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UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT  
AGENCE AMERICAINE POUR LE DEVELOPPEMENT INTERNATIONAL

Boîte Postale 852  
Lomé, Togo

Téléphone : 21-58-35  
21-58-55  
21-57-31  
21-59-05



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USAID/Togo/92/282

Ms. Sarah Tinsley  
Deputy Director  
International Foundation for Electoral Systems  
(I.F.E.S.)  
1610 I Street, N.W. Suite 611  
Washington, D.C. 20006

Subject: Grant 698-0463-93 IFES

Dear Ms. Tinsley:

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 International Foundation of Electoral Systems (hereby referred to as "IFES" or "Grantee"), the sum of \$107,589 to provide support for election assistance to the Government of Togo, as described in the Schedule of this grant and the Attachment 2, entitled "Program Description", and in accordance with IFES's proposal which becomes a part of this grant.

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 of September 23, 1992 and ending January 31, 1993.

This grant is made to IFES, 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 Provisions and Optional Standard Provisions for U.S., Non-governmental Grantees," which have been agreed to by your organization.

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 the A.I.D. Grant Officer indicated below at USAID/Togo.

Ellon M. Dedo  
AID Grant Officer  
Administrative Officer  
Dept. of State Lome (ID)  
Washington, DC 20521-2300

Sincerely yours,

*Aneu*  
Sarah C. Clark  
A.I.D. Representative

Attachments:

1. Schedule
2. Program Description
3. Mandatory Standard Provisions, and  
Optional Standard Provisions for U.S., Non-governmental  
Grantees

ACKNOWLEDGED:

Richard W. Soudriette, Director  
(Grantee's Name) Keith Klein/Sarah Tinsley

By : International Foundation for Electoral Assistance (IFES)  
 Title : Director/Deputy Director of Africa Programs  
 Date : *Richard W. Soudriette 10/17/92*

FISCAL DATA

Appropriation	:	72-111/21014
Budget Plan Code	:	GSS1-91-21693-KG12
Allowance	:	
ECN	:	T220075
PIO/T No.	:	693-0463-3-10040
Project No.	:	698-0463.93
Total Estimated Amount:	:	\$107,589
Total Obligated Amount:	:	\$107,589
DUNS Number:	:	62-678-0977
IRS Employer Identification Number:	:	52-1527835
Letter of Credit No.	:	N/A
Paying Office	:	USAID TOGO
Technical Office	:	USAID TOGO

USAID Program No. 698-0463-93 IFES

PROGRAM GRANT AGREEMENT

Between

THE UNITED STATES OF AMERICAN

Acting Through

THE AGENCY FOR INTERNATIONAL DEVELOPMENT

("A.I.D.")

And

International Foundation for Electoral Systems

("IFES")

("Grantee")

Date	:	
Appropriation Symbol	:	72-111/21014
Budget Plan Code	:	GSS1-91-21693-KG12
ECN	:	T220075
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IRS Employer Identification Number:	:	52-1527835
Letter of Credit No.	:	N/A
Paying Office	:	USAID Togo
Technical Office	:	USAID Togo

Funds Available: Abidjan 015596

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support and electoral assistance by training Togolese election administrators to administer free, fair and well organized elections. This program is outlined in Attachment 2 of this Grant entitled "Program Description", as more specifically described in the grantee's proposal dated September 18, 1992, which is hereby incorporated into and made a part hereof this Grant.

B. Period of Grant

1. The effective date of this Grant is September 23, 1992. The expiration date of this Grant is January 31, 1993.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$107,589 for purposes of this Grant.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Optional Standard Provision, entitled "Payment Reimbursement."

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."

Illustrative Budget  
(09/23/92)-(12/31/92)

<u>Category</u>	<u>Rate</u>	<u>Days</u>	<u>People</u>	<u>Dollar Amount</u>
Consulting				
Advisor 1	320	24	1	\$7,680
Advisor 2	320	90	1	28,800
Per Diem (DC)	144	2	2	574
Per Diem (Lomé)				
Advisor 1	144	20	1	2,880
Advisor 2	144	99	1	14,256
Airfare (RT)	4,000	1	2	8,000
Local Transportation DC	50	2	2	200
Transportation (Togo)				500
Visas, inoculations	100	1	2	200
Supplies	1,000	1	1	1,000
SOS and DBA Insurance				1,177
Computer & Printer Rental				1,500
Subtotal				66,767
IFES Project Personnel/ General and Admin Costs				
Home Office Salaries				4,000
Communications: Phone/Fax				2,000
Report Printing/Reproduction				500
Translation				2,500
Subtotal				9,000
IFES G & A (42%)				31,822
TOTAL				\$107,589

E. Reporting and Evaluation

1. Monitoring and Reporting Program Performance:

This paragraph sets forth the procedures for monitoring and reporting program performance of grantees.

