

PD-ABC-587
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U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
ROCAP

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REGIONAL OFFICE FOR CENTRAL AMERICAN PROGRAMS

Guatemala,
August 7, 1990

F

COOPERATIVE FOR AMERICAN RELIEF
EVERYWHERE -CARE-
15 Ave. 3-66, Zona 13
Guatemala City, 01013, Guatemala

Subject: Cooperative Agreement No. 596-0150-A-00-0586-00

Gentlemen:

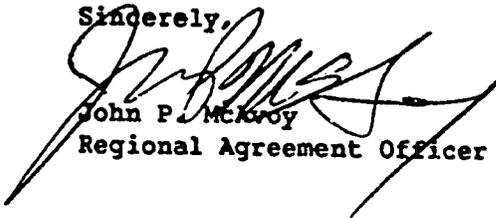
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter known as AID or USAID) hereby grants to Cooperative for American Relief Everywhere (hereinafter known as Recipient or CARE) the sum of Five Million Five Hundred Thousand US Dollars (\$5,500,000) to provide support over the life of the agreement for: Regional Environmental Strategic Planning, Monitoring and Information Dissemination; Regional Environmental Education and Awareness Programs; Regional Wildlands Management; and Improved Conservation Information Availability and Use objectives of the RENARM Project, as more fully described in Attachment No. 1 entitled Schedule and Attachments Nos. 2, 3, 4, and 5 entitled Program Description.

This Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the recipient in furtherance of program objectives during the period beginning with the effective date and ending no later than August 6, 1995. This agreement is made to the Recipient on the condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1 entitled the Schedule, Attachments 2, 3, 4, and 5 entitled "Program Description", and Attachment 6 entitled "Standard Provisions", which have been agreed to by your organization.

HEADQUARTERS : 2a Calle 15-65, Zona 13. - Guatemala City, Guatemala, C.A.

Please sign the original and five (5) copies of this letter to acknowledge your receipt of the Agreement and return the original and (4) copies to USAID/Guatemala, Attention Regional Contracts Office.

Sincerely,



John P. McCrooy
Regional Agreement Officer

Attachments:

1. Schedule
2. Program Description - RFA 90-015
3. Program Description - RFA 90-016
4. Program Description - RFA 90-017
5. Program Description - RFA 90-018
6. Standard Provisions

ACKNOWLEDGED:

By Sandra C. ...
Title Director, Technical Assistance Group
Date November 16, 1990

FISCAL DATA

Appropriation No.:	72-1101021
Budget Plan Code:	LDNA-90-25596-KG13, LDHA-90-25596-KG13
PIO/T No.:	596-0150-3-00039, 00040, 00041, 00042, 00096
Project No.:	596-0150
Total Estimated Amount:	\$5,500,000.00
Total Obligated Amount:	\$5,500,000.00

(5158G)

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Alternate I

A. The grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer of any criminal drug statute conviction of for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination; or

(2). Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health law enforcement, or other appropriate agency;

(a) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)


Signature

November 16, 1990

Date

ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON
DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

CARE (hereinafter called the "Applicant") hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from AID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with requirements of:

- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d) which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance,
- (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance,
- (3) The Age Discrimination Act of 1975, as amended, (Pub. L. 95-478) which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds,
- (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
- (5) AID regulations implementing the above non-discrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

If the Applicant is an institution of higher education, the Assurances given herein extend the admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the Applicant establishes to the satisfaction of the AID Administrator that the institution's practices is designated part or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of or participants in such program.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this Assurance on behalf of the Applicant.

By (Signature) *Sandra Laumark* Title Director, Technical Assistance Group

Typed Name Sandra R. Laumark Date November 16, 1990

**CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS
TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
(52.203-11, JAN 1990)**

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989, that --

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer, and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of Provision)

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**LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
(52.203-12, JAN 1990)**

(a) Definitions

"Agency", as used in this clause, means executive agency as defined in 2.101.

"Covered Federal action", as used in this clause, means any of the following Federal actions:

- (a) The awarding of any Federal Contract.
- (b) the making of any Federal grant.
- (c) The making of any Federal loan.
- (d) The entering into of any cooperative agreement.
- (e) the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

"Indian tribe" and "tribal organization," as used in this clause, have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C.450B) and include Alaskan Natives.

"Influencing or attempting to influence," as used in this clause, means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government," as used in this clause, means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments,, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency," as used in this clause, includes the following individuals who are employed by an agency.

(a) An individual who is appointed to a position in the Government, under title 5, United States Code, including a position under a temporary appointment.

(b) A member of the uniformed services, as defined in subsection 101(3), title 37, United States Code.

(c) A special Government employee, as defined in section 202, title 18, United States Code.

(d) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, United States Code, appendix 2.

"Person," as used in this clause, means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Reasonable compensation," as used in this clause, means, with respect to a regularly employed officer or employee of any person, compensation that is consistent with the normal compensation for such officer or employee for work that is not furnished to, not funded by, or not furnished in cooperation with the Federal Government.

"Reasonable payment," as used in this clause, means, with respect to professional and other technical services, a payment in an amount at is consistent with the amount normally paid for such services in the private sector.

"Recipient," as used in this clause, includes the Contractor and all subcontractors. This term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed," as used in this clause, means, with respect to an officer or employee of a person requesting or receiving a Federal contract, an officer or employee who is employed by such person for at least 130 working days within 1 year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract. An officer or employee who is employed by such person for less than 130 working days within 1 year immediately preceding the date of the submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State," as used in this clause, means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibitions

(1) Section 1352 of title 31, United States Code, among other things, prohibits a recipient of a Federal contract, grant, loan, or cooperative agreement from using appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.

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(2) the Act also requires Contractors to furnish a disclosure if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement.

(3) The prohibitions of the Act do not apply under the following conditions:

(i) Agency and legislative liaison by own employees

(A) The prohibition on the use of appropriated funds, in subparagraph (b)(1) of this clause, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action if the payment is for agency and legislative liaison activities not directly related to a covered Federal action.

(B) For purposes of subdivision (b)(3)(i)(A) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(C) The following agency and legislative liaison activities are permitted at any time where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency the qualities and characteristics (including individual demonstrations) of the person's products or services, conditions or terms of sale, and service capabilities.

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(D) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action --

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Pub. L.95-507, and subsequent amendments.

(E) Only those services expressly authorized by subdivision (b)(3)(i)(A) of this clause are permitted under this clause.

(ii) Professional and technical services

(A) The prohibition on the use of appropriated funds, in subparagraph (b)(1) of this clause, does not apply in the case of--

(1) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(2) Any reasonable payment to a person, other than an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(B) For purposes of subdivision (b)(3)(ii)(A) of this clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline. For example, drafting of a legal document accompanying a bid or proposal by a lawyer is allowable. Similarly, technical advice provided by an engineer on the performance or operational capability of a piece of equipment rendered directly in the negotiation on a contract is allowable. However, communications with the intent to influence made by a professional (such as a licensed lawyer) or a technical person (such as a licensed accountant) are not allowable under this section unless they provide advice and analysis directly applying their professional or technical expertise and unless the advice or analysis is rendered directly and solely in the preparation, submission or negotiation of a covered Federal action. Thus, for example, communications with the intent to influence made by a lawyer that do not provide legal advice or analysis directly and solely related to the legal aspects of his or her client's proposal, but generally advocate one proposal over another are not allowable under this section because the lawyer is not providing professional legal services. Similarly, communications with the intent to influence made by an engineer providing an engineering analysis prior to the preparation or submission of a bid or proposal are not allowable under this section since the engineer is providing technical services but not directly in the preparation, submission or negotiation of a covered Federal action.

(C) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation and any other requirements in the actual award documents.

(D) Only those services expressly authorized by subdivisions (b)(3)(ii)(A)(1) and (2) of this clause are permitted under this clause.

(E) The reporting requirements of F.R 3.803(a) shall not apply with respect to payments of reasonable compensation made to regularly employed officers or employees of a person.

(iii) Disclosure

(A) The Contractor who requests or receives from an agency a Federal contract shall file with that agency a disclosure form, OMB standard form LLL, Disclosure of Lobbying Activities, if such person has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered Federal action), which would be prohibited under subparagraph (b)(1) of this clause, if paid for with appropriated funds.

(B) The Contractor shall file a disclosure form at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under subparagraph (c)(1) of this clause. An event that materially affects the accuracy of the information reported includes --

(1) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or

(2) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or

(3) A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.

(C) The Contractor shall require the submittal of a certification, and if required, a disclosure form by any person who requests or receives any subcontract exceeding \$100,000 under the Federal contract.

(D) All subcontractor disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the prime Contractor. The prime Contractor shall submit all disclosures to the Contracting Officer at the end of the calendar quarter in which the disclosure form is submitted by the subcontractor. Each subcontractor certification shall be retained in the subcontract file of the awarding Contractor.

(iv) Agreement. The Contractor agrees not to make any payment prohibited by this clause.

(v)Penalties.

(A) Any person who makes an expenditure prohibited under paragraph (a) of this clause or who fails to file or amend the disclosure form to be filed or amended by paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(B) Contractors may rely without liability on the representation made by their subcontractors in the certification and disclosure form.

(vi)Cost Allowability. Nothing in this clause makes allowable or reasonable any costs which would otherwise be unallowable or unreasonable. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any other provision.

(End of Clause)

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AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON D C 20523

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Solicitation No. 90/015/016/017/018
Application/Proposal No. NA
Date of Application/Proposal May 7, 1990
Name of Applicant/Grantee CARE
Typed Name and Title Sandra R. Laumark, Director; Technical Ass't. Group

Signature Sandra Laumark Date November 16, 1990

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SPECIAL PROVISION

RESTRICTIONS ON LOBBYING

(a) Definitions. As used in this clause,

"Agency," as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal action" means any of the following Federal actions:

- (1) The awarding of any Federal contract;
- (2) The making of any Federal grant;
- (3) The making of any Federal loan;
- (4) The entering into of any cooperative agreement; and
- (5) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 4508). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (1) An individual who is appointed to a position in the Government under title 5, U.S. Code, including a position under a temporary appointment;
- (2) A member of the uniformed services as defined in section 101(3), title 37, U.S. Code;
- (3) A special Government employee as defined in section 202, title 18, U.S. Code; and
- (4) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, U.S. Code, appendix 2.

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"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Reasonable compensation" means, with respect to a regularly employed officer or employee of any person, compensation that is consistent with the normal compensation for such officer or employee for work that is not furnished to, not funded by, or not furnished in cooperation with the Federal Government.

"Reasonable payment" means, with respect to professional and other technical services, a payment in an amount that is consistent with the amount normally paid for such services in the private sector.

"Recipient" includes all contractors and subcontractors at any tier in connection with a Federal contract. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed" means, with respect to an officer or employee of a person requesting or receiving a Federal contract, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibitions.

(1) Section 1352 of title 31, U.S. Code, provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(A) The prohibition on the use of appropriated funds, in paragraph (1) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract if the payment is for agency and legislative liaison activities not directly related to a covered Federal action.

(B) For purposes of paragraph (A) of this section, providing any information specifically requested by an agency or Congress is allowable at any time.

(C) For purposes of paragraph (A) of this section, the following agency and legislative liaison activities are allowable at any time only where they are not related to a specific solicitation for any covered Federal action:

- (i) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and
- (ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(D) For purposes of paragraph (A) of this section, the following agency and legislative liaison activities are allowable only where they are prior to formal solicitation of any covered Federal action:

- (i) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;
- (ii) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and
- (iii) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Pub. L. 95-507 and other subsequent amendments.

