committees which can provide public and private sector human and financial resources to Third World urban institutions.
b. Inform eligible U.S. sister city committees and sister cities in Third World countries of the capabilities and resources of the SCI/TAP program.
c. Promote programming and financing linkages between member cities and other organizations involved in development assistance work
2. a. SCI/TAP staff travel to Third World sister cities to assist in identification of needs appropriate for SCI/TAP interventions.
b. Identify and disseminate to U.S. cities information about need areas (i.e. CDSS guidance cable to USAID field missions, country-specific CDSS statements, Peace Corps Country Development Plans).
3. a. SCI/TAP staff travel to American and Third World sister cities to assist member committee in the design of short-term technical assistance and training projects.
b. Provide SCI/TAP Programming Criteria, technical information and other guidance to American sister city committees as they plan short-term technical assistance and training projects.
c. On occasion, provide and administer grants to sister city technicians to travel for short periods to complete specific project plans.
4. a. Provide and administer SCI/TAP grants to qualified American technicians to implement collaborative technical assistance and training projects in their Third World sister cities.
b. Provide and administer SCI/TAP grants for specialized training in the U.S. for Third World technicians.
c. Insure appropriate pre-departure orientation for American technicians (i.e. cultural sensitivity, country background information, training techniques).
d. SCI/TAP staff assists sponsoring cities in fundraising activities for technical assistance projects, as needed.
e. Monitor project implementation and evaluation process.
f. Assist in planning of follow-up activities.

Program Budget

From Affiliation Association - Technical Assistance Program
Total Program Costs by Functional Category (Revised 6/1/88)

| FUNCTION | fm 8/1/87 | fm 8/1/88 | fm 8/1/89 | fm 8/1/90 | fm 8/1/91 | Total | AID |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|
| | to 7/31/88 | to 7/31/89 | to 7/31/90 | to 7/31/91 | to 7/31/92 | | |
| <u>DIRECT PROJECT COSTS</u> | | | | | | | |
| PROJECT PERSONNEL | 78,204 | 66,318 | 72,248 | 68,682 | 59,868 | 329,484 | -0- |
| TRAVEL | 58,225 | 61,182 | 57,288 | 49,356 | 58,445 | 276,396 | 128,341 |
| PROJECT EQUIPMENT | 38,375 | 12,162 | 19,188 | 14,754 | 14,816 | 91,387 | -0- |
| OTHER DIRECT COSTS | 16,714 | 11,888 | 10,000 | 8,488 | 8,000 | 54,114 | -0- |
| <u>PROGRAM MANAGERIES</u> | | | | | | | |
| STAFF PERSONNEL COSTS | 42,166 | 37,588 | 38,525 | 39,295 | 40,081 | 197,567 | 194,347 |
| TRAVEL (PROGRAM STAFF) | 12,165 | 3,212 | 2,247 | 5,456 | 1,588 | 24,588 | 20,728 |
| OTHER DIRECT COSTS | 6,333 | 7,000 | 7,000 | 7,000 | 7,000 | 34,333 | 34,333 |
| INDIRECT COSTS | 39,166 | 37,588 | 38,525 | 39,295 | 40,081 | 194,547 | 121,831 |
| EVALUATION | -0- | -0- | -0- | -0- | 20,000 | 20,000 | 20,000 |
| TOTALS | 275,248 | 235,874 | 244,925 | 224,438 | 241,983 | 1,222,468 | 370,000 |

SOURCES OF FUNDS

| | | | | | | |
|---------------|----------------|----------------|----------------|----------------|----------------|------------------|
| SCI | 175,248 | 135,874 | 144,925 | 124,438 | 121,983 | 704,468 |
| AID | <u>100,000</u> | <u>100,000</u> | <u>100,000</u> | <u>100,000</u> | <u>120,000</u> | <u>520,000</u> |
| TOTALS | 275,248 | 235,874 | 244,925 | 224,438 | 241,983 | 1,222,468 |

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TECHNICAL ASSISTANCE PROGRAM (SCI/TAP) (revised June, 1988)

| | MEANS OF VERIFICATION | IMPORTANT ASSUMPTIONS |
|---------------------------------|--|--|
| Foreign aid | <ul style="list-style-type: none"> • Municipal and government statistics in participating Third World cities. • Records of foreign aid organizations. | <ul style="list-style-type: none"> • Approaches to urban problem-solving and economic and social development techniques which have proven successful in U.S. cities can be adapted for use in other cultural settings. • There is a growing pool of trained technicians and managers in participating institutions in Third World sister cities. |
| Program take into account | <ul style="list-style-type: none"> a. Recommendations: Project Reports submitted by SCI/TAP technicians b. Implementation: interviews with officials of participating Third World urban institutions (by SCI/TAP technicians in project follow-up phases; sister city committee members; SCI/TAP staff; AID/PVC staff; independent evaluators). | <ul style="list-style-type: none"> • Third World sister cities do not have the appropriate technical and managerial expertise. • Social and political conditions in the Third World sister city are conducive to accepting American techniques and training. |
| Technical project (max 5 years) | <ul style="list-style-type: none"> 1.a. SCI/TAP Project Files and files on collaborating organizations. b. Interviews with regular employers of SCI/TAP technicians. 2. Proposals for SCI/TAP grants (SCI/TAP Project Files); SCI/TAP Trip Report Files. 3. SCI/TAP Project Files. 4.a. Project Reports submitted by SCI/TAP technicians. b. Resumes of SCI/TAP technicians (SCI/TAP Project Files). | <ul style="list-style-type: none"> • There is an understanding among sister city committees, SCI/TAP technicians, host institutions, SCI/TAP and AID (in Washington and overseas) concerning objectives for each project. 3. Technical assistance projects are acceptable to Third World cities as a means to address technical problems. 4.0 Projects will include realistic levels of monetary and/or in-kind commitments from both cities. • Projects will be directed toward local implementation, control and operation. • Funding beyond SCI/TAP's mandate is often necessary for implementation of technical assistance projects. |
| AID FUNDS | <ul style="list-style-type: none"> 1.a. SCI/TAP Project Files; SCI General Files; SCI/TAP Fundraising Files. b. SCI/TAP Trip Reports, Project Files; interviews with sister city committee members in U.S. and Third World countries; articles in Sister City News; SCI/TAP workshops at Annual and Regional Conferences. c. SCI/TAP Project Files and files on collaborating organizations. 2.a. SCI/TAP Trip Reports, Project Files; interviews with sister city committee members in Third World countries. b. SCI/TAP Project Files. 3.a. SCI/TAP Trip Reports, Project Files; interviews with sister city committee members in U.S. and Third World countries. b. SCI/TAP Project Files. c. SCI Accounts; Proposals for SCI/TAP grants. 4.a. SCI Accounts; Proposals for SCI/TAP grants. b. SCI Accounts; Proposals for SCI/TAP grants. c. SCI/TAP Project Files; interviews with participating volunteer-technicians and American sister city committee members. d. SCI/TAP Project Files. e. SCI/TAP Project Files. f. SCI/TAP Project Files. | <p><u>Pre-Conditions</u></p> <ul style="list-style-type: none"> 1.0 U.S. citizens in eligible sister cities in the U.S. and citizens in Third World sister cities are interested in collaborating on urban development problems. • U.S. private and public institutions are willing to supply the services of skilled technicians. 4.0 SCI/TAP grants are provided for new projects and for follow-up activities in on-going projects. • SCI/TAP grant-supported activities will take place in countries where AID is present. SCI/TAP will be open to providing grant support in AID-graduate countries with AID approval on a case-by-case basis • SCI/TAP grant-supported activities will be generally consistent with AID development strategies. |

SISTER CITIES INTERNATIONAL - TECHNICAL

NARRATIVE SUMMARY

OBJECTIVELY VERIFIABLE INDICATORS

GOAL

Provide cost-effective transfer of relevant American technical and managerial expertise between U.S. cities and their Third World sister cities in the areas of public health and vocational training.