ATTACHMENT 1

Grant No. 698-0463.93-G-00-2014-00

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a. The Grantee shall monitor the performance under the Grant and, where appropriate, ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. This review shall be made for each program, function or activity as set forth in this grant.

b. The Grantee shall submit a performance report (technical report) that briefly presents the following information for each program, function or activity involved:

- i. Report of activities, findings and recommendations.
- ii. A comparison of actual accomplishments with the goals established for the period, the findings of the advisor, or both. If the output of programs can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.
- iii. Reasons why established goals were not met if necessary.
- iv. Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

c. The Grantee shall submit the performance or technical reports to A.I.D. and the Financial Status Reports covering the same period in the frequency established for the Financial Reporting of this Grant. A final technical or performance report shall be submitted within thirty days after the expiration date of this Grant. Partial payments will be made on a monthly basis (beginning in September) upon receipt of the monthly billings from grantee. The final and last payment will be made upon receipt and acceptance of the final report and bill from grantee. It should be noted that upon receipt of billings, payment will follow within approximately 30 days. Final report shall be submitted within 30 days after the expiration of this Grant.

d. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the grantee shall inform A.I.D. as soon as the following types of conditions become known:

- i. Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.
  - ii. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.
- e. If any performance review conducted by the grantee discloses the need for change in the budget estimates, the grantee shall submit a request for budget revision to the A.I.D. Representative.
- f. All technical and evaluation reports shall be submitted to:

Sarah C. Clark  
AID Representative  
USAID/Lomé (ID)  
Department of State  
Washington, D.C. 20521-2300

AND

Ambassador Harmon E. Kirby  
American Ambassador  
Department of State Lomé 2300  
Washington D.C. 20521-2300

## 2. Financial Reporting

### a. Financial Status Report

(i) The grantee is required to use the standardized Financial Status Report, SF 269, to report the status of funds for all nonconstruction programs.

(ii) The report shall be on an accrual basis. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand.

(iii) A final report shall be required at the completion of the Grant.

(iv) The grantee shall submit the Financial Status Report (original and two copies) no later than 30 days after the end of the reporting period.

b. Federal Cash Transactions Report

(i) The grantee shall submit a Federal Cash Transactions Report and its continuation form (SF 272 and 272A) for all funds advanced to the grantee through either a letter of credit or periodic Treasury check. A.I.D. will use this report to monitor cash advanced to the grantee and to obtain disbursement information for the Grant from the grantee.

(ii) The grantee shall forecast Federal cash requirements in the "Remarks" section of the report.

(iii) The grantee shall report in the "Remarks" section the amount of cash advances in excess of three days' requirements in the hands of subgrantees and the amount of cash advances in excess of 30 days' requirements in the hands of non-U.S. subgrantees. The grantee shall provide short narrative explanations of actions taken by the grantee to reduce the excess balances.

(iv) Recipients shall submit not more than an original and one copy of the Federal Cash Transactions Report within 15 working days following the end of each quarter.

c. Request for Advance or Reimbursement

(i) The Request for Advance or Reimbursement, SF 270, shall be a standardized form for all nonconstruction programs when letter of credit or periodic treasury check advance methods are not used.

(ii) Recipients are authorized to submit requests for advances and reimbursement at least monthly when letters of credit and periodic Treasury check advances are not used. Recipients are not required to submit more than the original and two copies of the request for Advance or Reimbursement.

d. The grantee shall submit copies of all documents to:

John P. Grant  
Supervisory Program Officer  
USAID/Lomé  
Department of State  
Washington, D.C. 20521-2300

F. Special Provisions

1. Medical Clearances: All of the grantee's personnel must be medically fit for service in Togo and have SOS/Medivac insurance in place prior to their arrival in the country.

