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AGENCY FOR INTERNATIONAL DEVELOPMENT
UNITED STATES A. I. D. MISSION TO BELIZE
EMBASSY OF THE UNITED STATES OF AMERICA
BELIZE CITY, BELIZE, CENTRAL AMERICA

August 28, 1984

Mrs. Velda Aguet
Executive Director
Council of Voluntary Social Services
P.O. Box 435
Belize City, Belize

Subject: Project/Grant No. 505-0026

Dear Mrs. Aguet:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Council of Voluntary Social Services (hereby referred to as "C.V.S.S." or "Grantee"), the sum of Eighty Thousand Dollars (\$80,000) to provide support for a program in guidance, counselling and placement service, as described in the Schedule of this grant and the Attachment 2, entitled "Program Description".

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending December 31, 1987. Funds disbursed by A.I.D. but uncommitted by C.V.S.S. at the expiration of this period shall be refunded to A.I.D.

The amount of \$80,000 is hereby obligated by A.I.D. A.I.D. shall not be liable for reimbursing C.V.S.S. for any costs in excess of the obligated amount. C.V.S.S. will contribute an additional \$50,000 from the private sector in Belize, for a total estimated amount of \$130,000 for the program.

This grant is made to the C.V.S.S. 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, "Program Description", and Attachment 3, entitled "Standard Provisions", which have been agreed to by your organization.

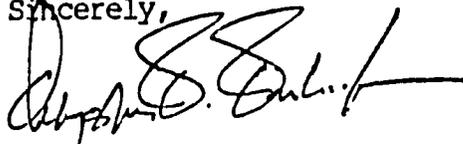
Mrs. Velda Aguet

-2-

August 28, 1984

Please acknowledge receipt and acceptance of this grant by signing all copies of this cover letter, retain one set for your files and return the remaining copies to this office.

Sincerely,



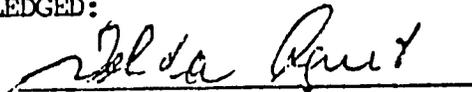
Neboysa R. Brashich
A.I.D. REpresentative

Attachments:

- 1 - Schedule
- 2 - Program Description
- 3 - Standard Provisions

ACKNOWLEDGED:

By:



Velda Aguet

Title: Executive Director

Date: August 30, 1984

FISCAL DATA

Appropriation: 72-1141021.6
Budget Plan Code: LDAA-84-25505-DG13
Project No.: 505-0026
Total Estimated Amount: \$80,000
Total Obligated Amount: \$80,000
Funding Source: USAID/Belize

Attachment 1

SCHEDULE

A. Purpose of Grant:

The purpose of this Grant is to provide support for the effective job market placement of Belizean youth, as more specifically described in Attachment 2 to the Agreement, entitled "Program Description".

B. Period of Grant:

The effective date of this Grant is the date of the cover letter, and the estimated expiration date is December 31, 1987.

C. Amount of Grant and Payment:

1. A.I.D. hereby obligates the amount of \$80,000 for the purposes of this Grant.

2. Prior to disbursement of any funds under this grant, the recipient will, except as the parties may otherwise agree in writing, furnish to A.I.D., in form and substance satisfactory to A.I.D., management policies governing recipient's operation, including a chart of accounts and description of their accounting and internal control system.

3. Payment shall be made to the recipient in accordance with procedures set forth in Attachment 3 - Standard Provision No. B.5, entitled "Payment — Periodic Advance".

D. Financial Plan

1. The following is the Financial Plan for this Grant, including local cost financing items, if authorized. Revisions to this Plan shall be made in accordance with the Standard Provisions of this Agreement, entitled "Revision of Financial Plans".

2. Without the prior written approval of the A.I.D. Representative, the recipient may not exceed the Grand Total set forth in the budget, nor may the recipient adjust the costs for any individual line item by more than 15 percent of such line item.

3. Financial Plan (Budget)

a. A.I.D. Contribution	Amount
1. Personnel	\$ 10,000
2. Establishment Costs	10,000
3. Operational Costs	17,000
4. Technical Assistance	5,000
5. Contingencies - 10%	<u>8,000</u>
Subtotal	\$ 80,000
b. C.V.S.S. Contribution	
1. Personnel	\$ 12,000
2. Operational Costs	8,000
3. Job Placement and Registration Fees	<u>30,000</u>
Subtotal	\$ 50,000
Grand Total	\$130,000

E. Substantial Involvement Understanding

It is understood and agreed that A.I.D. will be involved in the following:

1. Notwithstanding paragraph (a) of the Standard Provision of this Grant, entitled "Subordinate Agreements", and paragraph (A) (5) of the Standard Provision, entitled "Revision of Financial Plans", A.I.D. retains the right to prior approval of all subordinate agreements placed under this Grant.

