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PD-AAZ-885  
TEA 62938

MODIFICATION OF COOPERATIVE AGREEMENT

1. Agreement No.:	538-0169-A-00-6062-03
2. Original Agreement Date:	August 29, 1986
3. Modification No.:	04
4. Effective Date of Modification:	August 31, 1989

5. Recipient:	6. Administered By:
Caribbean Conservation Association Savannah Lodge, The Garrison St. Michael	Agency for International Development Regional Development Office/Caribbean P.O. Box 302 Bridgetown, Barbados

7. PIO/T No.: 538-0169-3-90035

8. Previous PIO/T's 538-0605-60327, A-1, A-2	538-0000-3-70073
538-0000-3-60377	538-0000-3-70272

9. Description of Modification:

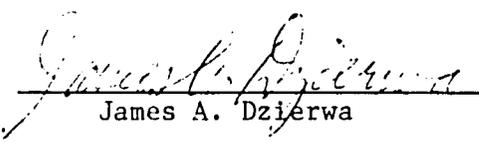
The purpose of this modification is to: (i) revise the "Scope of Work and proposed methodology" in the Program Description; (ii) add \$99,964.00 in additional funding; (iii) revise the Financial Plan; (iv) add a nine (9) months' extension of time to the Agreement period; and (v) revise the Agreement Number to reflect its separate project status. Accordingly, the Agreement is modified as follows on the Continuation Pages attached hereto.

10. Technical Office: Environmental Officer, RDO/C, Bridgetown

11. This modification is entered into pursuant to the authority of the Foreign Assistance Act of 1961, as amended. Except as herein provided, all terms and conditions of the agreement referenced in item #1 above remain unchanged and in full force and effect.

12. RECIPIENT: CARIBBEAN CONSERVATION ASSOCIATION	THE UNITED STATES OF AMERICA AGENCY FOR INTERNATIONAL DEVELOPMENT
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BY:   
Calvin A. Howell

BY:   
James A. Dzierwa

TITLE: Executive Director (Ag.)

TITLE: Agreements Officer

DATE: 5/9/89

DATE: 8/31/89

"4. Additional funds up to the total amount of the Agreement shown in D. 1. above may be obligated by AID subject to the availability of funds."

4. Section F. Financial Plan. Delete subsections 2. and 3. in their entirety and substitute a new subsection 2. as follows:

"2. The following is the financial plan for the development of the environmental profiles. Revisions to this plan shall be made in accordance with the Standard Provision of this Cooperative Agreement entitled 'Revision of Grant budget'.

FINANCIAL PLAN  
 (US\$)

	<u>Prior Funding</u>	<u>This Modif.</u>	<u>Total Thru 09/30/90</u>	<u>Progm. but not funded</u>
A. Salaries	98,571	35,000	133,571	105,000
B. Consultants	19,790	7,000	26,790	21,000
C. Travel & Per Diem	35,699	12,000	47,699	36,000
D. Other Direct costs	29,581	10,000	39,581	30,000
E. In-country Subventions	22,835	7,964	30,799	24,000
F. Overhead	53,691	19,000	72,691	57,000
G. Grantee Administration	<u>26,032</u>	<u>9,000</u>	<u>35,032</u>	<u>27,000</u>
TOTAL	286,199 =====	99,964 =====	386,163 =====	300,000* =====

\*Until the Cooperative agreement is fully funded, no costs in excess of the obligated amount will be reimbursed."

C. Attachment 2 Program Description

Add a new subsection at the end of the Program Description after the subsection entitled "External Evaluation," as follows on the next eight pages of this Modification:

1. Cover Letter - Delete the first three paragraphs, and, in lieu thereof, insert the following:

"Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "USAID" or "RDO/C") hereby obligates to the Caribbean Conservation Association (hereinafter referred to as "Grantee" or "CCA") an additional sum of \$99,964.00 for a total to date of \$386,163 to provide support for the regional environmental profile activity as described in the following pages.

"This Cooperative Agreement is effective and obligation is made as of the date of acceptance by CCA and shall apply to commitments made by CCA in furtherance of program objectives during the period beginning with the effective date and ending September 30, 1990.

"The total programmed amount of this agreement is \$686,163 of which only \$386,163 is obligated. AID shall not be liable for reimbursing the recipient for any costs in excess of the obligated amount.

