

PD-ABG-182  
ISA 83000

**AGENCY FOR INTERNATIONAL DEVELOPMENT  
USAID/Panama**

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Panamá 5, Panamá  
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May 27, 1993

Dr. Fernando Boyd, President  
Fundación Cruzada Civilista Nacional  
Centro Pro Democracia  
Calle Ricardo Arias  
Edificio Torre VIP  
Panamá, Republica de Panamá

Subject: Grant No. 525-0317-G-00-3215-00

Dear Dr. Boyd:

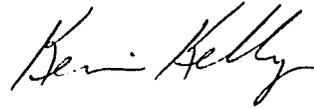
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1977, the Agency for International Development (hereinafter referred to as "AID" or "Grantor") hereby grants to Fundación Cruzada Civilista Nacional/Centro Pro Democracia (hereinafter referred to as "the Foundation" or "Grantee") the sum of Nine Hundred Ninety Eight Thousand Two Hundred Forty-one Dollars (\$998,241), with an initial obligation of Two Hundred Ninety-five Thousand Five Hundred Forty-five Dollars (\$295,545) for Grantee support to the Electoral Tribunal in their preparations and reporting on the May 1994 elections as more fully described in the attached Schedule and Program Description.

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the grantee in furtherance of program objectives during the period May 27, 1993 through July 31, 1994. Funds disbursed by AID but uncommitted by the grantee at the expiration of this period shall be refunded to AID. AID will not be liable for reimbursing the grantee for any costs in excess of the obligated amount.

This grant is made on condition that funds will be administered in accordance with the terms and conditions set forth in the grant Schedule, Program Description with attachments, and General Provisions, which have been agreed to by your organization.

Please acknowledge receipt of this grant by signing all copies of this cover letter, retaining one set for your files, and returning the remaining copies to the undersigned. Please insure that the copy with the original funds availability stamp is returned to USAID.

Sincerely,



Kevin Kelly  
Mission Director

Attachments:

1. Schedule
2. Program Description
3. ~~General Provisions~~
4. Source/Origin Report
5. AID Geographic Codes
6. Certification of Drug-Free Workplace

ACKNOWLEDGMENT OF RECEIPT:

BY: \_\_\_\_\_  
TYPED NAME: Dr. Fernando Boyd Galindo  
TITLE: President Fundaci3n Cruzada Civilista Nacional  
DATE: May 31, 1993

FISCAL DATA

PIO/T No.: 525-0317-3-20040  
Appropriation No.: 72-112/31021  
Budget Plan Code: LDE29225525KG13 RCN:P200084  
ECN:E200066 E1.01 \$188,245  
ECN:E200067 E1.02 \$107,300  
Total Estimated Grant Amount: \$998,241  
This Obligation: \$295,545  
Amount Pending: \$702,696  
Project No.: 525-0317  
Technical Office: USAID/Panama, Office of  
Public Administration  
Project Officer: Mr. Roger Yochelson  
Project Manager: Mr. Robert Murphy

Project 525-0317  
Grant No. G525-0317-G-00-3215

FUNDS AVAILABLE  
  
Date

FUNDS AVAILABLE			
Adm. Res.	<input type="checkbox"/>	Obligation	<input type="checkbox"/>
Earmark Res.	<input type="checkbox"/>	Earmark	<input type="checkbox"/>
Commit. Res.	<input checked="" type="checkbox"/>	Commitment	<input type="checkbox"/>
Signature 		Date <u>5/27/93</u>	
Office of the Controller			

A. PURPOSE OF GRANT

1. The purpose of this grant is to provide funding to the Grantee for the Centro Pro Democracia (hereinafter referred to as "the Center") of the Fundación Cruzada Civilista Nacional to implement activities in support of the Government of Panama (GOP) Electoral Tribunal's preparation for the May 1994 elections.

2. The principal activities funded under this grant are field work to assist in updating and purging of the Voter's Registry; lease and operation of mobile registration units; data collection for updating, verifying and purging the database of the Civil Registry; logistical support for the process of obtaining the identification card (cédula); technical support provided by outside consultants and local personnel; organization of workshops for Electoral Tribunal personnel; and a Civic Education Campaign that is to be designed, and supervised by IIDH/CAPEL and the Electoral Tribunal, and implemented by a commercial firm.

3. The project is more specifically described in Attachment 2 to this grant entitled "Program Description."

B. PERIOD OF GRANT

1. The effective date of this grant is May 27, 1993. The expiration date is July 31, 1994.

2. Funds obligated hereunder are available for program expenditures for the period specified in paragraph B.1 above as shown in the grant budget in paragraph D.2 below.