Institutions collaborating with SCI/TAP show a larger decrease in foreign aid requirements than institutions not participating in the SCI/TAP program.

PURPOSE

Provide cost-effective transfer of relevant American technical and managerial expertise between U.S. cities and their Third World sister cities in the areas of public health and vocational training.

End of Project Status

By the end of the grant period, technicians and managers in participating Third World urban institutions are implementing effective actions which take into account the recommendations of, and training provided by, SCI/TAP volunteer-technicians.

OUTPUTS

Program structure functioning to:

1. Mobilize the human and financial resources of the public and private sectors of American cities for use in strengthening Third World urban institutions.
2. Assist American cities to identify need areas in their Third World sister cities which can be effectively addressed by technical collaboration.
3. Assist U.S. cities and their Third World sister cities to design health and vocational education projects suitable for short-term technical interventions by American technicians.
4. Provide a mechanism through which U.S. cities and their Third World sister cities can implement collaborative technical assistance and training projects using skilled technicians.

Necessary and Sufficient to Achieve Purpose

- 1.a. Human resources: network of skilled technicians from 400 cities available to implement projects.
- b. Financial resources: a minimum on one American organization per project prepared to release (with pay) one employee for SCI/TAP purposes.
2. A minimum of 24 agreements are made, between American sister city committees and Third World institutions, to collaborate on technical problems using SCI/TAP resources (8 agreements/year x 3 years).
3. 24 projects which meet SCI/TAP programming criteria are designed and approved (8 projects/year x 3 years).
- 4.a. 24 projects are implemented by eligible cities (8 projects/year x 3 years).
- b. A minimum of one technician per project, who has the appropriate technical and management skills, is provided.

INPUTS

Activities and Types of Resources

- 1.a. Further develop the network of American sister city committees which can provide public and private sector human and financial resources to Third World urban institutions.
- b. Inform eligible U.S. sister city committees and sister cities in Third World countries of the capabilities and resources of the SCI/TAP program.
- c. Promote programming and financing linkages between member cities and other organizations involved in development assistance work.
- 2.a. SCI/TAP staff travel to Third World sister cities to assist in identification of needs appropriate for SCI/TAP interventions.
- b. Identify and disseminate to U.S. cities information about need areas (i.e. CDSB guidance cable to USAID field missions, country-specific CDSB statements, Peace Corps Country Development Plans).
- 3.a. SCI/TAP staff travel to American and Third World sister cities to assist member committees in the design of short-term technical assistance and training projects.
- b. Provide SCI/TAP Programming Criteria, technical information and other guidance to American sister city committees as they plan short-term technical assistance and training projects.
- c. On occasion, provide and administer grants to sister city technicians to travel for short periods to complete specific project plans.
- 4.a. Provide and administer SCI/TAP grants to qualified American technicians to implement collaborative technical assistance and training projects in their Third World sister cities.
- b. Provide and administer SCI/TAP grants for specialized training in the U.S. for Third World technicians.
- c. Insure appropriate pre-departure orientation for American technicians (i.e. cultural sensitivity, country background information, training techniques).
- d. SCI/TAP staff assists sponsoring cities in fundraising activities for technical assistance projects, as needed.
- e. Monitor project implementation and evaluation process.
- f. Assist in planning of follow-up activities.

Program Budget

| Function | YTD APPLICATOR ASSOCIATION - TECHNICAL ASSISTANCE PROGRAM Total Program Costs by Functional Category - Level 1 | | | Total Program | Of Which AID Bill |
|-----------------------------|---|-----------------------------|-----------------------------|-------------------|-------------------|
| | Per 1/81/87 Tot 12/31/87 | Per 1/81/88 Tot 12/31/88 | Per 1/81/89 Tot 12/31/89 | | |
| <u>Direct Project Costs</u> | | | | | |
| Project Personnel | \$ 57,792 | \$ 57,792 | \$ 57,792 | \$ 173,376 | \$ 886,888 |
| Travel | 43,300 | 44,096 | 45,831 | 133,527 | 89,810 |
| Project Equipment | 24,000 | 24,000 | 24,000 | 72,000 | 886,888 |
| Other Direct Costs | 8,000 | 8,000 | 8,000 | 24,000 | 886,888 |
| <u>Program Management</u> | | | | | |
| Staff Personnel Costs | 25,000 | 26,250 | 27,500 | 78,813 | 78,813 |
| Travel (Program Staff) | 2,100 | 2,100 | 2,228 | 6,491 | 6,491 |
| Other Direct Costs | 4,100 | 4,100 | 4,100 | 12,300 | 12,300 |
| <u>Indirect Costs</u> | 25,000 | 26,250 | 27,500 | 78,813 | 87,284 |
| TOTALS | \$ 183,192 | \$ 193,051 | \$ 197,077 | \$ 578,328 | \$ 233,919 |
| <u>Source of Funds</u> | | | | | |
| DCI | \$ 114,192 | \$ 115,124 | \$ 114,094 | \$ 345,110 | |
| AID GRANT | 73,000 | 77,927 | 82,983 | 233,919 | |
| TOTALS | \$ 189,192 | \$ 193,051 | \$ 197,077 | \$ 579,328 | |

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TECHNICAL ASSISTANCE PROGRAM (SCI/TAP)

