

Agency for International Development  
Washington, D.C. 20523

180-0032

~~ROEX 178~~

11/20/91  
PD-ABF-685

8:29:0

Ms. Celeste S. Angus  
Washington Coordinator  
American ORT Federation  
Suite 320  
2025 "I" Street, N.W.  
Washington, D.C. 20006

Subject: Cooperative Agreement No. EUR-0032-A-00-2005-00

Dear Ms. Angus:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to American ORT Federation (hereinafter referred to as "ORT" or "Recipient") the sum of five hundred thousand dollars (\$500,000) in support of a sixteen-month program under the Private Voluntary Organization (PVO) Humanitarian/Development Initiatives Project (Project Number 180-0032), as more fully described in Attachment 1 of this Cooperative Agreement entitled "Schedule" and Attachment 2, entitled "Program Description."

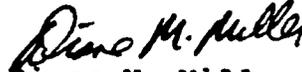
This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives for the period set forth in Section 1.B. of Attachment 1 of this Cooperative Agreement. Funds disbursed by A.I.D. but uncommitted by the Recipient at the expiration of this period shall be refunded to A.I.D.

The total estimated amount of this Cooperative Agreement is \$500,000 of which the full amount is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This Cooperative Agreement is made to ORT on the condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, the Schedule; Attachment 2, the Program Description; and Attachment 3, the Standard Provisions; which have been agreed to by your organization and which together constitute the complete Cooperative Agreement.

Please sign the original and each copy of this cover letter to acknowledge your receipt of this Cooperative Agreement, and return the original and all but one copy to the undersigned.

Sincerely,



Diane M. Miller  
Grant Officer  
Eastern Europe Branch  
Overseas Division  
Office of Procurement

Attachments:

- A. Fiscal Data
1. Schedule
2. Program Description
3. Standard Provisions
4. Special Provision entitled "Restrictions on Lobbying"

ACKNOWLEDGED:

AMERICAN ORT FEDERATION

BY: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

FISCAL DATA

PIO/T No.	:	180-0032-3-2622331
Appropriation No.	:	72-11X1010
Budget Plan Code	:	QAIX-92-32180-IG12
Allotment No.:	:	184-62-180-01-69-21
Total Estimated Amount	:	\$500,000
Total Obligated Amount	:	\$500,000
Technical Office	:	ENE/EUR, D. Frago
Funding Source	:	FM/CMPD/LC
Letter of Credit No.	:	72-00-1452
DUNS No.	:	07-682-8706
TIN	:	13-5562969

LB

**SCHEDULE**

**A. PURPOSE OF COOPERATIVE AGREEMENT**

The purpose of this Cooperative Agreement is to develop Albanian human resources by providing job-skills (vocational) training to former political prisoners and their families which will help to ensure sustained and locally-based development, as further described in Attachment 2, "Program Description."

**B. PERIOD OF COOPERATIVE AGREEMENT**

1. The effective date of this Cooperative Agreement is the date of the attached cover letter and the estimated completion date is January 15, 1993.

2. Funds obligated hereunder shall be used to reimburse the Recipient for allowable program expenditures incurred by the Recipient in pursuit of program objectives during the period September 9, 1991 through the estimated completion date. Funds obligated hereunder are anticipated to be sufficient for completion by the Recipient of the program described in Attachment 2 of this Cooperative Agreement by the estimated completion date.

**C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT**

1. The total estimated amount of the program described in Attachment 2 of this Cooperative Agreement is \$560,000, of which A.I.D. may provide \$500,000, and the Recipient will provide \$60,000.

2. A.I.D. hereby obligates the amount of \$500,000 for program expenditures during the period set forth in Section B.2. above and as shown in the financial plan of this Schedule (see Section D).

3. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 3, the standard provision entitled "Payment - Letter of Credit." In accordance with this standard provision, the Recipient shall submit the required documentation to the following address:

Agency for International Development  
Office of Financial Management, FM/CMPD/LC  
Room 700, SA-2  
Washington, D.C. 20523-0209

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**D. FINANCIAL PLAN**

1. The following is the financial plan for this Cooperative Agreement. The Recipient may not exceed the obligated amount (see Section C.2 of this Schedule). Except as specified in the standard provisions entitled "Revision of Grant Budget" and "Cost Sharing (Matching)", as shown in Attachment 3, the Recipient may adjust line item amounts as may be reasonably necessary for the attainment of program objectives.

**A.I.D. and Recipient ("Cost Share") Funding**

<u>Category</u>	<u>A.I.D.</u>	<u>ORT</u>	<u>Total</u>
Salaries	\$ 144,113	- 0 -	\$144,113
Fringe Benefits	43,234	- 0 -	43,234
Post Differential	24,000	- 0 -	24,000
Overhead	43,234	- 0 -	43,234
Consultants	7,368	- 0 -	7,368
Housing and Related Expenses	39,500	- 0 -	39,500
Allowances	37,796	- 0 -	37,796
Travel and Per Diem	33,819	- 0 -	33,819
Non-Expendable Equipment	91,400	- 0 -	91,400
Shipping	10,000	- 0 -	10,000
Local Costs (class- rooms, ORT office, utilities)	- 0 -	60,000	60,000
Other Direct Costs	25,536	- 0 -	25,536
<b>TOTAL</b>	<b>\$500,000</b>	<b>60,000</b>	<b>560,000</b>

2. Inclusion of any cost in the financial plan of this Cooperative Agreement does not obviate the requirement for prior approval by the Grant Officer of cost items designated as requiring prior approval by the applicable cost principles (see the Mandatory Standard Provision set forth in Attachment 3 entitled "Allowable Costs") and the terms and conditions of this Cooperative Agreement.

3. Not later than 90 days after the close of the Recipient's fiscal year, ORT shall submit to the cognizant government agency, proposed final indirect cost rates and supporting documentation. If ORT does not have a cognizant agency relationship established, then supporting documentation, in addition to this Cooperative Agreement award number specified in a cover letter, shall be sent to the following addressee:

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James J. Deery  
Contracting Officer  
Agency for International Development  
Office of Procurement, MS/OP/PS/OCC  
Overhead and Special Costs Branch  
Room 1465, SA-14  
Washington, D.C. 20523-1417

**E. INDIRECT COSTS**

**1. Indirect Cost Rates**

Pursuant to the standard provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates-Provisional," a rate shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending the establishment of revised provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate applied to the base set forth below:

<u>Type</u>	<u>Effective Period</u>	<u>Rate</u>	<u>Base</u>
Provisional	1/1/86 until amended	30%	See (a)below

**(a) Base of Application:**

Base field salaries plus base backstopping salaries.

**F. REPOSTING REQUIREMENTS**

**1. Financial Reports**

a. Financial reporting requirements shall be in accordance with the standard provision of this Cooperative Agreement entitled "Payment - Letter of Credit", as shown in Attachment 3.

b. The original and two (2) copies of all financial reports shall be submitted to the Office of Financial Management, whose address is listed in Section C.3. of this Schedule.

c. The Recipient's financial reports shall include expenditures of A.I.D. funds provided hereunder, as well as non-federal cost sharing funds in accordance with Section I.4 and the standard provision entitled "Cost Sharing (Matching)."

d. One (1) copy of all financial reports shall be submitted to the Project Officer, or her designee, at the office listed below:

Donna Frago, ENE/EUR  
Agency for International Development  
Bureau for Europe and the Near East  
Office of European Affairs  
Room 4725; NS  
Washington, D.C. 20523-0053

## **2. Project Implementation Plan**

a. Not later than thirty (30) days from the effective date of this Cooperative Agreement (see Section B.1. of this Schedule), the Recipient shall prepare and submit to the A.I.D. Project Officer specified in Section F.1.d. of this Schedule the original and two (2) copies of a detailed project implementation plan (PIP) for the full term of this Cooperative Agreement.

b. The Recipient may develop the PIP in consultation with the Project Officer. The PIP should contain the following elements:

(1) A brief description of the major activities indicating the expected outcomes, responsible persons, planned starting and completion dates and duration of the activity (actual time required to complete the task, which may be less than the planned time between starting and completion dates.)