C. AMOUNT OF GRANT AND PAYMENT

1. The total estimated amount of this grant for the period shown in paragraph B.1 above is \$998,241.

2. AID hereby obligates the amount of \$295,545 for purposes of this grant.

3. Payment shall be made to the Grantee in accordance with procedures set forth in the general provisions in Attachment 3 - Optional Standard Provision No. 2 entitled "Payment - Cost Reimbursement" except for a one-time advance payment for initial start up costs. Start up costs which may be advanced by USAID will include such costs as office rental and associated costs, expendable and non-expendable office equipment and supplies, initial personnel costs, and viaticos for field personnel. Prior to any disbursement of any advance or reimbursement, AID may review grantee's accounting system in accordance with the Mandatory Standard Provision entitled "Accounting, Audit, and Records." Grantee agrees to make all AID recommended accounting system changes before any funds are advanced.

D. FINANCIAL PLAN

1. The budget for this grant is in paragraph D.2 on the following page. The Grantee may not exceed the total estimated amount or the obligated amount, whichever is less (see paragraph C above). Except as specified in the mandatory Standard Provision of this grant entitled "Revision of Grant Budget" in Attachment 3, the Grantee may adjust any of the line item amounts in the following budget up to 15% within the total budget amount as may be reasonably necessary for the attainment of program objectives except the total estimated amount to be reimbursed for Project Oversight/Equipment Costs shall not be exceeded.

**Attachment 1  
Schedule**

**2. Budget (In U.S. Dollars)**

<u>Activity/Element</u>	<u>Amount</u>	<u>Total</u>
<b>UPDATING/PURGING OF ELECTORAL REGISTRY</b>		
Personnel	143,400	
Direct Labor Cost	38,718	
Equipment Purchase/Rental	46,000	
Lodging/Meals	19,000	
Maintenance & Insurance	<u>5,000</u>	
Subtotal		252,118
<b>UPDATING/PURGING CIVIL REGISTRY DATABASE</b>		
Personnel	127,200	
Direct Labor Cost	34,344	
Microfilming Contract	<u>40,500</u>	
Subtotal		202,044
<b>LOGISTICAL SUPPORT FOR ISSUING IDs &amp; ORGANIZING THE 1994 ELECTIONS</b>		
Personnel	59,400	
Direct Labor Cost	16,038	
Office Rental/Insurance	<u>29,700</u>	
Subtotal		105,138
<b>CONSULTANTS/TRAVEL/PER DIEM COSTS</b>		
Electoral Delegates	44,928	
Electoral Logistical Support Fees	15,750	
Electoral Logistical Support Travel	13,740	
Electoral Tribunal Magistrates	7,200	
Other Electoral Tribunal Personnel	<u>21,600</u>	
Subtotal		103,218
<b>ORGANIZATION OF WORKSHOP ACTIVITIES</b>		
		45,000
<b>LOCAL CONSULTANTS/EXPERTS</b>		
		46,000
<b>PROJECT ADMINISTRATION</b>		
Personnel	46,200	
Direct Labor Cost	12,474	
Lease of Vehicle	9,800	
Office Rental	16,800	
Accounting/Bookkeeping Services	<u>11,200</u>	
Subtotal		96,474
<b>CONTINGENCY (See Note)</b>		
		42,500
<b>AUDIT</b>		
		15,000
<b>PROJECT OVERSIGHT/EQUIPMENT COSTS</b>		
		<u>90,749</u>
<b>TOTAL GRANT AMOUNT</b>		<b>998,241</b>

NOTE: See paragraph K of Program Description.

**E. REPORTING, MONITORING AND EVALUATION**

1. **Oral Presentations** - Grantee will provide oral presentations on project activities and performance to the USAID/Panama project committee if requested by the Grant Officer's Technical Representative (GOTR).

2. **Written Reports** - The Grantee will provide USAID/Panama with quarterly written reports in Spanish on project activities, performance and expenditures.

3. **Final Report/Evaluation** - A final report including a final evaluation of the project shall be submitted in English and Spanish at the conclusion of the grant.

4. **Unscheduled Reports** - Between the required performance reporting dates, events may occur that have a significant impact on the program. In such instances, the Grantee will report to USAID, in writing, should any significant changes affecting program objectives occur.

**F. SPECIAL PROVISIONS**

1. **Use of USAID/Panama Funds**

a. Funds provided by USAID/Panama for the project must be used exclusively for the purposes set forth in this grant.

b. The Grantee shall ensure that USAID/Panama funds are accounted for separately from grantee funds and funding from other sources.