MEANS OF VERIFICATION

IMPORTANT ASSUMPTIONS

| | | |
|--|--|---|
| <p>aid</p> | <ul style="list-style-type: none"> • Municipal and government statistics in participating Third World cities. • Records of foreign aid organizations. | <ul style="list-style-type: none"> • Approaches to urban problem-solving and economic and social development techniques which have proven successful in U.S. cities can be adapted for use in other cultural settings. • There is a growing pool of trained technicians and managers in participating institutions in Third World sister cities. |
| <p>ing take into account</p> | <ol style="list-style-type: none"> Recommendations: Project Reports submitted by SCI/TAP technicians Implementation: interviews with officials of participating Third World urban institutions (by SCI/TAP technicians in project follow-up phases; sister city committee members; SCI/TAP staff; AID/PVC staff; independent evaluators). | <ul style="list-style-type: none"> • Third World sister cities do not have the appropriate technical and managerial expertise. • Social and political conditions in the Third World sister city are conducive to accepting American techniques and training. |
| <p>es er project uses. city chnical s). igned and ear x 3 years) late</p> | <ol style="list-style-type: none"> <ol style="list-style-type: none"> SCI/TAP Project Files and files on collaborating organizations. Interviews with regular employers of SCI/TAP technicians. Proposals for SCI/TAP grants (SCI/TAP Project Files); SCI/TAP Trip Report Files. SCI/TAP Project Files. <ol style="list-style-type: none"> Project Reports submitted by SCI/TAP technicians. Resumes of SCI/TAP technicians (SCI/TAP Project Files). | <ul style="list-style-type: none"> • There is an understanding among sister city committees, SCI/TAP technicians, host institutions, SCI/TAP and AID (in Washington and overseas) concerning objectives for each project. • Technical assistance projects are acceptable to Third World cities as a means to address technical problems. • Projects will include realistic levels of monetary and/or in-kind commitments from both cities. • Projects will be directed toward local implementation, control and operation. • Funding beyond SCI/TAP's mandate is often necessary for implementation of technical assistance projects. |
| <p>Of which AID U.S. 76 \$ 800,000 27 49,818 88 800,000 88 800,000 113 78,813 191 6,491 308 12,300 813 47,813 329 1 211,129 110 312 320</p> | <ol style="list-style-type: none"> <ol style="list-style-type: none"> SCI/TAP Project Files; SCI General Files; SCI/TAP Fundraising Files. SCI/TAP Trip Reports, Project Files; interviews with sister city committee members in U.S. and Third World countries; articles in Sister City News; SCI/TAP workshops at Annual and Regional Conferences. SCI/TAP Project Files and files on collaborating organizations. <ol style="list-style-type: none"> SCI/TAP Trip Reports, Project Files; interviews with sister city committee members in Third World countries. SCI/TAP Project Files. <ol style="list-style-type: none"> SCI/TAP Trip Reports, Project Files; interviews with sister city committee members in U.S. and Third World countries. SCI/TAP Project Files. <ol style="list-style-type: none"> SCI Accounts; Proposals for SCI/TAP grants. SCI Accounts; Proposals for SCI/TAP grants. SCI Accounts; Proposals for SCI/TAP grants. SCI/TAP Project Files; interviews with participating volunteer-technicians and American sister city committee members. SCI/TAP Project Files. SCI/TAP Project Files. SCI/TAP Project Files. | <p><u>Pre-Conditions</u></p> <ol style="list-style-type: none"> <ul style="list-style-type: none"> • U.S. citizens in eligible sister cities in the U.S. and citizens in Third World sister cities are interested in collaborating on urban development problems. • U.S. private and public institutions are willing to supply the services of skilled technicians. <ul style="list-style-type: none"> • SCI/TAP grants are provided for new projects and for follow-up activities in on-going projects. • SCI/TAP grant-supported activities will take place in countries where AID is present. SCI/TAP will be open to providing grant support in AID-graduate countries with AID approval on a case-by-case basis. • SCI/TAP grant-supported activities will be generally consistent with AID development strategies. |

ATTACHMENT III

TEXTUAL ADDENDA

**Participant Data Disaggregated
by Gender**

List of Local Program Contributions

Participant Data Disaggregated By Gender

| A) NATIONAL ORGANIZATION | MALE | FEMALE | %FEMALE |
|---|-------------|---------------|----------------|
| Board of Directors | 19 | 9 | 32 |
| State Representatives | 20 | 34 | 63 |
| City/County Coordinators | 80 | 86 | 52 |
| TOTAL | 119 | 129 | 52 |
| | | | |
| B) LOCAL PROGRAMS | | | |
| Project Technicians | 6 | 8 | 57 |
| Committee Members Receiving Training/Orientation | 15 | 22 | 59 |

LOCAL PROGRAM CONTRIBUTIONS AUG. 1 - JULY 31, 1988

| <u>COMMUNITY</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------------|---|---------------|
| Amesbury, MA | Needs assessment by Dr. Bean and Raisa Bean-Health/Nutrition (1987) | \$ 8,528 |
| Philadelphia, PA | Needs assessment-Health/Sanitation (1987) | 3,000 |
| Reston, VA | Training for Kenyan Spec. Educators(1987) Health/Spec. Education | 16,500 |
| Reston, VA | Planning assistance for Kenya Society for Mentally Retarded Health/Spec. Education (1987) | 5,000 |
| Reston, VA | Training for Kenyan Spec. Educators(1988) Health, Spec. Education | 25,000 |
| Dayton, OH | Equipment Donation Health/Sanitation (1987) | 35,500 |
| Carson, CA | Voc. Ed. needs assessment 1987 | 2,367 |
| Palo Alto, CA | Voc. Ed. planning 1988 | 46,500 |
| Baltimore, MD | Health Planning | 13,000 |
| CFC Campaign | Private Donation | 85 |
| Board of Directors | Travel costs, donated time | <u>13,500</u> |
| | | \$168,980 |

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ATTACHMENT IV

PRESS CLIPPINGS

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...for the Center for
...views at the
...ity of 2
...mpshire are
...reparing a school enrollment pro-
...jection for the town's school depart-
...ment. Results of the report, which
...will determine whether the town
...needs an addition to its Middle
...school or an entirely new school
...building, are expected in early De-
...cember.

Officials gave varying estimates
of the amount of school growth the
town will see but they agreed that
schools will see growth.

All of them forecasted an in-
crease in enrollment. Gerber said
Gerber and the officials and busi-
ness people attending the meeting
had spelled out some of the many
factors that could affect school en-
rollment.

The complex projection would
have to take into account the state-
imposed moratorium on sewer
sewage that officials say is limit-
ing the town's growth, as well as
trends in the housing market, which
is reportedly beginning to slow
down, Gerber said.

The effects of construction of
higher priced housing in town and
the conversion of apartment hous-
ing to condominiums were also dis-
cussed at the meeting.

Those attending included Gerber,
Banker Hartland Mann, rector Tho-
mas Charlton, Assessors Albert
Sobel and Henry Fournier, Build-
ing Inspector Adrien Shorty,
School Committee member
Teresa Axten, Town Clerk
Josephine Jacques, Director of
Administration and Development
Joseph Fahy, economic develop-
ment specialist Ron Gahleit, and
Commissioners Arthur Mutsis and Wil-
iam Lord.

