

UNITED STATES AID MISSION to BOLIVIA
c/o American Embassy
La Paz, Bolivia

PD-ABA-309

64308

USAID - BOLIVIA
APO MIAMI 34032

Telephones: 350120, 350251
Casilla 673
La Paz, Bolivia

La Paz, December 26, 1989

Mr. Charles Patterson
Planning Assistance, Inc.
Av. 6 de Agosto No. 2376
Piso 2
La Paz, Bolivia

Dear Mr. Patterson:

SUBJECT: Grant Agreement No. 511-0000-G-00-0008-00

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 Planning Assistance (hereinafter referred to as "Grantee"), the sum of \$52,202 to develop a monitoring and evaluation program among the three Title II agencies, as described in Attachment 1 of this grant, entitled "Schedule" and in Attachment 2 entitled, "Program Description."

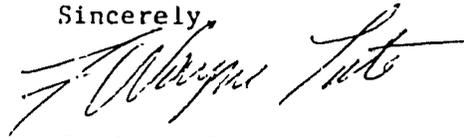
This grant is effective and obligation is made as of the date of this letter, and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending September 29, 1990.

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

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Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to USAID/Bolivia.

Sincerely,



F. Wayne Tate
Acting Director

ACKNOWLEDGED:



Jaime Medrano, Director
Planning Assistance, Inc.
Date:

Attachments:

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

ATTACHMENT 1

SCHEDULE

A. Purpose of Grant

The purpose of this grant is to help Planning Assistance develop a comprehensive monitoring and evaluation plan among the three Title II cooperating agencies. Given the complexity of the Title II program and the number of activities undertaken nation-wide by the agencies, it is imperative that they develop a comprehensive and standardized system to enable them to evaluate program impact.

A.I.D. will provide funding to Planning Assistance to develop the monitoring and evaluation system, as described in the Program Description. Where there is a conflict between the attachments to this agreement and the Recipient's proposal, first the schedule, then the program description and then the proposal shall control.

B. Period of Grant

The effective date of this agreement is the date of the cover letter. The expiration date of this agreement is September 29, 1990.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of US\$ 52,202 for purposes of this grant. This amount includes only the A.I.D. contribution under this grant.

2. Payment shall be made to the Grantee in two tranches under the procedures set forth in Attachment 3, Grant Standard Provisions, entitled, "Payment -- Periodic Advance." The payment schedule is included with the Financial Plan.

D. Financial Plan

The following is the Grant Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with Standard Provision of this Grant, entitled "Revision of Grant Budget."

<u>Cost Element</u>	<u>\$U.S.</u>	<u>Local Currency</u>
1. Technical Assistance	25,232	-
2. International Travel	8,000	-
3. Local Travel	4,410	-
4. Procurement and Training Costs	1,493	-
5. Indirect Costs (33.39%)	<u>13,067</u>	-
Subtotal \$	52,202	-
6. Planning Assistance Contribution	<u>10,000</u>	
Total \$	66,202	

E. Reporting and Evaluation

1. Financial Reports

Planning Assistance will present to A.I.D.'s Health and Human Resources Office the financial reports described as follows:

a. Planning Assistance shall prepare and submit to A.I.D. a budget for the expenses to be incurred during the period of the agreement. The amount and budget items shall be the same as approved in the budget.

b. At the end of the grant, Planning Assistance will present a financial report (Schedule I) to USAID. This report will be on a cash basis and should include mainly the funds received in advance and the balance, if any, available. Planning Assistance will also present Standard Form 1034, "Public Voucher for Purchase and Services other than Personal," in order to liquidate any earlier advance.

2. Progress Reports

Planning Assistance will deliver an interim report to A.I.D.'s Health and Human Resources Office containing a description of the monitoring and evaluation plan and the progress made by Planning Assistance and the three agencies in implementing the system.

3. Monitoring and Evaluation

During the program, Planning Assistance and A.I.D. will jointly monitor program progress.

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F. Special Provisions

NONE

G. Indirect Cost Rate

33.39% of direct costs is the provisional rate for CY 89.