F. Reporting

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Standard Provisions of this Grant, entitled "Payment -- Periodic Advance"

b. The original and two copies of all financial reports shall be submitted to the USAID Mission in Belize.

2. Program Performance Reporting

a. The recipient shall submit quarterly program performance reports and a final report, which briefly present the following information:

(1) A comparison of actual accomplishments with the goals established for the period.

(2) Reasons why established goals were not met, and

(3) Other pertinent information, including when appropriate, analysis and explanation of cost overruns.

b. If any performance review conducted by the recipient discloses the need for change in the budget estimates in accordance with the criteria established in the Standard Provisions of this Agreement, entitled "Revision of Financial Plans", the recipient shall submit a request for budget revision.

c. Three copies of each program performance report shall be submitted to the USAID Mission in Belize.

G. Evaluation

An interim evaluation will be conducted at the end of the first 18 months of the project operations. A final evaluation will be undertaken at the end of the project.

H. Overhead Rate

Waiver of Indirect Costs

Notwithstanding the provisions of the clause of the Standard Provisions of this Agreement, entitled "Negotiated Overhead Rates", the recipient has waived claim to any indirect costs.

It is further agreed that such cost contribution on the part of the recipient will not be carried forward as a loss by the recipient in any subsequent overhead negotiation.

I. Title to Property

Title to all property procured under this Grant shall vest to the recipient.

J. Special Provisions

1. The following Standard Provisions set forth in Attachment 3 to this Grant are hereby deleted:

- B10. Procurement of Goods and Services over \$250,000
- B12. Government Furnished Excess Personal Property
- B14. Title to and Care of Property (U.S. Government Title)
- B15. Title to and Care of Property (Cooperating Country Title)
- B16. Voluntary Participation
- B17. Prohibition on Abortion - Related Activities
- B18. Voluntary Participation Requirements for Sterilization Programs
- B21. Regulations Governing Employees Outside the United States.

Attachment 2

1. BACKGROUND AND CONTEXT

Belize is an English speaking nation located in the Caribbean basin. It shares borders with Mexico to the north and Guatemala to the west and south.

The Belizean economy relies heavily on its agricultural exports, namely, sugar, bananas, citrus and marine. Most Belizeans are engaged in urban type related services, as the urban population represents 50% of the total population. National policy emphasizes agriculture, while the vast majority of the population aspires to urban type jobs. Essentially, this trend seems to be a result of the high school curriculum, which tends to emphasize the academic. However, an effort is being made to introduce new subjects into the curriculum via the Junior Secondary Schools, Technical College, and the relatively new Agricultural School. There is, however, greater need for such institutions to relate the vocational training program to related demands for skills. Because of the nature of the high schools' curriculum, students graduate from such institutions with the view of obtaining white collar jobs. Schools, therefore, continue to produce high school graduates who have very little knowledge of the job market in general and who know very little about the opportunities available to them in specific areas of work.

The 1980 Census revealed that approximately 70% of Belize's population was under the age of eighteen. Unemployment among this age group is very high, since there is the problem of limited employment opportunities. Many school leavers are unable to find suitable employment at the end of their school career, not only because of the lack of employment opportunities, but also because these students are unaware of the existing available opportunities. Added to this, the student levels of aspiration (which in most cases are unrealistic) prevent them from being gainfully employed.

A survey undertaken during the period 1980-1982 to find out the aspirations of young girls and their attitudes to non-traditional skills (i.e., those areas of work not normally associated with women), revealed that these girls had very limited ideas as to the types of opportunities available to them. Nor did they have any ideas as to what was required of them in terms of qualifications and skills to perform effectively in particular jobs. Furthermore, when choosing occupations which they visualized doing at some future date, the respondents tended to choose those jobs which have some form of status attached to them by the society -- lawyer, doctor, for example.

When an analysis was computed with the girls' choices along with their educational status, many of the choices seem to be unrealistic since interests, abilities and aptitudes in the majority of cases did not match. It was therefore recommended that what was needed was the machinery to help these respondents make informed choices about the careers they would like to follow and possibly offer alternatives.

Although the survey was concerned only with girls, it is assumed that since both girls and boys go through the same educational process (many of them attend the same schools, since most of them are coeducational), boys also experience the same problems as girls in terms of making informed and realistic occupational choices.