(2) A timeline showing the sequential and concurrent activities, indicating which activities depend on the successful completion of prior activities, and highlighting those activities which are critical, i.e. if delayed, the overall project results will be delayed. A.I.D. preference is for the earliest possible start dates for activities, realization of concrete results.

(3) Plans for periodic consultation and review of the PIP and progress with the Project Officer, with A.I.D. representatives in the field and with Embassy staff in each country of the program. The latter consultations may coincide with field trips and TDY's to Washington by the cognizant A.I.D. or Embassy staff. A mid-term review will be held with the Project Officer six months after the start date of the Agreement.

(4) Approval in writing from the Project Officer will be required for the PIP and any significant changes resulting thereafter. Evidence of consultation with A.I.D. representatives and Embassy staff will be required, but only the Grant and Project Officers have the authority to approve amendments to the PIP once it is approved.

### 3. Semi-Annual Report

a. Ten copies of the Semi-Annual Report plus one copy for the A.I.D. Mission in the target country will be submitted to the AID/ENE/DR Project Officer thirty (30) days prior to the estimated completion date of the Agreement. The Semi-Annual Report will describe project activities and American ORT Federation's financial contribution to the project.

b. The Semi-Annual Report will also include a data sheet for each sub-project activity and will be furnished in the standard format prescribed by ENE/DR (to be supplied upon award of the Agreement). Other current A.I.D. grants, cooperative agreements, and contracts to American ORT Federation, such as OPGs, will be noted in the report with an explanation of any relationship of such agreements to this program.

### 4. Special Reports

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

a. Problems, delays, or adverse conditions that will materially affect the ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.

b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

**5. Final Report**

Within thirty (30) days after the expiration date of this Cooperative Agreement, the Recipient shall submit the original and two (2) copies of a Final Report. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the estimated completion of this Agreement.

Two (2) copies of each project and evaluation report shall be submitted to the following address for official Agency records:

Agency for International Development  
Center for Development Information and Evaluation  
Development Information Division, PPC/CDIE/DI  
Room 219F, SA-18  
Washington, D.C. 20523-1802

**G. SUBSTANTIAL INVOLVEMENT**

It is understood that A.I.D. will be substantially involved during the performance of this Cooperative Agreement in the following manner:

**1. Approval of Countries**

The following country is approved for direct in-country program support by A.I.D. under the cooperative agreement: Albania

Other countries may be approved during the period of the cooperative agreement. Such approval must be communicated by the Grant Officer to the Recipient in writing after consultation with the Project Officer and the relevant Embassy or A.I.D. Mission. If a revision to the financial plan is not required for the inclusion of another country or countries, then approval shall be obtained from the Project Officer in writing, with a copy to the Grant Officer.

**2. Evaluation**

The scope of work for an independent final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the AID/ENE/DR Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff for this evaluation. At least one evaluator will be an

individual not currently employed by the Recipient. The AID/ENE/DR Project Officer is to participate in the pre- and post-evaluation briefings and to receive six (6) copies of the completed evaluation report for AID/ENE/DR and one copy of each country evaluated.

**3. Review and Approval of Project Implementation Plan**

The Project Officer must approve of the PIP in writing prior to program implementation (see section F.2 of this Schedule).

