

PD 131 1997

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING 210507	PAGE OF PAGES 1 56
2. CONTRACT (Proc. Ident. Ident.) NO. DPE-3060-C-00-1054-00		3. EFFECTIVE DATE See Block 20C.	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. PIO/T No. 936-3060-1361377	
5. ISSUED BY Agency for International Development Health & Population Branch, Rm. 1579- SA-14 A.I.D./W Projects Division Office of Procurement Washington, D.C. 20523-1430		6. ADMINISTERED BY (If other than Item 5) CODE Technical Office: S&T/POP/P&E PDFCU954		

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) University of North Carolina at Chapel Hill Carolina Population Center CB #8120 University Square 123 W. Franklin Street Chapel Hill, NC 27516-3997 CEC: 17-3211566 TIN: 1-566001393-A1		8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)
		9. DISCOUNT FOR PROMPT PAYMENT None
		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN: ITEM

11. SHIP TO/MARK FOR CODE N/A	FACILITY CODE	12. PAYMENT WILL BE MADE BY CODE See Section G.2.
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) <input type="checkbox"/> 41 U.S.C. 253(c)		14. ACCOUNTING AND APPROPRIATION DATA See Section G.5.

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	The Contractor shall provide services as specified in Section C, and shall perform in accordance with the terms and conditions therein.				
Obligated:					\$2,000,000
15G. TOTAL AMOUNT OF CONTRACT					\$14,175,385

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 3 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
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19A. NAME AND TITLE OF SIGNER (Type or Print) Robert P. Lowman, Director, Office of Research Services, The University of North Carolina at Chapel Hill		20A. NAME OF CONTRACTING OFFICER Stephen A. Dean	
19B. NAME OF CONTRACTOR BY <i>[Signature]</i> (Signature of person authorized to sign)	19C. DATE SIGNED 9/28/91	20B. UNITED STATES OF AMERICA BY <i>[Signature]</i> (Signature of Contracting Officer)	20C. DATE SIGNED 9/29/91

SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

B.1. PURPOSE

The purpose of this contract is to strengthen the capacity of A.I.D. and host-country institutions to evaluate the impact of population programs on fertility. This contract is expected to advance significantly the methodology for evaluating family planning impact and to enhance the capacity of existing evaluating systems to measure impact.

B.2. SUPPLIES AND SERVICES

This is a Cost Reimbursement - No Fee, level of effort contract. For the consideration set forth below, the Contractor shall provide 990 person months of direct employee, consultant, and/or subcontract labor, as further described in Section F.2. of this contract.

B.3. TOTAL ESTIMATED COST, FIXED FEE, AND FINANCING

a. Total Estimated Cost

The total estimated cost for performance of the work required hereunder is \$14,175,385.

b. The funds presently available and obligated under this contract are limited to \$2,000,000, and the Contractor shall not exceed this amount unless approved in writing by the Contracting Officer as provided in the clause of this contract entitled "Limitation of Funds". It is estimated that the amount currently obligated will be sufficient to fund this contract through year one.

c. Source of Funds

The source of funding for this contract is the S&T/POP Technical Office, i.e., A.I.D./Washington's Bureau for Science and Technology, Office of Population. Such funding is intended for what is hereinafter referred to as the "core activities" portion of this project. However, A.I.D. anticipates that other A.I.D./Washington Bureaus and Offices as well as USAID missions will require access to the resources and expertise developed by and under this contract. This is

referred to as a "buy-in". A buy-in is the acquisition of services which are related and complementary to, and within the scope of work contained in this contract. Such buy-ins are not included in this contract, but shall be implemented under a companion Requirements-type contract, number DPE-3060-Q-00-1055-00.

B.4. BUDGET

a. The following itemized budget sets forth the estimates for reimbursement of dollar costs for individual line items of cost for providing the services and other deliverables specified in this contract. Without the prior written approval of the Contracting Officer, the Contractor may not exceed the total estimated cost set forth in Section B.3.a. above, or the obligated amount set forth in Section B.3.b. above, whichever is less. Without the prior written approval of the Contracting Officer, the Contractor may not exceed the estimated dollar cost for any individual line item of cost shown below by more than 15% of such line item, except for indirect costs, which are governed by Section B.6. below.

b. Itemized Budget

Salaries and Wages.....	\$2,590,282
Fringe Benefits.....	492,308
Consultants.....	91,455
Travel and Per Diem.....	809,956
Equipment.....	17,310
Other Direct Costs.....	449,667
Subcontract(s).....	7,506,675
Overhead.....	2,217,732
TOTAL ESTIMATED COST.....	\$14,175,385

c. The inclusion of a dollar amount for salaries and wages, subcontract(s), and/or consultants in the above budget does not obviate the requirements of the clause of this contract entitled, "Subcontracts under Cost-Reimbursement and Letter Contracts" (FAR 52.244-02), or Section H. of this contract for prior written approval by the A.I.D. official indicated therein.

- d. The inclusion of any costs in the above budget does not obviate the requirement for prior approval by the Contracting Officer of cost items designated as requiring prior approval by any of the terms and conditions of this contract including the applicable cost principles (see the clause of this contract entitled "Allowable Cost and Payment" [FAR 52.216-07]), nor does it constitute a determination of allowability by the Contracting Officer of any item of cost, unless specifically stated elsewhere in this contract.
- e. The Contractor also agrees to furnish data which the Contracting Officer may request on costs expended or accrued under this contract in support of the budget information provided herein.
- f. All purchases of nonexpendable equipment require approval of the Contracting Officer, except as specified in Section H. Approvals provided pursuant to this paragraph must be within the terms of this contract, and shall not serve to change them in any way.

B.5. ESTABLISHMENT OF INDIRECT COST RATES

Pursuant to the clause of this contract entitled "Allowable Cost and Payment", [and, if applicable, the clause of this contract entitled "Predetermined Indirect Cost Rates" (FAR 52.216-15)], an indirect cost rate or rates shall be established for each of the Contractor's accounting periods which apply to this contract. Pending establishment of revised provisional, final, or revised predetermined indirect cost rates for each of the Contractor's accounting periods which apply to this contract, payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional or predetermined rate(s) applied to the base(s) which is (are) set forth below:

<u>Description</u>	<u>Rate</u>	<u>Base</u>	<u>Type</u>	<u>Period</u>
Indirect Cost Rate (On-Campus)	44.5%	1/	1/	1/

1/ Base of Application: Modified total direct costs consisting of salaries and wages, fringe benefits, materials and supplies, services, travel and subgrants and subcontracts up to \$25,000 each. These base costs do not include costs for tuition remission, participant support costs (e.g., student aid, stipends, dependency allowances, scholarships, fellowships); off-campus rentals/maintenance costs; flow-through funds; hospitalization and other fees associated with patient care whether obtained from a related or third party; and capital expenditures (equipment, alterations, renovation).
 Type of Rate: Provisional
 Period: Award date until amended

B.6. A. ADVANCE UNDERSTANDING ON CEILING INDIRECT COST RATES AND FINAL REIMBURSEMENT FOR INDIRECT COSTS FOR THE CONTRACTOR

1. Notwithstanding any other clause of this contract, for each of the Contractor's accounting periods during the term of this contract, the parties agree as follows:

The distribution base for establishment of final indirect cost rate (on-campus) is Modified total direct costs consisting of salaries and wages, fringe benefits, materials and supplies, services, travel and subgrants and subcontracts up to \$25,000 each. These base costs do not include costs for tuition remission, participant support costs (e.g., student aid, stipends, dependency allowances, scholarships, fellowships); off-campus rentals/maintenance costs; flow-through funds; hospitalization and other fees associated with patient care whether obtained from a related or third party; and capital expenditures (equipment, alterations, renovations).

The Contractor shall make no change in its established method of classifying or allocating indirect costs without the prior written approval of the Contracting Officer.

2. Reimbursement for indirect costs for the Contractor shall be at final negotiated final or predetermined rates, but not in excess of the following ceiling rates from date of contract award through its estimated completion date:

Indirect Cost Rate

On-Campus

47%

3. The Government shall not be obligated to pay any amount on account of indirect costs above the ceiling rates established herein.
4. This advance understanding shall not change any monetary ceiling, cost limitation, or obligation established in the contract.

B.6. B. ADVANCE UNDERSTANDING ON CEILING INDIRECT COST RATES AND FINAL REIMBURSEMENT FOR INDIRECT COSTS FOR INDICATED SUBCONTRACTORS

1. Notwithstanding any other clause of this contract, for each of the indicated subcontractors' accounting periods during the term of this contract, the parties agree as follows:

(a) The Futures Group

The distribution base for establishment of final overhead rates (On-Site/Home Office & Off-Site/Field) is Direct Labor.

(b) Tulane University

The distribution base for establishment of final overhead rates (On-Campus & Off-Campus) is Modified total direct costs. Total direct costs less items of equipment in excess of \$500, alterations and renovations, costs in excess of \$25,000 on each subgrant/subcontract, patient care, stipends and tuition payments.

2. (a) Reimbursement for overhead costs for The Futures Group shall be at final negotiated final or predetermined rates, but not in excess of the following ceiling rates:

<u>For Accounting Period Ending</u>	<u>Overhead Rate</u>	
	<u>Home Office</u>	<u>Field</u>
12/31/91	<u>179%</u>	<u>102%</u>
12/31/92	<u>185%</u>	<u>107%</u>
12/31/93	<u>145%</u>	<u>85%</u>
12/31/94	<u>145%</u>	<u>85%</u>
12/31/95	<u>145%</u>	<u>85%</u>
12/31/96	<u>145%</u>	<u>85%</u>

(b) Reimbursement for overhead costs for Tulane University shall be at final negotiated final or predetermined rates, but not in excess of the following ceiling rates from date of contract award through its estimated completion date:

<u>Overhead Rate</u>	
<u>On-Campus</u>	<u>56%</u>
<u>Off-Campus</u>	<u>34%</u>

3. The Government shall not be obligated to pay any amount on account of indirect costs above the ceiling rates established herein.
4. This advance understanding shall not change any monetary ceiling, cost limitation, or obligation established in the contract.
- B.7. COSTS REIMBURSABLE, PAYMENT, AND LOGISTIC SUPPORT TO THE CONTRACTOR

a. Costs Reimbursable

In accordance with the clauses of this contract entitled, "Allowable Cost and Payment" (FAR 52.216-07) and "Documentation for Payment" (AIDAR 752.7003), the Contractor shall be reimbursed in U.S. dollars for reasonable, allowable, allocable, and necessary costs incurred during performance of this contract, subject to the clauses of this contract entitled "Limitation of Cost" (FAR 52.232-20) and "Limitation of Funds" (FAR 52.232-22), and other applicable terms and conditions of this contract.

b. Payment

1. Payment shall be made in accordance with the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07), "Prompt Payment" (FAR 52.232-25), "Electronic Funds Transfer" (FAR 52.232-28), "Documentation for Payment" (AIDAR 752.7003); and "Letter of Credit Advance Payments" (AIDAR 752.232-70).
2. Payment shall be made by the payment office designated in Section G.2. of this contract.

c. Logistic Support

1. The Contractor shall be responsible for providing or arranging for all logistic support in the United States and shall generally be responsible for providing or arranging for all logistic support for its overseas performance of this contract.
2. To the extent that a USAID Mission or a cooperating country provides logistic support for the Contractor's overseas performance under this contract, the costs of such logistic support will not be charged by the Cooperating Country and/or the USAID Mission to the Contractor, and shall not be charged by the Contractor to this contract. Logistic support provided in the form of local currency shall be paid to the Contractor in a manner adapted to the local situation and as agreed to by the Mission Director, in writing. The documentation for such costs shall be on such forms and in such manner as the Mission Director shall prescribe.
3. If, under emergency circumstances, it is necessary for a USAID Mission to pay for any in-country costs on behalf of the Contractor in order to facilitate implementation of any activities under this contract, the Mission may bill the Contractor for such costs, and the Contractor may, in turn, charge those costs against this contract (however, see Section B.7.[c][2] above, wherein logistic support to be provided by the Mission will be provided without charge). Under no circumstances will the Mission recoup those costs via an Advice of Charge (AOC) to the payment office. In addition, in order to maintain the Contractor's responsibility for compliance with the clauses of this contract entitled "Limitation of Cost" and "Limitation of Funds", a Mission may not pay any in-country cost without the prior written approval of the Contractor, which approval must indicate a maximum amount which may be paid.