Board split on charter move

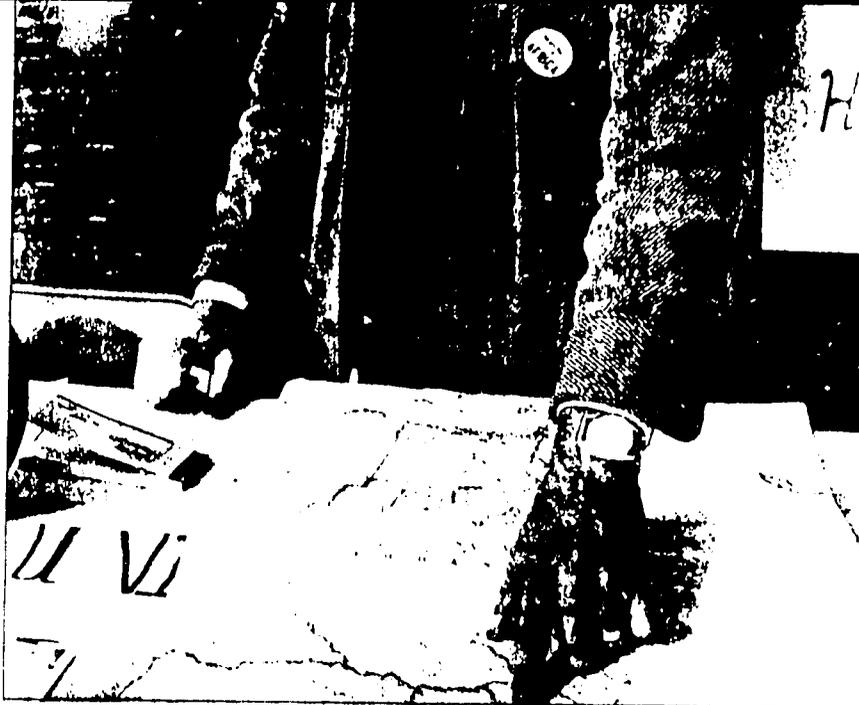
A charter change proposed by
Selectman R. Claude Gonthier that
would have shifted some of the pow-
ers of the Town Manager to select-
men may be dead in the water.

At Monday's selectmen's meet-
ing, Selectman William S. Lord pre-
sented that he would vote against a
change, while reserving his final
decision for next Monday's meeting,
when the board is to take up the
issue at length.

Since Selectman James N. Thi-
erage has said he will not back the
change, selectmen may be split 2-2
— recommending it to Town Meet-
ing with Gonthier and Arthur Mut-
sis in favor.

Without support, Gonthier
gratefully viewed the article as a
"drawn-out" He said he would never
have submitted the article if the
board had indicated it would not
support it.

Gonthier proposed the charter
change several weeks ago. Citing
problems with the form of govern-
ment over recent years, Gonthier
proposed that selectmen be given
more control over staff appoint-
ments, contract awards, purchases
and finances.



THE TINY African village of Esabalu, pointed out on map by Mark Bean, may become Amesbury's sister city if Amesbury for Africa group is successful in aid campaign to help drought-threatened villagers.

Bringing relief from hunger

Amesbury group
hopes to aid
African villagers

BY MARTIN FINUCANE
Michael Jackson and Lionel
Richey may have raised millions
of dollars through their "USA for
Africa" campaign.

But Amesbury physician
Mark Bean and a local group cal-
led Amesbury for Africa are
trying to raise a much more
modest amount.

And they are hoping to be able
to see their results.

Bean's Amesbury for Africa
committee is trying to raise the
relatively small sum of \$3,000 to
boost the economy of a small
agricultural community called
Esabalu in Kenya.

The campaign came out of a
realization that the most effec-
tive way to support the develop-
ment of needy countries, was the
direct way.

"Basically, person-to-person is
always the best way to go," Bean
said.

"This all got started when we
are the World's first came out and
the kids in Amesbury and David
Fairwell of the Amesbury Child-
ren's Theater did a fundraiser
and raised \$600. People said, 'this
is great, but we don't know
where it goes,'" Bean said.

Instead of contributing to a
multimillion-dollar campaign



VILLAGERS of Esabalu, located outside Kenya, Africa, work fields with limited tools and no central water supply or machinery. Amesbury for Africa hopes to raise money to sponsor African families.

and seeing few results, the group
decided to try something on a
smaller, more personal scale.

"The group's proposal is in-
tended to provide 60 families in
Esabalu (pop. 5,000) with a \$50
loan. The loan would be used to
buy farmers the seeds and tools
to work their land productively.

Bean said fertilizer and new
high-yielding drought-resistant
seeds could make the difference
for farmers working with tired
land and "played-out" seeds.
Bean estimated that villagers
could quadruple crop yield with
help from Amesbury for Africa,
and noted that there is a market
for crop surpluses.

Bringing the funds to villagers
in the form of a loan was de-
signed to increase villagers' self
sufficiency, Bean said.

"We don't want to do for them.
We want to enable them to do for
themselves," he said.

In fact, according to the
group's proposal, the loans
which will be administered
through a local banking institu-
tion, would provide a benefit
many people might take for
granted — it would familiarize
villagers with modern banking
and credit and establish credit,
as they pay off their loans.

Continued on Page 4

er advertised.

We want Dunkin' Donuts to
know that we'll fight them all the
way," said Bob Bonn, 30 Rocky Hill
Rd.

Residents decided to take their
complaints to the streets after the
Planning Board last week approved
a site plan for the shop, the last local
approval that developers need.

The Planning Board had initially
criticized doughnut shop plans be-
cause of potential traffic problems
caused by cars entering and exiting
the shop from Route 110, but even-
tually approved a revised site plan
that contained measures to ensure
traffic safety.

According to Bonn, the 19 fam-
ilies on Rocky Hill Road between
Route 110 and Elm Street are con-
cerned about the potential for in-
creased traffic and other problems
that could be caused by the new
doughnut shop.

If traffic increases, Bonn said,
"You're not going to be able to
leave your house."

"There's a traffic problem
already on the street, but if you
put in a Dunkin' Donuts, it will kill
Rocky Hill Road," said Bonn.

Bonn criticized a traffic study
performed for the developers to dis-
cover the number of vehicles that
travel the road.

Bonn said that engineers used
traffic accident data from the state
dated 1976-80 that does not reflect
current conditions on the road. He
also said traffic counts performed
by the engineers were not indica-
tive of the traffic on the road, and
that estimates of the number of
vehicles that would be entering and
exiting the shop were unrealistic.

Bonn said the amount of time
allowed for cars to enter and exit
the doughnut shop parking lot was
unrealistic.

According to Bonn, he appeared
before town boards and criticized
"every single aspect" of the report
and "showed a weakness."

With the approval given by the
Planning Board last week, the final
obstacle for Dunkin' Donuts was to
be obtaining curb cut permits from
the state Department of Public
Works.

Bonn said residents had called
the offices of Amesbury legislators
Sen. Nicholas J. Costello and Rep.
Barbara Hall to voice concerns ab-
out the traffic situation.

Trick or treat night scheduled Oct. 30

Police Chief Michael Cronin has
announced that trick or treating in
Amesbury will take place on Thurs-
day, Oct. 30, from 5 to 7 p.m.

The same date has been adopted
by many other local communities.
Police said the trick or treating
was scheduled for Oct. 30 in order
to avoid having the annual Hallo-
ween event coincide with the
weekend.

Police said they did not encour-
age parents to send children out
alone. Children should be accompa-
nyed by an adult, wear reflective
costumes and carry flashlights,
police said.

LIFESTYLE

Nyeri and Reston: Helping the Handicapped

By Honora Finkelstein
Staff Writer

Edward C. M. Kamau, Headmaster of Karatina Special School in Kenya, was in Reston last Saturday on his way to Camp Virginia Jaycee for an 11-week stay. Kamau's visit is part of the sister city exchange program Reston has with Nyeri, Kenya, a relationship which was established in 1983. Kamau and his host, Restonian Bill Robertson, offered some insights to *LifeStyle* about the purpose of the exchange program and its goals for the future.