**H. CLOSEOUT PROCEDURES**

1. The following definitions shall apply for the purpose of this procedure:

a. Closeout. The closeout of a cooperative agreement is the process by which A.I.D. determines that all applicable administrative actions and all proposed work of the cooperative agreement have been completed by the Recipient and A.I.D.

b. Date of completion: The date of completion is the date on which all work under the cooperative agreement is complete or the date on the award document, or any supplement or modification thereto, on which A.I.D. sponsorship ends.

c. Disallowed costs: Disallowed costs are those charges to a cooperative agreement that A.I.D. or its representative determines to be unallowable, in accordance with the applicable Federal cost principles or other conditions contained in the cooperative agreement.

2. A.I.D. closeout procedures are the following requirements:

a. The Recipient shall immediately return any balance of unobligated (unencumbered) cash that A.I.D. has advanced or paid and that is not authorized to be retained by the Recipient for use in other grants or cooperative agreements.

b. A.I.D. shall obtain from the recipient within 90 calendar days after the date of completion of the cooperative agreement all financial, performance, and other reports required as the condition of the cooperative agreement. A.I.D. may grant extensions when requested by the Recipient.

c. When authorized by the cooperative agreement, A.I.D. shall make a settlement for any award or downward adjustments to A.I.D.'s share of the costs after these reports are received.

d. The Recipient shall account for any nonexpendable property acquired with A.I.D. funds.

e. In the event a final audit has not been performed prior to the closeout of the cooperative agreement, A.I.D. shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

**I. SPECIAL PROVISIONS**

**1. Grantee Application (Proposal)**

A summary of the Recipient's program is stated in Attachment 2 of the Cooperative Agreement entitled "Program Description". A more in-depth discussion of the program description is provided by ORT's proposal, entitled "Proposal for Project Management of Development of Albanian Human Resources," dated August, 1991, and the Addendum thereto dated September, 1991. The Recipient's proposal is hereby referenced and incorporated as part of this Cooperative Agreement; however, the Order of Precedence in Section 1.13 applies.

**2. Employee Salaries**

Except as the Grant Officer may otherwise agree in writing, A.I.D. shall not be liable for reimbursing the Recipient for any costs allocable to the salary portion of direct compensation paid by the Recipient to its employees for personal services which exceed the highest salary level for a Foreign Service Officer, Class 1 (FS-1), as periodically amended.

**3. Consultant Fees**

Compensation for consultants retained by the Recipient hereunder shall not exceed, without specific approval of the rate by the Grant Officer: either the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years; or the maximum rate of a Foreign Service Officer, Class 1 (FS-1) (as periodically amended), whichever is less. A daily rate is derived by dividing the annual compensation by 2,087 and multiplying the result by 8.

**4. Cost Sharing (Matching)**

a. Pursuant to the RFA, the Recipient has agreed to expend from non-federal cash funds by the end of the life-of-program (LOP) not less than the amount shown in the financial plan of this Cooperative Agreement under the Column headed "ORT Cost Share" (see section D.1. of this Schedule) Therefore, the standard provision of this Cooperative Agreement entitled "Cost Sharing (Matching)" applies.

b. The Cost Sharing (Matching) Standard Provision makes reference to project costs. "Project Costs" are defined in Attachment E of OMB Circular A-110, as well as all allowable costs [as set forth in the applicable Federal cost principles (see the Standard Provision of this Cooperative Agreement entitled "Allowable Costs")] incurred by the Recipient and the value of in-kind contributions made by the Recipient on third parties in accomplishing the objectives of this Cooperative Agreement during the program period.

c. The Recipient is required to report in its annual reports and its financial reports (Standard Form 269) the total amount of cost sharing to date. Although the Recipient may cost share on a life-of-program basis, it is expected that funds will be expended on a pro rata basis per year and not withheld until the last year of the agreement.

**5. Travel**

The standard provision entitled "Travel and Transportation" which requires advance notification of the Project Officer of the Recipient's travel intentions overseas, is required. The Recipient is also required to provide advance notification of intention to travel to the relevant Embassy or A.I.D. Mission in each cooperating country.