END OF SECTION B

SECTION C

STATEMENT OF WORK

C.1. BACKGROUND

Improving the efficiency and effectiveness of development programs has long been a priority for A.I.D., particularly given limited resources for development assistance. Evaluation of projects and programs is the primary means by which A.I.D. determines the optimal approaches and ideas in which to invest. A.I.D. is committed to improving the quality and effectiveness of its assistance program by placing increasing emphasis on the application of evaluation findings to program planning and management and to decision-making regarding resource allocation.

Evaluation has played an important role in the development of A.I.D.'s population sector program. Evaluations of this sector benefit from a focused program goal, a well-defined set of activities that comprise family planning programs, and sound data to document changes in fertility. Until now, however, A.I.D. has not mounted a systematic effort to link family planning program inputs to fertility change. Although current evaluation activities allow some determination of how well activities are being done, it is less clear whether or not what is being done is having an impact on fertility and how the various program inputs contribute to that impact. Given that A.I.D. is the largest donor of population assistance, it is appropriate that A.I.D. take the leadership role in developing methodologies and indicators for evaluating program performance and impact.

Currently, A.I.D. supports numerous systems of evaluation. Both centrally-funded and bilateral projects undergo regular external evaluations, some of which are conducted by the Population Technical Assistance Project (POPTECH). A.I.D. project managers also conduct regular management reviews of the projects they oversee. A.I.D.'s Bureau for Program and Policy Coordination (PPC), through its Center for Development Information and Evaluation (CDIE), also conducts evaluations that address special issues, often cutting across development sectors. These A.I.D. systems are in addition to internal systems established by various population cooperating agencies (CAs) for monitoring and evaluating their own performance. Aside from more structured and regular systems of evaluation, A.I.D. also supports programs that have important evaluative elements, including analysis performed under the Demographic and Health Surveys (DHS) and Operations Research (OR) projects.

In principle, these evaluation systems are designed to gauge the performance of assistance activities in producing both intermediate outputs and in contributing to ultimate impact on contraceptive prevalence and fertility. Due to the difficulty in measuring ultimate impact and because projects are directly responsible only for intermediate outputs, evaluations tend to focus on these intermediate outputs for judging project performance and expend less effort in assessing ultimate impacts.

The Evaluating Family Planning Program Impact (EFPPI) project is not intended to replace the evaluation systems already in place in A.I.D.'s population program. Nor is it intended to create an additional evaluation system. Rather, it is expected to serve as a technical resource to enhance these various systems, enabling them to better assess the impact of assistance efforts. Measuring impact, of course, is not easy. It requires distinguishing from among various factors contributing to fertility change, including both supply and demand factors. It requires consideration of contextual factors that affect access to services. Isolating the impact of A.I.D.'s assistance from among other program inputs adds another level of complexity.

Given these complexities, measuring the ultimate impact of A.I.D.'s assistance precisely is probably beyond the reach of this project. The EFPPI project is expected, however, to significantly advance the methodology for evaluating family planning impact and enhance the capacity of existing evaluation systems to measure impact. The program for achieving this objective is detailed in the following sections.

Over the past twenty-five years, A.I.D. has made substantial investments in improving the demographic and family planning program information. Data collection is supported through surveys, censuses, service statistics, OR programs. The EFPPI project is expected to rely primarily on information gathered through these data collection programs. It will, however, engage in experiments that test new ways of gathering information that can potentially be incorporated into existing data collection systems.

EFPPI is an experimental project, both in terms of its being A.I.D.'s initial attempt to systematically address impact evaluation and in terms of its being focused on testing new research approaches. This solicitation covers a research, technical assistance, and training program for a five year period.

C.2. OVERVIEW

The purpose of EFPPI is to strengthen the capacity of A.I.D. and host-country institutions to evaluate the impact of population programs on fertility. By the end of the contract, it is expected that substantial progress will have been made towards achievement of the following objectives:

- (1) consistently defined evaluation impact indicators will be used across population project and program evaluations,
- (2) methodologies developed by this contract will be applied in A.I.D.'s central and field population projects and programs, and
- (3) new population projects will have a plan for impact evaluation included at the project design stage.

One beneficiary of the EFPPI contract will be developing-country family planning program managers, who will gain improved evaluation skills and a better understanding of evaluation methodologies. This improved knowledge will enable them to design more effective family planning programs. Also, there will be a number of other beneficiaries. The improved methodologies developed under the EFPPI contract will enable the Office of Population, A.I.D. regional bureaus, CAs, and other donors to improve program design and management and to make better informed decisions regarding resource allocation. Of course, the ultimate and long-term beneficiaries of the contract will be individuals in developing countries who receive services through better programs.

C.3. SCOPE OF WORK

This section provides an overview of the EFPPI contract, describes the three contract elements and illustrative activities within each.

C.3.a. Overview

1. This contract shall support the technical and methodological advancement of population program evaluation. The contractor shall rely on an iterative process of developing hypotheses about how programs work, empirically testing those hypotheses, modifying them as necessary, and retesting. In other words, there will be a continuous learning process over the term of the contract. The anticipated end result is that the understanding of the relationship between population assistance and fertility

will rest on a stronger theoretical foundation and be based on better-defined relationships. This understanding will provide the basis for technical assistance and training for staff of host-country family planning organizations, A.I.D., and Cooperating Agencies (CAs). Consequently, family planning professionals will be in a better position to evaluate the impact of population projects and programs on fertility.

2. This Contract shall execute a program to strengthen population evaluation methods and procedures through a related set of activities that are organized around three elements:

- a. Improved measures of family planning program impact and use of existing data,
- b. Technical assistance and training, and
- c. Dissemination.

3. The level of effort devoted to each element will shift over the course of the contract. Initially, the greatest emphasis will be placed on the first element. As the evaluation framework is improved and methodologies developed, increasing attention will be paid to training and technical assistance and dissemination in support of institution-building.

4. EFPPI contract activities shall occur at three levels: country, functional area, and cross-national. The greatest share of contract effort will be devoted to country-level activities, including research studies, training, and technical assistance. The next greatest share will focus on the strengthening of evaluation of functional areas as defined by A.I.D.'s Office of Population. Functional areas include: service delivery; commodities/logistics management; training; management; OR; information, education and communication; policy; and evaluation. Other contract effort shall focus on cross-national studies, which will encapsulate multi-country experience, either through synthesizing the series of country-level evaluations or through special cross-national analyses.

5. A number of activities to be undertaken by the contractor provide a foundation for the efforts at all three levels listed above. These activities--a state-of-the-art review of the literature, a typology of family planning programs, and a framework for understanding population program dynamics, as described below--will take place over the first two years of the contract.

C.3.b. Elements

C.3.b.1. Improved Measures of Family Planning Program Impact and Use of Existing Data

Activities within this element are designed to consolidate knowledge of family planning program evaluation. A.I.D. has expended much effort and resources on the collection of population information. However, relatively less emphasis has been placed on the application of these data in program design and evaluation. Contract staff will develop the methodologies to be applied in family planning program evaluation throughout the term of the contract. As the methodologies are refined, they will be tested in various country settings using existing evaluation systems and data (including Demographic Health Surveys (DHS), Operations Research (OR), and service statistics). These practical applications will test the validity of the underlying assumptions, which can then be modified, if necessary, and tested again.

Activities within this element can be divided into three main categories: reference documents, working groups, and impact and methodological studies. Levels of effort and specific outputs for each of these categories are detailed below:

a. Reference Documents

The reference documents prepared by the EFPPI contractor shall provide the foundation for all other contract activities as well as a consolidated set of reference materials for use in conducting population program evaluations. The documents described below are provided as examples of the types of reference materials that might be prepared. They represent the types of products that will support subsequent evaluation program efforts. It is expected that these reference materials will not require international travel, although they will be informed and updated based on field-based studies described later in the scope of work. The S&T/POP CTO will instruct the contractor through technical directions as described in Section H.4. on the actual type of reference material to be provided.

The reference documents shall be developed during the early years of the contract, but will be updated periodically throughout the term of the contract to take into account new information and approaches developed by the contract.

1. State-of-the-Art paper. A state-of-the-art (i.e., comprehensive) report reviewing the literature relevant to family planning program evaluation is envisioned as one of the first undertakings of the contract. This report shall focus on past and current efforts to assess family planning program impact, it shall also review impact studies from related disciplines (for example, health, education, or domestic experience with large scale program review) and include a bibliography of existing relevant evaluation research. In addition, the report shall include an assessment of evaluation methods currently in use among CAs with discussion of their strengths and weaknesses. The report shall be published at the end of the first year of the contract.

2. Conceptual framework. An evaluation framework with the potential for broad application in a variety of program contexts is anticipated. The contract shall build on the framework developed by the National Academy of Sciences (Ref. footnote 1) and other relevant frameworks of family planning program dynamics. The framework will guide contract activities at all three levels of analysis (country, functional area, and cross-national); will provide more complete descriptions of the relationships and interactive effects hypothesized to take place among program components; and will consider interactions of population program policies with those of other human resource sectors, notably health, nutrition, and education. The contract shall also draw on existing analytical work in defining the framework. A description and analysis of the framework will be published at the end of Year 1 and updated in Year 5.

(1) Lapham, R.J., & Simmons, G.B. (Eds.). (1987). Organizing for effective family planning programs. Washington, DC: National Academy Press.

3. Typology. While it would be desirable to have a single framework of family planning program impact to be applied in all situations, modifications undoubtedly will be needed to make the framework suitable in different contexts. It is expected that the contractor will develop a typology of family planning programs and appropriate evaluation strategies by program type at the country level. This effort could begin by considering the typology described in the Family Planning Services Division's strategy document that outlines stages of program maturity (Ref. footnote 2). In addition, this typology might consider the mix of service delivery modes; the relative contribution of public, private, and NGO service providers; and the geographic distribution of program effort, among other factors. Appropriate evaluation goals and strategies would be proposed for the various program types identified. The typology and evaluation plan for the different types of programs would be completed by the end of Year 2.

