

PD - ABD - 938  
ISN 76348

**MEMORANDUM OF UNDERSTANDING**

**SMALL PROJECTS ASSISTANCE AGREEMENT**

**Between**

**THE AGENCY FOR INTERNATIONAL DEVELOPMENT/SENEGAL**

**And**

**THE PEACE CORPS/SENEGAL**

**Date: 12 MARS 1992**

2'

MEMORANDUM OF UNDERSTANDING

Small Projects Assistance Agreement (the "Agreement"), dated as of January 31, 1991, between the Agency for International Development/Senegal ("A.I.D.") and the Peace Corps/Senegal ("PC")

I. PURPOSE

The purpose of this Agreement between the Peace Corps (PC) and the Agency for International Development (A.I.D.) is to set the funding level for the Small Projects Assistance (SPA) program in the Republic of Senegal for FY 1992. USAID and Peace Corps in the Republic of Senegal have agreed that the funding level for SPA shall be Forty Thousand United States Dollars (\$40,000) for FY 1992 which amount has been previously obligated through a Participating Agency Service Agreement (PASA) between A.I.D. and Peace Corps/Washington. Budget authority for the \$40,000 will be transferred from PC/Washington directly to PC/Senegal budget. Approved disbursement procedures for the SPA Program in Senegal shall be as set forth in Appendix A.

The SPA Program is designed to encourage and support community self-help efforts by providing funding for local projects which have an immediate impact at the community level. Additionally, the program should foster program collaboration between A.I.D. and Peace Corps Staff and Volunteers in helping to solve Senegal's development problems.

USAID and Peace Corps Missions in Senegal also agree that the funding level needed to support health-related activities under this Agreement is U.S. Dollars Fifteen Thousand (\$15,000). This SPA/Health component is a programmatic statement only; it specifies complementary health program criteria and an agreed upon level of funding for FY 1992 and does not act as an A.I.D. obligating document. Health-related activities will be approved according to the same approval process outlined in the SPA Guidance and Procedures, attached as Appendix C and made part of this Agreement. These procedures may be changed without formal amendment of the Agreement.

II. AUTHORITY

SPA projects are authorized by and must be conducted within the terms of the Foreign Assistance Act of 1961, as amended (the "FAA"). Individual activities must meet the approval criteria set forth in the attached SPA Guidance.

III. GOVERNING PROVISIONS

This Agreement consists of this title page, Appendix A (SPA Approval and Financial Procedures), Appendix B (Memorandum of Understanding between A.I.D. on the Use of Small Project Assistance ("SPA") Funds, dated January 31, 1991) and Appendix C (SPA Program Guidance and Procedures) which are attached hereto and made part of this Agreement.

IV. PERIOD OF PERFORMANCE

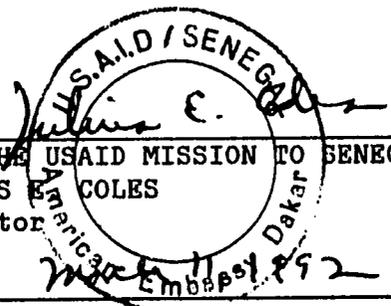
This MOU shall be effective upon signature until the end of the fiscal year in which it is signed. Funding for any activity undertaken during this period may be disbursed for a one year period starting with the effective date of the Individual Activity Agreement (IAA).

*Bruce J. Cohen*

FOR THE PEACE CORPS MISSION TO SENEGAL  
BRUCE J. COHEN  
Director

*March 12, 1992*

Date



FOR THE USAID MISSION TO SENEGAL  
JULIUS E. COLES  
Director

Date

APPENDICES

- APPENDIX A - Approval Process and Financial Procedures
- APPENDIX B - Memorandum of Understanding between Agency for International Development (A.I.D.) and Peace Corps on the Use of Small Project Assistance ("SPA") Funds dated January 31, 1991.
- Appendix C -- SPA Program Guidance and Procedures.

APPENDIX A

A.I.D./PC SMALL PROJECT ASSISTANCE

APPROVAL PROCESS AND FINANCIAL PROCEDURES

A. APPROVAL PROCESS

Each Peace Corps Volunteer will submit his proposal to the Peace Corps Director or his designee through an Individual Activity Agreement (IAA) which will be controlled by serial number 92 (fiscal year 1992), the three digit Senegal country code (685), and a sequential IAA control number assigned from 001 through 999 for activities supported from 1992 fiscal year funds.

For each Health Activity, the prefix H and an additional code, as indicated in the budget authority, will also be assigned. The prefix is necessary to distinguish activities funded by SPA and SPA/Health.