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

B. Attachment 1 - Schedule

1. Section B. Program Description. "Add a new section at the end of the Program description, entitled 'STATEMENT OF WORK FOR PERIOD AUGUST 31, 1989 THROUGH SEPTEMBER 30, 1990'."
2. Section C. Period of Cooperative Agreement. Delete the expiration date of "December 31, 1989," and insert "September 30, 1990" in lieu thereof.
3. Section D. Amount of Cooperative Agreement. Delete in its entirety and insert in lieu thereof:

"D. Amount of Cooperative Agreement

1. The total estimated amount of this agreement is \$686,163.
2. No more than \$10,000 will be expended prior to April 6, 1987.
3. AID hereby obligates an additional sum of \$99,964 for a total of \$386,163, for program expenditures during the period set forth in C. above and as shown in the Financial Plan below.

STATEMENT OF WORK for period 8/31/89 - 9/30/90

II. Purpose/Objectives

The overall project purpose is to document the major issues in resource management and environmental planning in order to incorporate environmental considerations into development planning and policies in the OECS region.

A draft profile for St. Lucia has already been completed and the Grenada profile is underway, using previous funding (PD&S and LAC regional sources). Profiles for St. Kitts and Nevis, Antigua and Barbuda, St. Vincent and the Grenadines and Dominica remain to be accomplished. The profiles will describe the state of the environment, highlight issues, analyze critical resource management, environmental and policy problems. Prioritized recommendations for effective solutions will be included.

III. Strategy and Tasks

A. Primary Strategy

The strategy for accomplishing the remaining profiles is to do them simultaneously with a greatly increased staff of technical specialists actually drafting the documents, shifting the participation of host country personnel from the data synthesis and writing aspects to focus more on the document review. Host country participation will be critical for the issues review and establishing and ranking action agenda priorities.

B. Other Modifications to the Previous Strategy

The local NGO role and the terms of the CCA/NGO MOU and the CCA subvention paid to the NGO for services will all undergo some change, reflecting primarily the switch in emphasis from the NGO as a focus for the contracting of local writers to the NGO as an institutional sponsor of the review or vetting process regarding the draft documents.

Two aspects of the local NGO function remain unchanged, however. The provision of a data and document collecting service and the development of a private sector environmental reference collection for public use remains important to the overall undertaking. In addition, the NGO's role in providing counsel on source materials, on persons who should be interviewed, and on the identification and ranking of environmental issues, problems, and practices which warrant serious attention by profile team members will remain unchanged. Supplementally, it is expected that the NGO would use its good offices to help ease the way and perhaps even make the arrangements for key interviews or meetings with senior government or private sector leaders.

STATEMENT OF WORK

**III. B. Other Modifications to the Strategy (Cont'd)**

Regarding the subvention (still set at \$7,500 per country), there is some value in continuing to treat this local grant as an effort aimed at the institutional strengthening of both the NGO and the CCA-NGO relationship. Some of the subventions, beyond expenditures for locally-incurred project support costs (which might absorb about half the stipulated amount), will be focused (where possible with local matching requirements) on some aspect of the action agenda which results from the profile project.

CCA's role in the revised strategy will be expanded, despite the new program's accelerated schedule and shortened calendar. This is partly because of the increased emphasis on an expanded public review process and on the need to identify an action agenda. CCA will, under the revised arrangements, have a greater opportunity to be more directly involved on a more regular basis and to undertake a more pronounced project leadership role, especially in the matter of working with each of the country-based NGO's and in the implementation of joint or cooperative program initiatives that will certainly extend beyond the life of the AID-funded profiling project.

**C. Tasks**

**1. Mobilization of Information Resources and Equipment**

One by-product of the long delays encountered in the implementation of the St. Lucia and Grenada profiles is that IRF's literature search efforts have gotten ahead of everything else. Therefore, the master bibliographies on environments, resources and management for Dominica, Antigua and Barbuda, St. Kitts and Nevis and St. Vincent and the Grenadines is virtually complete. The bibliographies will be computerized and key-word indexed. The document collection will be expanded and made accessible, as appropriate, to all project technical writers through photocopying, fax transmission and through the mechanism of scanner-fed, modem-linked computer network (Barbados, St. Thomas, St. Croix and Washington, D.C.) to which each writer will have direct access via a terminal. Modem equipped lap tops will be used by all writers for in-country visits. The project bibliographer (research assistant) will be based at IRF headquarters in St. Thomas which will serve as the project data center.