4. Evaluation manual. An evaluation manual for use by A.I.D. staff, CAs, and host-country personnel is viewed as an important need. The manual, which would be a practical guide to conducting evaluations, could be organized around the typology of family planning programs discussed above. It would include a discussion of evaluation strategies and pitfalls to avoid, suggestions for conducting an evaluation, and a description of the data required to support different methodologies. The first version of the manual would be completed by the end of Year 2. However, as the understanding of how programs work is improved, the manual is expected to be modified and expanded. A second edition of the manual is expected to be published by the end of Year 4.

5. Handbook of consistent indicators. A companion to the evaluation manual is a handbook of consistent definitions of performance and impact evaluation indicators (e.g., Couple-Years of Protection, or CYP). The handbook is expected to provide a comprehensive set of program performance indicators to be used by AID/W staff, CAs, and donors. Contract staff are expected to work closely with AID/W, CAs, and donors in the development of

(2) Destler, H., et al. (1990). Preparing for the twenty-first century: Principles for family planning service delivery in the nineties. Washington, DC: Family Planning Services Division, Office of Population, Agency for International Development.

the handbook. The first version of this handbook would contain a list indicators for which general agreement on their definitions already exists and would be completed by the end of Year 1. Additional indicators would be added and defined in annual updates of the handbook.

6. DHS computer program and guide. An interactive computer program and companion hard copy guide for using DHS data for program evaluation is needed to facilitate increased and improved use of these survey data. Together, the computer program and guide would assist evaluators in using DHS data to answer questions relating to program performance and impact. The computer program and guide would be completed by the end of Year 2.

b. Functional-Level Working Groups

The EFPPI contractor shall improve evaluation methodologies at the functional level through the activities of eight working groups, each responsible for one of the functional areas: service delivery; commodities/logistics management; OR; training; management; information, education, and communication; policy; and evaluation. Priorities include:

- 1) assessing current indicators of performance and impact for each functional area,
- 2) recommending improvements and standard procedures for tracking progress using the indicators, and
- 3) working with the CAs and their AID/CTOs to facilitate use of the improved indicators in the design, management, and evaluation of projects.

The working groups will build on the efforts of other S&T/POP task forces, for example, the CA Task Force on Performance Indicators. In cases where a task force is still extant, the working group will take the lead in evaluation activities, thereby avoiding duplication in function. The working groups will bring together experts in each of the functional areas to address evaluation issues. Examples of topics that might be addressed include: in the service delivery area, examining what CYP is measuring in social marketing projects; in the policy area, assessing the cost-effectiveness of private-sector family planning activities in terms of new users, switchers, service delivery costs, and requirements for on-going donor subsidies;

or under evaluation, examining consistency in the measurement of indicators and assessments of impact.

Because it is unlikely that contract staff will have expertise in all eight functional areas, their primary responsibility will be to initiate, coordinate, and guide working group activities. Contractor staff will be responsible for recruiting consultants and experts in each functional area and will play a facilitating and energizing role in this contract activity. CAs, A.I.D. staff, and other relevant population professionals will comprise the membership of these working groups, and will provide the majority of the input to each group's thinking.

Each working group is expected to have no more than ten regular members who will meet on average three times per year for one day. On average, each working group will require 9 person-months of contractor effort exclusive of consultant time to initiate, coordinate and guide working group activities (see Section C.4.g. for guidelines for proposing consultant effort). The contractor will not be responsible for expenses incurred by CAs or A.I.D. staff (i.e., the expected ten regular members of each working group) participating in the working groups. The first two working groups will be established at the beginning of Year 2 with two additional working groups constituted at the beginning of each succeeding year. Each working group is expected to complete its task within approximately one year. The contractor shall prepare a written report of the working group's findings within three months of the completion of the group's activities, except for Year 5 where the report is due by the completion date of the contract.

c. Impact and Methodological Studies

The purpose of the contract's impact and methodological studies is to improve the understanding of how family planning inputs contribute to fertility decline and to test improved ways of measuring this contribution. The majority of these studies will be undertaken at the country level; however, a limited number of studies may involve cross-national analyses that will synthesize multi-country data. It is likely that a number of the country studies will be undertaken collaboratively with other on-going population projects. Local experts will participate on the study teams, lending their on-the-ground experience and insight. Local evaluation capabilities also will be enhanced by the technical input of the contract.

The contractor shall emphasize the use of existing demographic data and family planning service statistics, but will also explore the use of other data, including qualitative, anthropological, socioeconomic, and financial information relevant to each country context. Where appropriate, the contractor shall support primary data collection to enhance the information available from current survey efforts, for example, by carrying out focus group discussions and follow-up surveys in selected sample clusters. This additional data collection may result in revisions to existing survey instruments to increase their usefulness for evaluation purposes.

The array of country-program evaluations undertaken will document the strengths and weaknesses of the approaches, typologies, and definitions developed by the contract and will lead to their improvement. For example, new ways of gauging program performance proposed by the functional area working groups might be tested as part of country-program evaluations. The EFPPI contract shall also develop measures of program dynamics to allow empirical testing and further strengthening of the framework. For example, the contract might support pilot studies of a quasi-experimental nature or collect time-series data in order to test and validate the framework. Controlled studies might be built into the design of existing or new activities to allow a scientific appraisal of program impact. Further research on program dynamics and impact within existing social laboratories, such as Matlab, will be encouraged.

EFPPI contract shall develop evaluation research questions appropriate to each type of program as outlined in the typology of family planning programs. For example, in countries with emergent programs, an evaluation research priority might be to examine the relative effectiveness of programs in urban and rural settings or the role of information and education activities in improving contraceptive acceptance. In countries with more mature programs, priority might be given to research that would lead to better targeting of resources, such as examining the interactive effects of family planning program characteristics and the characteristics of couples on fertility change.

The contractor shall also assess the cost-effectiveness of the various methodologies developed. These assessments will need to weigh the validity of the inferences that can be made about program impact against the difficulties and expense of data collection and analysis. Furthermore, it is particularly important that the methodologies and indicators developed by

EFPPI be appropriate for regular application by program managers (i.e., not overly demanding with respect to data needs and technical expertise). Data gathered from controlled field experiments would yield more robust results than those possible from relying solely on survey data, for example. However, such experiments are costly and can be difficult to implement. As a consequence, what can be learned about the relationships and interactive effects of program components may well be limited by the costs of collecting and analyzing the data.

C.3.b.2. Training and Technical Assistance

The training and technical assistance activities that constitute this element are designed to improve the institutional capacity to carry out family planning program evaluations among host-country, AID/W, USAID, and CA staff. Training, in the form of workshops, and technical assistance will take place at all levels of implementation.

Contractor staff will provide assistance and instruction related to evaluation methodology and its application. These training activities will use the evaluation reference materials and curricula developed under the contract. Training and technical assistance activities supported under the contract will be concentrated in countries with existing evaluation offices. However, the contractor will maintain the flexibility to carry out these activities in settings where no organized evaluation department exists within host-country collaborating institutions.

a. U.S.-Based Workshops

EFPPI contract shall provide thirteen U.S.-based workshops to train CA staff and A.I.D. personnel in population evaluation techniques. The workshops shall include: dissemination of the findings of the working groups on the evaluation indicators for each functional area, presentation of the ways that DHS and other existing information can be used more effectively to meet the needs for monitoring progress of A.I.D.'s population assistance, and training in the use of the evaluation methodologies developed by the contract. On average, each workshop will last one day and will require one person-month of effort.

b. Field-Based Workshops

EFPPI contract shall also help strengthen developing countries' capacity to carry out systematic evaluations of their own population programs. Field-based workshops for staff from policy and evaluation offices in the host countries will be the principal vehicle through which the contract shall advance institution-building. Also, in an effort to strengthen A.I.D.'s institutional capacity at the field level for evaluating family planning programs, curricula tailored to the needs of USAID mission staff will be incorporated into existing training courses for A.I.D. Health, Population, and Nutrition (HPN) Officers. The contractor shall carry out an estimated six, week-long field-based workshops requiring, on average, three person-months of effort and two international trips each of two-week durations.

c. Technical Assistance

Experience has demonstrated that workshops alone are insufficient to strengthen local institutions. To complement the workshops, the contractor shall make an estimated 37 technical assistance visits. These visits will be used to provide specialized assistance and trouble-shooting. Technical assistance will be provided to staff of host-country institutions and USAID missions in developing evaluation plans and conducting evaluations. In addition, limited technical assistance may be provided to AID/W staff to ensure that the monitoring of performance and impact of population programs is fully integrated into the routine activities of the relevant offices. Each technical assistance activity will involve, on average, six person-months of effort and one international trip of 21 days duration.

3. Dissemination

EFPPI contract has an extensive dissemination element incorporated into its design. This is to ensure that sufficient attention is given to making available and encouraging the use of the research findings and improved evaluation methodologies developed under the contract. The contractor will distribute the reference materials and research reports developed by the contract to the Office of Population, USAID missions, host-country institutions, regional bureaus, CAs, and other donor agencies as they are produced. The contractor is required to develop a dissemination plan for each contract output, including definition of the target audience and means of distribution.

In addition, contract staff shall publish five papers on contract findings in appropriate population publications with concurrence of the S&T/POP CTO over the term of the contract. Contract staff shall also make five presentations of contract findings at professional meetings, such as the Population Association of America, with the concurrence of the S&T/POP CTO over the term of the contract. Some of these presentations might be made by host-country nationals.

C.4. CONTRACTOR WORK FORCE AND KEY PERSONNEL

- a. The contractor's core staff is estimated to include eleven (11) professionals. At least five members of the professional staff must possess foreign language proficiency at the FSI S-3/R-3 level, three in French and two in Spanish. Of the eleven (11) professionals, four are considered key personnel. The four key personnel which the Contractor shall furnish for the performance of this contract are as follows:

Project Director
Senior Evaluation Specialist
Senior Evaluation Specialist
Senior Program Specialist

The personnel specified above are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the progra. No diversion shall be made by the Contractor without the prior written consent of the Contracting Officer. The Contracting Officer may ratify in writing such diversion not later than 30 days after the diversion of any of the specified individuals, and such ratification shall constitute the consent of the Contracting Officer and the S&T/POP Technical Officer. Unless failure to provide the designated key personnel as specified above is beyond the control, and without the fault or negligence, of either the individual or the Contractor, failure to provide such key personnel as specified above may be considered nonperformance by the Contractor. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of this contract to either add or delete personnel, as appropriate.

- b. If any of the key personnel should perform on any delivery order issued under the companion contract, number DPE-3060-Q-00-1055-00, their labor and associated costs shall be charged to the applicable delivery order, unless the Contracting Officer and S&T/POP Technical Officer approve, in advance and in writing, the charge of such labor and associated costs to this contract. All such approvals must be within the terms of this contract, shall not change them in any way, and shall not be construed as authorization to increase the total estimated cost of this contract or to exceed the obligated amount of this contract.

The caliber of personnel proposed by the contractor, assuming such personnel meet or exceed the personnel requirements set forth herein, will become the base level for measurement of skills requisite to perform under the resulting contract. The Contractor will be responsible for ensuring maintenance of this skill base throughout the term of the contract.

- c. Minimum requirements for the four key personnel positions are provided below. Of the four key staff, two should have language proficiency at the FS1 S-3/R-3 level in French or Spanish.