Robertson, who now serves as U. S. Deputy Assistant Secretary of State for African Affairs, is the person responsible for the Reston-Nyeri Sisterhood Program, which emerged from his efforts over the last two decades to help mentally handicapped citizens.

In 1965 Robertson began assessing the needs of the local mentally handicapped population for the Roanoke Jaycees. An outgrowth of his work was the establishment in 1971 of Camp Virginia Jaycee. Located in Blue Ridge, Va., the camp's original

purpose was to provide recreational activities for the mentally retarded.

Then in 1976 Robertson served as Peace Corps Director to Kenya and became active with programs there for the mentally handicapped run by the Kenyan Jaycees and the Kenya Society for the Mentally Handicapped. At that time there were only two schools for the retarded in Kenya; working with Christina Kenyatta, daughter of former Kenyan President Jomo Kenyatta, and others, Robertson helped to create the impetus for building more. Today there are over 50 such schools.

When he returned to the states and settled in Reston, Robertson wanted to find some way to link the programs he had started in Kenya with Camp Virginia Jaycee. Approaching Reston Black Focus and the Reston Civic Association with the idea of a sister city relationship between Nyeri and Reston, Robertson suggested that the special education of the handicapped be an initial focus for the project. Those organizations enthusiastically agreed to the sister city

relationship, and to correlate with the International Decade of Disabled Persons, it was proposed that two trainers from Kenya would come to Camp Virginia Jaycee every summer for 10 years to work with the mentally handicapped campers as part of an experience and idea exchange program.

Kamau first visited Camp Virginia Jaycee in 1984 as part of this exchange; his contribution on that first visit was to develop an agricultural scheme whereby campers could learn gardening techniques.

In Kenya at the Karatina Special School, students have their own personal plots in the garden where they learn techniques for growing vegetables. When they return to their homes, they are able to transfer this knowledge to the yards and garden plots which belong to their families. They thus learn skills which benefit not only themselves but others as well, and such knowledge helps them develop self esteem.

Kamau offered to organize a similar agricultural project for Camp Virginia Jaycee, and it has been tremendously successful. Since the inception of the project, a garden is started early each spring before the campers arrive; then each session of campers is taught to maintain the existing garden as well as to plant new seedlings, so that they have experience with each phase of plant growth.

Says Robertson, "Kamau is back because he did such an outstanding job when he was here before. He will serve as assistant to the director at Camp Virginia Jaycee." In that capacity, Kamau will continue to

expand the camp's agricultural projects and will also be responsible for much of the overall direction of programs.

Kamau maintains that what he and his fellow Kenyans contribute to the camp is balanced by what they gain in knowledge from working with the mentally handicapped of all ages. U. S. counselors at the camp are generally junior or senior college students working in areas of special education, and their experiences there provide them with a practicum for their schooling. On the other hand, those counselors who come from Kenya are already teachers—

but most of them have never had the experience of working with mentally retarded adults. Kamau says that Kenya is only now beginning to function with programs for mentally retarded adults—Karatina Special School now has some young adults ranging up to the age of 25. At Camp Virginia Jaycee, on the other hand, some of the campers are in their 50's and 60's. Their special needs are a new experience for the Kenyan teachers.

Says Kamau, "We are now trying to prepare (our students) for what they will do after school. . . . We teach them agriculture, and to make beads and training aids that can be sold to other schools." Some, he says, have learned to earn money keeping poultry; others have been trained as painters and repair carpenters.

In addition to experiencing the special needs of mentally retarded adults, the Kenyans who visit Camp Virginia Jaycee learn outdoor camping and cooking skills and recreational



Edward C. M. Kamau

PHOTO BY HONORA FINKELSTEIN

activities. And with the Nyeri-Reston sisterhood as a spearhead for the project, Kenya is in the process of developing a camp similar to Camp Virginia Jaycee which it will share with Nairobi.

Robertson says that while special programs for the handicapped have been an anchor and a core for the sister city relationship between Reston and Nyeri, they are by no means the only focus. Churches, civic organizations, and pen pal groups in schools are paired as part of an ongoing exchange of ideas and experience. The Rotary and Lions Clubs in Reston will work with their counterparts in Nyeri to sponsor

the building of a park in Kenya. Both cities will contribute expertise to the project. And Robertson expects the sister city relationship and its people-to-people exchange to continue beyond the 10-year program with Camp Virginia Jaycee.

Robertson says there are 26 people in Reston who presently belong to the Reston-Nyeri committee, but he invites all interested citizens to join the meetings of the sisterhood, which are held at 7:30 p.m. on the second Wednesday of each month at the Hunters Woods Fellowship House.

As he says, "I consider everyone in Reston to be a part of this project."

Best Available Document

en at the time, 10 years after the organization's birth. Located at the University of Benito Juarez in Oaxaca, it contains two 12-inch telescopes and cost \$50,000 to build.

The idea for the observatory originated in March of 1970, when numerous scientists and astronomers convened in Oaxaca for an eclipse that was most visible from that area.

Most of the time and money came from the Oaxacans themselves who had initiated the project, but Neighbors Abroad members and others in Palo Alto purchased, assembled and put the telescopes and dome in place.

"The project developed from the relationship started between Palo Alto and Oaxaca in 1964," said John Bracken, a past president of Neighbors Abroad.

Several area locals were the real "stars" of the project, including Ray Ruppel, retired administrator with the Palo Alto Unified School District, who was chairman of the fund raising; Marvin Vann, manager of the observatory program at Foothill College and resident expert for the project; and John Babcock, an artist and expert fiberglass fabricator, who worked on the dome.



Oaxaca Village volunteer Virginia Scardigli tends the market at the exhibit in Palo Alto.

Times Tribune file phot

Oaxaca still lives in the minds of children

While most Palo Altans don't get the chance to directly participate in Neighbors Abroad exchange programs, more than 25,000 school children and numerous other families and individuals took a short trip to Oaxaca in 1986 — right in their own backyard.

From February through June 1986, Palo Alto's Junior Museum presented the Oaxacan Village exhibit, a "traveling size" model of an

earlier, "Mexico!" exhibit on rural and urban Mexico in Washington, D.C. in 1979.

One of the most successful home projects of Neighbors Abroad, the Oaxaco Village at the museum still lives in many children's minds.

"We still have people asking whether the village is there and if they can visit Mexico again," said Marion Mandell, Neighbors Abroad vice president for Oaxaca

and project coordinator for the exhibit. "It was a terrific success."

Created by cultural anthropologist Dr. Jill Vexler, the Oaxacan Village was commissioned by the Children's Museum of Houston and built specifically to be an exhibit in which visitors could participate.

This participatory education was the reason behind much of the exhibit's success.

Rather than the exhibit as the

focus, the child is the center of the show, Vexler said. The village then provides the setting for learning.

"It was like in playing," said Mandell. "You learn while you play without knowing it."