2. **Coordination/Relationship with USAID/Panama**

a. The Grantee works under the general policy guidance of the USAID/Panama Mission Director.

b. The Grantee will report directly to the Project Manager, Mr. Robert Murphy, of the Office of Public Administration regarding project activities. Mr. Murphy is the Grant Officer's Technical Representative (GOTR) for the performance of the grant. The GOTR will have the following duties and authority:

**Attachment 1  
Schedule**

(1) Certification of work performed on all vouchers submitted by the grantee.

(2) Approval of travel and procurement of commodities if required.

(3) Clarification of non-cost related or minor questions on the grant.

(4) Approval of all short term personnel charged to USAID.

(5) Approval of all reports and evaluations submitted in accordance with paragraph E above.

**3. Audit**

In addition to grantee's annual audit required by the Mandatory Special Provision entitled "Accounting, Audit, and Records," the grantee agrees to have an audit performed at the conclusion of the grant to determine application of program funds.

**4. Travel Notification/Country Clearance**

a. The Grantee will provide to USAID, by fax or other written means, the following information on any proposed travel to Panama: purpose of visit, inclusive trip dates and names of travelers.

b. This information will be provided ten days in advance of initiation of travel to permit processing of country clearance, unless USAID agrees that special circumstances warrant exemption from this timeframe.

**5. USAID Approval of Salaries**

Salaries of all short term personnel financed by USAID requires the prior written approval of the Grant Officer's Technical Representative. Salaries shall not exceed an individual's current salary or the salary of an AID employee at the FS-01 grade whichever is less.

6. OMB Circular A-122

For the purposes of this grant, references to "OMB Circular A-122" entitled "Cost Principles for Nonprofit Organizations" shall include the AID implementation of such Circular, as set forth in subpart 731.7 of the AID Acquisition Regulation (AIDAR) (41 CFR Chapter 7).

G. INDIRECT COST RATES

1. Provisional Rates:

a. In accordance with the general provision of this grant entitled "Negotiated Indirect Cost Rates - Provisional," provisional indirect cost rates are at the rates, on the bases, and for the period shown below.

<u>Type</u>	<u>Rate Period</u>	<u>Base</u>
Labor Overhead 27%	Until amended	Direct labor costs

b. The Recipient will make no change in its established method of classifying or allocating indirect costs without the prior written approval of the Agreement Officer.

2. Advance Understanding on Ceiling Indirect Cost Rates and Final Reimbursement for Indirect Costs:

a. The Grantee agrees that final overhead rates shall not exceed the following ceiling rates.

<u>Type</u>	<u>Rate Period</u>	<u>Base</u>
Labor Overhead 27%	Until amended	Direct labor costs

b. The government shall not be obligated to pay any additional amount on account of indirect costs above the ceiling rates established in the Agreement.

**H. TITLE TO PROPERTY**

Title to all property financed under this grant is with the Grantee for the entire period of the grant. At the conclusion of the grant period, title to all property will transfer to the Electoral Tribunal. See the general provision of this grant entitled "Title to and Care of Property (Grantee Title)."

**I. AUTHORIZED GEOGRAPHIC CODE**

The authorized geographic codes for procurement of goods and services under this grant are 000 and Panama. Commodities of geographic code 935 origin are authorized if the value of the transaction does not exceed \$5,000.

**PROGRAM DESCRIPTION**

**TECHNICAL ASSISTANCE PROJECT FOR THE ELECTORAL TRIBUNAL**

**A. SUMMARY**

The Fundación Cruzada Civilista Nacional (National Civic Crusade Foundation) solicits USAID/Panama financial assistance to provide technical support to the Electoral Tribunal of Panama. The project will be managed by the Foundation's Centro Pro-Democracia (Center for Democracy), who will provide the technical support that includes the contracting of temporary personnel to conduct field work to assist in updating and purging the Voter's Registry; the lease and operation of mobile registration units that will support the work of updating the Voter's Registry; the contracting of personnel for data collection and skilled personnel for updating, verifying and purging the database of the Civil Registry; logistical support for the process of obtaining the identification card (cédula) and the 1994 election process; the coordination and contracting of technical support provided by outside consultants and all the international travel for these consultants and local personnel; the organization of workshops for the Electoral Tribunal personnel; the contracting of a media and a public relations expert to strengthen and coordinate the Project activities with the Civic Education Campaign that is to be designed, and supervised by IIDH/CAPEL and the Electoral Tribunal, and implemented by a commercial firm; and the performance of all the functions required to implement the project, as described below.