Project Director. The Project Director will be a senior manager (i.e. Senior Social Scientist) with a Ph.D. in the social sciences and extensive experience in family planning. The Project Director will have a minimum of five years of experience in managing large international development projects. S/he will also have experience in interacting with A.I.D. or other U.S. Government agencies. This experience should include presentation of project activities to funding organizations, coordination with other contractors, international organizations and other donors, and local family planning organizations. S/he will commit full- or near full-time to the contract and will travel approximately 10-20 percent of the time to review field based activities and to represent the project in professional meetings.

Senior Evaluation Specialist. The two Senior Evaluation Specialists will provide technical direction to the contract on evaluation design and methodology. They will each have a Ph.D. in social science with ten years of experience in applied research and evaluation of social programs. A minimum of five years experience for each in evaluating international health and, preferably, family planning programs will be desirable.

Senior Program Specialist. The Senior Program Specialist should have extensive experience in designing, implementing and evaluating family planning programs in developing countries. S/he will have a minimum of an M.P.H., but preferably a Ph.D. in social science, with specialization in family planning. S/he will have a minimum of seven years of experience in international health/family planning, with at least two years working on international development activities overseas.

One of the Senior Evaluation Specialists shall be designated the Deputy Director for the contract and shall assume the functions of the Director in his/her absence.

d. Technical Advisory Group

The contractor will receive general technical guidance from a Technical Advisory Group (TAG). The role of the TAG will be to counsel the contractor on the research agenda and its implementation and on methodological issues. Specifically, the TAG will provide a peer review mechanism for research to be carried out under the contract, either by the contractor or through commissioned studies. The TAG will play an advisory role in setting the research agenda for the contract. However, final decisions on research activities will be made by the contractor with the approval of the S&T/POP CTO. The contractor shall assemble an eight-member autonomous panel that will include noted experts in population and/or program evaluation and representatives of other donors and family planning organizations. In addition, a representative of S&T/POP and a member of the CDIE staff will serve as ex-officio members of the TAG. Members of the TAG may serve for a term that is shorter than the term of the contract.

e. Fellows Program

A fellows program will be established under the auspices of the contract. The program will solicit the participation of both senior and junior fellows. Special effort should be made to recruit participants from developing countries. The contractor will be expected to advertise the fellows program and to develop criteria for selecting participants.

The senior fellows program, expected to be initiated early in the contract term, will seek to attract noted scholars in family planning program evaluation to work with contract staff for a period of approximately one year on mutually agreed upon research. The contract shall support four senior fellows. The junior fellows program will take place in Years 4 and 5. Two fellows will be sponsored by the contractor in each of these years. At least two of the four junior fellows will be from a developing country. The junior fellows will work with contract staff to gain a practical understanding of family planning program evaluation in developing countries.

f. Commissioned Researchers

Because the reference materials and field studies envisioned for this contract are expected to entail extensive time demands and a high level of effort, commissioning some of them will make it possible for the contract to undertake more studies than could be done by contractor staff alone. Decisions for which activities will be executed by commissioned researchers will be based on the recommendations of the TAG, subject to CTO approval. Involvement of commissioned researchers will bring a wider range of creative ideas and methodological expertise to the contract. Researchers who will execute commissioned work may come from a variety of settings including university or other research institutions in the U.S. or in developing countries.

g. Consultants

Input into the contract will also be provided by population experts who will serve as consultants under the contract. These consultants can participate in any aspect of the contract deemed appropriate by the contractor. Consultants will serve to supplement the areas of expertise of the contractor.

C.5. CATEGORIES OF SPECIALISTS

- a. The following is a list of the essential functional labor specialties which represent the Government's best estimate of personnel requirements for this contract. The Contractor must be capable of providing qualified personnel in all of the essential functional labor specialties. It is possible that one individual will have skills in more than one specialty.

Senior Social Scientist
Senior Evaluation Specialist
Senior Program Specialist
Evaluation Specialist
Social Science Analyst
Program Specialist
Evaluation Assistant
Program Administrator
Senior Fellow
Junior Fellow

- b. The Contractor shall establish and maintain a roster of individuals to be utilized for the provision of technical assistance. The roster shall be maintained on a current basis and include names, addresses, telephone number, qualifications, rates, experience, language capabilities, availabilities, restriction or constraints on availability; etc. Information shall be in a form suitable for search and retrieval by automatic data processing equipment, shall be compatible with Form AID 1420-14, and shall be accessible to the S&T/POP Technical Officer. In addition, this roster shall include those individuals to be utilized for the provision of services under the companion contract, number DPE-3060-Q-CO-1055-00.
- c. Quick Response Capability: The Contractor shall maintain a staff and/or a consultant roster of personnel adequate to insure quick response. The Contractor shall obtain prior written approval from the S&T/POP Technical Officer for use of consultants under this roster, and Contracting Officer approval of consultant fees when required by Section H.4.b.

- d. **Consultant Identification, Recruitment and Posting of Consultants on Assignment:** Requirements for technical assistance will be in the Annual Work Plan or may be communicated to the Contractor by the S&T/POP Technical Officer. Specifics of work to be done should be negotiated by the Contractor with the consultant(s) and finalized with a written agreement.
- e. **Editing, Publication and Distribution of Consultants Reports:** Consultant agreements shall stipulate due dates, requirements for draft reviews, copies for USAID's translations (and by whom), and specific details for specific consultancies. Unless otherwise directed, publications shall be written in the English language.
- f. **Evaluation:** The Contractor shall be responsible for follow-up evaluations of each consultant task. Evaluations shall be available to the S&T/POP Technical Officer upon request.

C.6. COUNTRY SELECTION, IMPLEMENTATION AND EVALUATION

a. Country Selection

1. Contract resources shall be available to all geographic regions. The choice of countries in which the contract shall be executed, however, will depend on the type of activity being conducted and will have to balance the needs of host countries against the scientific requirements for advancing population program evaluation methodology.
2. Country selection will depend on a variety of factors. Countries may be chosen as research sites for the contract if they offer a distinct research advantage, for example, a controlled research setting or a particular type of family planning environment. Because the contract will encourage the use of existing data, countries that have DHS or other rich data sources also will be preferred sites for contract activities.
3. Less difficulty may be faced in selecting countries for activities such as workshops and technical assistance, which are geared to improving institutional capacity to carry out family planning program evaluations. These activities will be carried out largely in countries where contract-sponsored research is being undertaken and among institutions that have an existing evaluation capacity. However, the contract shall maintain the flexibility to respond to up to two ad hoc requests for technical assistance and training in countries that do not meet these criteria.

4. Following award of the contract, a cable will be sent by the S&T/POP CTO to the field announcing the availability of the services of the contract. Those missions that are interested in receiving the services of the contract might thus request services through the S&T/POP CTO. In developing the scientific research agenda, the contract shall consider specific mission requests but may need to supplement this set of countries. For example, when conducting a field-based study that has requirements not met by any of the responding countries, the contract shall initiate the activity by approaching an institution in a country where the question could most appropriately be addressed. In such cases, the contractor shall seek approval of the USAID mission for the activity, and will outline for the staff of the mission and the collaborating host-country institution how the family planning program in the host country might be expected to benefit from participation in the study.

5. The selection of countries for services shall be carried out by the contractor with the concurrence of the S&T/POP CTO, the cognizant USAID mission, and A.I.D. Regional Bureau staff.

b. Implementation Plan

1. The nature of EFPPI will require frequent and intensive contact between the contractor and A.I.D. Offerors should include as part of their management plan a proposal for how this contact will be facilitated. The contractor shall keep the S&T/POP CTO apprised of the status of technical services provided by the contract and shall be prepared to travel frequently (i.e., estimated once every other week) to A.I.D. offices in Washington in order to review the annual work plan, to conduct workshops for AID/W staff, to coordinate working group activities, and to debrief A.I.D. on specific country activities. The contractor also should anticipate providing at least four other debriefings per year on overall contract activities for AID/W staff and visiting mission and developing-country personnel.

2. The S&T/POP CTO will work with the contractor through technical directions as defined in Section H.5. in identifying countries for potential EFPPI service opportunities. The S&T/POP CTO will also assist the contract by providing liaison with regional bureaus and USAID missions. All aspects of travel and contract implementation, including the research agenda, must be reviewed and approved in advance by the S&T/POP CTO. In addition, the S&T/POP CTO will review and approve consultants assigned to each activity, and the Contracting Officer will approve consultant fees when required under Section H.4. of the contract.

3. The contractor is expected to implement contract activities through a combination of permanent staff, fellows, commissioned researchers, and expert consultants. A staffing pattern is presented in Section F.2. (Level of Effort - Person-Months).

4. When specialized services in support of contract services are required but are not available within the contracting organization, they may be subcontracted subject to the prior written consent of the Contracting Officer pursuant to the clause of this contract entitled "Subcontracts Under Cost-Reimbursement and Letter Contracts" (FAR 52.244-02), and the S&T/POP CTO.

5. One month after the award of this solicitation, all key personnel shall meet with the S&T/POP CTO in Washington, D.C., to review the first annual work plan for implementation of the workscope of the contract.

c. Evaluation

1. Internal Evaluation

a. As a contract aimed at strengthening population project and program evaluation, it is especially important that EFPPI be exemplary in evaluating its own performance. Evaluation of the progress of the contract is a critical activity for the contractor's staff and as such will require that sufficient resources and attention be committed to this effort. Moreover, evaluation should be considered as an on-going process to be undertaken by contract staff and not only a discrete activity conducted by A.I.D. or external evaluators. A key to the success of this contract will be continuously building on insights gained at earlier stages of the contract.

b. For each major activity of the EFPPI contract, the contractor will specify measurable objectives. End-of-activity evaluations will assess and document whether or not the expected outcomes stated in the objectives have been achieved. Evaluation results then will be taken into account in the planning of subsequent activities in an attempt to continuously optimize the efforts of the contract.

c. The type of evaluation to be done will be dictated by the activity being evaluated to some extent. In particular, evaluation of training activities and materials will differ from the evaluation of research studies. For example, outputs such as written materials, workshops, and working groups might be assessed according to the following illustrative criteria:

1. Have the expected major accomplishments of the activity, including material outputs, information transfer, behavior change, etc., been achieved?
2. Was the format of the activity employed in attempting to achieve the expected outcomes appropriate?
3. Was the selected audience appropriate?
4. Did the activity adequately address the needs of the intended audience?
5. Was the time frame for the activity appropriate?
6. Were materials disseminated according to plan?
7. Were the actual level of effort and cost for the activity in line with what was anticipated?

This list is not intended to be comprehensive, but rather to illustrate the general types of issues that might be considered in evaluating these outputs.

d. A somewhat different approach will be required to evaluate the impact and methodological research studies conducted as part of this contract. Prior to undertaking each study, there should be a clear statement of the hypotheses of the study as well as of how the study is expected to contribute to the improved conceptualization of program impact evaluation and evaluation methodology. In addition, included in this statement should be a description of the type of design to be employed in the study (e.g., experimental, quasi-experimental, correlational, panel study, etc.) and the rationale for using that type of design.

e. In evaluating a study upon its completion, an assessment should be made of whether or not the study has yielded the expected findings and contributions and if not, possible explanations for the shortcoming or differences. Particular attention should be given to assessing the generalizability of the results and any factors limiting generalizability. Such information will be crucial to the planning of subsequent studies and essential to the systematic development of improved evaluation methodologies.