H. Title to Property

USAID/Bolivia will hold title to any written materials produced (such as training materials, etc.) developed in the course of the grant period. Any nonexpendable property will be distributed among the three Title II agencies, at the end of the grant period.

Attachment 2

Program Description

EVALUATION AND MONITORING SYSTEM WORK PLAN

I. GOALS AND OBJECTIVES

The goal of this work plan is that FHI, CARITAS, and ADRA develop and apply monitoring and evaluation systems which suit their unique needs and interests but which also satisfy requirements of USAID/Bolivia.

The objectives which, taken together, represent achievement of this goal are:

1. The PVOs design and implement procedures for monitoring activities on a monthly basis to see that these activities are being performed.
2. The PVOs design and employ procedures for regularly assessing whether or not these activities are the best for achieving their desired outputs, purposes, and goals.
3. The PVOs set goals and purposes for all Title II programs, and derive their outputs from these goals and purposes as the best means for achieving the goals and purposes.
 - the goals and purposes will be stated in terms of what the PVO is trying to do to improve the lives of the persons it serves
 - the goals and purposes, as well as outputs, will be stated in measurable terms
 - indicators of achievement will be written at the same time that the goals and purposes are written
 - these indicators will describe the impact of the PVO in achieving these goals and purposes-- that is, in actually improving the lives of the persons it serves.

4. Prior to beginning a program year, the PVOs will collect baseline data on the current status of the beneficiaries.

5. The PVOs design and employ procedures for evaluating achievement of goals and purposes.

- the design will provide the information which is needed to give data on the indicators
- the design will include data on the sample size to be employed.

6. The PVOs design and employ procedures for regularly assessing whether or not their outputs are the best for achieving their goals and purposes.

II. PLAN OF WORK

The major activities for achieving the objectives of this project are:

- design of monitoring and evaluation systems for all three PVOs;
- review of designs (Workshop No. 1);
- test of systems by determining impact of programs during FY 1989 (to the extent possible) and setting some baselines for FY 1990;
- review of tests and adjustment of systems for full application in FY 1990 (Workshop No. 2);
- collection of all baseline data for FY 1990 programs;
- implementation of systems throughout FY 1990; and
- review of FY 1990 program impact, review of performance of monitoring and evaluation systems, and adjustment of systems for FY 1991 (Workshop No. 3).

1. Design of Full Monitoring and Evaluation Systems

Each of the three PVOs will be helped to design monitoring and evaluation systems for all Title II programs during the month of January 1990. The work of designing the systems will begin with a review of reporting requirements (baseline, activities, outputs, and impact) of AID and USAID/Bolivia. The interests of each agency in monitoring and evaluating its work will also be defined and reviewed, as well as the monitoring and evaluation that the agency is already carrying out. All of the information will then be used to design a system which fulfills both USAID requirements and the needs and interests of the individual agency.

2. Workshop No. 1

The draft systems of all three PVOs will then be reviewed in a workshop held in February 1990. The purposes of the workshop will be:

- to review and revise the systems; and
- to plan their test in determining impact of all Title II programs for FY 1989 (to the extent possible) and collect baseline data for FY 1990.

The workshop provides an opportunity for the three PVOs to profit from the ideas of their colleagues, for USAID staff to review the systems prior to their testing for FY 1989, and to take full advantage of the presence of experts in evaluation methodology and P.L. 480 Title II evaluations.

3. Test of Systems and Collection of Baseline Data

The PVOs must prepare annual progress reports for the year ending September 30, 1989. This requirement provides an ideal opportunity for the PVOs to test their systems and, to the extent possible, measure the impact of their programs in FY 1989. They will be collecting data for a progress report they must submit. Also, they will, at the very least collect baseline data which will permit them to measure impact of their programs for FY 1990.

For example, a PVO using rural food-for-work to build irrigation canals in five communities might set the following goals, purposes, and outputs.

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Goal: Increase agricultural production.

Purpose: Increase acreage under production.

Outputs: Build irrigation systems in five communities which will serve approximately 20 families per community.