All activities under this proposal are intended to complement and support the normal functions of the Electoral Tribunal of Panama and the technical assistance that is being provided by CAPEL. Under this project the Center for Democracy will work directly with the Electoral Tribunal and in close collaboration with CAPEL.

**B. BACKGROUND**

The Centro Pro-Democracia (the Center) of the Fundación Cruzada Civilista Nacional (the Foundation) was established in October of 1990 as a non-partisan and non-profit organization. The objective of The Center is the development and implementation of programs designed to promote democratic values and principles in Panama. Since the beginning of its operations, the Center has concentrated its efforts in two major areas: training programs for the strengthening of intermediate organizations and civic

## Attachment 2 Program Description

education programs for promoting a solid democratic culture among the Panamanian people. The Center has successfully completed 2½ years of operations. Financial support for these activities came from grants obtained from USAID/Panama, The National Endowment for Democracy (NED) and the Hanns Seidel Foundation from Germany, and local financial and in-kind support.

On the training programs for strengthening intermediate organizations, the Center has presented workshops on Democratic Leadership principles to promote participation within local groups; on Citizen's Participation within a Democratic Society; on the Management and Development of Voluntary Organizations; and on the Leadership Development of Women. The Center has also designed and presented a special Youth Leadership Orientation Program. This program consists of week-long and weekend workshops for public high school leaders using modern participatory training techniques and group dynamics. Under this program the Center has presented workshops on democratic values and principles; on civic and moral values; on planning techniques; on leadership principles; and on the role of private enterprise and democracy. The Center has also been contracted to present human development and leadership training programs for the Panamanian USAID scholarship recipients under the CLASP-II program. The Center has also organized many conferences and small lectures.

Under the civic education program designed to promote a solid democratic culture among the Panamanian people, the Center has produced television and radio spots and programs to promote democratic values and principles, conducts weekly life radio programs to discuss issues of national interest, produces printed material and newspaper supplements, organized and staff pavilions at local and provincial fairs which are used for the dissemination of democratic materials, and has organized democratic fairs at Panamanian universities.

The Center has also provided financial and technical support to the CIVE (Comité Independiente de Vigilancia Electoral) program organized by the Foundation to oversee the National Referendum of November 15, 1992. This program provided about 170 Panamanian Election Observers, who observed the referendum process in most of the provinces of Panama.

### C. DURATION OF THE PROJECT

The project will have a duration of approximately fourteen and one-half months, beginning on May 27, 1993 and ending on July 31, 1994.

**Attachment 2**  
**Program Description**

**D. FINANCIAL ASSISTANCE REQUIRED FOR THE PROJECT**

Financial assistance for the implementation of the project will be provided by USAID/Panama through a grant agreement signed with the National Civic Crusade Foundation of Panama. The Electoral Tribunal of Panama will contribute with complementary resources (human or financial) and the support (not specified in the agreement) required to successfully implement the project. Financial assistance for the amount of US \$998,241 is requested from USAID/Panama. Refer to the detailed budget enclosed in Attachment A.

The Electoral Tribunal of Panama will contribute to the Project with complimentary resources, both coordinating personnel and equipment, required to successfully implement the activities. Full details of the complimentary resources will be detailed in the work plan to be presented in the first month of the Project. A letter of commitment from the Electoral Tribunal indicating full support for the Project activities is contained in Attachment B.

**E. BENEFICIARY OF THE PROJECT**

The direct beneficiaries of the project will be the increased credibility of the results of the May 8, 1994 general elections, the Panamanian voter, the electoral process and the institutional development of the Electoral Tribunal.

**F. PROGRAM AREAS CONTEMPLATED IN THE PROJECT**

Due to the nature of the technical assistance required, the project has been subdivided into the following major programs:

1. Support for updating and purging of the Electoral Registry.
2. Support for updating and purging of and entry of vital data into the Civil Registry database.
3. Logistical support for the process of issuing identification card (cédula) and support for the 1994 election process.
4. Coordination of services provided by outside technical consultants and the travel arrangements for these consultants and for the personnel of the Electoral Tribunal, including an interchange for the electoral delegate program.

**Attachment 2**  
**Program Description**

5. Organization of workshops.
6. Strengthening of civic education campaign.
7. Strengthening of the Public Relation Office of the Electoral Tribunal and its activities.

G. GENERAL RESPONSIBILITIES OF THE CENTER FOR DEMOCRACY

Under the terms of the grant agreement, the Center will have the following general responsibilities:

1. Plan, coordinate, implement, control and evaluate all the activities under this project in addition to managing all the personnel, resources and facilities under this agreement.