If Belize is to develop, the future men and women of the country should be given the opportunity to make a meaningful contribution to the economy by performing in jobs which match their interests and abilities. However, unless young people are made aware of the opportunities available as well as the job requirements, such matching would not be possible. There is, therefore, the need to provide a Vocational Guidance and Placement Center.

The Center would provide a service to educational institutions and individuals up to the age of 21 who may wish to avail themselves thereof. It would be expected that a firm link would be established with the type of schooling received and the type of occupation pursued.

It is now also widely recognized that the world of work should be an integral part of all curricula for at least the two last years of schooling when interests are crystallizing and vocational decisions are being made.

In order to provide an effective placement service, links will be forged with the respective employers who will place their employment needs for young people with the Center. New operations to be established in Belize and expansion of existing operations will be encouraged to utilize all services of the Center to assist in training to meet the employee requirements. CVSS will consult member agencies and vocational training institutions for the carrying out of specialized and selective training programs to meet the needs of such enterprises. The placement service will supplement interviewing with the operation of testing and evaluation for appropriate placement, taking into account skills, aptitude, interest, personality and intelligence.

Through the relationship with the Center, the school and the employer, it is hoped that the young people leaving school in the near future will be better educated occupationally. The first step towards this goal would be the establishment of a Vocational Guidance and Placement Center.

2. OBJECTIVE

- a. To provide a job placement service for young adults.
- b. To help young persons think realistically about their choice of employment.
- c. To help young persons plan their careers and to execute these plans according to their interests, abilities and capabilities.
- d. To give advice and information which will assist individuals in choosing, preparing, entering and progressing in an occupation.

2.1 Objectively Verifiable Indicators (See Appendix I for breakdown)

- Youth unemployment rate (including school leavers and job changers) will be decreased by 10% at the end of the three-year period (1984-1987).

- Increase incomes of young people by 20% over the life of the project.

- Increase of 50% of employers using the service after first year.

- Increase the training and retraining through the use of existing facilities with a total of approximately 300 clients passing through the system.

- Job opportunities knowledge shows an improvement.
- Extension of the services offered by the Center to some 500 clients in 1987.

2.2 Means of Verification

- Records of clients who seek counselling and guidance at the Center.
- Record of placements provided by the Center.
- Site visits to employers to establish their needs.
- Records of employers' orders for clients in particular categories of employment.
- Curricula of educational and vocational institutions.
- Number of contacts made with schools and vocational institutions.
- Evaluation exercises indicating that greater benefits have been derived from use of the Center.
- Communications from clients, schools and employers on the effectiveness of the Center.
- Registration fees from clients.
- Employers fees.

2.3 Important Assumptions

- That a placement service/counselling service provided for young adults will contribute to the economic development to the country as a whole.
- That the provision of such a service will tend to level out the demand for the different types of occupations that are available in Belize.
- That young people will be convinced of the economic benefits to be derived from the use of such a Center.
- That employers will fully avail themselves of the services offered by the Center.

2.4 Output

- a. Location of Center designed and fully operational.
 - Supportive services available, information library stocked and equipped with photocopier/filing cabinets to make it functional.
 - Furniture purchased and in use (system of recordkeeping, aide memoirs, stationery, etc.).
- b. Coordinator of Center has been designed and appointed.
 - Auxilliary staff has been appointed.
- c. Yearly program established, revised annually on the basis of evaluations, with its curriculum and course materials.

2.5 Activities

- Select location for the Center.
- Acquire equipment (photocopier, typewriter, filing cabinets).
- Acquire all the necessary furniture including those required for display and career education program.
- Acquire required stationery.
- Select titles, order and install library.
- Visit of short-term consultants.
- Screen and select a Vocational Guidance Counsellor (Annex I for job reference) and auxilliary staff.
- Screen and select Placement Officer (Annex II for job reference).

3. GUIDANCE COUNSELLING AND PLACEMENT SERVICE BUDGET

	<u>1984</u> (4th. qtr.)	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>TOTAL</u>
<u>1. PERSONNEL COST</u>						
Coordinator	4,000	16,000	17,000	18,000	19,000	74,000
Placement Officer	-	10,000	11,000	12,000	13,000	46,000
Administrative Support	-	9,000	10,000	11,000	12,000	42,000
Clerical Support	<u>1,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>17,000</u>
						179,000
<u>2. ESTABLISHMENT COST</u>						
Filing Cabinets		3,000				3,000
Furniture		1,000				1,000
Film Projector (11 mm.)		2,000				2,000
Slide Tape Projector		3,000				3,000
Display board (portable)		1,000				1,000
Library, fittings, books, files, films		2,000				2,000
Scanner		5,000				5,000
Typewriter	<u>4,000</u>					<u>4,000</u>
						21,000
<u>3. OPERATIONAL COST</u>						
Local Travel	1,000	3,000	3,000	3,000	3,000	13,000
Office Facilities	2,000	3,000	3,000	3,000	3,000	14,000
Material/ Supplies	<u>3,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>23,000</u>
						50,000
<u>4. TECHNICAL ASSISTANCE</u>						
Short-term consultant for:						
i) setting up project						
ii) evaluation		<u>5,000</u>	<u>5,000</u>			<u>10,000</u>
						<u>10,000</u>
						260,000
						TOTAL