(E) Only those activities expressly authorized by paragraph (i) of this section are allowable under paragraph (i).

(ii) Professional and technical services by Own Employees.

(A) The prohibition on the use of appropriated funds, in paragraph (1) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract or an extension, continuation, renewal, amendment, or modification of a Federal contract if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal contract or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal contract.

(B) For purposes of paragraph (A) of this section, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline. For example, drafting of a legal document accompanying a bid or proposal by a lawyer is allowable. Similarly, technical advice provided by an engineer on the performance or operational capability of a piece of equipment rendered directly in the negotiation of a contract is allowable. However, communications with the intent to influence made by a professional (such as a licensed lawyer) or a technical person (such as a licensed accountant) are not allowable under this section unless they provide advice and analysis directly applying their professional or technical expertise and unless the advice or analysis is rendered directly and solely in the preparation, submission or negotiation of a covered Federal action. Thus, for example, communications with the intent to influence made by a lawyer that do not provide legal advice or analysis directly and solely related to the legal aspects of his or her client's proposal, but generally advocate one proposal over another are not allowable under this section because the lawyer is not providing professional legal services. Similarly, communications with the intent to influence made by an engineer providing an engineering analysis prior to the preparation or submission of a bid or proposal are not allowable under this section since the engineer is providing technical services but not directly in the preparation, submission or negotiation of a covered Federal action.

(C) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal action include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(D) Only those services expressly authorized by paragraph (ii) of this section are allowable under paragraph (ii).

(iii) Reporting for Own Employees.

No reporting is requirements with respect to payments of reasonable compensation made to regularly employed officers or employees of a person.

(iv) Professional and technical services by Other than Own Employees.

(A) The prohibition on the use of appropriated funds, in paragraph (3) of this section, does not apply in the case of any reasonable payment to a person, other than an officer or employee of a person requesting or receiving a covered Federal action, if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that covered Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that covered Federal action.

(B) For purposes of paragraph (A) of this section, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline. For example, drafting of a legal document accompanying a bid or proposal by a lawyer is allowable. Similarly, technical advice provided by an engineer on the performance or operational capability of a piece of equipment rendered directly in the negotiation of a contract is allowable. However, communications with the intent to influence made by a professional (such as a licensed lawyer) or a technical person (such as a licensed accountant) are not allowable under this section unless they provide advice and analysis directly applying their professional or technical expertise and unless the advice or analysis is rendered directly and solely in the preparation, submission or negotiation of a covered Federal action. Thus, for example, communications with the intent to influence made by a lawyer that do not provide legal advice or analysis directly and solely related to the legal aspects of his or her client's proposal, but generally advocate one proposal over another are not allowable under this section because the lawyer is not providing professional legal services. Similarly, communications with the intent to influence made by an engineer providing an engineering analysis prior to the preparation or submission of a bid or proposal are not allowable under this section since the engineer is providing technical services but not directly in the preparation, submission or negotiation of a covered Federal action.

(C) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal action include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(D) Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(E) Only those services expressly authorized by paragraph (iv) of this section are allowable under paragraph (iv).

(c) Disclosure.

(1) Each person who requests or receives from an agency a covered Federal action shall file with that agency a certification that the person has not made, and will not make, any payment prohibited by paragraph (b) of this provision.

(2) Each person who requests or receives from an agency a covered Federal action shall file with that agency a disclosure form, disclosure form, Standard Form-LLL, "Disclosure of Lobbying Activities," if such person has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered Federal action), which would be prohibited under paragraph (b) of this provision if paid for with appropriated funds.

(3) Each person shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under paragraph (2) of this section. An event that materially affects the accuracy of the information reported includes:

(i) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or

(ii) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or

(iii) A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.

(4) Any person who requests or receives from a person referred to in paragraph (1) of this section a subcontract exceeding \$100,000 at any tier under a Federal contract shall file a certification, and a disclosure form, if required, to the next tier above.

(5) All disclosure forms, but not certifications, shall be forwarded from tier to tier until received by the person referred to in paragraph (1) of this section. That person shall forward all disclosure forms to the agency.

(d) Agreement. In accepting any covered Federal action resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties.

(1) Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

(2) Any person who fails to file or amend the disclosure form to be filed or amended if required by this clause, shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

(3) Contractors may rely without liability on the representation made by their subcontractors in the certification and disclosure form.

(f) Cost allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would otherwise be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provision of Part 31 of the Federal Acquisition Regulation.

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ATTACHMENT NO. 1

COOPERATIVE AGREEMENT SCHEDULE

A. Purpose of Agreement

The purpose of this Cooperative Agreement with CARE is to implement the activities related to: (a) Regional Environmental Strategic Planning, Monitoring and Information Dissemination; (b) Regional Environmental Education and Awareness Programs; (c) the Regional Wildlands Management; and (d) Improved Conservation Information Availability and Use objectives of the Regional Environmental and Natural Resources Management Project (RENARM) as described in Attachments Nos. 2, 3, 4, and 5, entitled Program Description.

B. Period of Agreement

The effective date of this Agreement is the date of the Agreement cover letter. The expiration date is August 6, 1995.

C. Amount of Agreement and Payment

1. The total estimated amount of this Agreement for the period shown in B above is EIGHT MILLION FIVE HUNDRED THOUSAND US DOLLARS (US\$8,500,000.00; (\$5,500,000 from ROCAP and up to \$3,000,000.00 from USAID Mission buy-ins), subject to the availability of funds and the mutual agreement of the parties at the time to proceed, as follows:

	<u>ROCAP CONTRIBUTION</u>	<u>USAID BUY-INS</u>	<u>TOTAL</u>
Regional Environmental Strategic Planning, Monitoring and Information Dissemination	1,000,000	1,000,000	2,000,000'
Regional Environmental Education and Awareness Programs	2,400,000	600,000	3,000,000
Regional Wildlands Management	1,600,000	1,000,000	2,600,000
Improved Conservation Information Availability and Use	<u>500,000</u>	<u>400,000</u>	<u>900,000</u>
	5,500,000	3,000,000	8,500,000
	=====	=====	=====

Attachment No. 1

2. AID hereby obligates the amount of FIVE MILLION FIVE HUNDRED THOUSAND US DOLLARS (\$5,500,000) for programs expenditures through August 6, 1995 and as shown in the Financial Plan below.

3. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 6, Optional Standard Provision No. 2 entitled "Payment - Periodic Advance."

D. Financial Plan

1. The ROCAP Budget and Recipient Counterpart inputs are presented in Exhibits A, B, C, and D respectively. Revisions shall be made in accordance with the Standard Provisions.

2. The Budget presented is illustrative in nature. More detailed budgets will be defined and approved in bi-annual work plans.

3. The Recipient will be held accountable for providing and reporting on the counterpart funds covenanted in this Agreement which total US\$5,500,000 as shown in Exhibits A, B, C, and D.

Funds from one component are not eligible for use in other component, and CARE accepts a one-to-one match for each component.

Over the life of the Cooperative Agreement (CA), the recipient agrees to provide matching funds equivalent to the ROCAP contribution to the CA. The ROCAP contribution to this CA is \$5,500,000.00. If the recipient does not match that amount ROCAP will disallow costs that are in excess of the recipient contribution.

Counterpart contribution for USAID Mission buy-ins to this CA will be negotiated on a case-by-case basis.

E. Special Provisions

1. The Recipient agrees that A.I.D. funds provided pursuant to this agreement shall not be committed, disbursed or otherwise utilized in areas which would contravene any provision of the Foreign Assistance Act of 1961, as amended. ROCAP shall advise the Recipient in writing from time to time of such areas.

2. Within 120 days after the signing of this Agreement, the Recipient will submit to ROCAP a Work Plan and Budget for the activities to be carried out the first two years of the Agreement. Once this plan has been approved by ROCAP, the Recipient may request an advance of funds not to exceed three months of projected expenditures.

3. The Recipient will implement and monitor the performance under this Agreement to ensure that the work is progressing as planned and the targets are being met.

F. Authorized Geographic Code

The Authorized Geographic Code for procurement of goods and services shall be in accordance with Optional Standard Provision No. 7.

G. Agreement Officer's Technical Representative (AOTR)

1. The Agreement Officer's Technical Representative (AOTR) for the performance of this Cooperative Agreement is the ROCAP Agricultural Development Officer (RADO), or his/her designee. The Recipient will be notified in writing should the AOTR change. This individual shall have the following authority:

- a) Certification of work performed on all vouchers submitted.
- b) Necessary clarifications of, or minor, non-cost related adjustments to, the program descriptions in Attachments 2, 3, 4, and 5.
- c) Approval of all reports, plans, timetables or other such technical submissions required under the Program Description.

H. Establishment of Overhead Rate

The agreement budget (Exhibit A) establishes that \$1,073,872.00 will be allotted from the counterpart contribution to cover overhead expenses. Any changes in the allotment of counterpart contribution to overhead shall be approved by AID in writing. Overhead rates for subcontractors must conform to OMB Circular A-122.

I. Reporting and Evaluation

Reporting and evaluation requirements are specified in Attachments 2, 3, 4, and 5 of this Agreement. All reports shall be delivered in three (3) copies, in either English or Spanish, to the Agreement Officer's Technical Representative (AOTR).

J. Exhibits A, B, C and D with financial tables are attached.

End of Schedule

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EXHIBIT A

REGIONAL ENVIRONMENTAL STRATEGIC PLANNING

	<u>ROCAP</u>	<u>COUNTERPART</u>
Personnel	---	285,709
Other Personnel	206,629	206,629
Consultants	70,684	90,684
Travel/Per Diem	52,492	52,492
Equipment/Vehicles/Materials Supplies & Field Opers.	385,478	119,422
Training	127,650	55,829
Subcontracts	---	---
Sub Total	842,933	810,765
Overhead	<u>157,067</u>	<u>189,235</u>
TOTAL	1,000,000 *****	1,000,000 *****

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EXHIBIT B

ILLUSTRATIVE BUDGET

REGIONAL ENVIRONMENTAL EDUCATION AND AWARENESS PROGRAMS

	<u>ROCAP</u>	<u>COUNTERPART</u>
*Personnel	760,900	384,376
Other Personnel	---	162,290
Consultants	122,257	90,000
Travel/Per Diem	193,951	5,527
Equipment/Vehicles/Materials Supplies & Field Opers.	678,845	1,176,795
Training	187,093	124,456
Subcontracts	---	---
Sub Total	<u>1,943,046</u>	<u>1,943,444</u>
Overhead	<u>456,954</u>	<u>456,556</u>
TOTAL	<u>2,400,000</u> =====	<u>2,400,000</u> =====

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EXHIBIT C

ILLUSTRATIVE BUDGET

IMPROVED CONSERVATION INFORMATION AVAILABILITY AND USE

	<u>ROCAP</u>	<u>COUNTERPART</u>
Personnel	217,295	177,848
Other Personnel	---	---
Consultants	76,875	---
Travel/Per Diem	44,192	55,264
Equipment/Vehicles/Materials Supplies & Field Opers.	6,150	175,901
Training	59,160	---
Subcontracts	---	---
Sub Total	403,672	409,013
Overhead 23%	<u>96,328</u>	<u>94,074</u>
TOTAL	500,000 =====	503,087 =====

EXHIBIT D

ILLUSTRATIVE BUDGET

REGIONAL WILDLANDS MANAGEMENT

	<u>ROCAP</u>	<u>COUNTERPART</u>
Personnel	6,127	234,388
Other Personnel	183,212	530,461
Consultants	---	134,323
Travel/Per Diem	110,513	---
Equipment/Vehicles/Materials Supplies & Field Opers.	854,590	342,532
Training	187,065	179,611
Subcontracts	---	---
Sub Total	1,341,507	1,421,315
Overhead	258,493	334,007
TOTAL	1,600,000 *****	1,755,322 *****

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ATTACHMENT 2

Strategic Planning

Program Description

In RENARM, the process -- like the product -- must be sustainable. This requires the building of long-term, trust relationships between the principal players. Criteria for evaluating progress towards the establishment of sustainable benefit streams will be applied in this Project, especially with respect to the different participating institutions and local NGOs. It is recognized, however, that the process of facilitating lasting change and benefits, in the opposite direction of strong existing trends and currents, represents an immense challenge. Therefore, the project is designed to be flexible. Designs and plans will be modified to guide assistance towards the most successful interventions, identified through a continual process of monitoring and evaluation.