Approval of Peace Corps Individual Activity Agreements (IAA's) will be the responsibility of the Peace Corps Director or his designated representative when the established criteria in this Agreement have been met.

Proposed activities for SPA grant funds should relate to the following categories and criteria:

- (a) Food production to include among others, vegetable gardens, fruit tree orchards, food drying and storage, and fisheries.
- (b) Energy to include cookstoves, forestry activities and charcoal conversion.
- (c) Small enterprise development and/or income generating activities.
- (d) Wells construction to include construction of wells for human consumption purposes.
- (e) Community health projects to include construction of village pharmacies, health huts and latrines.
- (f) Diarrheal Disease and Immunization to include Oral Rehydration Therapy (ORT) for infants, immunization of infants and young children.
- (g) Malaria and vector biology control.
- (h) Maternal health care.

- (i) Nutrition to include growth monitoring of infants and young children, breastfeeding, weaning and Vitamin A.
- (j) Water supply and sanitation
- (k) Health education (material development and adaptation/audience research/communication programs).
- (l) Activity must be completed within one year from date of approval of IAA.
- (m) Activity should not exceed \$10,000.
- (n) Activity must be conceived and implemented in conjunction with a local community organization or group.
- (o) Activity must fall in to the broad area of community development.
- (p) Activity must be self-sustaining, i.e. not rely on further U.S. support.

An IAA bearing signatures of the authorized representatives of the local group, the GOS when appropriate, the Peace Corps Director or his designee will be the earmarking document and will constitute authority to begin implementation.

**B. REPORTING AND NOTIFICATION PROCESS**

**1. Activity Completion Notification (ACN)**

When the activity is completed, the Peace Corps Volunteer (PCV) submits an ACN to the PC Director or his designee. The ACN should be a brief written notification indicating that the activity has been completed and the extent to which the activity's purpose was fulfilled.

When the PCV fails to provide such notification, the PC Director or his designee must provide a memo to the file stating that the activity has been completed.

**2. Distribution of IAA and ACN**

Copies of the executed IAA and ACN should be distributed as follows:

- (a) USAID/Senegal (Program Office)
- (b) Peace Corps/Senegal
- (c) Implementing Organization

(d) GOS, if appropriate

(e) SPA Coordinator, OTAPS, PC/W.

3. Reporting Requirements

Each quarter, the Peace Corps/Senegal will provide a program status report to USAID/Senegal. This quarterly report will list those activities approved during the quarter and will list level of current financial commitments, earmarks, liquidations, and balances. A copy of this report will be forwarded to the SPA Program Coordinator, OTAPS, PC/W for distribution to AID/PC Coordinator.

Peace Corps/Senegal will prepare a report at the end of each U.S. fiscal year on the experiences and lessons learned from the SPA activities funded during the previous fiscal year. In addition, oral briefings of major activities funded under this project will be presented to USAID/Senegal at mutually agreed upon intervals. Five copies of the annual report should be distributed to USAID NLT October 15 of the new fiscal year.

C. FINANCIAL PROCEDURES

1. USAID and PC will sign each fiscal year an SPA Program Agreement setting the funding level agreed upon by both PC and USAID for both SPA and SPA/Health, a copy of which will be immediately sent to SPA/OTAPS, PC/W.
2. Funds will be made available first to Peace Corps/Washington via a PASA from A.I.D./Washington and then funds released to Peace Corps/Senegal via budget authority from PC/Washington.
3. IAA's will be numbered and approved in groups to the maximum extent practicable and immediately batched. The numbering system will be as discussed in paragraph A above. Following signature of IAA's by PC Director a copy will be provided to interested parties as indicated in paragraph 3 above. PC will maintain official files of all approved IAA's.
4. PC will issue purchase orders (P.O.'s) as necessary to implement each activity. These implementation documents will be numbered in such a way as to clearly identify them with specific IAA's. Invoices should be obtained from vendors whenever possible. Invoices should be legible, preferably in English, and contain name of vendor, name of purchaser, date each item purchased, cost per item and total amount. For goods and services where invoices are traditionally not used, e.g., day laborers, receipts should be made containing the same information as the invoice, signed by the vendor/laborer. No funds will be turned over to any group or individual other than PCV's or vendors; preferably vendors.

5. Quarterly, PC will prepare a listing of IAA's in process as well as a listing of activities completed during the quarter. The latter listing will be accompanied by Activity Completion Notifications (ACN's) submitted during the quarter. The listing of IAA's in process will show date started, estimated completion date, and estimated total cost.

*MBeye*  
Drafter: PRM:MBeye:mb:03/03/92

Clearances:

PRM:RGilson *RG* 3/9/92

OFM:WMcKeel *WM* 3/11/92

RLA: AAdams *AA* 3/11/92

8206P