2. Logistical Support: The following logistical support will be provided by A.I.D. or the Cooperating Country.

- 
- Medical Facilities/Health Room (on emergency basis only)
- Diplomatic Pouch
- Check cashing privileges if grantee agrees to be responsible for any checks presented without provision.

All other logistical support shall be provided or arranged for by the grantee.

3. Relationship and Responsibilities: The grantee will be responsible to the AID Representative, USAID/Togo, and American Ambassador, or his designee. They will designate appropriate GOT liaison officials.

4. A.I.D. Liaison Officials: The A.I.D. Liaison Officials will be the A.I.D. Representative, the Supervisory Program Officer and the Administrative Officer of USAID/Togo.

5. Standard Provisions

The Mandatory Standard Provisions For U.S., Nongovernmental Grantees and the following Optional Standard Provisions For U.S., Nongovernmental Grantees found in Attachment 3 to this Grant are applicable:

G. Indirect Cost Rate

Pursuant to Clause No. 13 entitled, "Negotiated Indirect Cost Rates - Provisional," of the Optional Standard Provisions of this Grant, an indirect cost rate or rates shall be established for each of the grantee's accounting periods which apply to this Grant. Pending establishment of revised provisional or final indirect cost rates for each of the grantee's accounting periods which apply to this Grant, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base which is (are) set forth below:

<u>Type</u>	<u>Rate</u>	<u>Period</u>	<u>Base</u>
<u>Overhead</u>			
Home Office	<u>42%</u>	<u>Sept. 23-Jan 31, 93</u>	<u>\$9,000</u>
Field Staff	<u>42%</u>	<u>Sept. 23-Jan 31, 93</u>	<u>\$66,767</u>

H. Title to Property

Standards provisions related to title to and use of property are included in Attachment 3, Optional Standard Provisions. "Title to and Use of Property " (November 1985).

I. Authorized Geographic Code N/A

End of ATTACHMENT 1

PROGRAM DESCRIPTION

I. OBJECTIVE: Provide technical training advice and electoral assistance to the Togolese Government and Host Country National (HCG) officials for their up-coming elections.

The purpose of this Grant is to negotiate with the International Foundation for Electoral Assistance (IFES) to provide support to the Togo Technical Election Training Advisory Project. The purpose of the project is to train Togolese election administrators to administer free, fair and well-organized elections, as per the grant proposal. The grantee will also provide advice to USAID and the American Embassy on appropriate training and technical assistance support for the Togo electoral process.

A final report providing observations, guidance and suggestions for future elections will be provided in French and English to USAID and American Embassy as well as the HCG should USAID so request.

See attached grant proposal dated September 28, 1992.

draft: EMDedo EMD  
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cana: grant1.wpf/wp(c):10/07/92

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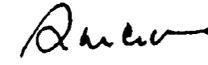
October 7, 1992  
Grant No. 698-0463.93-G-00-2014-00  
Page 10 of 10

IN WITNESS WHEREOF, the Grantee and the United States of America, each acting through its duly authorized representatives, have caused this Agreement to be signed in their names and delivered as of the day and year first above written.

FOR THE INTERNATIONAL FOUNDATION  
FOR ELECTORAL SYSTEMS "I.F.E.S.

FOR THE UNITED STATES  
OF AMERICA

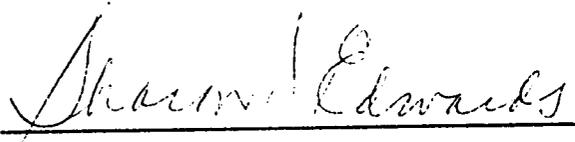
  
\_\_\_\_\_  
Keith Kleih/or Sarah Tinsley  
Director/Deputy Director  
I.F.E.S.

  
\_\_\_\_\_  
Sarah C. Clark  
A.I.D. Representative  
USAID/Togo

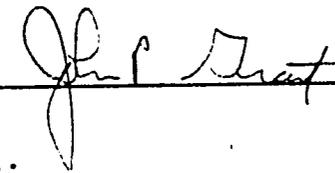
Richard W. Soudriette, Director  
Date: 10/19/92

Date: \_\_\_\_\_

Witness:

  
\_\_\_\_\_

Date: 10/10/92

  
\_\_\_\_\_

Date: \_\_\_\_\_