The RENARM Project is divided into four main components. Component 1, Natural Resources Policy Initiatives, is directed at public and private leaders. Component 2, Environmental Awareness, Education, and Bio-diversity Conservation, is aimed at people from all walks of life. It strives to create the conditions for improved E/NR policies and regulations and to protect key wildlands as biological reserves. It will also promote environmental education and consciousness raising.

Component 3, Sustainable Agriculture and Forestry will build on work under way with AID support in watershed management, forestry, and plant protection. The adaptation of technology will be supported at CATIE and the Panamerican Agricultural School, while outreach will be accomplished through a mix of private and public entities. Component 4 will support continuing institutional development of CATIE.

The Project will undertake training, outreach, technical assistance and research on a regional level, and it will provide policy guidance, regional coordination and information sharing among national agencies. In this regard, the Project will support public and private national institutions, bilateral USAID Missions and other donors in their efforts to provide quality services to project beneficiaries.

This RFA corresponds to a part of Component 2, "Environmental Awareness, Education and Bio-diversity Conservation". The entire component includes five activities and will be executed primarily with the assistance and direct participation of international and local NGOs. An underlying objective is to get the people of the region to become more aware of - and active in - environmental issues and improved natural resource management.

The five interconnected activities of component 2 are directed towards environmental awareness and conservation in support of national and regional objectives. Specifically, the project aims to provide support to on-going NGO programs in order to: 1) strengthen coordinated monitoring, strategic planning and policy formulation for conservation; 2) foster environmental awareness and education; 3) institute wildlands management programs through coordinated pilot projects; and 4) support conservation information centers and data management. These activities will be implemented through a series of Cooperative Agreements with individual NGO's or NGO consortia. The Project will also undertake conservation training and support environmental research under this component through a separate contractual arrangement.

As a general rule, U.S. NGOs are expected to work through and with Central American NGOs to carry out this set of activities since the strengthening of local and/or regional NGOs to improve their capacity for continuing project activities into the future will be required. It is anticipated that a PASA arrangement to promote involvement of the Peace Corps and other U.S. Government entities will make additional technical assistance available to the organizations selected for these activities.

For NGO activities, ROCAP expects that significant resources will be provided by recipients of ROCAP assistance as counterpart to complement or match ROCAP funds.

ACTIVITIES DESCRIPTION

This section describes the objectives, specific activities and desired impacts related to the assistance which ROCAP plans to provide to the recipient. The term "recipient" herein refers to the entity or consortium of organizations (or "applicant") which is awarded a cooperative grant agreement as a result of its application in response to this RFA.

ATTACHMENT 2

A. Objectives

The regional strategic planning and policy formulation activities are designed to improve the information base for policy dialogues and to facilitate national and regional strategic planning on priority environmental issues such as wildlife, wildlands, and coastal zone management. The implementation of a long-range strategy for sustainable use of natural resources requires the creation and acceptance of appropriate policies by the people of Central America. Building a public consciousness on the need for careful management of the resource base and then translating that consciousness into active policies and regulations is a requirement for success. Without this foundation, technical interventions and ad hoc regulatory actions by governments cannot meet the long-term objectives. A concerted effort to establish partnerships with local NGOs and both private and public sector institutions is a critical element of this activity.

The Project intends to support a number of important changes towards more sustainable development. ROCAP assistance is designed to foster public policy changes that facilitate a more appropriate use of land, forest, biological and water resources throughout the region. The preparation of appropriate strategy papers and publications to be disseminated to key individuals and the widest audiences possible will also be supported. By year 5, policy choices should be better understood by decision-makers and the consequences of continuing present policies should be clear to a broad cross-section of Central Americans and the development community.

The general objectives for this set of activities can be summarized as:

- Improve the information base for policy dialogues on E/NR issues;
- Facilitate strategic planning on priority environmental issues and enhance the capacity to plan for, implement and finance strategies to improve resource management at local, national and regional levels;
- Increase national and regional awareness of natural resource and environmental degradation and correlated E/NR policy issues;

ATTACHMENT 2

- Strengthen the capacity of selected Central American E/NR organizations to continue similar work; and
- Improve inter-agency and international cooperation in managing Central America's environment and natural resources.

All activities which applicants propose to undertake with ROCAP assistance must be clearly supportive of these objectives.

B. Specific Activities

While ROCAP encourages the presentation of creative ideas in order to fulfill the objectives, a number of specific activities have been identified which are considered vital. Therefore, the minimum activities which ROCAP plans to support in order to achieve the stated objectives are: 1) to increase decision maker awareness of E/NR issues; 2) monitoring of regional environmental degradation; 3) the preparation of strategy papers on key issues; 4) the updating of a regional environmental profile; 5) strengthening of local E/NR programs and capabilities; 6) monitoring and evaluation activities; and 7) coordination and collaboration with other entities involved with E/NR issues in Central America. Additionally, the applicant may propose other activities which it feels are important to effectively achieve the stated objectives. In all activities, the use of local talent is encouraged in order to leave on-going E/NR capacity in the region.

Alternate proposals may be presented as indicated in Section 4.B. The final winning proposal will serve as the basis for the description of activities in the Cooperative Agreement with the recipient.

The results and impacts desired from each of the principal activity areas are described in the following sections.

1) Decision-Maker Awareness.

The applicant should create awareness among key groups that are in a position to influence the policy debate on needed institutional, legislative, and regulatory reforms for environmental improvement in the region. ROCAP expects to provide assistance for regional meetings or workshops to bring together different groups that play key roles in the policy

ATTACHMENT 2

formulation process. Examples of potential participants include: business leaders, high-ranking government officials, planners, economists, leading lawyers, political and social scientists, engineers, architects, medical professionals, trade union leaders, the press and selected media personnel, representatives of influential local conservation and development NGOs, lawmakers and advisors. Participants would be provided with information and publications, such as environmental monitoring studies, policy papers, and environmental profiles.

The desired results of this sub-activity over the total life of the project (to be completed no later than September 30, 1995) can be summarized as follows:

- Increased knowledge and awareness in targeted groups concerning specific environmental topics;
- Selected regional decision-makers participate in productive debates on important E/NR policy issues; and
- Key institutional, legislative and policy reforms.

2) Regional Monitoring of Deforestation and Environmental Degradation.

Available data on rates of deforestation and other resource degradation in Central America are incomplete and scattered, and data analysis and on-site verification are often weak. Existing information must be consolidated and augmented with new, regional analyses of remote sensing data complemented by terrestrial verification in order to monitor trends in deforestation, coastal zone degradation, severe soil erosion, and land use in critical areas.

These studies must be carried out in close collaboration with AID-supported conservation information centers and with other national and regional institutions, such as CATIE, the National University of Costa Rica, and the national geographic and cadastral institutes which have resource monitoring and mapping programs. Coordination is also necessary with USAIDs in the region which have specific needs for this type of information, the NGO(s) working with conservation data centers in the region, and the ROCAP contractor which will assist with the implementation of an overall monitoring and evaluation system for RENARM and the LAC Environmental Strategy (See point 7 below on coordination).

ATTACHMENT 2

These studies are expected to be carried out at least twice -- first as soon after project start-up as possible and again o/a year five -- and will document regional trends. The results must be presented in an effective manner so that planners and decision makers can see and understand the significance of the trends. (See the discussion of regional environmental profile updates described in part 4 below.)

This information will be a vital tool for planning at all levels. It will be relayed to decision makers so as to impact on policy making through the wide dissemination of publications and its presentation at regional meetings and workshops. It will also be widely distributed among other NGOs, governments and regional entities to support activities such as the design of pilot interpretive programs and media campaigns.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Existing data are consolidated and augmented as necessary so that regional trends in a) deforestation, b) coastal zone degradation, c) soil erosion, and d) land use in critical areas can be verified, analyzed and documented (comprehensive studies to be completed o/a year one and year five); and
- The data are disseminated and applied to support key institutional, legislative and policy reforms, media campaigns, and other environmental initiatives in Central America.

3) Conservation Strategy Papers.

Strategy papers provide information and options directly to decision makers -- and to NGOs and others -- who can influence the policy process. While definition of specific research themes and projects is flexible, one potentially important focus is on the role of the private sector in funding and implementing conservation programs. Another aspect to be addressed in all research is the importance of women as a specific group affecting the E/NR issue(s) under study. Explicit strategies should be developed to involve women where appropriate.

To set the regional and national agendas and to increase cooperative efforts for resolution of common problems, ROCAP expects to provide assistance to support at least four regional strategies covering priority areas such as wildlife, wildlands, coastal zone management and a global strategy for overall E/NR management and sustainable development. To address strong interest in Honduras and El Salvador, early attention must be given to the development of a regional coastal zone strategy.

The methodology for the preparation of these strategies should be designed to build local capacity through direct and active participation in the processes. Applicants are encouraged to present the approach they consider most effective. National governments, local NGOs, bilateral missions and other donors will have primary responsibility for implementing the strategies.

In addition to the four strategic areas mentioned above, other topics may be prioritized during the life of the project and be targeted for similar treatment. Potential topics include: privatization of protected areas management; mechanisms for debt-for-nature swaps; the role of autonomous, quasi-governmental agencies in managing conservation programs; mechanisms for increasing nature based tourism in the region; harmonization of refugee, agrarian reform and settlement policies with those for wildlands conservation; regional treaties and conventions on conservation issues; and the role and activities of the recently established Central American Commission on the Environment and Development (CCAD in Spanish). The results of decision-maker workshops and other AID policy initiatives (of both bi-lateral Missions and ROCAP) should be taken into consideration in order to determine which topics deserve priority attention and to assure that all interventions are complementary.

The applicant should specify the methodology and responsible parties for these activities. For example, the conservation strategy papers could be commissioned to policy researchers in regional institutions, as joint projects between U.S. and Central American organizations, or through other appropriate mechanisms.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Four important strategy papers involving coastal zone management (o/a year one), wildlands, wildlife and sustainable development (each of these should include national action plans as well as a consolidated regional strategy);
- Approximately four additional strategy papers on topics to be defined by the applicant based upon priorities, opportunities and complementary actions of other entities;
- By directly involving key Central Americans and local organizations as participants in the process, the strategies produced are "owned" and supported by those entities with primary interest and responsibility for implementing them;
- The strategies are disseminated throughout the region resulting in increased knowledge and awareness in targeted groups; and
- The strategies are applied in the implementation of key institutional, legislative and policy reforms, media campaigns, and other environmental initiatives.