After entering the rustic village, student visitors could barter for Mexican clothes they would then wear during the walk through the village.

Name of cafe is a sign of success

The name of the new cafe in Palo Alto epitomizes the success of the 25-year-old sister city relationship between Palo Alto and the small city in the Philippines.

Opened and staffed by seven local Palo residents, the new eatery bears the proud name of the Palo Alto Cafe.

What makes it even more significant to Palo Alto is that the Filipino entrepreneurs were among the first students at the Vocational Education Resource Center, a project begun in 1984 by Neighbors Abroad to meet some of the needs of Palo Alto's sister community.

With an agriculturally based economy, unemployment in Palo is high; many of the children must

leave school early to help on the farms. With the only high school several miles outside of Palo and books and transportation costly, higher education, although revered by the Paloans, is difficult to attain.

Against this backdrop, Neighbors Abroad, under the guidance of Ruthe Lundy, submitted a proposal for a vocational education program to Sisters Cities International and the center was born.

Although funded by Neighbors Abroad, the center was established and continues to grow through the efforts of GIANTS (Glory is Achieved Nobly Through Sacrifice).

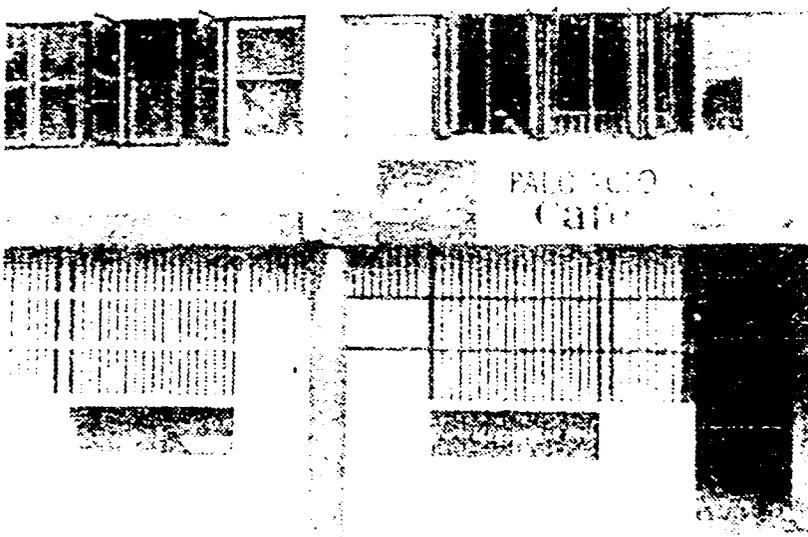
More than 50 people have com-

pleted at least one course, which include electronics, nutrition, food processing, auto repair and dress-making.

Prospective students chose the curriculum of the center based on community needs; fellow Paloans teach the courses and each "graduate" is on his own to put their education to practical use.

"What became clear was that with the skill development many were becoming self-employed and others advanced in their jobs," Lundy reported.

The most rewarding outcome of the program is seen in the responses of several former students who now seek to help others gain the education they received.



This restaurant bears a proud name.

Decatur Leaders Enlarging Plans For West African Aid

By HELEN ORDNER

When a Decatur group visited Burkina Faso in West Africa in March, they found hunger, a desperate need for health care, and a totally inadequate educational program.

Mayor Mike Mears said that his city can't get involved in food production but, where the small country has other weaknesses, Decatur has strengths.

"We're trying to stick to what we know best," said the mayor. "Decatur knows something of health care, and we know something of education."

He is also working toward eventual state-wide aid to Burkina Faso.

Following the mayor's return from the West African country, Decatur commissioners voted to adopt two small African cities,

Ouahigouya and Bousse'.

Mears and Gary Gunderson, administrative director of SEEDS, have spoken to many groups about their trip and have shown slides more than 20 times. People are supportive when they are aware, Mears said.

A KICK-OFF meeting was held last week of a steering committee to make long-range plans for aid to

Burkina Faso. Special assistance was given by James Ekstrom of the Sister Cities International Program in Washington D.C.

Headed by Mears and Commissioner Elizabeth Wilson, the committee includes Whit Smith, a representative from Agnes Scott College, a representative from the Decatur Business Association, Peggy Hendrix, Gary Gunderson and a representative from the International Nursing Association.

In Burkina Faso, Mears and Gunderson had seen vultures pecking their way through a hospital's open "pediatric ward." They saw children sitting jammed together in rows so tightly that some had to be sent outside for others to have arm-room to write. Still, these schools were serving only 25 percent of the children in a country with only five percent of its citizens literate.

A return trip to Burkina Faso will be made in September when the group will take medical and

school supplies.

According to Mears, Decatur is one of the few cities in this area with a primary care health unit run by the community. He said that Decatur can share this knowledge.

The city has its own highly accredited school system and is the home of Agnes Scott College.

The next trip to carry aid to Burkina Faso will include Mears, Gunderson, Commissioner Wilson, Smith, Agnes Scott President Ruth Schmidt and a Nursing Association representative.

With funds provided by the Sister Cities International, they plan to bring two Burkina Faso citizens back with them to study in Decatur.

DECATUR officials, however, have even bigger hopes and dreams than what their city can do for two cities in drought-stricken West Africa.

Now, Decatur has the only sister city agreement existing in Burkina Faso. City officials hope, however, that other governments will follow their path.

Their ultimate goal is to have the state of Georgia adopt the entire small country of Burkina Faso.

"If it goes no further than just Decatur, we won't have reached our original goal," said Mayor Mears. "We want to get enough interest that people will forget about Decatur and think about the Georgia-Burkina Faso relationship."

Cheerleading Camp Set At Oglethorpe

Oglethorpe University will host a cheerleading camp on August 5 to 8. Instructors are from the Universal Cheerleaders Association and the camp is open to all high school, junior high school and middle school cheerleaders.

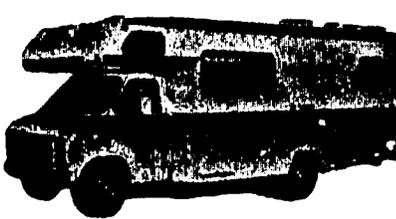
Participants will receive in-depth instruction in new cheers, sideline chants, pom poms, tumbling and will participate in private coaching sessions each day.

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Decatur representatives visit city's African sister

Mayor Mears, local 'movers and shakers' improve sister-city ties with Burkina Faso

By John Vardeman
EXTRA Editor

There he was — Mike Mears, mayor of small-town Decatur, standing before a tremendous crowd of black faces in a small west African village and delivering a speech in a language that few back home would have understood.

A few moments earlier, he and a team of Decaturites had been treated to a procession more often witnessed by kings and popes.

Traveling in a van along a dusty road, the contingent was met by an escort of men on burros and horses just outside the Burkina Faso village of Bousse. Stretched across the road ahead was a huge welcome banner; alongside, someone had planted American and Burkinabe flags.

About 2,000 people on foot charged the vehicle of outsiders, cheering and waving as it rolled the final quarter-mile into the mud-hut village.