**6. Monitoring and Evaluation**

a. Monitoring: On occasion, A.I.D. Technical Officers will, with prior notification to the Recipient's headquarters, visit selected project sights.

b. Self-evaluation: Self-evaluations will be conducted by the Recipient in accordance with its evaluation program as described in its August, 1991 proposal and the September, 1991 addendum thereto.

c. Independent Evaluation: An independent final evaluation in collaboration with the Recipient will be carried out no later than sixty (60) days prior to the expiration date of the cooperative agreement. The scope of work for the independent final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff who, if possible, is not currently participating in activities funded by this Cooperative Agreement. At least one evaluator will be an individual not currently employed by ORT. The Project Officer is to participate in the pre-evaluation and post-evaluation briefings. The original and five (5) copies of the completed evaluation report plus one (1) copy of each country evaluated will be sent to the Project Officer whose address is specified in section F.1.d. of this Schedule.

7. Source/Origin/Nationality of Suppliers of Commodities and Services - Authorized Geographic Codes

a. Except as A.I.D. may otherwise agree in writing, all services shall have their nationality in the United States (A.I.D. Geographic Code 000) or in the following cooperating countries:

Albania - (A.I.D. Geographic Code 182)

b. Rental or leasing of office space or warehouse space is authorized for A.I.D. Geographic Code 000, or the A.I.D. geographic code which corresponds to the location of the project.

c. All goods/commodities shall have their source in the United States or the corresponding cooperating country or countries. The Recipient is expected to use its own private cost-share funds for all procurements of nonexpendable property for all non-U.S. or non-cooperating country procurements.

8. Procurement of Used Equipment

Used equipment may only be purchased with the prior written approval of the Grant Officer.

**9. Ocean Shipment of Goods**

Ocean shipping financed by A.I.D. under the program shall, except as A.I.D. may otherwise agree in writing, be financed only on flag vessels of the United States. The Standard Provision entitled "Ocean Shipment of Goods" applies to this Cooperative Agreement.

**10. Title to Property**

Title to property purchased by the Recipient under this Cooperative Agreement shall be vested in the Recipient. Accordingly, the Standard Provision entitled "Title to and Care of Property (Grantee Title)" applies. Disposition of property shall be in accordance with this Standard Provision. It is anticipated that the Recipient will dispose of the non-expendable equipment in the following manner: donated to the Albanian Training Center.

**11. Local Cost Financing**

Local Cost Financing is hereby authorized for this Cooperative Agreement, provided such financing falls within the legitimate needs of the program description applicable to this Cooperative Agreement and does not exceed the following limitations:

1. Procurement locally of items of U.S. origin up to a per transaction limit of the local currency equivalent of \$100,000.
2. Procurement locally of items of non-U.S. origin up to a per transaction limit of the local currency equivalent of \$5,000.
3. Commodities and services available only in the local economy (no specific per transaction value applies to this category). This category includes the following items:
  - a. utilities - including fuel for heating and cooking, waste disposal, and trash collection;
  - b. communications - telephone, telex, facsimile, postal, and courier services;
  - c. rental costs for housing and office space;
  - d. petroleum, oils, and lubricants for operating vehicles and equipment;
  - e. newspapers, periodicals, and books published in the cooperating countries; and
  - f. other commodities and services (and related expenses) that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating countries.

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

Except as otherwise changed by the above limitations, the conditions of the Optional Standard Provision entitled "Local Cost Financing (November 1988)" hereby incorporated into this Cooperative Agreement, apply, including paragraphs (b), (c), (d), (e), and (f).