4) Regional Environmental Profile and Complementary Information

The book, "Natural Resources and Economic Development in Central America," which provides an environmental profile of the region, is having an impact on the policies of a number of national, regional, and international programs. ROCAP will support the revision and updating of this profile in year 5 in order to incorporate the environmental monitoring information, the recommendations of the policy studies and the regional strategies. The updated profile should serve as an important tool for defining future priorities for bilateral and regional programs.

ATTACHMENT 2

Preparation of the updated profile should incorporate the recommendations of key individuals in government, research, and training organizations, and from the private sector. The profile will be published in both English and Spanish. Selected complementary materials (executive summaries, press releases, short videos, slide and tape programs, journalist information packets) should accompany the profile as appropriate to be most effective in meeting project objectives. The profile and complementary audio-visual materials should also be the subject of a regional decision-maker workshop.

In addition, the applicant should propose the means it considers to be most effective for transferring vital information on resource degradation trends to key planners and decision makers. These groups must be able to see and clearly understand the significance of the the trends identified by the monitoring and analysis undertaken by the applicant as described in part (2) above. The information should be rationally organized to achieve the desired impacts on specific target audiences and should include (as a minimum) the priority areas being monitored. ROCAP will support information dissemination to resource managers, planners, policy makers and other selected entities involved with E/NR issues in the region. Assistance is also available to help establish a protected areas directory in a form which facilitates periodic updates as the protected areas system of the region evolves.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- An updated regional environmental profile (o/a year five);
- Complementary publications to include a directory of protected areas and appropriate presentations or publications on resource degradation rates and other priority E/NR issues;
- Periodic updates of the protected areas directory are effected and institutionalized;
- The presentations and/or publications are disseminated throughout the region, increasing knowledge and awareness of targeted groups; and
- The information generated is applied in key institutional, legislative and policy reforms, media campaigns, and other environmental initiatives.

5) Strengthen Local E/NR Capacity and Programs

Weak government institutions and local conservation NGOs, inadequate legal frameworks and financial resources, and insufficient regional collaboration on issues of joint concern are endemic problems affecting the success of wildlands and wildlife programs throughout the region. Providing technical assistance to national governments, local NGOs, and regional institutions, and directly involving them as participants in the activities to be implemented, can help redress this situation.

To the degree possible, execution of all the activities undertaken by the recipient with ROCAP support should be process oriented to assure maximum transfer of knowledge and self-confidence to key counterparts in the region. The objective here is to facilitate the development of indigenous NGOs so that E/NR programs in the region may continue after RENARM Project completion (see Annex 5). This will require high degrees of cultural and political sensitivity, flexibility, openness and willingness to collaborate on the part of the recipient.

In addition to involving local entities in the specific activities undertaken by the recipient, ROCAP assistance is also expected to help the recipient to provide technical assistance to, and strengthen the capacity of, selected counterparts on an as-needed basis. Areas where such support is of particular importance may include: promoting debt swaps, local currency endowments, and other innovative mechanisms for financing local conservation programs; increasing the role of the private sector in financing and implementing conservation programs; strengthening the role of NGOs, local governments, and autonomous institutions in the management of conservation programs; developing new channels of cooperation on conservation issues among Central American governments and regional institutions; and, developing local conservation strategies.

The applicant should be aware of the potential for ROCAP to help respond to needs for specialized technical assistance through the use of other available sources whenever possible. The ROCAP RENARM team includes experts in forestry and forest production, integrated pest management, conservation financing and E/NR policy issues. Additional support will be available through inter-agency agreements between ROCAP and other U.S.G. entities

such as the Department of Agriculture (USDA), the Peace Corps, Interior, etc. The recipient will be encouraged to utilize these resources whenever they may improve overall effectiveness of the activities presented in its application.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Key Central Americans and local organizations have participated in the processes and activities executed by the recipient and increased their capacity and self-confidence for developing environmentally sound strategies and policies at local, national and regional levels;
- Selected activities are institutionalized at the local and regional levels; by year six, selected counterpart organizations use non-ROCAP sources of funding to continue to provide services and implement activities which were initially supported by the recipient with assistance under RENARM; and
- Local capacity for planning, management, fund-raising and project execution is increased and the overall financial stability of selected counterparts improved as a result of the technical assistance and training provided.

6) Monitoring and Evaluation (M&E)

Monitoring and evaluation will be continuous processes during the life of the Project and are intended to serve the overall AID E/NR Strategy and Program as well as the RENARM Project and the recipient. The purposes are: (1) to measure progress toward achievement of desired outputs and impacts and to propose, needed corrective actions; (2) to facilitate linkages, meshing, and mutual reinforcement between and among the project's several components; (3) to build accountability into ongoing project actions; (4) to facilitate coordination between recipient and other E/NR programs or projects; and (5) to build the evaluation capacity of institutions and national counterparts who participate in project implementation. The monitoring and evaluation process should result in useful information for future redesign and for the inclusion of new elements in the project in order to orient program resources towards the most successful interventions.

ROCAP will contract with a specialized firm to help develop key indicators and an overall system for M&E. The recipient will be requested to participate in this monitoring and evaluation process. At the outset, the recipient will help to establish the list of key indicators for M&E of the activities supported through the Cooperative Agreement. Based upon the key indicators, the recipient will assure that appropriate base-line data is available or collected at project start-up. The base-line data will be used for measuring the changes attributable to specific project actions. The selection of indicators is important; they must facilitate the measurement of impacts while permitting manageable, economic methods for data collection.

The recipient's participation in the global M&E program will also be necessary to facilitate standardized data collection, reporting and analysis. Close coordination with ROCAP and USAIDs will be required. Another requirement will be the disaggregation of data by gender whenever appropriate. Specific disaggregated benchmarks for monitoring and evaluation should be established where warranted to help identify involvement of and impacts on women.

In addition to the on-going M&E activities described above, more formal assessments of the impacts of the RENARM activities implemented through the recipient are planned for program years three and five. The recipient is expected to plan for and collaborate with the execution of these assessments.

The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Key indicators are established, monitored, and serve to focus resources in the most successful interventions;
- Formal evaluations are conducted and appropriate modifications are made in programs (o/a years 3 and 5);
- Local counterparts have increased capacity for planning and conducting effective monitoring and evaluation activities.

7) Coordination and Collaboration

The recipient is expected to implement all activities and provide all services in coordination with ROCAP, USAIDs and other entities active in Central American E/NR initiatives. As

described in Section 2, the assistance to be provided forms only one part of a large ROCAP program which, in and of itself, forms a piece of a still grander regional AID strategy. To be successful, a great deal of effort must be dedicated by all to communication, coordination and collaboration.

It is especially important that the recipient work in close coordination with other AID-funded activities in the region. AID is helping to finance a series of interventions which are inter-related and complementary to those detailed in this document. For example, the strategic planning and policy formulation initiatives to be undertaken by the recipient should complement the other policy initiatives supported under RENARM. These include policy inventories and monitoring, policy analysis, policy reform, and information dissemination related to environmental and economic policy issues.

USAID Missions in the region hold primary responsibility for representing the U.S. Government in technical policy dialogues in each country. Each USAID may have one or more programs which relate directly to E/NR policy. While these actions are clearly correlated and overlap to some extent with the activities to be supported under the Cooperative Agreement, proper coordination can ensure that constructive dialogue takes place and complementary efforts benefit all.

Principal actors in the policy initiatives will include a ROCAP Policy Advisor, the AID/Washington APAP Policy Inventory Project, bi-lateral USAID policy initiatives, and a U.S. institution specializing in policy analysis. The recipient will establish communication with these entities on all matters related to policy.

Other activities which relate to the subject of this RFA include: bi-lateral AID programs designed to support the AID E/NR strategy; the ROCAP Environmental Awareness and Education Programs, the Wildlands Management Programs and the Conservation Information Systems to be implemented through cooperative agreements with NGOs; the Regional Training and Research Programs to be contracted out; other U.S. Government E/NR initiatives and training programs in the region (such as those of the Peace Corps) which will be supported partially by ROCAP through a PASA agreement; and related interventions of other donors. The recipient will need to be familiar with these activities to facilitate overall E/NR coordination in the region.

Therefore, the recipient is expected to actively promote constant communication with other donors, counterparts, and institutions involved in E/NR interventions in the region.

The recipient should take the initiative to assure that relevant actors are kept well informed of its plans, activities and results in a timely manner. The recipient should participate in and/or sponsor meetings and workshops to encourage communication and collaboration between these actors and to avoid duplication of efforts. The recipient must make special efforts to assure that it coordinates closely with USAID Missions in the region with respect to all RENARM financed activities. ROCAP assistance is expected to help achieve these goals.

The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Periodic meetings and workshops facilitate timely communication and coordination between the different entities involved with E/NR issues in the region, including USAID Missions;
- Reports, plans and other information which facilitate productive coordination are shared with other entities as appropriate; and
- Activities conducted complement those of other entities involved in correlated efforts so that programs supported by AID assistance are widely utilized and overall benefits multiplied.

Program Description

In RENARM, the process -- like the product -- must be sustainable. This requires the building of long-term, trust relationships between the principal players. Criteria for evaluating progress towards the establishment of sustainable benefit streams will be applied in this Project, especially with respect to the different participating institutions and local NGOs. It is recognized, however, that the process of facilitating lasting change and benefits, in the opposite direction of strong existing trends and currents, represents an immense challenge. Therefore, the project is designed to be flexible. Designs and plans will be modified to guide assistance towards the most successful interventions, identified through a continual process of monitoring and evaluation.

The RENARM Project is divided into four main components. Component 1, Natural Resources Policy Initiatives, is directed at public and private leaders. Component 2, Environmental Awareness, Education, and Bio-diversity Conservation, is aimed at people from all walks of life. It strives to create the conditions for improved E/NR policies and regulations and to protect key wildlands as biological reserves. It will also promote environmental education and consciousness raising.

Component 3, Sustainable Agriculture and Forestry will build on work under way with AID support in watershed management, forestry, and plant protection. The adaptation of technology will be supported at CATIE and the Panamerican Agricultural School, while outreach will be accomplished through a mix of private and public entities. Component 4 will support continuing institutional development of CATIE.

The Project will undertake training, outreach, technical assistance and research on a regional level, and it will provide policy guidance, regional coordination and information sharing among national agencies. In this regard, the Project will support public and private national institutions, bilateral USAID Missions and other donors in their efforts to provide quality services to project beneficiaries.

This RFA corresponds to a part of Component 2, "Environmental Awareness, Education and Bio-diversity Conservation". The entire component includes five activities and will be executed primarily with the assistance and direct participation of international and local NGOs. An underlying objective is to get the people of the region to become more aware of - and active in - environmental issues and improved natural resource management.

The five interconnected activities of component 2 are directed towards environmental awareness and conservation in support of national and regional objectives. Specifically, the project aims to provide support to on-going NGO programs in order to: 1) strengthen coordinated monitoring, strategic planning and policy formulation for conservation; 2) foster environmental awareness and education; 3) institute wildlands management programs through coordinated pilot projects; and 4) support conservation information centers and data management. These activities will be implemented through a series of Cooperative Agreements with individual NGO's or NGO consortia. The Project will also undertake conservation training and support environmental research under this component through a separate contractual arrangement.

As a general rule, U.S. NGOs are expected to work through and with Central American NGOs to carry out this set of activities since the strengthening of local and/or regional NGOs to improve their capacity for continuing project activities into the future will be required. It is anticipated that a PASA arrangement to promote involvement of the Peace Corps and other U.S. Government entities will make additional technical assistance available to the organizations selected for these activities.