2. External Evaluation

a. In addition to the internal evaluation, the EFPPI contract also will be monitored through a variety of other mechanisms. A.I.D. management reviews that are consistent with the Guidelines for Management Review will be done in the years in which the contract does not receive an external evaluation. Routine monitoring procedures will include regular meetings between the S&T/POP CTO and the project director, and reviews of project proposals, plans, and reports. Audits will be conducted in accordance with standard A.I.D. regulations and operating procedures.

b. An external evaluation will be conducted according to the Office of Population's Guidelines for External Evaluation of Population Projects in Year 4. This external evaluation will not only examine whether or not the contract has produced the outputs outlined but also whether or not it has met its stated purpose. The expected outcomes of the contract at the purpose level and suggested means of verification are listed below. It is expected that substantial progress will have been made toward achievement of these outcomes by the end of the contract.

1. Improved methodologies and consistently defined evaluation impact indicators are used across population project and program evaluations.

Means of verification: Cross-country comparisons of program and project evaluations, various logical frameworks for new projects, project SOWs supported by and based on evaluation findings.

2. Methodologies developed by the EFPPI contract are applied in A.I.D.'s central and field population projects and programs.

Means of verification: PPs, RFPs, contracts, SOWs for evaluation of population projects and programs, evaluation reports.

3. New population projects have a plan for impact evaluation built in at the project design stage.

Means of verification: PPs, RFPs, contracts.

c. In addition to verification of purpose-level outcomes, the external evaluators will draw upon the documentation gathered as part of the internal evaluation as well as the annual management reviews in order to assess accomplishments at the output level. The evaluation done at Year 4 will serve to guide the decision regarding the need for a follow-on project. In particular, the external evaluation will address whether or not the iterative research approach taken by this project is an effective means of improving evaluation of family planning program impact. The evaluation will address whether the research efforts of this project should be continued in a second evaluation project or whether it will suffice to disseminate project findings and incorporate the lessons learned into existing and new population projects.

END OF SECTION C

SECTION D

PACKAGING AND MARKING

D.1. Pursuant to the clause of this contract entitled "Reports" (AIDAR 752.7026), the cover page of all reports prepared by the Contractor shall include at a minimum, the Project Title, the Project Number, and the Contract Number. In addition, for activities funded by sources other than S&T/POP under the companion contract, number DPE-3060-Q-00-1055-00, the project/activity number and title associated with the source of those funds shall also be specified.

D.2. Unless otherwise specified in a delivery order, any commodities purchased and shipped by the Contractor under a delivery order shall be in accordance with the supplier's standard export packaging.

D.3. 52.252-2, CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available.

A.I.D. Acquisition Regulation (48 CFR Chapter 7) Clauses

752.7009, Marking (APR 1984)

752.7026, Reports (OCT 1989)

END OF SECTION D

SECTION E

INSPECTION AND ACCEPTANCE

E.1. RESPONSIBLE OFFICIAL

Inspection and acceptance of all services and reports and other deliverables required hereunder shall be made by the S&T/POP Technical Officer (see Section G.1. of this contract). Acceptance of services and reports and other deliverables by the S&T/POP Technical Officer shall form the basis for payments to the Contractor.

E.2. PLACE OF INSPECTION AND ACCEPTANCE

A.I.D. inspection and testing of services and reports and other deliverables required hereunder, if any, shall take place in the Washington, DC metropolitan area or at any other location where the services are provided/performed and reports and other deliverables are produced or submitted/delivered. Acceptance of services and reports and other deliverables required hereunder shall take place in the Washington, DC metropolitan area or at any other location where the services are provided/performed and reports and other deliverables are produced or submitted/delivered.

E.3. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available.

Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

52.246-3 Inspection of Supplies - Cost Reimbursement (APR 1984)
52.246-5 Inspection of Services - Cost-Reimbursement (APR 1984)

END OF SECTION E

SECTION F

DELIVERIES OR PERFORMANCE

F.1. PERIOD OF CONTRACT

The effective date of this contract is the date of the Contracting Officer's signature on the cover page, and the estimated completion date is five years thereafter.

F.2. LEVEL OF EFFORT

Person-months (p/m) are used herein as an estimate of what is required to perform the contract services. The following table, organized by Labor Category, is advisory and provides a maximum limitation for technical services to be rendered under this contract.

The total term-of-contract effort is 990 person-months of labor as outlined in the table below.

Level of Effort - Person-Months

Position	Person-Months
Project Director*	60
Sr. Evaluation Specialist*	175
Sr. Program Specialist*	82
Evaluation Specialist	66
Social Science Analyst	78
Program Specialist	100
Evaluation Assistant	93
Program Administrator	60
Contract/Finance Officer	30
Secretary/Admin. Support	126
<hr/>	
Total Professional Staff	654
Total Support Staff (Prog. Adm., CO, & Sec./Adm.)	216
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Total Core Staff	870
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Sr. Fellows	48
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Jr. Fellows	48
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Consultants	24
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* Key personnel.

It is understood and agreed that the rate of person-months per year may fluctuate in pursuit of the technical objectives, provided such fluctuation does not result in the utilization of the total person-months of services prior to the expiration of the term of this contract.

The Contracting Officer may, by written order, direct the Contractor to increase the average annual rate of utilization of effort to such an extent that the total person-months of effort, specified above, would be utilized prior to the expiration of the term hereof. Any such order shall specify the degree of acceleration required, and the revised term of this contract resulting therefrom.

If the Contractor fails to furnish the total quantity of services set forth in Section B.2. of this contract during the specified term of this contract, the Contracting Officer may require the Contractor to continue performance of the work beyond the estimated completion date until the Contractor has furnished the specified quantity of services or until the total estimated cost or the obligated amount of this contract, whichever is less, has been expended.

F.3. REPORTS AND OTHER DELIVERABLES

In addition to the requirements set forth for submission of reports in the clause of this contract entitled "Reports" (AIDAR 752.7026), the Contractor shall be responsible for submission to the S&T/POP CTO of the following deliverables:

a. Annual Work Plans

A first year work plan (five copies) due within 30 days after the contract is signed. This plan will detail the contractor's proposed activities, internal evaluation plan, calendar, allocations of human and financial resources, and overall strategy for Year 1. This work plan shall be updated each year, and fully discussed at formal annual meetings organized by the S&T/POP CTO on or about the anniversary of the contract signing.

b. Semi-Annual Reports

The contractor shall prepare semi-annual progress reports due six months after the contract signing, and every six months thereafter. These shall describe the work accomplished and its relationship to the work plan and expected outcomes. Attention should be given to results of internal evaluations and their implications for future work. The progress reports should also identify gaps in performance, the reasons for these, steps taken to address any problems, and recommended actions. In addition, the reports are to contain a financial summary of all expenditures by line item for the prime contract and for subcontracts by country, person-months, individual, and project activity in the work plan. The financial summary also shall project expenditures for the remainder of the funding period.

The precise format of these reports will be determined in consultation with the S&T/POP CTO. In general, these reports will begin with a one page summary followed by no more than ten pages of text. They will conclude with another one page summary of accomplishments during the reporting period. Appendices may be attached. Ten copies of each approved report will be sent to the S&T/POP CTO and one copy will be sent to the Contracting Officer. The S&T/POP CTO shall have the responsibility for distributing the report within the Agency and to the field missions.

c. Other Technical Reports

The contractor shall also prepare and submit other minor reports as required by S&T/POP CTO, such as the CA Cost Report, information for the Population Projects Database, and the Resource Allocation Plan.

d. Quarterly Expenditure Reports

The contractor will prepare and submit to the S&T/POP CTO quarterly expenditure reports showing current and cumulative information relating to actual and accrued contract expenditures by line item with an estimated budget for the remainder of the funding period. The report should show obligations, accrued outlays, and balances for each separate source of contract funds, eg, ST/POP, Mission buy-ins, Regional Bureaus, etc. In order to

permit A.I.D.'s Office of Financial Management to charge each account appropriately, the contractor should attach this report to the financial reports required by the applicable Payments clause.

e. Trip Reports

Within 15 working days of the first trip to each EFPPI country, the contractor shall prepare and submit in draft to the S&T/POP CTO a country workplan. This workplan will set forth the rationale underlying the strategy and the expected outcomes. The format of this document will be determined in consultation with the S&T/POP CTO prior to the first submission.

At the conclusion of contract-related travel, contractor staff shall prepare a trip report describing the background, purposes, events, and contacts of the travel and discussing plans for future activities. All trip reports will begin with a one page summary. The contractor shall submit ten copies of the summary and three copies of the complete trip report to the S&T/POP CTO for all overseas travel within 10 working days of completion of the trip. Late receipt of trip reports shall be cause for denying future travel.

f. Final Report

A Final Report shall be submitted one month prior to the contract's termination. This report will concisely summarize all contract activities and will assess the progress made toward the achievement of contract goals. The precise format of this report will be determined in consultation with the S&T/POP CTO at the beginning of Year 5.

g. Correspondence

Copies of all correspondence pertaining to substantive EFPPI matters between the contractor and foreign organizations shall be forwarded to the S&T/POP CTO.

h. Property Inventory

The Contractor shall maintain and annually report property inventory schedules for all Government property purchased and utilized under this contract in accordance with FAR 52.245-5 and AIDAR 732.245-70. One copy of the inventory schedule shall be forwarded to the Contracting Officer and two copies shall be forwarded to the Technical Officer.

i. Buy-in Activities

Upon completion of each buy-in activity financed under the companion contract, number DPE-3060-Q-00-1055-00, the Contractor shall provide the S&T/POP Technical Officer with a summary report which contains, but is not limited to, the following information: (1) type of activity, country of performance, dates of activity, and team composition; (2) objective of the activity, including scope of work, as appropriate; (3) services provided; (4) summary of any technical reports resulting from the activity; and (5) a brief summary of future potential needs of, or opportunities for, assistance.

All of the above reports shall cover work performed under both this contract and its companion contract DPE-3060-Q-00-1055-00.

F.6. 52.252-02 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

Federal Acquisition Regulation (48 CFR Chapter 1) Clause
52.212-13 Stop Work Order (AUG 1989) & Alternate I (APR 1984)

END OF SECTION F

SECTION G

CONTRACT ADMINISTRATION DATA

G.1. S&T/POP TECHNICAL OFFICER

The S&T/POP Technical Officer is Ellen Starbird, S&T/POP, A.I.D., Washington, DC 20523-1819 or her successor or designee.

G.2. PAYMENT OFFICE

The payment office, and the office to which requests for payment shall be sent, is A.I.D., PFM/FM/CMFD/LC, Room 700, SA-2, Washington, DC 20523-0209.

G.3. POST-AWARD CONTRACT ADMINISTRATION OFFICE

The post-award contract administration office is MS/OP/W/HP, A.I.D., Washington, DC 20523-1430.

G.4. SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING

The Director of the Office of Small and Disadvantaged Business Utilization (OSDBU/MRC), A.I.D., Washington, DC 20523-1414 is hereby designated as the Contracting Officer's representative, responsible for assisting the Contracting Officer in monitoring, evaluating, and documenting the Contractor's performance under the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09).