4. RECIPIENTS

The Council of Voluntary Social Services will undertake to provide office space and secretarial and clerical support.

5. LINKS

Vocational/educational institutions
Planning agency for planning/survey
Employees
CVSS member organizations Career Training Center

6. ASSUMPTIONS

That there is skilled personnel available to ensure the effective functioning of the system.

7. POTENTIAL SIGNIFICANCE

a) To the Development of Careers Education in Belize

If school children are armed with a realistic and accurate information about a wider variety of occupations and if, on the basis of this knowledge, they are able to develop realistic work role expectations, then they will play a positive role in the economic development of Belize.

b) To the Donor

To the donor, the project would be an important instrument for the following of the ILO Recommendation (No. 87) concerning vocational guidance of 1949, as well as contributing to the development of Belize's most important resource — its young people.

APPENDIX I

VERIFIABLE OBJECTIVE INDICATORS

1. Youth unemployment rate (including school leavers and job changers) to be decreased by end of:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
1%	3%	6%

respectively.

2. Increase of incomes of youths

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
5%	5%	10%

3. Training and retraining services (including apprenticeships) in terms of clients

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
25	100	200

4. Establish clientele using services of placement officer/counsellor.

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
300	500	1,000

5. Job placement targets

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Unskilled	70	130	150
Skilled	25	60	135
Tech/Prof.	<u>5</u>	<u>10</u>	<u>15</u>
Total	100	200	300

APPENDIX II

Income Plan

It is anticipated that a registration fee will be charged to all clients using the service and that a fee will be charged to employers who avail themselves of the placement service provided by the Center. These fees were calculated on the following basis.

Employers: One week's salary with a discount of 50% in the first year and 25% in the second year.

Clients:

Registration Fees	
Unskilled	\$10.00
Skilled	\$25.00
Tech./Prof.	\$50.00

Projected Income from Fees

1. Registration Fees

	Year 1	Year 2	Year 3
Unskilled	70x10 = 700	130x10 = 1300	150x10 = 1500
Skilled	25x25 = 625	60x25 = 1500	135x25 = 3375
Prof/Tech.	5x50 = 250	10x50 = 500	15x50 = 750
Total	<u>\$1,575</u>	<u>\$3,300</u>	<u>\$5,625</u>

2. Job Placement Fees

	Year 1	Year 2	Year 3
Unskilled	70x75 = 5250	130x75 = 9750	150x75 = 11,250
Skilled	25x130 = 3250	130x60 = 7800	135x130 = 17,550
Prof/Tech.	5x200 = 1000	200x10 = 2000	200x15 = 3,000
	<u>\$9,500</u>	<u>\$19,500</u>	<u>\$31,800</u>

50% = \$4,250 75% = \$14,622.50 100% = \$31,800

3. Registration Fees plus Job Placement Fees

	Year 1	Year 2	Year 3
Registration	1,575	3,300	5,625
Job Placement	<u>4,250</u>	<u>14,662.50</u>	<u>31,800</u>
	5,825	17,962.50	37,425

APPENDIX III

S U M M A R Y

	<u>CY 1984</u> (4th qtr.)	<u>CY 1985</u>	<u>CY 1986</u>	<u>CY 1987</u>	<u>CY 1988</u>	<u>GRAND TOTAL</u> (Bz.\$)
Operational Budget	15,000	54,000	63,000	63,000	65,000	260,000
Contingencies 10%	1,500	5,400	6,300	6,300	6,500	26,000
Subtotal	16,500	59,400	69,300	69,300	71,500	286,000
CVSS Contribution	2,400	9,200	9,200	9,200	10,000	40,000
Subtotal	14,100	50,200	60,100	60,100	61,500	246,000
Earned Fees	-	-	5,800	18,700	35,500	60,000
Subtotal	14,100	50,200	54,300	41,400	26,000	186,000
AID Contribution	14,100	50,200	54,300	41,400	-	160,000
CY 1988 BUDGET - ADDITIONAL REQUIREMENTS	-	-	-	-	26,000	26,000