For NGO activities, ROCAP expects that significant resources will be provided by recipients of ROCAP assistance as counterpart to complement or match ROCAP funds.

ACTIVITIES DESCRIPTION

This section describes the objectives, specific activities and desired impacts related to the assistance which ROCAP plans to provide to the recipient. The term "recipient" herein refers to the entity or consortium of organizations (or "applicant") which is awarded a cooperative grant agreement as a result of its application in response to this RFA.

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ACTIVITIES DESCRIPTION

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A. Objectives

The "Regional Environmental Awareness and Education" activity of the RENARM Project is designed to provide assistance to NGO programs which are directed towards the cultivation of increased public consciousness on the need for careful, environmentally sound management of the regional resource base. Such an awareness must be developed and translated into active support for improved E/NR policies and regulations. An initial priority, therefore, is to expand and enhance public awareness of the importance of sound resource use and urban and rural conservation programs. The overall objective is to achieve a measurable increase in environmental awareness which translates into improved policies, legislation and, most important, changed behavior of the general population.

Objectives for this RFA can be summarized as follows:

- Integrate effective environmental education (EE) curricula into the formal schooling systems of each participating country at all possible levels;
- Improve local, inter-agency and international cooperation in the development and financing of environmental education and awareness campaigns;
- Reach at least 50% of the total population with the environmental message, as measured in standard, repeated polling which indicates increased awareness of environmental issues;
- Change key behavior patterns of the general populations living in target areas of specific campaigns (watersheds, parks/buffer zones, farmers using chemicals, forest owners and users, and key environmental change actors in government, NGOs and the private sector);
- Strengthen the capacity of selected Central American E/NR organizations to continue similar work; and

- Improve local, inter-agency and international collaboration in environmental awareness and education initiatives in the region.

All activities which applicants propose to undertake with ROCAP assistance must be clearly supportive of these objectives. Likewise, the use of local talent in the implementation of all activities is encouraged in order to leave on-going capacity in the region for continuing environmental awareness initiatives.

B. Specific Activities

While ROCAP encourages the presentation of creative ideas in order to fulfill the objectives, a number of specific activities have been identified which are considered vital. Therefore, the minimum activities which ROCAP plans to support in order to achieve the stated objectives include:

- (1) development of a regional environmental awareness strategy and the design and implementation of coordinated, regional mass media campaigns on environmental issues;
- (2) short-term training in areas related to environmental education, natural history interpretation and communications;
- (3) screening and development of stocks of environmental education materials;
- (4) planning and implementation of pilot interpretation programs and exhibits;
- (5) provision of technical assistance to strengthen the capacity and programs of counterpart organizations;
- (6) participation in the monitoring and evaluation of these activities; and
- (7) promotion of coordination and collaboration between all entities involved with EE and awareness programs in Central America.

Additionally, the applicant may propose other activities which it feels are important to effectively achieve the stated objectives.

Alternate proposals may be presented as indicated in Section 4.B. The final winning proposal will serve as the basis for the description of activities in the Cooperative Agreement with the recipient (not the description in this RFA).

The results and impacts desired from each of the principal activity areas is described in the following sections.

- 1) Development of a Regional Environmental Awareness Strategy and Mass Media Campaign.

A coordinated regional mass media campaign (or campaigns) are necessary to meet the objectives of this activity. The campaign(s) should be based upon a regional environmental education strategy or action plan. Such a strategy must take into consideration the many different related activities already planned or underway in the region. Therefore, an environmental awareness baseline survey should be designed by the recipient and performed at the outset of the project.

The strategy should be developed through a process which incorporates active participation from important actors in this field (such as representatives from education and natural resource ministries, major PVOs with E/NR programs, public radio and television networks, and mass media, marketing, and public relations firms). These participants would help define priority needs, methods, activities, and messages that must be relayed to the general public, as well as to targeted audiences, such as schools and universities, decision-maker groups, or other specific audiences affecting E/NR and related issues in the region (residents of park buffer zone areas, farmers using pesticides, local E/NR NGOs, etc.).

The participants should assess other priority issues which may include training needs, institutional strengthening requirements, and financial requirements related to the awareness strategy. As a result of this process, priorities should be defined for regional, national and local EE and awareness initiatives. The strategy should also serve as a basis for the detailed planning of mass media campaigns and other activities to be undertaken or supported by the recipient.

Without broad and innovative use of mass media, it is difficult to reach a wide Central American audience with environmental messages. Because of the similarity of environmental problems throughout the isthmus, regional mass media campaigns are envisioned. These campaigns should be responsive to the regional EE strategy and utilize the most effective and efficient mechanisms available for reaching and changing behavior patterns of target groups. The support and participation of local conservation NGOs and of radio and television stations should be enlisted in order to maximize the use of free public-interest advertising space in the media and increase impacts.

The desired results of this sub-activity over the total life of the project (to be completed no later than September 30, 1995) can be summarized as follows:

- Targeted groups have increased awareness of environmental issues and are making corrective changes in behavior;
- Local counterparts are directing and implementing cost-effective mass-media campaigns which rally public support behind appropriate E/NR policies; and
- A regional strategy for environmental education and awareness exists and receives broad support, guiding resource allocation decisions long after project assistance has ended.

2) Short-term Training on Environmental Education, Interpretation, and Communications.

This activity will address a major problem in increasing public awareness of conservation issues: the lack of technical personnel in specialized fields related to environmental education. Training is envisioned for at least three groups of specialists: educators, conservation personnel, and communicators. The recipient will attempt to identify the target groups and types of training which are most effective in supporting stated objectives. Examples of potential activities follow.

For educators, training should focus on themes such as planning and implementation of formal programs in schools at all levels: primary and secondary schools, as well as universities. The training should be designed to effectively reach key actors, which may include regional education supervisors, program planners, and selected personnel from collaborating conservation NGOs and government ministries.

For conservation personnel, the training would be directed towards topics such as planning and implementation of interpretive programs at museums, zoos, botanical gardens, and protected areas near major cities. Special emphasis should be given to heavily visited strategic sites where thousands of Central Americans each year could be reached with presentations on environmental issues.

For communicators (such as journalists and public- and private-sector media and audiovisual specialists), the training should stimulate more and improved coverage of environmental issues. For example, workshops could assist participants in the preparation of more and improved extension materials, public service advertisements, television and radio programs, and print media coverage of environmental issues.

In addition to these types of short-term training events, ROCAP may provide assistance for other activities proposed by the recipient which help achieve the objectives.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Selected Central Americans (such as educators, E/NR decision makers and communicators) are trained in appropriate areas of environmental education, interpretation and communications; and
- Well-trained environmental educators and communicators are active in governments, the media, schools, NGOs, parks and reserves, and other entities involved in E/NR issues in the participating countries.

3) Screening and Development of Stocks of Environmental Education Materials.

While current environmental education materials--school texts, teacher guides, audiovisual programs, posters, radio and TV spots, documentaries--may be inadequate for a massive formal or non-formal campaign in Central America, excellent materials do exist and other new materials are now being produced. Due to the lack of a strong regional environmental education program, however, these materials do not receive adequate testing and distribution.

To help overcome this problem, the project will support the screening of existing materials to select the best materials for a regional audience. This should be done taking into consideration the priorities identified during the development of the EE strategy as described in section 1 above. Stocks of these materials should be developed and, whenever possible, donations of such materials or subsidized sales or printing should be sought.

In each participating country, at least one adequate repository of these materials is expected to be established with ROCAP assistance. This should be with a Government entity such as the Ministry of Education or with a selected conservation NGO. Such local agencies will be responsible for distribution of the printed materials and for the loan or rental of the audiovisuals.

ROCAP assistance is also available to facilitate the effectiveness of these repositories and the wider use of the audiovisual materials. For example, ROCAP support could help purchase small equipment and provide stocks of the materials to key institutions. The stocks should be updated and expanded as appropriate over the life of the project. The recipient will be responsible for the screening and distribution of the materials and, wherever possible, will seek donations of equipment and materials from other sources to complement both ROCAP's and its own counterpart funds.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Materials which effectively increase environmental awareness among selected target audiences in Central America are widely distributed and utilized;

- Stocks of the materials are available in public or private sector repositories in each country; and
- Counterparts have the equipment, administration and financial resources necessary to properly maintain and utilize the materials after RENARM support is complete.

4) Pilot Interpretation Programs.

Interpretive talks, plaques, and audio-visual programs are used in parks, zoos, botanical gardens and other sites visited by the public to help the observer understand the flora and fauna, visualize and internalize the significance of changes that may be occurring, and return home more knowledgeable and better prepared to adopt and support conservation-oriented behavior.

While a few interpretive programs on environmental conservation themes exist in the region, lack of funds, inadequate design and poor construction of exhibits have been limitations to imparting knowledge and awareness to the general public. Therefore, ROCAP will support pilot interpretive programs at a few selected sites managed by regional institutions (examples of potential sites include Lancetilla Botanical Garden in Honduras and the Reventazon River Corridor in Costa Rica).

In addition, ROCAP is interested in providing assistance for the planning and implementation of pilot interpretation programs at sites such as the La Aurora National Zoo in Guatemala, the National Natural History Museum in El Salvador, and at least one protected area in Belize. As part of the planning and exhibit design process for such areas, at least one professionally prepared, standardized exhibit -- suitable for use throughout the region -- should be prepared for each pilot site. ROCAP assistance would allow each of these exhibits to be reproduced and distributed to other zoos, parks, museums, and botanical gardens in the participating countries. The recipient responsible for the implementation of this activity should actively solicit support and donations of services from other entities to complement ROCAP and its own funds.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Effective, pilot interpretive programs are designed and established at a key site in each participating country;

----- the interpretive programs.

5) Strengthen Local E/NR Capacity and Programs

Environmental education is a relatively new field in Central America and no regional institution has yet established strong programs and expertise in this area. Therefore, the development of counterparts through the provision of technical assistance and by directly involving them as participants in the activities to be implemented, is extremely important.

To the degree possible, the recipient should execute all ROCAP-supported activities using a process oriented methodology to assure maximum transfer of knowledge and self-confidence to counterparts in the region. The objective here is to facilitate the development of indigenous NGOs so that E/NR programs in the region may continue after RENARM Project completion (see Annex 5). This will require high degrees of flexibility, cultural and political sensitivity, openness and willingness to collaborate on the part of the recipient.

In addition to supporting involvement of local entities in the activities undertaken by the recipient, ROCAP assistance is expected to help provide other types of technical assistance to selected counterparts on an as-needed basis. Technical assistance should be drawn from Central American sources to the extent possible as these human resources are identified and/or developed.

The applicant should be aware that ROCAP is prepared to assist with the provision of specialized technical assistance from other sources when necessary. The ROCAP RENARM team includes experts in areas such as forestry and forest production, conservation financing and policy. Additional support will be available through inter-agency agreements between ROCAP and other U.S. Government entities such as the Department of Agriculture (USDA), the Peace Corps, Interior, etc. The recipient will be encouraged to utilize these resources whenever they may improve overall effectiveness of the activities presented in its application.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Selected personnel of Central American counterparts working in EE and awareness have participated in the processes and activities executed by the recipient and increased their capacity and self-confidence;
- Activities are institutionalized at the local and regional levels; by year six, key counterparts use non-ROCAP sources of financial support to continue to provide services and implement activities which were initially supported by the recipient with assistance from the RENARM Project; and
- Local capacity for the administration and management of environmental awareness and interpretive programs is increased and the overall financial stability of counterparts improved.