**12. Order of Precedence**

In the event of any inconsistencies in this Cooperative Agreement, they shall be resolved by applying the following in descending order of precedence:

Attachment 1 - Schedule  
Cover Letter  
Attachment 3 - Standard Provisions  
Attachment 2 - Program Description  
Recipient's Application (Proposal)/Revisions

**13. Correspondence**

For the purposes of "notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision 13 entitled "Notices", the following addresses shall be used:

- a) Regular U.S. Mail  
Grant Officer  
Agency for International Development  
Office of Procurement  
Overseas Division - Eastern Europe Branch  
Room 1509; SA-14  
Washington, D.C. 20523-1423
- b) By Courier/Express Mail Only  
Grant Officer  
Agency for International Development  
Office of Procurement  
Overseas Division - Eastern Europe Branch  
15th floor receptionist  
1100 Wilson Blvd.  
Arlington, Virginia 22209

14. Zip Codes

Use the following nine-digit zip codes instead of the five-digit zip codes shown in the corresponding standard provisions:

<u>Standard Provision</u>	<u>Zip Code</u>
Disputes	20523-0051
Payment - Letter of Credit	20523-0209
(In addition to the zip-code changes, the organizational symbol for A.I.D.'s Office of Financial Management has been changed to the address shown in section C.3. of the Schedule.)	
Ocean Shipment of Goods	20523-1419
Negotiated Indirect Cost Rates - Predetermined (second address)	20523-0069 20523-1417
Procurement of Goods and Services	20523-1414
Negotiated Indirect Cost Rates - Provisional (second address)	20523-0060 20523-1417

15. Standard Provisions

The Standard Provisions set forth in Attachment 3 consist of the following provisions and the corresponding numbers (as specified on pages 4C-1 and 4C-8a of the Attachment) which are attached hereto and hereby incorporated as a part of this Cooperative Agreement:

(a) MANDATORY STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL GRANTEEES

1. Allowable Costs (November 1985)
2. Accounting, Audit, and Records (September 1990)
3. Refunds (September 1990)
4. Revision of Grant Budget (November 1985)
5. Termination and Suspension (May 1986)
6. Disputes (November 1989)
7. Ineligible Countries (May 1986)
8. Debarment, Suspension, and Other Responsibility Matters (March 1989)
9. Nondiscrimination (May 1985)
10. U.S. Officials Not to Benefit (November 1985)
11. Nonliability (November 1985)
12. Amendment (November 1985)
13. Notices (November 1985)

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(b) OPTIONAL STANDARD PROVISIONS FOR U.S.,  
NONGOVERNMENTAL GRANTEES

1. Payment - Letter of Credit (November 1985)
4. Air Travel and Transportation (November 1985)
5. Ocean Shipment of Goods (May 1986)
6. Procurement of Goods and Services (November 1985)
7. A.I.D. Eligibility Rules for Goods and Services (November 1985)
8. Subagreements (November 1985)
9. Local Cost Financing (November 1988)
11. Publications (November 1985)
13. Negotiated Indirect Cost Rates - Provisional (May 1986)
14. Regulations Governing Employees (November 1985)
19. Government Furnished Excess Personal Property (November 1985)
20. Title To and Use of Property (Grantee Title) (November 1985)
23. Cost Sharing (Matching) (November 1985)
25. Conversion of United States Dollars to Local Currency (November 1985)

(End of Attachment 1)

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**PROGRAM DESCRIPTION**

I. Program Goal: The goal of the Agreement is to improve the quality of life and career opportunities for former political prisoners and their families in Albania.

II. Program Purpose: The purpose of this Agreement is to develop Albanian human resources by providing job-skills (vocational) training to former political prisoners and their families which will help to ensure sustained and locally-based development. The training of this target population will meet an immediate need and will facilitate Albania's transition to a free and open society.

III. Principal Activities: The ORT program in Albania will encourage self-sufficiency among former political prisoners of Albania by providing them with specialized training; modernize local vocational education programs; and serve as a pilot project and resource for the country and the region.

Major activities include: (1) a detailed in-country analysis of training needs; (2) design of a comprehensive program to provide specialized training; (3) establishment of a training center for the former prisoners; (4) retraining of local teachers and instructors in the field of vocational education; (5) provision of training courses in subject clusters such as agro- and automechanics, electrical machinery and appliances, and management in light industry; (6) facilitating job placement of training graduates; (7) preparing teaching materials and syllabi for new courses; (8) development of Albanian teaching manuals and training of local staff to manage the training center.