**2. Mobilization of Human Resources**

Arrangements will be made to mobilize:

- (a) a Senior Country Coordinator for each CEP target;
- (b) an in-country technical support person for each CEP target;
- (c) a three-person team of senior writers/assembly editors; and
- (d) at least five technical writers (specialists in various clusters of topics or sectors, all but one of whom have worked directly for CCA or IRF project writing teams in the recent past).

STATEMENT OF WORK

III. C. 2. Mobilization of Human Resources (Cont'd)

Some of these individuals overlap the function categories. For more detail on personnel, see below, Section V: Personnel and Task Descriptions.

The direct participation of two key CCA staff professionals who will focus on the in-country public input, discussion, and draft document review aspects of the profiling process will be expanded.

3. Scheduling and Deployment

(a) Planning Phase (August 1989)

This brief exercise will involve about a week of time by senior project persons (team leader, country coordinators, and senior writing team) to settle on a common outline or framework for all four countries, establishing topical breakouts, task assignments, testing the communications network, preparing the documentation packages to be dispatched to each of the technical writers, and confirming a final work plan and monitoring and management strategy designed to meet the objective of four completed draft country environmental profile documents by the end of January 1990.

(b) Sector Draft Writing Phase (August and September 1989)

The group of specialists (i.e., the technical writers), working principally as individuals, will prepare a status report/summary on an assigned set of related topics covering each of the four target islands. For example, one writer will be asked to prepare four separate statements, one for each CEP country, on agriculture, forestry, soils, irrigation and the fuelwood/social forestry/deforestation issue plus erosion, pesticides and rural development as seen from the farmers' perspective. This writer will be provided by the project core staff with the essential background literature and statistical documentation and an outline of previously documented environmental problems, issues and, policies.

By the end of September 1989 these drafts will have been assembled by the senior country coordinators into a rough working draft (linking sections will have been inserted, along with some standard statistical information). An expanded, annotated outline will be prepared which highlights gaps, unresolved contradictions, issues needing local clarification and data requiring confirmation. This then becomes the agenda for the next phase.

STATEMENT OF WORK

III. C. 3. Scheduling and Deployment

(c) In-Country Site Visit/Ground Truth Phase  
(October - November, 15, 1989)

The team of writers, both senior, re-write and technical, will sequentially visit each of the target countries, allowing approximately one working week in each. Work weeks will be five days long, Saturday will be a write-up and travel day with one day off each week. Interviews covering all sectors, topics, issues, or themes will be prescheduled by an advance person (in-country technical support person) who will make all necessary local arrangements for an efficient deployment of the various team members while in-country.

While the team is on-island, the local NGO liaison (under the CCA subvention arrangement) will, in cooperation with CCA staff, arrange to host one or more private or public meetings with interested local parties or other concerned NGO's. The draft document segments will also be circulated at this point to allow time for direct comment and feedback from the CEP National Committee and other local resource persons. Computer links will be established with each island so some interactive post-visit exchanges of commentary may also be possible to expand the time frame for local input.

All interview notes by team members will be written up seriatim in the field and provided by the end of the trip to the core re-write team members. Technical writers will have two weeks (first half of November) after their return to home base to complete and submit revised text/narrative based on the findings of the field work. The objective here is not only to keep the process moving, but to write up the in-country impressions and findings while they are still fresh in the memory and to allow time for cross checks if necessary.

(d) Assembly/Synthesis/Rewrite  
(Mid-November, December 1989 and January 1990)

A full page budget, a tentative list of figures and tables and a prospective list of side bar pieces will be prepared by the senior writing team. Rough sketch figures and a dummy layout will also emerge early in this phase.

The senior writers/editors will each be assigned one or more major themes or sections to handle on a rewrite basis, seeking consistency of coverage for all four country profiles. Once the core (common) sections are completed, the senior writers, in consultation with the country coordinators (if a different person), will undertake the final full rewrite and assembly. The profiles will have draft final graphics (except illustrations) appended or inserted, and the full draft will be transmitted to the manuscript editor for final review prior to duplication. Approximately thirty copies of a preprint edition of each profile will be produced for targeted circulation as review copies. Each profile will be approximately 200 pages, including the bibliography.