6) Monitoring and Evaluation (M&E)

Monitoring and evaluation will be continuous processes during the life of the Project and are intended to serve the overall AID E/NR Strategy and Program as well as the RENARM Project and the recipient. The purposes are: (1) to measure progress toward achievement of desired outputs and impacts and to propose needed corrective actions; (2) to facilitate linkages, meshing, and mutual reinforcement between and among the project's several components; (3) to build accountability into ongoing project actions; (4) to facilitate coordination between recipient and other E/NR programs or projects; and (5) to build the evaluation capacity of institutions and national counterparts who participate in project implementation. The monitoring and evaluation process should result in useful information for future redesign and for the inclusion of new elements in the project in order to orient program resources towards the most successful interventions.

ROCAP will contract with a specialized firm to help develop key indicators and an overall system for M&E. The recipient will be requested to participate in this monitoring and evaluation process. At the outset, the recipient will help to establish the list of key indicators for M&E of the activities supported through the Cooperative Agreement.

Based upon the key indicators, the recipient will assure that appropriate base-line data is available or collected at project start-up. The base-line data will be used for measuring the changes attributable to specific project actions. The selection of indicators is important; they must facilitate the measurement of impacts while permitting manageable, economic methods for data collection.

The recipient's participation in the global M&E program will also be necessary to facilitate standardized data collection, reporting and analysis. Close coordination with ROCAP and USAIDs will be required. Another requirement will be the disaggregation of data by gender whenever appropriate. Specific disaggregated benchmarks for monitoring and evaluation should be established where warranted to help identify involvement of and impacts on women.

In addition to the on-going M&E activities described above, more formal assessments of the impacts of the RENARM activities implemented through the recipient are planned for program years three and five. The recipient is expected to plan for and collaborate with the execution of these assessments.

The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Key indicators are established, monitored, and serve to focus resources in the most successful interventions;
- Formal evaluations are conducted and appropriate modifications are made in programs (o/a years 3 and 5);
- Local counterparts have increased capacity for planning and conducting effective monitoring and evaluation activities.

7) Coordination and Collaboration

The recipient is expected to implement all activities and provide all services in coordination with ROCAP, USAIDs and other entities active in Central American E/NR initiatives. As described in Section 2, the assistance to be provided forms only one part of a large ROCAP program which, in and of itself, forms a piece of a still grander regional AID strategy. To be successful, a great deal of effort must be dedicated by all to communication, coordination and collaboration.

It is especially important that the recipient work in close coordination with other AID-funded activities in the region. AID is helping to finance a series of interventions which are inter-related and complementary to those detailed in this document. For example, the "Strategic Planning, Monitoring and Information Dissemination" initiatives to be undertaken under RENARM (RFA No. 1) are relevant to the environmental awareness strategy and media campaigns to be supported under this RFA. Likewise, some USAID Missions in the region are already active in EE, awareness, and interpretation programs. While these actions are clearly correlated and overlap to some extent with the activities to be supported under the Cooperative Agreement, proper coordination can ensure that complementary efforts benefit all.

Moreover, educators, AID environmental officers and local NGOs should be consulted throughout the development of the activities in order to ensure the appropriateness of both the messages and the means utilized in the EE/A activities. A special effort must be made to advise all potentially interested parties of the EE/A information repositories to be established in each country.

Other activities which relate to the subject of this RFA include: the RENARM Wildlands Management and the Conservation Information Availability and Use Programs to be implemented through agreements with other NGOs and the Regional Training and Research Programs to be contracted out; other US Government E/NR initiatives and training programs in the region (such as those of the Peace Corps) which will be supported partially by ROCAP through a PASA agreement; bi-lateral AID programs designed to support the AID E/NR strategy; and related interventions of other donors. The recipient will need to be familiar with these activities to facilitate overall E/NR coordination in the region.

Therefore, the recipient is expected to actively promote constant communication with other donors, counterparts, and institutions involved in environmental protection and natural resource interventions in the region. The recipient should take the initiative to assure that relevant actors are kept well informed of its plans, activities and results in a timely manner. The recipient should participate in and/or sponsor meetings and workshops to encourage communication and collaboration between these actors and to avoid duplication of efforts. The recipient must make special efforts to assure that it coordinates closely with USAID Missions in the region with respect to all RENARM financed activities. ROCAP assistance is expected to help achieve these goals.

The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Periodic meetings and workshops facilitate timely communication and coordination between the different entities involved with environmental education, awareness and interpretation programs in the region, including USAID Missions;
- Reports, plans and other information which facilitate productive coordination are prepared by the recipient and shared with other entities as appropriate; and
- Activities conducted complement those of other entities involved in correlated efforts so that programs supported by AID assistance are widely utilized and overall benefits multiplied.

Program Description

In RENARM, the process -- like the product -- must be sustainable. This requires the building of long-term, trust relationships between the principal players. Criteria for evaluating progress towards the establishment of sustainable benefit streams will be applied in this Project, especially with respect to the different participating institutions and local NGOs. It is recognized, however, that the process of facilitating lasting change and benefits, in the opposite direction of strong existing trends and currents, represents an immense challenge. Therefore, the project is designed to be flexible. Designs and plans will be modified to guide assistance towards the most successful interventions, identified through a continual process of monitoring and evaluation.

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A. Objectives

The "Regional Wildlands Management Programs" activity of the RENARM Project is designed to provide assistance to NGO programs which are directed towards improved management and protection of areas prioritized for the conservation of biological diversity in participating countries.

The number and the total area of parks and reserves in Central America has increased dramatically in the past decade. Nonetheless, most "protected areas" lack adequate staff and funding and are being seriously degraded. Furthermore, many fundamental issues have yet to be resolved. There has been little study of techniques to stabilize land use in buffer zones. There has been little attempt to promote management of wildlands by local governments, NGOs, indigenous groups and the private sector. Pilot projects and analyses which document alternative techniques for managing different sizes and categories of protected areas in distinct ecosystems are notably lacking. Consequently, there have been few tests of approaches to funding parks, promoting sustainable development in buffer zones, or fostering greater use of parks by the public, by researchers, or by eco-tourists.

All of these matters warrant study so that improved wildlands management techniques can be refined and disseminated.

The general objectives for this set of activities can be summarized as:

- Enhance management and protection of parks/reserves in Central America through the demonstration and promotion of improved and innovative techniques;
- At least one exemplary park/wildland and surrounding buffer zone in each participating country will serve as a source of lessons learned and training for other parks and reserves throughout the region;
- Residents of buffer zones will be employed and trained, improving their standards of living while practicing environmentally sound, sustainable development technologies;
- Strengthen the capacity of selected Central American counterpart organizations to continue similar work; and

- Improve local, inter-agency and international cooperation in wildlands management and protection.

All activities which applicants propose to undertake with ROCAP assistance must be clearly supportive of these objectives.

B. Specific Activities

While ROCAP encourages the presentation of creative ideas in order to fulfill the objectives, a number of specific activities have been identified which are considered vital. Therefore, the minimum activities which ROCAP plans to support in order to achieve the stated objectives include: (1) facilitate the development and implementation of strategies and management plans for parks, reserves and surrounding buffer zones; (2) provide training for counterparts and other selected personnel in areas related to the management and operation of parks, reserves and programs in buffer zones; (3) development of activities to actively involve local populations in the management and protection of parks and reserves; (4) strengthen wildland management capacity of local organizations and counterparts; (5) help monitor and evaluate these activities; and (6) promote coordination and collaboration between all entities involved with wildlands management in Central America.

Additionally, the applicant may propose other activities which it feels are important to effectively achieve the stated objectives. In all activities, the use of local talent is encouraged in order to leave on-going E/NR capacity in the region.

Alternate proposals may be presented as indicated in Section 4.B. The final winning proposal will serve as the basis for the description of activities in the Cooperative Agreement with the recipient (not the description in this RFA).

The results and impacts desired from each of the principal activity areas are described in the following sections.

1) Pilot Wildlands and Buffer Zone Management.

At least five pilot projects for improved management of wildlands and buffer zones (one in each participating country) are expected to be carried out with ROCAP assistance. The pilot projects should be selected to cover a variety of ecosystem types (e.g. coral reefs, mangroves, lowland rainforests, dry

forests, and highland cloud forests). Coastal management must receive attention under at least one pilot site of this activity. In addition, a range of alternative management approaches, institutional arrangements, and sizes of protected areas--from very large biosphere reserves and international parks to small national monuments and community and university managed reserves--should be considered for inclusion in the program. The pilot projects may involve one protected area or clusters of adjacent or nearby parks and reserves. Specific programs for stabilizing buffer zone land use and more fully involving residents, as well as national NGOs, in reserve management should also be promoted to the extent possible.

The selection process for pilot sites should take into consideration the recommendations of interested NGOs, national conservation agencies, bilateral USAID missions, and ROCAP. The potential replicability of lessons learned at each site should also be a major consideration in the final selection. Another important factor will be the expressed interest of other donors and local organizations in providing additional funds and assistance for the pilot projects. Satisfactory arrangements for on-going maintenance and continuation of activities are crucial prior to initiating pilot projects with ROCAP support.

For each pilot site, a long-term management strategy should be available or developed with active participation of appropriate local counterparts. Operational plans should be prepared and updated each year by all agencies involved in management. The plans will define critical aspects with respect to the use and management of each reserve (such as training, protection, infrastructure, education, recreation, research, and administrative functions and activities). The plans should also prioritize actions in the buffer zones.

The desired results of this sub-activity over the total life of the project (to be completed no later than September 30, 1995), can be summarized as follows:

- Long-term strategies and appropriate management plans will be developed for at least five pilot parks/reserves and surrounding buffer zones, with active participation from local counterparts; and
- At least one exemplary park/wildland and surrounding buffer zone in each participating country will serve as a source of lessons learned and training for other parks and reserves throughout the region.

2) Short-term Training and Technical Information.

ROCAP will provide support for at least one training event per year on different aspects of park and buffer zone management. The training should cover practical themes in areas prioritized based on experiences and expressed needs. These may include topics such as operational planning, site planning, buffer zone management, fund raising, protected area administration, and ranger training. The training activities may also include in-service programs for personnel from the pilot sites such as visits to other parks and reserves to see the programs and problems in other areas.

Staffs of the pilot areas should receive priority as participants in the training. The recipient must coordinate training closely with other donors and USAIDs which have initiated similar activities in some countries (see section 6 below). All training should focus on the areas of greatest need and potential benefit to participants.

ROCAP assistance is also available to support the sharing of technical information and to improve linkages between the pilot project personnel and the staff of the over 400 Central American protected areas. These activities should fulfill priority information sharing needs (topics may include technical subjects, spotlights on pilot or endangered areas, information about technical assistance and training opportunities for protected area personnel, and notes on new publications, threats to parks, changes in key personnel, institutions and legislation, etc.).

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Well-trained personnel are active in the management and protection of wildlands and surrounding buffer zones in participating countries; and
- Personnel and organizations involved in the management and protection of parks and reserves are well-informed of each others activities (projects, successes and failures) and establish personal and technical linkages designed to endure after project assistance is complete.

3) Involving Local Populations in Wildlands Management.

Insufficient staff often reduces the effectiveness of protected area management. At the same time, the lack of employment and income-generating activities almost always underlies conflict between protected area personnel and nearby human populations. To help resolve these two concerns, programs designed to involve local populations in wildlands management (along the lines of a conservation corps) should be investigated and field-tested as complements to the pilot protected areas.