The project provides for one field monitoring and evaluation visit and a final audit at the close of the project. An independent mid-term and final evaluation will be carried out in coordination with A.I.D.

IV. Program Management: The ORT Project Manager, to be determined, will be principally responsible for the overall management and implementation of the program. He or she will coordinate activities in the field with two Training Specialists. Technical assistance will be provided to in-country staff in project design, project management (implementation) and evaluation by ORT International Cooperation staff, including Project Coordinator Celeste Angus and Controller Paul Ferrer.

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AGENCY FOR INTERNATIONAL DEVELOPMENT  
**PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES (PIO/T)\***

Page 1 of 3 Pages

1. Cooperating Country Eastern Europe Regional (Albania)		2. PIO/T No. 180-0032		3. PIO/T Amend No.	
4. Project/Activity No. and Title PVO Humanitarian/Development Initiatives Grant Program (180-0032) American ORT Federation, Inc.		5. Appropriation Symbol(s)		<b>FILE COPY</b>	
7. Pro Ag No. or Project Authorization/Date Authorized 1/24/91 Amended 8/5/91		6. Budget Plan Code(s)			
9. Project Assistance Completion Date (Month, Day, Year) 1/24/95		8. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation		<b>DRAFT</b>	
11. Type of Action and Governing A.I.D. Handbook: A. A.I.D. Contract (HB 14) B. A.I.D. Grant or Cooperative Agreement (HB 13) C. PASAIRSSA (HB 12) D. Other		10. Authorized Agent AID/W <input type="checkbox"/> B			
12. Contract/Grant/Cooperative Agreement/ PASAIRSSA Reference Number (If this PIO/T is for an order or a modification to an award)					
13. A.I.D. Funding (Attach a detailed budget in support of column (2) as Attachment A.					
	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date	
A. Dollars	--0--	500,000	--0--	500,000	
B. U.S.-Owned Local Currency					
14. Mission References Currently no AIDREP in country					
15. Instructions to Authorized Agent					

Please see continuation sheet.

16. Address of Voucher Paying Office	
17. Clearances - Include typed name, office symbol, and date for all clearances.	
A. The Project Officer certifies (1) that the specifications in the statement of work or program description are technically adequate, and (2) that (for contract actions only) all program personnel who are defined as procurement officials under 41 U.S.C. 423 have signed the Procurement Integrity Certification (OF-333).	
Signature: <u>DRago</u> , ENE/DR/DPI	Date: <u>9/6/91</u> Phone No: <u>202 647 9279</u>
B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.	
Signature: <u>RRedman</u> , ENE/PD	Date: <u>9/9/91</u>
C. Funds for the services requested are available:	
Signature: <u>RAnderson</u> , FM	Date: _____
Signature: <u>DLarson</u> , ENE/FM	Date: _____
Signature: <u>JCaswell</u> , ENE/RME	Date: <u>9/23</u>
E. _____	
8. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:	
Signature: _____	Title: _____ Date: _____
9. For the Agency for International Development:	
Signature: _____	Title: <u>RAnthony</u> , ENE/DR, Director Date: _____

**FOR CONTRACT ACTIONS ONLY:** SOURCE SELECTION INFORMATION—SEE FAR 3.104. THIS DOCUMENT, OR PORTIONS THEREOF, CONTAINS PROPRIETARY OR SOURCE SELECTION INFORMATION RELATED TO THE CONDUCT OF A FEDERAL AGENCY ACQUISITION, THE DISCLOSURE OF WHICH IS RESTRICTED BY LAW (41 U.S.C. 423). UNAUTHORIZED DISCLOSURE OF THIS INFORMATION MAY SUBJECT BOTH THE DISCLOSURER AND RECIPIENT TO CONTRACTUAL, CIVIL, AND/OR CRIMINAL PENALTIES AS PROVIDED BY LAW.

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