G.5. ACCOUNTING AND APPROPRIATION DATA

Funds currently obligated in this contract are chargeable as follows:

PIO/T	:	936-3060-1361377
Appropriation	:	72-1111021.4
Allotment	:	144-36-099-01-81-11
Budget Plan Code	:	DDPA-91-13600-IG11
Amount	:	\$2,000,000
Funding Source	:	S&T/POP

G.6. CONTRACTOR'S PAYMENT ADDRESS

Payments shall be made to the Contractor either by electronic funds transfer or by check mailed to the address shown on the cover page of this contract, unless otherwise indicated below:

END OF SECTION G

SECTION H

SPECIAL CONTRACT REQUIREMENTS

- H.1. SPECIAL PROVISION REGARDING THE CLAUSES ENTITLED "TRAVEL AND TRANSPORTATION (AIDAR 752.7002) AND "PERSONNEL" (AIDAR 752.7027)**
- a. In accordance with each of the above clauses of this contract, whereunder the Contractor must obtain the Contracting Officer's prior written approval for all international travel under this contract, the Contracting Officer does, hereby, provide said approval for those individuals required to travel outside the United States; provided, however, that concurrence with the assignment of any and all said individuals outside the United States is obtained by the Contractor, in writing, from the S&T/POP Technical Officer prior to their assignment abroad. Such concurrence must be within the terms of this contract, is subject to availability of funds, and shall not be construed as authorization to increase the total estimated cost of this contract or to exceed the obligated amount, whichever is less. A copy of each concurrence issued pursuant to this paragraph shall be retained by the Contractor for audit purposes.
 - b. After approval of the proposed international travel, the Contractor shall notify the USAID Mission and the S&T/POP Technical Officer, of the arrival date and time and flight identification of A.I.D. financed travellers.
 - c. The Contractor shall obtain the S&T/POP CTO's prior concurrence for travel within the United States. Such concurrence must be within the terms of this contract, is subject to availability of funds, and shall not be construed as authorization to increase the total estimated cost of this contract or to exceed the obligated amount, wherever is less.
- H.2. DEFENSE BASE ACT (DBA) INSURANCE**

Pursuant to applicable clauses of this contract entitled "Workers' Compensation Insurance (Defense Base Act)", A.I.D.'s current insurance carrier for, and from which the Contractor shall purchase, DBA insurance is Wright & Co.; 1400 I Street, N.W.; Washington, D.C. 20005; telex 440508; telephone (202) 289-0200, or (800) 424-9801 outside the Washington area (toll-free).

H.3. MEDEVAC INSURANCE

In addition to any insurance provided under the Contractor's normal personnel policies, the Contractor shall obtain medevac insurance for all its employees and consultants working overseas, on either long-term or short-term assignments.

H.4. PERSONNEL COMPENSATION

a. Limitations

Personnel compensation shall be in accordance with AIDAR clause 752.7007 entitled "Personnel Compensation." Compensation of personnel which is charged as a direct cost under this contract, like other costs, will be reimbursable in accordance with Section B.7. of this contract, and the clause of this contract entitled, "Allowable Cost and Payment" (FAR 52.216-07) and other applicable provisions of this contract, but subject to the following additional specified understandings which set limits on items which otherwise might be reasonable, allocable and allowable.

1. Salaries and wages may not exceed the Contractor's established policy and practice, including the Contractor's established pay scale for equivalent classifications of employees, which will be certified to by the Contractor, nor may any individual salary or wage, without approval of the Contracting Officer, exceed the employee's current salary or wage or the highest rate of annual salary or wage received during any full year of the immediately preceding three years. There is a ceiling on reimbursable salaries and wages paid to a person employed directly under the contract of the maximum salary rate of FS-1 (or the equivalent daily rate of the maximum FS-1 salary, if compensation is not on an annual basis), unless advance written approval is given by the Contracting Officer.
2. Salaries and wages paid while in travel status will not be reimbursed for a travel period greater than the time required for travel by the most direct and expeditious air route.
3. Salaries and wages paid to an employee serving overseas who is discharged by the Contractor for misconduct, inexcusable nonperformance, or security reasons will in no event be reimbursed for a period which extends beyond the time required to return him promptly to his point of origin by the most direct and expeditious air route.

4. Annual salary increases may not exceed those provided by the Contractor's established policy and practice. With respect to employees performing work directly under this contract, ONE ANNUAL SALARY INCREASE (TO INCLUDE MERIT, PROMOTION, AND COST OF LIVING INCREASES) OF NOT MORE THAN 5.5 PERCENT OF THE EMPLOYEE'S BASE SALARY may, subject to the Contractor's established policy and practice, be granted either after the employee's completion of each twelve-month period of satisfactory services under this contract (if the individual was not a regular employee of the Contractor prior to award of this contract) or after the employee's completion of each twelve-month period of satisfactory job performance as a regular employee of the Contractor (if the individual was a regular employee of the Contractor prior to award of this contract). Annual salary increases of any kind exceeding these limitations or which cause the employee's salary to exceed the maximum salary of FS-1 may be granted only with the advance written approval of the Contracting Officer.

b. In addition to the requirements set forth above, the following criteria shall be met:

1. Consultants

The use of consultants is authorized under this contract, subject to the prior written concurrence of the S&T/POP Technical Officer that the proposed consultant is suitable for the task assigned. Fees paid to consultants and reimbursed hereunder shall be reasonable in accordance with FAR cost principles set forth at 31.205-33 entitled "Professional and Consultant Service Costs," and shall not exceed, without the specific prior approval of the Contracting Officer, 1) a daily rate based on current compensation or the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years, or 2) the maximum daily salary rate of a Foreign Service Officer Class 1 (FS-1), whichever is less. The Contractor shall ensure that no individual receives dual compensation with regard to State and Federal funds. (NOTE: Daily rates are determined by dividing the consultant's annual compensation by 260 days). Six-day work weeks may be authorized by obtaining the prior written approval of the S&T/POP Technical Officer.

2. Third Country National (TCN) and Cooperating Country National (CCN) Compensation

Salaries and wages paid to third country or cooperating country nationals may not, without specific written approval of the Contracting Officer, exceed either the Contractor's established policy and practice; or the level of salaries paid to equivalent personnel by the USAID Mission in the Cooperating Country; or the prevailing rates in the Cooperating Country, as determined by A.I.D., paid to personnel of equivalent technical competence. In no event shall compensation for such persons exceed the FS-1 rate, unless approved in writing in advance by the Contracting Officer.

3. Work Week

U.S. Employees. The work week for the Contractor's U.S. employees shall not be less than the established practice of the Contractor.

Overseas Employees. The work week for the Contractor's overseas employees shall not be less than forty (40) hours and shall be scheduled to coincide with the work week for those employees of the A.I.D. Mission and the Cooperating Country associated with work under this contract. Six-day work weeks are subject to the approval of the S&T/POP Technical Officer and the cognizant A.I.D. Mission Director.

c. Definitions

As used herein, the terms "Salaries," "Wages," and "Compensation" mean the periodic remuneration received for professional or technical services rendered exclusive of overseas differential or other allowances associated with overseas service unless otherwise stated. The term "Compensation" includes payments for personal services (including fees and honoraria). It excludes earnings from sources other than the individual's professional or technical work, overhead, or other charges.

H.5. TECHNICAL DIRECTIONS/RELATIONSHIP WITH A.I.D.

Performance of the work hereunder will be subject to the technical directions of the cognizant A.I.D. Technical Officer (CTO). As used herein, "Technical Directions" are directions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise complete the general scope of the work. The CTO will

undertake site visits, attend workshops and conferences and undertake management reviews and evaluations, as deemed appropriate by A.I.D., to review contract implementation. All publications resulting from subprojects must be submitted to A.I.D. for prior clearance. "Technical Directions" must be within the terms of this contract, and will not constitute changes (as described in the clause of this contract entitled "Changes - Cost Reimbursement" [FAR 52.243-02, Alternate II]), which may only be issued by the Contracting Officer. The Contractor shall comply with the clause of this contract entitled "Notification of Changes" (FAR 52.243-07).

The A.I.D. Technical Officer will work with the contractor in identifying appropriate countries and potential subproject opportunities. The A.I.D. Technical Officer will also assist the project by providing liaison with regional bureaus and missions. All aspects of international travel and project implementation must be reviewed and approved in advance by the A.I.D. Technical Officer. The Contractor shall obtain mission and bureau clearance for all travel and proposed activities. The A.I.D. Technical Officer will review and approve consultants and contractor staff assigned for each activity. Salaries of consultants and contractor staff will be approved by the Contracting Officer when required under Section H.4.

The Contractor shall keep the A.I.D. Technical Officer apprised of the status of technical services provided under the contract. Regular planning meetings will be established between the senior staff of the contract and the A.I.D. Technical Officer. In addition, the contractor shall present to A.I.D. the comprehensive five-year strategy and annual workplans. Other debriefings at A.I.D. will be scheduled as needed.

H.6. PROCUREMENT AND SUBCONTRACTING

For the purposes of this contract, the following A.I.D. eligibility rules apply (see also AIDAR 752.7004):

a. Authorized Geographic Code

Except as specified below, all goods/commodities shall have their source and origin in the United States (A.I.D. Geographic Code 000) or the Cooperating Country*, and shall meet A.I.D.'s componentry requirements, except as the Contracting Officer may otherwise agree in writing. Because the Cooperating Country is authorized for source and origin purposes, the clause of this contract entitled "Local Cost Financing With U.S. Dollars" (AIDAR 752.7017) applies.

*Each developing country in which training or other assistance takes place under this contract shall be considered a Cooperating Country.

b. Local Cost Financing

The financing of local costs must fall within the legitimate needs of the scope of work applicable to this Contract, and may not exceed the following limitations:

1. Procurement locally of items of U.S. origin up to a per transaction limit of the local currency equivalent of \$100,000.
2. Procurement locally of items of non-U.S. origin up to a per transaction limit of the local currency equivalent of \$50,000.
3. Commodities and services available only in the local economy (no specific per transaction value applies to this category). This category includes the following items;
 - a. utilities - including fuel for heating and cooking, waste disposal and trash collection;
 - b. communications - telephone, telex, fax, postal, and courier services;
 - c. rental costs for housing and office space;
 - d. petroleum, oils, and lubricants for operating vehicles and equipment;
 - e. newspapers, periodicals, and books published in the cooperating country, and
 - f. other commodities and services (and related expenses) that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating country.