This sub-activity should begin with a study of similar programs (examples include: civil conservation corps, state conservation corps, food for work programs, social service programs required of students, and Peace Corps). This background information should be integrated into research to determine the potential for establishing similar programs in areas around the pilot wildlands identified in component 1 above. ROCAP assistance is available to support the development and refinement of these programs in the buffer zone areas (more than one type of program may be initiated on an experimental basis in more than one area). Local participants should help determine immediate priorities and such variables as the terms and conditions of service (supervisory mechanisms, length of service, remuneration, other benefits, supplementary use of food for work, etc.).

The focus of the program will be to provide employment and skills training in appropriate fields (especially agriculture and forestry) to persons drawn from park buffer zones. The possible participation of local university students, the Peace Corps, and other local development groups and volunteers in training and supervising work crews should be investigated and promoted. The work crews would carry out any number of tasks in accord with the park management plan (e.g. fire control, trail maintenance, resource inventories, development of recreation sites, extension work, environmental education campaigns, demonstration of sustainable agro-forestry production techniques, and so on). Special emphasis will be placed on institutionalizing the programs, that is, on identifying permanent funding sources, and on promoting broader adoption of successful conservation corps ideas throughout the region.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Programs to promote the active participation and support of local populations in the protection of selected parks and reserves are investigated and field-tested; and
- At least three successful programs are established and organized in such a way as to assure their continuation after project assistance is complete.

4) Strengthen Local E/NR Capacity and Programs

Wildlands and buffer zone management are relatively new fields in Central America. CATIE has recently begun to develop programs in this area on a regional level and other groups are active locally; both lack funding and technical support. Therefore, the strengthening of counterparts through the provision of technical assistance and by directly involving them as participants in the activities to be implemented, is extremely important.

To the degree possible, the recipient should execute all ROCAP-supported activities using a process oriented methodology to assure maximum transfer of knowledge and self-confidence to counterparts in the region. The objective here is to facilitate the development of indigenous NGOs so that E/NR programs in the region may continue after RENARM Project completion (see Annex 5). This will require high degrees of flexibility, cultural and political sensitivity, openness and willingness to collaborate on the part of the recipient.

In addition to supporting involvement of local and regional entities in the activities undertaken by the recipient, ROCAP assistance is expected to help provide other types of technical assistance to selected counterparts on an as-needed basis. Technical assistance should be drawn from Central American sources to the extent possible as these human resources are identified and/or developed.

The applicant should be aware that ROCAP is prepared to assist with the provision of specialized technical assistance from other sources when necessary. The ROCAP RENARM team includes experts in areas such as forestry and forest production, conservation financing and policy. Additional support will be available through inter-agency agreements between ROCAP and other U.S. Government entities such as the Department of Agriculture (USDA), the Peace Corps, U.S. Park Service, etc. The recipient will be encouraged to utilize these resources whenever they may improve overall effectiveness of the activities presented in its application.

and activities executed by the recipient and increased their capacity and self-confidence;

- Activities are institutionalized at the local and regional levels; by year six, key counterparts use non-ROCAP sources of financial support to continue to provide services and implement activities which were initially supported by the recipient with assistance from the RENARM Project; and
- Local capacity for the management of wildlands and buffer zones is increased and the overall financial stability of counterpart organizations improved.

5) Monitoring and Evaluation (M&E)

Monitoring and evaluation will be continuous processes during the life of the Project and are intended to serve the overall AID E/NR Strategy and Program as well as the RENARM Project and the recipient. The purposes are: (1) to measure progress toward achievement of desired outputs and impacts and to propose needed corrective actions; (2) to facilitate linkages, meshing, and mutual reinforcement between and among the project's several components; (3) to build accountability into ongoing project actions; (4) to facilitate coordination between recipient and other E/NR programs or projects; and (5) to build the evaluation capacity of institutions and national counterparts who participate in project implementation. The monitoring and evaluation process should result in useful information for future redesign and for the inclusion of new elements in the project in order to orient program resources towards the most successful interventions.

ROCAP will contract with a specialized firm to help develop key indicators and an overall system for M&E. The recipient will be requested to participate in this monitoring and evaluation process. At the outset, the recipient will help to establish the list of key indicators for M&E of the activities supported through the Cooperative Agreement. Based upon the key

indicators, the recipient will assure that appropriate base-line data is available or collected at project start-up. The base-line data will be used for measuring the changes attributable to specific project actions. The selection of indicators is important; they must facilitate the measurement of impacts while permitting manageable, economic methods for data collection.

The recipient's participation in the global M&E program will also be necessary to facilitate standardized data collection, reporting and analysis. Close coordination with ROCAP and USAIDs will be required. Another requirement will be the disaggregation of data by gender whenever appropriate. Specific disaggregated benchmarks for monitoring and evaluation should be established where warranted to help identify involvement of and impacts on women.

In addition to the on-going M&E activities described above, more formal assessments of the impacts of the RENARM activities implemented through the recipient are planned for program years three and five. The recipient is expected to plan for and collaborate with the execution of these assessments.

The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Key indicators are established, monitored, and serve to focus resources in the most successful interventions;
- Formal evaluations are conducted and appropriate modifications are made in programs (o/a years 3 and 5);
- Local counterparts have increased capacity for planning and conducting effective monitoring and evaluation activities.

6) Coordination and Collaboration

The recipient is expected to implement all activities and provide all services in coordination with ROCAP, USAIDs and other entities active in Central American E/NR initiatives. As described in Section 2, the assistance to be provided forms only one part of a large ROCAP program which, in and of itself, forms a piece of a still grander regional AID strategy. To be successful, a great deal of effort must be dedicated by all to communication, coordination and collaboration.

It is especially important that the recipient work in close coordination with other AID-funded activities in the region. AID is helping to finance a series of interventions which are inter-related and complementary to those detailed in this document. For example, numerous bi-lateral USAID Missions are planning or have on-going programs to support improved wildlands management, provide training to park personnel and strengthen local environmental NGOs.

ROCAP-funded initiatives which relate to this activity include the programs for Strategic Planning, Environmental Education and Awareness, and Conservation Information which will be implemented through NGOs. ROCAP support will also be available for participation of pilot site personnel in short AID-sponsored courses on themes related to wildlands, wildlife, and buffer zone management. These courses are expected to be organized by training institutions in the region such as CATIE, Zamorano (EAP), and the National University of Costa Rica.

While these actions are clearly correlated and overlap to some extent with the activities to be supported under the Cooperative Agreement, proper coordination can ensure that complementary efforts benefit all.

Other activities which relate to the subject of this RFA include: the Regional Training and Research Programs to be contracted out by ROCAP; other US Government E/NR initiatives and training programs in the region (such as those of the Peace Corps) which will be supported partially by ROCAP through a PASA agreement; bi-lateral AID programs designed to support the AID E/NR strategy; and related interventions of other donors. The recipient will need to be familiar with these activities to facilitate overall E/NR coordination in the region.

Therefore, the recipient is expected to actively promote constant communication and coordination with other donors, counterparts, and institutions involved in environmental protection and natural resource management interventions in the region. The recipient should take the initiative to assure that relevant actors are kept well informed of its plans, activities and results in a timely manner. The recipient should participate in and/or sponsor meetings and workshops to encourage communication and collaboration between these actors and to avoid duplication of efforts. The recipient must make special efforts to assure that it coordinates closely with USAID Missions in the region with respect to all RENARM financed activities. ROCAP assistance is expected to help achieve these goals.

The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Periodic meetings and workshops facilitate timely communication and coordination between the different entities involved with wildlands management in the region, including USAID Missions;
- Reports, plans and other information which facilitate productive coordination are prepared by the recipient and shared with other entities as appropriate; and
- Activities conducted complement those of other organizations involved in correlated efforts so that programs supported by AID assistance are widely utilized and overall benefits multiplied.

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- Activities conducted complement those of other organizations involved in correlated efforts so that programs supported by AID assistance are widely utilized and overall benefits multiplied.

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ATTACHMENT 5 .

Program Description

In RENARM, the process -- like the product -- must be sustainable. This requires the building of long-term, trust relationships between the principal players. Criteria for evaluating progress towards the establishment of sustainable benefit streams will be applied in this Project, especially with respect to the different participating institutions and local NGOs. It is recognized, however, that the process of facilitating lasting change and benefits, in the opposite direction of strong existing trends and currents, represents an immense challenge. Therefore, the project is designed to be flexible. Designs and plans will be modified to guide assistance towards the most successful interventions, identified through a continual process of monitoring and evaluation.

The RENARM Project is divided into four main components. Component 1, Natural Resources Policy Initiatives, is directed at public and private leaders. Component 2, Environmental Awareness, Education, and Bio-diversity Conservation, is aimed at people from all walks of life. It strives to create the conditions for improved E/NR policies and regulations and to protect key wildlands as biological reserves. It will also promote environmental education and consciousness raising.

Component 3, Sustainable Agriculture and Forestry will build on work under way with AID support in watershed management, forestry, and plant protection. The adaptation of technology will be supported at CATIE and the Panamerican Agricultural School, while outreach will be accomplished through a mix of private and public entities. Component 4 will support continuing institutional development of CATIE.

The Project will undertake training, outreach, technical assistance and research on a regional level, and it will provide policy guidance, regional coordination and information sharing among national agencies. In this regard, the Project will support public and private national institutions, bilateral USAID Missions and other donors in their efforts to provide quality services to project beneficiaries.

This RFA corresponds to a part of Component 2, "Environmental Awareness, Education and Bio-diversity Conservation". The entire component includes five activities and will be executed primarily with the assistance and direct participation of international and local NGOs. An underlying objective is to get the people of the region to become more aware of - and active in - environmental issues and improved natural resource management.

The five interconnected activities of component 2 are directed towards environmental awareness and conservation in support of national and regional objectives. Specifically, the project aims to provide support to on-going NGO programs in order to: 1) strengthen coordinated monitoring, strategic planning and policy formulation for conservation; 2) foster environmental awareness and education; 3) institute wildlands management programs through coordinated pilot projects; and 4) support conservation information centers and data management. These activities will be implemented through a series of Cooperative Agreements with individual NGO's or NGO consortia. The Project will also undertake conservation training and support environmental research under this component through a separate contractual arrangement.

As a general rule, U.S. NGOs are expected to work through and with Central American NGOs to carry out this set of activities since the strengthening of local and/or regional NGOs to improve their capacity for continuing project activities into the future will be required. It is anticipated that a PASA arrangement to promote involvement of the Peace Corps and other U.S. Government entities will make additional technical assistance available to the organizations selected for these activities.

For NGO activities, ROCAP expects that significant resources will be provided by recipients of ROCAP assistance as counterpart to complement or match ROCAP funds.

ACTIVITIES DESCRIPTION

This section describes the objectives, specific activities and desired impacts related to the assistance which ROCAP plans to provide to the recipient. The term "recipient" herein refers to the entity or consortium of organizations (or "applicant") which is awarded a cooperative grant agreement as a result of its application in response to this RFA.

A. Objectives

The "Improved Conservation Information Availability and Use" activity of the RENARM Project is designed to provide assistance to NGO programs which are directed towards the development and improvement of conservation information sources in Central America. The overall objective is the effective provision to decision-makers of useful, reliable, up-to-date information on the status of natural resources.

Improved conservation planning requires better access to more reliable and up-to-date information. On a regional basis, data are too scanty and variable (incomparable) to guide the definition of common policies and regional strategies. At the national level, decisions on environmental protection and natural resource programs are taken despite the paucity of reliable, up-to-date information on the status of the physical and biological resources of the country. At the operational level, natural-resource managers lack necessary information for effective conservation programming and for managing resources sustainably while fully using their productive potential. Moreover, baseline data are not available for monitoring trends in resource utilization and the impacts of policies and programs.