STATEMENT OF WORK

IV. Special Provisions

Substantial Involvement Understanding: All sub-agreements or amendments to sub-agreements require the prior written approval of the RDO/C Grants Officer.

V. Personnel and Task Descriptions

A. CCA EXECUTIVE DIRECTOR (7% time/1 person-month)

Responsible for:

- official liaison with target island governments and selected NGOs
- official liaison with USAID for CEP project
- overall management of project with particular reference to CCA staff deployment and contributions

B. CCA DEVELOPMENT OFFICER (21% time/3 person-months)

Responsible for:

- CCA liaison with CEP technical team and CCA in-country representative for project implementation phases
- monitoring of project operations through periodic site visits
- review of all project documents produced by CEP technical team
- CCA input to CEP reports
- coordination, with local CEP National Committees, of public meetings for vetting of CEP draft documents

C. CCA EDUCATION/PUBLIC RELATIONS OFFICER (14% time/2 pms)

Responsible for:

- CCA liaison with participating governments, CEP national committees, and NGO secretariats for educational activities related to the CEP
- coordination, with the CCA Projects Officer, of in-country public meetings for vetting of CEP draft documents
- dissemination of information in the region and internationally about the CEP project
- coordination with local governments, CEP national committees, and liaison NGOs for dissemination of CEP information within target countries

**STATEMENT OF WORK**

**V. Personnel and Task Descriptions (Cont'd)**

**D. CCA PROJECT ADMINISTRATIVE ASSISTANT (100% time/14 pms)**

Responsible for:

- maintaining master project files at CCA headquarters
- assistance to CEP technical team for word processing and preparation of CEP report documents
- maintaining fiscal files on CEP project
- processing of financial and operational reports to USAID
- assistance to CEP technical team for updating project bibliographical files (i.e., REF-MENU) and for disseminating reference materials and data to CEP writers and to in-country CEP documentation centers
- providing required assistance to CEP staff at CCA headquarters and to visiting CEP project personnel

**E. CEP TEAM LEADER/PROJECT MANAGER (21% time/3 person-months)**

Responsible for:

- official liaison with CCA
- overall project planning, scheduling, staffing, and management; operational control of the project
- supervision of Senior Country Coordinators

**F. SENIOR COUNTRY COORDINATORS (10 pms or 2.5 pms per country)**

- on-site establishment of working relationships and liaison with the designated CEP lead government agency, with the selected NGO project secretariat, and with the CEP national committee
- the design of a CEP work plan in designated country, for implementation of the plan and for overall project quality control within the target country
- with CEP Team Leader, selection of technical writers for designated country
- technical supervision of data collection, research and writing activities for designated country; overall supervision of technical writers
- writing of selected sections of the CEP report within designated country
- with CCA project personnel and in-country CEP National Committee, implementation of report dissemination and review activities within designated country

STATEMENT OF WORK

V. Personnel and Task Descriptions (Cont'd)

G. IN-COUNTRY TECHNICAL SUPPORT (4 pms or 1 pm per country)

Responsible for:

- on-site assistance to the Senior Country Coordinator
- in-country facilitator of requests for documents, data, and other information
- assistance to visiting members of the CEP technical research/writing team
- assistance to CCA personnel and CEP national Committee in making arrangements for CEP public meetings
- assistance to the CEP National Committee in implementing the local review process

H. TECHNICAL WRITERS (20 pms or 5 pms per country)

Responsible for:

- identification of key data sources and materials
- data acquisition and literature searches
- with CEP National Committees, identification of key environmental issues
- preparation of desk studies
- writing of draft sector reports within areas of expertise for multiple islands

I. SENIOR RE-WRITE TEAM (4.5 person months)

J. MANUSCRIPT EDITING (2 person months)

Responsible for:

- providing overall quality control guidelines to technical writers
- synthesizing input from technical writers to final draft reports for each country
- revisions/rewrites required following dissemination of draft report

**VI. Reports**

Two copies of each quarterly report and draft profile should be sent to the Project Officer, RDO/C and one copy to the Regional Environmental Management Specialist, RDO/C. The last quarterly report will serve as a final report, summarizing all the work accomplished under this revised scope of work, including problems, solutions and success in achieving the objectives of the scope of work. Each profile will be approximately 200 pages, including the bibliography.

-END OF MODIFICATION NO. 04-