In cases where local cost procurements are expected to exceed the above limitations, and authorization for such procurement does not already exist in the Contract, the Contractor must obtain approval from the A.I.D. Contracting Officer prior to proceeding with the procurement.

c. Government Owned Organizations

Except as the Contracting Officer may otherwise agree in writing, a Government Owned Organization, i.e., a firm operated as a commercial company or other organizations (including nonprofit organizations other than public educational institutions) which are wholly or partially owned by governments or agencies thereof, are not eligible for A.I.D. financing hereunder.

d. With the exception of any subcontractors identified in the Contractor's proposal and/or best and final offer which was accepted by A.I.D. through award of this contract, additional subcontracting by the Contractor is not generally anticipated. However, should additional subcontracting become necessary, the Contractor shall comply fully with requirements set forth in FAR 52.244-2, "Subcontracts under Cost-Reimbursement and Letter Contracts". Notwithstanding the above, it is recognized that during performance particularly overseas, small dollar subcontracting will be required for services such as videotaping, etc. It is further recognized that subcontracting with local, host country institutions may be required for the development of subprojects and preparation of protocols. These type of activities will be permitted in accordance with applicable regulations.

e. Automation Equipment

In addition to the requirements of Section H.6.(a) above and H.6.(f) below, the Contractor must obtain the specific approval of the Contracting Officer for any purchases of automation equipment (e.g., computers, word processors, etc.), software, or related services made hereunder, if the total cost of such purchases will exceed \$100,000. The Contracting Officer must, in turn, have the concurrence of A.I.D./Washington, M/SER/IRM, before providing any such approvals.

f. Anticipated Purchases

It is anticipated that the Contractor shall purchase the following items of nonexpendable equipment:

Computers & Printers
Laptops
Fax & Modem

Notwithstanding the foregoing, prior to purchasing any nonexpendable equipment, the Contractor shall perform an analysis of the cost of purchasing such equipment vs. the cost of leasing such equipment, and shall submit such analyses to the S&T/POP CTO, together with the request to lease or purchase. The S&T/POP CTO must approve each purchase or lease.

g. Government Property

With respect to nonexpendable equipment purchased by the Contractor hereunder, the Contractor shall comply with all requirements of the clauses of this contract entitled "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-05) and "Government Property -- AID Reporting Requirements" (AIDAR 752.245-70).

h. Small Business and Small Disadvantaged Business Subcontracting

The Contractor shall comply with the requirements of the clauses of this contract entitled, "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" (FAR 52.219-08 and AIDAR 752.219-08) and, if applicable, "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09).

i. Subcontracting with Disadvantaged Enterprises

Not less than ten (10) percent of the dollar value of this contract must be subcontracted to disadvantaged enterprises as described in paragraph (b) of AIDAR clause 752.226-2. As provided in 752.226-2(b), Disadvantaged enterprises means U.S. organizations or individuals that are: (1) business concerns (as defined in FAR 19.001) owned and controlled by socially and economically disadvantaged individuals; (2) institutions designated by the Secretary of Education, pursuant to 34 CFR 608.2, as historically Black colleges and universities; (3) colleges and universities having a student body in which more than 40 percent of the students are Hispanic American; or (4) private voluntary organizations which are controlled by individuals who are socially and economically disadvantaged. "Controlled by socially and economically disadvantaged individuals" means management and daily business are controlled by one or more such individuals. "Owned by socially and economically disadvantaged individuals" means at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock owned by one or more socially and economically disadvantaged individuals. "Socially and economically disadvantaged individuals" has the same meaning as in FAR 19.001, except that the term also includes women. Any individual who certifies that he or she is a Black American, Hispanic American, Native American (as defined in FAR 19.001), Asian-Pacific American (as defined in

FAR 19.001), Subcontinent-Asian American (as defined in FAR 19.001), or a woman shall be presumed to be a socially and economically disadvantaged individual. As provided in 752.226-2(c) Contractors should require representations from their subcontractors regarding their status as a disadvantaged enterprise. Contractors acting in good faith may rely on such representations by their subcontractors.

H.7. ORDINARY COURSE OF BUSINESS

With respect to the clauses of this contract entitled, "Allowable Cost and Payment" (FAR 52.216-07) and "Documentation for Payment" (AIDAR 752.7003), it is understood and agreed that the Contractor may, in some circumstances, invoice and be paid for recorded costs for items or services purchased directly for this contract, even though the Contractor has not yet paid for those items or services; provided, that such costs are paid in the ordinary course of business. "The ordinary course of business" is defined in accordance with the principles established by the Prompt Payment Act, Public Law 97-177 (96 Stat. 85, 31 USC 1801), i.e. within 30 days after the Contractor's receipt of payment from A.I.D. for such costs. In those instances where the Contractor properly invoices and is paid for recorded costs which have not yet been paid by the Contractor, the Contractor agrees to pay all such costs, and especially employee compensation, consultants, subcontractors, suppliers, support of participants, and costs incurred in the Cooperating Country, in the ordinary course of business. Failure to do so may be considered nonperformance by the Contractor.

H.8. TRAVEL EXPENSES

Notwithstanding any other provision of this contract, if any of the personnel utilized hereunder are discharged by the Contractor for misconduct or inexcusable nonperformance, travel and transportation costs associated with the assignment of substitute personnel therefore shall not be an allowable cost under this contract. Misconduct shall be defined as the deliberate and/or repeated disregard for the laws and regulations of the Cooperating Country or of A.I.D., the continued existence of conflict of interest after advice that such conflict exists, or general behavior unbecoming a professional serving as a part of the U.S. foreign assistance program (see also the clause of this contract entitled, "Personnel" [AIDAR 752.7027]). Inexcusable nonperformance shall be defined as unauthorized absences or failure to undertake and/or complete assigned tasks which are within the scope of this contract, when such absences or failures are within the control of the individual.

H.9. SUBMISSION OF COMPLETION VOUCHER

The clause of this contract entitled, "Allowable Cost and Payment" (FAR 52.216-07), provides in Paragraph (h)(1) that "...the Contractor shall submit a completion invoice or voucher, designated as such, promptly [emphasis added] upon completion of the work...". The term "promptly" is not defined in the clause. In order to avoid ambiguity, and to ensure expeditious closeout of completed contracts, the term "promptly" is defined as 60 days from the actual completion date of the contract, unless otherwise approved in writing by the Contracting Officer. The Contractor shall have up to one year after completion of the contract effort (or longer, as the Contracting Officer may approve in writing), or until a mutually acceptable final release has been signed, to submit a revised completion voucher, should circumstances warrant. Upon receipt of the final voucher, the Contracting Officer shall begin actions necessary to properly close the contract. Processing of the final voucher for payment shall not begin until compliance by the Contractor with all terms and conditions of the contract.

END OF SECTION H

SECTION I
CONTRACT CLAUSES

I.1. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.252.04 Alterations in Contract (APR 1984)

Portions of this contract are altered as follows:

- (a) In clause "Security Requirements" (FAR 52.204-2) make the following change:

Paragraph (a) is changed to read as follows: "This clause applies to the extent that this contract involves access to classified ('Confidential', 'Secret', 'Top Secret'), or administratively controlled ('Limited Official Use') information."

- (b) If the Contractor is an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.3...".
- (c) If the Contractor is a not-for-profit organization, other than an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.7...".
- (d) In clause "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" (FAR 52.219-8) add the following paragraph:

"AID small business provision. To permit AID, in accordance with the small business provisions of the Foreign Assistance Act, to give small business firms an opportunity to participate in supplying equipment supplies and services financed under this contract, the Contractor shall, to the maximum extent possible, provide the following information to the Office of Small and Disadvantaged Business Utilization (OSDBU), AID, Washington, D.C. 20523-1414, at least 45 days prior to placing any order in excess of \$25,000, except where a shorter time is requested of, and granted by OSDBU:

- (1) Brief general description and quantity of commodities or services;

- (2) Closing date for receiving quotations or bids;
and
(3) Address where invitations or specifications may
be obtained."
- (e) In the clause entitled "Payment for Overtime Premiums"
(FAR 52.222-02), insert "zero" in the blank in paragraph
(a).
- (f) In clause "Workers' Compensation and War-Hazard Insurance
Overseas" (FAR 52.228-3) add the following:
- "(a) The Contractor agrees to procure Defense Base Act
(DBA) insurance pursuant to the terms of the contract
between AID and AID's DBA insurance carrier unless the
Contractor has a DBA self insurance program approved by
the Department of Labor or has an approved retrospective
rating agreement for DBA.
- (b) If AID or the Contractor has secured a waiver of DBA
coverage for Contractor's employees who are not citizens
of, residents of, or hired in the United States, the
Contractor agrees to provide such employees with worker's
compensation benefits as required by the laws of the
employees native country, whichever offers greater
benefits. The list of countries for which AID has
secured waiver of DBA coverage is shown in AIDAR
728.305-70(a) (2) (48 CFR 728.305-70(a) (2)).
- (c) The Contractor further agrees to insert in all
subcontracts hereunder to which the DBA is applicable, a
clause similar to this clause, including this sentence,
imposing on all subcontractors a like requirement to
provide overseas workmen's compensation insurance
coverage and obtain DBA coverage under the AID
requirements contract."
- (g) In clause "Insurance-Liability to Third Persons" (FAR
52.228-7) add the following paragraph:
- "(h) Insurance on private automobiles. If the
Contractor or any of its employees or their dependents
transport or cause to be transported (whether or not at
contract expense) privately owned automobiles to the
Cooperating Country, or they or any of them purchase an
automobile within the Cooperating Country, the Contractor
agrees to make certain that all such automobiles during
such ownership within the Cooperating Country will be
covered by a paid-up insurance policy issued by a
reliable company providing the following minimum

coverages or such other minimum coverages as may be set by the Mission Director, payable in United States dollars or its equivalent in the currency of the Cooperating Country: injury to persons, \$10,000/\$20,000; property damage, \$5,000. The premium costs for such insurance shall not be a reimbursable cost under this contract. Copies of such insurance policies shall be preserved and made available as part of the Contractor's records which are required to be preserved and made available by the "Examination of Records by the Comptroller General" and "Audit" clauses of this contract."

- (h) In the clause entitled "Taxes - Foreign Cost Reimbursement Contracts (FAR 52.229-08), insert "the Cooperating Country" and "the Cooperating Country", respectively, in the blanks.
- (i) In the clause entitled "Notification of Changes" (FAR 52.243-07), insert "7 days" in the blank in paragraph (b).
- (j) In clause "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-5) insert the following preceding the text of the FAR clause:

"The term "Government furnished property: wherever it may appear in the following clause, shall mean (1) non-expendable personal property owned by or leased to the U.S. Government and furnished to the contractor and (2) personal property furnished either prior to or during the performance of this contract by any U.S. Government accountable officer to the contractor for use in connection with performance of this contract and identified by such officer as accountable. The term "government property", wherever it may appear in the following clause, shall mean government-furnished property and non-expendable personal property title to which vests in the U.S. Government under this contract. Non-expendable property, for purposes of this contract, is defined as property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500."

Reporting Requirement to be inserted following the text of the FAR clause.

"Reporting Requirements: The contractor will submit an annual report on all non-expendable property in a form and manner acceptable to AID substantially as follows:

ANNUAL REPORT OF GOVERNMENT PROPERTY
IN CONTRACTOR'S CUSTODY
(Name of Contractor)
As of (End of Contract Year), 19xx

	Motor Vehicles	Furniture and furnishings-- Office Living quarters	Other non-expendable property
A. Value of property as of last report			
B. Transactions during this reporting period.			
1. Acquisitions (add):			
a. Purchased by contractor <u>1/</u>			
b. Transferred from AID <u>2/</u>			
c. Transferred from others without reimbursement <u>3/</u>			
2. Disposals (deduct):			
a. Returned to AID			
b. Transferred to AID- Contractor Purchased			
c. Transferred to other Government agencies <u>3/</u>			
d. Other disposals <u>3/</u>			
C. Value of property as of reporting date			
D. Estimated average age of contractor held property	Years	Years	Years
<u>1/Property which is complete in itself, does not lose its identity</u>			

or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500.

2/Government furnished property listed in this contract as non-expendable.

3/Explain if transactions were not processed through or otherwise authorized by AID.

PROPERTY INVENTORY VERIFICATIONS

I attest that (1) physical inventories of Government property are taken not less frequently than annually; (2) the accountability records maintained for Government property in our possession are in agreement with such inventories; and (3) the total of the detailed accountability records maintained agrees with the property value shown opposite line C above, and the estimated average age of each category of property is as cited opposite line D above.