AID's E/NR Strategy statement recognizes this need when it calls for "information centers on natural resource conservation...(in order to) collect, store, retrieve, and analyze natural resource information, on a regionally standardized basis." ROCAP on a regional basis and the USAID bilateral missions on a national basis, as well as other donors, have over the years financed some activities--natural resource surveys, data collection, and mapping projects. Nonetheless, information in the region on the environment, bio-diversity and natural resources is often limited in coverage, not standardized for ease of comparison, obsolete and of uneven quality.

Regional coordination can help overcome some of these difficulties. However, it is also important to provide reliable and pertinent information in a form that is immediately usable and to provide on-going technical assistance as needed. Significant actions have already begun in this area. For example, biological information systems were introduced into conservation data centers established in Panama, Costa Rica and, most recently, Guatemala with private donations and some A.I.D. assistance. The opportunity now exists to build upon and enhance environmental and natural resource information systems.

The general objectives for this set of activities can be summarized as:

- Provide decision-makers and other targeted audiences with high-quality, useful, E/NR information through E/NR information sources in each of the participating countries;
- Facilitate data sharing at national and regional levels through standardization, improved software, materials analysis, systems and training;
- Make relevant information available for local, national and regional applications in key institutional, legislative and policy reforms, media campaigns, and other environmental initiatives;
- Strengthen the capacity of selected Central American E/NR organizations to continue similar work; and
- Improve local, inter-agency and international cooperation in collecting and applying E/NR data.

All activities which applicants propose to undertake with ROCAP assistance must be clearly supportive of these objectives.

B. Specific Activities

While ROCAP encourages the presentation of creative ideas in order to fulfill the objectives, a number of specific activities have been identified which are considered vital. Therefore, the minimum activities which ROCAP plans to support in order to achieve the stated objectives include: (1) survey of existing regional information sources in order to (2) facilitate the standardization of data entry and of analytic procedures, and (3) enable the preparation and distribution of improved software programs and analytic manuals; (4) provide assistance for the purchase of necessary equipment; (5) provide technical assistance to strengthen local E/NR information center programs and capabilities; (6) help monitor and evaluate these activities; and (7) promote coordination and collaboration between all entities involved with E/NR information and analysis in Central America. Additionally, the applicant may propose other activities which it feels are important to effectively achieve the stated objectives. In all activities, the use of local talent is encouraged in order to leave on-going E/NR capacity in the region.

Alternate proposals may be presented as indicated in Section 4.B. The final winning proposal will serve as the basis for the description of activities in the Cooperative Agreement with the recipient (not the description in this RFA).

The results and impacts desired from each of the principal activity areas are described in the following sections.

1) Survey of Regional Information Sources

The first step in establishing or improving conservation information centers would be a regional survey of existing centers and their holdings. This survey should cover conservation information sources, data bases, mapping systems and archives, aerial photography and satellite imagery, and documentation centers that exist in the participating countries as well as the systems, procedures software and contents of each. It is also important for this undertaking to determine which sources of information are actually used by planners, managers and decision-makers to assess the needs for updated or additional data, and to define informational priorities for the future.

From this review of existing data, relevant information on deforestation, land use and other environmental issues should be generated in the most useful form possible for target audiences. The information should be published in coordination with the recipient of AID support under RFA No. 1, "Strategic Planning, Monitoring and Information Dissemination". The information should be prepared in such a way that it can be updated readily as information sources are developed and information is updated and improved. An index of data sources and their availability should be made for each country and distributed. Fees charged for publications and services should be reinvested to increase or improve the impacts of the activities.

The survey should allow the recipient to fine-tune the design of the other sub-activities noted below (training, standardized systems, and support for the creation of new centers when/where justified).

The desired results of this sub-activity over the total life of the project (to be completed no later than September 30, 1995) can be summarized as follows:

- Targeted groups have increased awareness of the availability of environmental information at national and regional levels;
- Information (e.g. survey data, indexes and maps) is prepared, disseminated and utilized by decision-makers, planners and other selected E/NR actors; and
- A framework is created for the development of standardized information systems and data analysis that will guide resource allocation decisions long after project support has ended.

2) Training on Data Quality Control and Analysis

Once entered into a data base, available information often has a life of its own, regardless of its reliability and validity. In order to improve the quality of data and their analysis, emphasis should be given to training data managers and users in these areas. The training should deal with the principal limitations to the usefulness of conservation data to decision-makers and other E/NR actors. Areas which may deserve attention include: quality control; analysis; systems for editing, verifying and updating data; improvements in quality and definition of primary data; the exchange of data among centers; and data presentation formats which help avoid misinterpretation. These activities should improve and increase the interchange and usefulness of environmental and natural resource information in Central America.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Appropriate Central Americans are trained in key areas such as quality control and data analysis;
- The availability of reliable and highly useful conservation data increases at both national and regional levels; and
- The data are disseminated and applied to support key institutional, legislative and policy reforms, media campaigns, and other environmental initiatives in Central America.

3) Preparation and Distribution of Software and Manuals

Under this component, AID will support the development and distribution of appropriate materials for training the centers' staff, and for the preparation of corresponding user's guides. Specifically, data management systems and software adapted to the needs of the region should be developed for the conservation information centers. These systems should be documented in manuals and technical notes for distribution to all data users and information centers. The written materials and workshops to be supported by ROCAP will generally be in Spanish (Belize being an exception).

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Improved, standardized materials such as software and manuals will be in use at E/NR information sources in the participating countries, facilitating the sharing of information and increasing the usefulness of, and demand for, centers' services; and
- Conservation information can be easily sorted for local, national and regional applications in institutional, legislative and policy reforms, media campaigns, and other environmental initiatives.

4) Material Support to National Information Centers

ROCAP assistance is available to help provide equipment, materials and supplies necessary for the establishment of new national conservation information centers. Past experience indicates that the potential for success is greatest when the information center is integrated into an appropriate University through an arrangement which commits at least one U.S. counterpart University to actively support and participate in the venture. Therefore, to receive ROCAP assistance, any new centers should have this sort of institutional relationship whenever possible. They must also be adequately justified and a basis for sustained financing must be identified prior to making investments. Existing centers should be utilized and strengthened whenever possible.

The equipment and supplies should be complemented by technical assistance as needed. Management and financial assistance to the centers for the development of a sustainable program is considered fundamental and will improve the likelihood for the eventual and lasting success of the undertaking. Training for the staff of the new centers should be provided through existing centers (e.g. Costa Rica and Guatemala).

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Provide decision-makers and other targeted audiences with high-quality, useful, E/NR information through responsive E/NR information sources in each of the participating countries; and
- Data centers have long-term strategies, trained managers and technicians, and identified sources of financial support, enabling them to continue to provide services after project assistance is complete.

5) Strengthen Local E/NR Capacity and Programs

Weak counterpart or parent institutions, inadequate legal frameworks and financial resources, and insufficient regional collaboration on issues of joint concern are a few of the problems affecting the success of conservation information programs in Central America. Providing technical assistance to the centers and appropriate counterparts and directly involving them as participants in the activities to be implemented, can help redress this situation.

To the degree possible, the recipient should execute all ROCAP-supported activities using a process oriented methodology to assure maximum transfer of knowledge and self-confidence to counterparts in the region. The objective here is to facilitate the development of indigenous NGOs so that E/NR programs in the region may continue after RENARM Project completion (see Annex 5). This will require high degrees of flexibility, cultural and political sensitivity, openness and willingness to collaborate on the part of the recipient.

In addition to supporting involvement of local entities in the activities undertaken by the recipient, ROCAP assistance is also expected to help provide other types of technical assistance to, and strengthen the capacity of, selected counterparts on an as-needed basis. Technical assistance provided to the staff of the information centers should utilize in-region expertise from existing centers to the extent possible.

The applicant should be aware that ROCAP is prepared to assist with the provision of specialized technical assistance from other sources when necessary. The ROCAP RENARM team includes experts in forestry and forest production, integrated pest management, conservation financing and policy. Additional

ROCAP will contract with a specialized firm to help develop key indicators and an overall system for M&E. The recipient will be requested to participate in this monitoring and evaluation process. At the outset, the recipient will help to establish the list of key indicators for M&E of the activities supported through the Cooperative Agreement. Based upon the key indicators, the recipient will assure that appropriate base-line data is available or collected at project start-up. The base-line data will be used for measuring the changes attributable to specific project actions. The selection of indicators is important; they must facilitate the measurement of impacts while permitting manageable, economic methods for data collection.

The recipient's participation in the global M&E program will also be necessary to facilitate standardized data collection, reporting and analysis. Close coordination with ROCAP and USAIDs will be required. Another requirement will be the disaggregation of data by gender whenever appropriate. Specific disaggregated benchmarks for monitoring and evaluation should be established where warranted to help identify involvement of and impacts on women.

In addition to the on-going M&E activities described above, more formal assessments of the impacts of the RENARM activities implemented through the recipient are planned for program years three and five. The recipient is expected to plan for and collaborate with the execution of these assessments.

The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Key indicators are established, monitored, and serve to focus resources in the most successful interventions;
- Formal evaluations are conducted and appropriate modifications are made in programs (o/a years 3 and 5);
- Local counterparts have increased capacity for planning and conducting effective monitoring and evaluation activities.

7) Coordination and Collaboration

The recipient is expected to implement all activities and provide all services in coordination with ROCAP, USAIDs and other entities active in Central American E/NR initiatives. As

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support will be available through inter-agency agreements between ROCAP and other U.S. Government entities such as the Department of Agriculture (USDA), the Peace Corps, Interior, etc. The recipient will be encouraged to utilize these resources whenever they may improve overall effectiveness of the activities presented in its application.

The desired results of this sub-activity over the life of the project can be summarized as follows:

- Information center personnel and other selected Central American counterparts have participated in the processes and activities executed by the recipient and increased their capacity and self-confidence;
- Selected activities are institutionalized at the local and regional levels; by year six, selected counterparts use non-ROCAP sources of financial support to continue to provide services and implement activities which were initially supported by the recipient with assistance from the RENARM Project; and
- Local capacity for the administration and management of responsive information sources is increased and the overall financial stability of centers improved as a result of technical assistance and training.

6) Monitoring and Evaluation (M&E)

Monitoring and evaluation will be continuous processes during the life of the Project and are intended to serve the overall AID E/NR Strategy and Program as well as the RENARM Project and the recipient. The purposes are: (1) to measure progress toward achievement of desired outputs and impacts and to propose needed corrective actions; (2) to facilitate linkages, meshing, and mutual reinforcement between and among the project's several components; (3) to build accountability into ongoing project actions; (4) to facilitate coordination between recipient and other E/NR programs or projects; and (5) to build the evaluation capacity of institutions and national counterparts who participate in project implementation. The monitoring and evaluation process should result in useful information for future redesign and for the inclusion of new elements in the project in order to orient program resources towards the most successful interventions.

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The desired outputs of this sub-activity over the life of the project can be summarized as follows:

- Periodic meetings and workshops facilitate timely communication and coordination between the different entities involved with conservation information in the region, including USAID Missions;
- Reports, plans and other information which facilitate productive coordination are prepared by the recipient and shared with other entities as appropriate; and
- Activities conducted complement those of other entities involved in correlated efforts so that programs supported by AID assistance are widely utilized and overall benefits multiplied.