The evaluation system for that PVO would consist of measures to estimate actual increases in agricultural production, actual increases in acreage under production, and increases in the number of families with access to water for irrigation.

It may be difficult for the PVO to confirm increases in agricultural production or acreage under construction since it has not collected such data prior to starting the project. In fact, since irrigation projects generally take more than a year, it's likely that some of the five canals will not even have been completed. They will, however, be testing their ability to collect such data; they may collect some information which will be useful for the FY 1989 progress reports; and they will be collecting some baseline data for FY 1990 programs. The testing of the systems will be carried out in February 1990.

4. Workshop No. 2

The results of the tests of the monitoring and evaluation systems will be reviewed in a workshop in March 1990.

The purposes of the workshop will be:

- to review the results of the tests of the system;
- to adjust the systems for full application in FY 1990;
- to review the results of the baseline data collection;
- to determine how best to collect baseline data for FY 1990 programs (all sites, by sample, methods, etc.); and
- to make plans for collecting the baseline data required for measuring impact of FY 1990 programs.

5. Collection of Baseline Data

Baseline data will be collected for all FY 1990 programs in March and early April 1990.

Data will probably not be collected at every project site. For example, FHI which works in 210 communities will probably not collect

data on agricultural production and child health status in all 210 communities. Data will, however, be collected on a significant sample of the 210 communities, such that accurate conclusions can be drawn as to the baseline status of agricultural production and child health in all 210 communities. The sample must be sufficient to permit estimating the impact of FY 1990 program activity in all 210 communities.

6. Implementation of Systems

The monitoring and evaluation systems will be implemented throughout FY 1990. It is assumed that monitoring will take place on at least a monthly basis and evaluations will be conducted at mid-year and at the end of the year.

Progress in applying the systems will be checked by Planning Assistance staff. Adjustments and efficiencies will be made during the course of the application of the systems.

7. Workshop No. 3

The third and final workshop will be held in September 1990.

The purposes of the workshop are:

- to review the impact of FY 1990 programs;
- to assess the performance of the monitoring and evaluation systems;
- to assess the validity of the procedures used for collecting baseline data and the utility of that data in measuring FY 1990 program impact;
- to revise procedures, as required, for collecting baseline data for FY 1991 and onward; and
- to revise monitoring and evaluation systems, as required, for application in FY 1991 and onward.

EVALUATION AND MONITORING SYSTEM

BUDGET

1.	<u>Technical Assistance:</u> *	
	Evaluation Methodology Specialist (20 days x \$ 285.78/day)	\$ 5,716
	Title II Evaluation Specialist (20 days x \$ 285.78/day)	5,716
	4 Local Evaluation Specialists (30 days x \$ 115/day x 4)	13,800
2.	<u>International Travel:</u>	
	4 United States - La Paz rts (4 trips x \$ 1,200/trip)	4,800
	Per Diem (40 days x \$ 80/day)	3,200
3.	<u>Local Travel:</u>	
	12 Round Trip Air Fares (12 rt x \$ 80/trip)	960
	Per Diem (75 days x \$ 46/day)	3,450
4.	<u>Materials, Supplies, and Training Costs:</u>	1,493
	Total Direct Costs	\$ 39,135
5.	<u>Management & General Costs:</u> (33.39 % of Direct Costs) **	13,067
	SUBTOTAL USAID COSTS	\$ 52,202
6.	<u>Planning Assistance Contribution</u> (25.5% of Direct Costs)	10,000
	TOTAL COSTS	\$ 62,202

* The two international consultants-- one an evaluation systems designer, the other a Title II evaluation specialist-- will direct the first and second workshops. They will both, therefore, be completely involved in reviewing the designs for the monitoring and evaluation

systems and designing their tests (Workshop No. 1) and reviewing the results of the tests of the systems and adjusting the systems for application throughout FY 1990. The four local evaluation specialists will be responsible for finalizing the designs of the systems and testing them. Three will be subject matter specialists, one each of child survival, agriculture, and infrastructure. The fourth will be a statistician.

** As audited by Peat, Marwick Maine & Co. and submitted for approval as a CY 1989 billing rate to the U.S. Agency for International Development.