Authorized Signature

52.252-02 Clauses Incorporated by Reference (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

52.202-01 Definitions (APR 1984)
52.203-01 Officials Not to Benefit (APR 1984)
52.203-03 Gratuities (APR 1984)
52.203-05 Covenant Against Contingent Fees (APR 1984)
52.203-06 Restrictions on Subcontractor Sales to the Government (JUL 1985)
52.203-07 Anti-Kickback Procedures (OCT 1988)
52.203-09 Requirements for Certification of Procurement Integrity-Modification (NOV 1990)
52.203-10 Price or Fee Adjustment for Illegal or Improper Activity (SEP 1990)
52.203-12 Limitation on Payments to Influence Certain Federal Transactions (JAN 1990)
52.204-02 Security Requirements (APR 1984)
52.207-03 Right of First Refusal of Employment (JUL 1990)
52.209-06 Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (May 1989)
52.212-01 Time of Delivery (APR 1984)
52.212-13 Stop Work Order (AUG 1989) & Alt. I (APR 1984)

52.215-01 Examination of Records by Comptroller General (APR 1984)
 52.215-02 Audit-Negotiation (DEC 1989)
 52.215-22 Price Reduction for Defective Cost or Pricing Data (JAN 1991)
 52.215-24 Subcontractor Cost or Pricing Data (APR 1985)
 52.215-26 Integrity of Unit Prices (APR 1987)
 52.215-30 Facilities Capital Cost of Money (SEP 1987)
 52.215-31 Waiver of Facilities Capital Cost of Money (SEP 1987)
 52.215-33 Order of Precedence (JAN 1986)
 52.216-07 Allowable Cost and Payment (APR 1984)
 52.216-11 Cost Contract-No Fee (APR 1984)
 52.216-15 Predetermined Indirect Cost Rates (APR 1984)
 52.219-08 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990)
 52.219-09 Small Business and Small Disadvantaged Business Subcontracting Plan (JAN 1991)
 52.219-13 Utilization of Women-Owned Small Businesses (AUG 1986)
 52.219-14 Limitations on Subcontracting (OCT 1987)
 52.219-16 Liquidated Damages-Small Business Subcontracting Plan (AUG 1989)
 52.220-01 Preference for Labor Surplus Area Concerns (APR 1984)
 52.220-03 Utilization of Labor Surplus Area Concerns (APR 1984)
 52.220-04 Labor Surplus Area Subcontracting Program (APR 1984)
 52.222-01 Notice to the Government of Labor Disputes (APR 1984)
 52.222-02 Payment for Overtime Premiums (JUL 1990)
 52.222-03 Convict Labor (APR 1984)
 52.222-26 Equal Opportunity (APR 1984)
 52.222-28 Equal Opportunity Preaward Clearance of Subcontracts (APR 1984)
 52.222-29 Notification of Visa Denial (APR 1984)
 52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984)
 52.222-36 Affirmative Action for Handicapped Workers (APR 1984)
 52.222-37 Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 1988)
 52.223-02 Clean Air and Water (APR 1984)
 52.223-06 Drug-Free Workplace (JUL 1990)
 52.224-01 Privacy Act Notification (APR 1984)
 52.224-02 Privacy Act (APR 1984)
 52.225-11 Restrictions on Certain Foreign Purchases (APR 1991)
 52.225-13 Restrictions on Contracting With Sanctioned Persons (APR 1991)
 52.227-01 Authorization and Consent (APR 1984)
 52.227-02 Notice and Assistance Regarding Patent and Copyright Infringement (APR 1984)
 52.227-03 Patent Indemnity (APR 1984)

52.227-08 Reporting of Royalties (Foreign) (APR 1984)
 52.227-09 Refund of Royalties (APR 1984)
 52.227-10 Filing of Patent Applications-Classified Subject
 Matter (APR 1984)
 52.227-11 Patent Rights-Retention by the Contractor (Short Form)
 (JUN 1989)
 52.227-14 Rights in Data - General (JUN 1987)
 52.228-03 Workers' Compensation Insurance (Defense Base Act)
 (APR 1984)
 52.228-04 Workers' Compensation and War-Hazard Insurance
 Overseas (APR 1984)
 52.228-07 Insurance-Liability to Third Persons (APR 1984)
 52.229-08 Taxes-Foreign Cost-Reimbursement Contracts (MAR 1990)
 52.230-03 Cost Accounting Standards (SEP 1987)
 52.230-04 Administration of Cost Accounting Standards (SEP 1987)
 52.230-05 Disclosure and Consistency of Cost Accounting
 Practices (SEP 1987)
 52.232-09 Limitation on Withholding of Payments (APR 1984)
 52.232-17 Interest (JAN 1991)
 52.232-18 Availability of Funds (APR 1984)
 52.232-20 Limitation of Cost (APR 1984)
 52.232-22 Limitation of Funds (APR 1984)
 52.232-23 Assignment of Claims (JAN 1986)
 52.232-25 Prompt Payment (APR 1989)
 52.232-28 Electronic Funds Transfer Payment Methods (APR 1989)
 52.233-01 Disputes (APR 1984) - Alternate I (APR 1984)
 52.233-03 Protest After Award - Alternate I (AUG 1989)
 52.237-03 Continuity of Services (APR 1984)
 52.242-01 Notice of Intent to Disallow Costs (APR 1984)
 52.242-13 Bankruptcy (APR 1991)
 52.243-02 Changes-Cost Reimbursement (AUG 1987) - Alternate II
 (APR 1984)
 52.243-07 Notification of Changes (APR 1984)
 52.244-02 Subcontracts under Cost-Reimbursement and Letter
 Contracts (JUL 1985)
 52.244-05 Competition in Subcontracting (APR 1984)
 52.245-05 Government Property (Cost Reimbursement,
 Time-and-Material, or Labor-Hour Contracts) (JAN 1986)
 52.246-03 Inspection of Supplies-Cost Reimbursement (APR 1984)
 52.246-05 Inspection of Services - Cost-Reimbursement (APR 1984)
 52.246-23 Limitation of Liability (APR 1984)
 52.246-25 Limitation of Liability - Services (APR 1984)
 52.247-01 Commercial Bill of Lading Notations (APR 1984)
 52.247-63 Preference for U.S.-Flag Air Carriers (APR 1984)
 52.247-64 Preference for Privately Owned U.S.-Flag Commercial
 Vessels (APR 1984)
 52.249-06 Termination (Cost-Reimbursement) (MAY 1986) &
 Alternate IV (APR 1984)
 52.249-14 Excusable Delays (APR 1984)

I.2. A.I.D. ACQUISITION REGULATION (48 CFR CHAPTER 7) CLAUSES

752.202
Alt. 70 AID Definitions Clause -- General Supplement for Use
in All AID Contracts (JAN 1990)

752.202
Alt. 72 AID Definitions Clause -- Supplement for AID Contracts
Involving Performance Overseas (DEC 1986)

752.226-2 Subcontracting With Disadvantaged Enterprises (April
1991)

752.245-71 Title to and Care of Property (APR 1984)

752.7001 Biographical Data (DEC 1988)

752.7002 Travel and Transportation (JAN 1990)

752.7003 Documentation for Payment (APR 1984)

752.7004 Source and Nationality Requirements (APR 1989)

752.7005 Language, Weights, and Measures (APR 1984)

752.7006 Notices (APR 1984)

752.7007 Personnel Compensation (AUG 1984)

752.7008 Use of Government Facilities or Personnel (APR 1984)

752.7009 Marking (APR 1984)

752.7010 Conversion of U.S. Dollars to Local Currency (APR 1984)

752.7011 Orientation and Language Training (APR 1984)

752.7012 Protection of the Individual as a Research Subject
(APR 1984)

752.7013 Contractor-Mission Relationships (OCT 1989)

752.7014 Notice of Changes in Travel Regulations (JAN 1990)

752.7015 Use of Pouch Facilities (APR 1984)

752.7016 Family Planning and Population Assistance Activities
(AUG 1986)

752.7017 Local Cost Financing with U.S. Dollars (APR 1984)

752.7025 Approvals (APR 1984)

752.7026 Reports (OCT 1989)

752.7027 Personnel (DEC 1990)

752.7028 Differentials and Allowances (DEC 1988)

752.7029 Post Privileges (DEC 1990)

752.7030 Inspection Trips by Contractor's Officers and
Executives (APR 1984)

752.7031 Leave and Holidays (OCT 1989)

752.7032 International Travel Approval and Notification
Requirements (JAN 1990)

752.7033 Physical Fitness (DEC 1990)

END OF SECTION I

AID (1981)
0-87

PIO/T

AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country

WORLDWIDE

Page 1 of 3 Pages

2. PIO/T No.

1361377

3. Original or
Amendment No. _____

4. Project/Activity No. and Title

936-3060 Evaluating Family Planning
Program Impact (EFPI)

Doc. Type: RFP Doc. No: 0010

DISTRIBUTION

5. Appropriation Symbol

72-1111021.4

6. Budget Plan Code 144-36-099-01-81-11

DDPA-91-13600-IG11

7. Obligation Status

Administrative Reservation

Implementing Document

8. Project Assistance Completion Date

(Mo., Day, Yr.) 9/30/01

9. Authorized Agent

MS/OP/W

10. This PIO/T is in full conformance with PRO/AG No.

PAF signed AA/S&T

Date 4/26/91

11a. Type of Action and Governing AID Handbook

AID Contract
(HB 14)

AID Grant or
Cooperative Agreement
(HB 13)

PASA/RSSA
(HB 12)

Other

11b. Contract/Grant/Cooperative Agreement/
PASA/RSSA Reference Number (if this is
an Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No. _____)

Maximum AID Financing Available	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
					2,000,000
	B. U.S. Owned Local Currency				

13. Mission
References

14A. Instructions to Authorized Agent

CN required; will advise when funds contract is signed.
Request that you issue a Request for Proposals (RFP) in order to negotiate a five-year competitive contract for the services contained in the attached scope of work. Evaluation criteria for procurement are listed in an attachment. Work should begin NLT 9/30/91 and continue to 9/29/96. The funds in this PIO/T cover the first 12 months of the contract. A detailed budget is attached.

14B. Address of Voucher Paying Office

Agency for International Development
FM/CMPD/DCB, Room 700, SA-2
Washington, D.C. 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances

A. The Project Officer certifies that the specifications in the statement of work or program description are technically adequate.

Phone No.

54581

Date

4/29/91

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.

Date

4/29/91

S&T/POP/P&E:EHStarbird *ehs*

Date 4/29/91

S&T/POP:EMaguire *em*

C. S&T/POP/P&E:SRadloff *sr*

Date 4/29/91

D. Funds for the services requested are available

Date

S&T/POP/OCS:KKosar *kk*

Date 4/29/91

FM/A/PNP:Randerson

E. S&T/POP:DGillespie *dg*

Date 4/29/91

S&T/PO:LThompson *lt*

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to

Signature _____

Date _____

Title _____

17. For the Agency for International Development

Signature

Elizabeth P. Roche
Elizabeth P. Roche

Date

4/30/91

Title

Chief, S&T/PO/PR

*See HB 1, Sep. A, App. C, Att B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action.

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