"I had never felt that much love before," Deborah Willis, a member of the team, later recollected. "Mostly, I remember all the smiling faces of the children as they pressed up against the van."

In the center of town, the Bousse chieftain joined Mears and the group in a ceremony of music, dancing and gift giving. The Decatur mayor received a bow and arrow representing his manhood. And he was given a big white chicken, the most precious gift of all in a famine-ridden area that sits on the edge of a desert.

Decatur Commissioner Elizabeth Wilson — another member of the American group — was given a hand-woven wedding skirt, symbolizing the marriage between Decatur and Bousse under an official sister-city designation.

Then it was time for the great white chief from Decatur to speak.

Reciting from memory a speech he had rehearsed for two days in French, Mears told his audience



AFRICAN GREETINGS: American, Burkinabe flags fly outside village of Bousse.

about how he and his people back home wanted to share in Bousse's struggle against a harsh environment. He noted that the sister-city relationship adopted several months earlier would be a personal tie of people and not between governments.

In closing, Mears did something he had promised himself he would not do. He borrowed a bit of John F. Kennedy and the 1963 "Ich bin ein Berliner" speech, except that the words were different. "The citizens of Decatur, Ga. want you to know that you're not alone in your struggle, and we say with you, 'La Patrie Ou La Mort!'"

The phrase means "Fatherland or death," a popular revolutionary war slogan that the Burkinabe follow with the chant, "Nous Vaincrons," which translates, "We shall overcome."

Mears received the same response. The crowd erupted, shouting "Nous Vaincrons!" over and over.

The mayor's speech, which was tape-recorded, went over so well that it later was played back several times over the country's radio waves.

"The whole thing was like something out of a Joseph Conrad novel," Mears said afterward.

Since last April, when the Decatur Commission reached across an ocean to adopt two cities in Burkina Faso, the sister-city ties between the two peoples have strengthened.

"I doubt many people in Decatur had ever heard of Burkina Faso before we started the sister-city relationship," Mears said.

Sister Cities International, a non-profit organization incorporated 18 years ago in the District of Columbia, is committed to strengthening global understanding between U.S. communities and cities throughout the world.

Mears embraced the idea of a link between his city and Burkina Faso after visiting the famine-plagued area. He had learned about the country's dilemma through his friend Gary Gunderson, administrative director of the anti-hunger organization SEEDS, which is based in Decatur.

During the first Burkina Faso trip, Mears and Gunderson selected the two cities of Bousse and Ouahigouya for the sister-cities program.

Bousse — the smaller of the two places and as much more primitive. The ancient city of Ouahigouya, located on an African trade route to Timbuktu in Mali, is more sophisticated, Mears said. But both cities in the northern section of the landlocked country have suffered the consequences of a long-running drought that only last fall saw some relief.

"Two of the biggest problems facing the country are health and education," Mears said.

On the return trip last month to the country, Mears and Gunderson brought along a Decatur team of "movers and shakers" in the fields of education, medicine and government. The group included Decatur Commissioner Elizabeth Wilson, who operates the Oakhurst Community Health Center; Deborah Willis, a pharmacist; Agnes Scott College President Dr. Ruth Schmidt; Agnes Scott faculty and staff member John Studstill; Oakhurst Baptist Church lay educator Peggy Hendrix; University of Georgia professor Daryl Snyder; and DeKalb Superior Court Clerk Whit Smith.

"We selected people who are influential in their particular areas," Mears said. "We wanted them to come back and use that influence to extend the network of our sister-cities committee."

The Decatur team spent two weeks in Burkina Faso, both observing and assisting poor conditions over there.

More than \$2,500 in contributions collected from Decatur businesses and individuals was used to purchase medicine supplies for the people. Another \$500 was raised among the team members themselves after they learned of the lack



'LOUDER, PLEASE' Decatur Mayor Mike Mears (center) listens to Bousse schoolchildren chant their national slogan.

of mattresses in a hospital there, Mears said.

On a smaller scale, the team brought over supplies of paper, pencils and coloring materials — a gift from the children of the Holy Trinity Episcopal Church in Decatur to the children of Bousse.

"The things that are taken for granted in America are very precious to the people over there," Mears said.

Before leaving the country, the Decatur team was granted a private meeting with Thomas Sankara, president of the country's military National Council for the Revolution. Their discussion centered around the future goals of the sister-city program, which is the only one taking place in Burkina Faso.

"On the next trip, which I am planning for March, I want to take

along some people who will actually spend time working in the clinics and schools," Mears said.

Mears also hopes eventually to set up a Burkina Faso trade fair in Decatur and establish a pen-pal letter writing campaign between the children of Decatur and its sister cities.

"My goal is to see the state of Georgia adopt the entire country of Burkina Faso," Mears said, pointing out that the governor already has issued a proclamation honoring the country.

Persons interested in volunteering their efforts toward Decatur's sister-cities committee may call Gunderson at 378-3566 or Mears at 373-1612.



COMPARING NOTES: Dr. Ruth Schmidt (right), president of Agnes Scott College, presents a campus map and pennant to villagers in Bousse, one of Decatur's two sister cities.



Profile of Decatur's African sister cities

- Sister cities: Ouahigouya, Bousse.
- Name of country: Burkina Faso, formerly known as Upper Volta.
- Location: Landlocked country in west Africa.
- Population: Ouahigouya: 60,000; Bousse: 10,000; Burkina Faso: 7.5 million.
- Religion: 68 percent Animist; 27 percent Muslim; 5 percent Christian.
- Official language: French.
- Government: Military. Policy established by National Council for the Revolution.
- Head of state: President Thomas Sankara.
- Capital: Ouagadougou
- Economy: Mainly agriculture.
- Area: 105,869 square miles, about the size of Colorado.

ATTACHMENT V

PROJECT DEVELOPMENT MATERIALS

ADMINISTRATIVE GUIDELINES

TECHNICAL ASSISTANCE PROGRAM



PROJECT DEVELOPMENT MATERIALS

Fact Sheet on the Technical Assistance Program

Programming Criteria

Guidelines for Preparation of Proposals

**Sister Cities
International**

SISTER CITIES INTERNATIONAL - TECHNICAL ASSISTANCE PROGRAM (TAP)

TAP Fact Sheet

1. Grants are available to cities with affiliations in non-industrialized developing countries.
2. TAP projects must contribute to increasing the capacities of overseas institutions and technicians to solve their own development problems.
3. TAP projects must be planned and implemented jointly by the U.S. and overseas Sister City Committees. The U.S. city must receive a written request (or endorsement) from officials in the overseas city before a project may be funded. See Programming Criteria (attached).
4. Recent project areas have included health and nutritional education, professional medical services, vocational education, food production, water resources development, urban sanitation, disaster-preparedness planning and small business development.
5. Single-phase projects are discouraged. Most TAP projects receive a series of grants for related activities occurring over a two to three-year period. Each project phase is funded separately.
6. There are no restrictions on the length of a TAP overseas project phase. Thus far, the longest has been six months; the shortest, four days. The average project phase is about 21 days.
7. TAP grants may be used for travel costs and living expenses only. They may not be used to cover salaries or consultant fees.
8. The portion of the grant which covers living expenses is calculated on the basis of the State Department per diem schedule for overseas cities.
9. There are no restrictions concerning the number of technicians who may work on a particular project; however, most project phases receive TAP grant support for a single technician.
10. There is no fixed format for TAP proposals; however, all proposals must address the ten items mentioned in the Preparation of Proposals handout (attached).
11. TAP projects may include U.S.-based training (non-degree) for participants from the overseas sister city.
12. The average amount of a TAP grant is currently \$3,500.
13. Participating cities may apply for more than one project grant per year. They may also apply for grants in more than one project area.
14. TAP staff from SCI/Washington are available to assist member cities in developing TAP projects.

SISTER CITIES INTERNATIONAL - TECHNICAL ASSISTANCE PROGRAM (TAP)

Programming Criteria

In reviewing SCI/TAP grant proposals, every effort is made to be flexible and to take into consideration the special needs identified by the overseas sister city and the resources available in the U.S. city. SCI/TAP recognizes that most projects will require more than one grant award over the life of the collaboration, to follow up on earlier activities. Each project should, within reason, address the criteria listed below:

1. The project should strengthen the capacities of overseas institutions and technicians to solve their own development problems.
2. The project should address needs which the people or community to be assisted consider important.
3. The project should rely on local materials, local human resources and appropriate technologies.
4. The project should be complementary to broader development goals and related projects.
5. The project should generally include realistic levels of monetary and/or "in-kind" commitments from the U.S. city and the sister city.
6. The project should involve the American and overseas Sister City committees in planning and implementation.
7. The project should be directed toward local implementation, control and operation, with activities occurring within a specific time period.
8. Project designs should include clearly-defined objectives, activities and progress indicators.

SISTER CITIES INTERNATIONAL - TECHNICAL ASSISTANCE PROGRAM (TAP)

Guidelines for Preparation of Proposals

While there is no fixed format for SCI/TAP grant proposals, they should be as concise as possible, and at minimum, include the items listed below:

1. A short description of the relationship between the two collaborating cities.
2. A summary description of the project, including a statement of the problem being addressed.
3. An explanation of the need for the project in terms of local economic and/or social conditions, and a demonstration of how the project will improve those conditions. TAP guidelines do not require that all projects address the needs of the poor, exclusively; however, it should be clear that the overseas city's lower-income residents will benefit from project activities.
4. A description of the project objectives. Include both short-term and long-term objectives.
5. An indication of the specific results expected.
6. A description of what the participants from each city plan to do in order to achieve the project objectives.
7. A concise listing of the sequence of events to be followed toward accomplishing the project.
8. A cost statement, including travel and living expenses.
9. A curriculum vita of the technician(s) who will conduct the proposed project.
10. An official written request for (or endorsement of) the project from the overseas city.

TECHNICAL ASSISTANCE PROGRAM



GRANT AWARD GUIDELINES

Administrative Guidelines

Project Report Guidelines

Financial Report Guidelines

**Sister Cities
International**

SISTER CITIES INTERNATIONAL - TECHNICAL ASSISTANCE PROGRAM (TAP)

Administrative Guidelines

1. TAP grants may be used to cover project technicians' transportation costs and living expenses, only. Transportation costs include economy class international airfare, visa fees and local transportation (if necessary). Living allowances are calculated on the basis of the U.S. State Department per-diem schedule for overseas cities, or its equivalent for U.S. cities. TAP recognizes that air ticket costs and per-diem rates change frequently, and will adjust the amount of the grant according to the ticket cost at time of purchase and the per-diem rate in effect during the project period.
2. TAP grant funds may not be used for salaries or consultant fees for project technicians; purchase or printing of training materials or certificates; purchase of equipment or tools; communications costs (for example, postage, telegrams, telephone) related to project planning; gifts and souvenirs, etc.
3. Project technicians must use American carriers for international travel. Even when a non-American air carrier offers lower fares, a U.S. airline, if available, must be used.
4. Project technicians from U.S. cities must sign a Release Agreement, a sample of which is attached.
5. A report on project activities and a financial report must be submitted to Sister Cities International in Washington, within 30 days of project completion (see Project Report Guidelines and Financial Report Guidelines).
6. TAP recommends that project technicians insure all valuable personal items that they plan to carry with them, and that they carry travelers checks rather than large amounts of cash.

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SISTER CITIES INTERNATIONAL - TECHNICAL ASSISTANCE PROGRAM (TAP)

Project Report Guidelines

A report on project activities must be submitted to Sister Cities International in Washington within 30 days of project completion. It should include information about the following:

1. Specific project activities. What did the technician do? With whom? When projects include in-service training workshops, the number of trainees, their names and samples of training materials used should be included. Note project dates.
2. Progress toward the objectives described in the project proposal. Were the objectives met? If not, were the objectives themselves reasonable?
3. Plans for follow-up activities, if any. What is the next step? Should there be any follow-up activities?
4. Ways in which the project could have been done more effectively. Include suggestions for future planning.
5. Other activities, if applicable. What contacts were made that might be useful in later stages of the project? What problems may hinder future project activities?

Many committees have found it useful to schedule a final review session, involving the project technicians and the local sister city committee, before the technician returns home. A final review meeting is not only a good way to wrap things up; it also provides an excellent opportunity to share project findings, determine the success of the project, and begin collaborative work on possible follow-up activities. The minutes of such a meeting can often provide the basis for the Project Report.

SISTER CITIES INTERNATIONAL - TECHNICAL ASSISTANCE PROGRAM (TAP)

Financial Report Guidelines

A financial report for each project phase must be submitted to TAP within 30 days of its completion. The report should include:

1. Airline ticket stubs, which reflect the actual cost of the ticket. Overseas technicians who require their tickets to return home should leave a photocopy of the ticket with the U.S. sister city committee. Alternatively, a bill or receipt from a travel agent stating ticket costs, airline and dates may be submitted.
2. Hotel receipts; meal receipts, when possible. Government regulations permit only 45% of the local per-diem rate when hotel receipts are not submitted. If a technician stays in a private home, reasonable compensation may be made to the host family without submitting receipts. While in transit, per-diem funds may be used for lay-overs of a single day, when total flight and transfer time exceeds 8 hours.
3. A statement of local transportation costs, if these costs are not covered by the host community.

Any other costs should be discussed with TAP staff, to ensure their eligibility. No reimbursement may be made for costs such as: salaries or consultant fees for project technicians; purchase or printing of training materials or certificates; purchase of equipment or tools; communications costs (for example, postage, telegrams, telephone) related to project planning; gifts and souvenirs, etc.

If actual project costs are less than the original grant, a refund will be owed the Program and should accompany the financial report. Please make checks payable to Town Affiliation Association.

SAMPLE

RELEASE AGREEMENT

I agree to undertake the travel proposed in connection with the Roanoke - Kisumu Public Housing Management Workshop.

I certify that I have read the administrative guidelines pertaining to Sister Cities Technical Assistance grants. I understand and accept the stipulations contained therein and I further understand that Sister Cities International assumes no other financial obligation or liability toward me whatsoever.

Signature

Date

6/17