2. Manage the accounting system, the purchasing and leasing of equipment, the payment of personnel and control of all funds under the terms of the agreement.

3. Perform all functions required for the hiring, training, supervision and remuneration of the personnel contracted under the agreement. Hiring of personnel will be by short-term contracts. Recruitment of personnel will be from extensive lists of individuals, who have successfully participated in previous programs presented by the Center and the Electoral Tribunal, as well as university students, computer training schools, through the advertisement of positions in the local media, and previously screened applicants processed by the Electoral Tribunal. A recruitment plan will be presented for approval to USAID/Panama.

Training of personnel, in the methods and manner in which they will be required to assist in the cleansing and up-dating of the Electoral Registry and the Civil Registry, will be in coordination with the Training Office of the Electoral Tribunal, and will be conducted by the Center, using the training materials and methods developed by the Electoral Tribunal and IIDH/CAPEL.

The Center's project management staff will be responsible for supervising all the personnel directly connected with the Project. This will be accomplished through the use of contracted field supervisors. These supervisors will be responsible for an established number of auxiliary registrars and field personnel. Formulas will be developed which will assist in the monitoring of activities and in the supervision of the contracted personnel.

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**Program Description**

Remuneration of personnel will be accomplished by the Center on a bi-weekly basis, based on the number of hours worked during each pay period. It is expected that the great majority of the personnel contracted will work a forty-hour work week. Work schedules will be verified by the field supervisors.

4. Perform all functions related with the planning, design, coordination, presentation and evaluation of workshop activities for the Electoral Tribunal personnel and Electoral Delegates using modern participatory training techniques in close coordination with the Training office of the Electoral Tribunal.

5. Provide regular feed-back and advice to the Electoral Tribunal as to the effectiveness regarding the planning, coordination and implementation on the program activities under this project. The principal point of contact with the Electoral Tribunal will be the National Director of Planning.

6. Prepare detailed quarterly narrative and financial reports to USAID/Panama on the progress of the project. Briefer monthly financial reports will be submitted to USAID/Panama as support documentation for reimbursement for project expenditures.

**H. GENERAL RESPONSIBILITIES OF THE ELECTORAL TRIBUNAL OF PANAMA**

1. Provide technical guidance to the Center in the implementation of all project activities.

2. Assist in the determination of the policies to be followed by the contracted auxiliary registrars during the implementation of the project.

3. Designate the Electoral Tribunal personnel that will work with the Center in the implementation of the project.

4. Collaborate with the Center in the identification, selection and training of the personnel that will be contracted. Also, collaborate with the Center in determining the duties to be performed by each person contracted, the work schedule and methods of remuneration.

5. Collaborate with the Center in establishing means for supervising the work of the personnel contracted (including all consultants) and procedures for time-keeping.

6. Collaborate with the Center in the preparation of the statement of work for the services that will be provided by outside technical consultants.

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**Program Description**

7. Facilitate installations and equipment required by the contracted personnel to perform their duties.

8. Provide work space, equipment (computers, diskettes, paper, etc.) and office equipment necessary for the completion of the project activities, except for the Center's office to be established for managing this project. A list of equipment will be prepared and presented with the work plan the first month of project activities for approval by AID/Panama.

9. All non-expendable commodities, that have been procured using Project funds, will be transferred to the Electoral Tribunal at the conclusion of Project activities.

I. MANAGEMENT OF THE PROJECT

The Center will establish a separate office to be used exclusively for this project and will contract administrative personnel to manage the project. Also contemplated in the agreement is the lease of a vehicle to be used by the Center's staff exclusively for the supervision of contracted personnel and for the performance of all the project management and support functions. Office space will be leased. All supervisory, management and financial activities will be located in the office space.

The Center will contribute all additional office equipment and services required to implement the project, that are not directly funded by the agreement.

The director of this new office, to be established by the Center to manage this project, will have the title of Project Director and will manage all the activities of the project under the direct supervision of the President of the Center.

Within 30 days of the signature of the grant, the Center, with the cooperation of the Electoral Tribunal, will provide USAID/Panama with a detailed work plan for the project. Specific goals and objectives and the respective time-table for each activity will be prepared. This work plan will be reviewed monthly and will be updated on an as needed basis.

The Center will submit a quarterly report on project activities and performance. The report will include a narrative section and a financial report. These quarterly reports will have enclosed all the observations and any significant correspondence submitted by the technical consultants. Two (2) copies of the quarterly report will be submitted to USAID/Panama.

**Attachment 2**  
**Program Description**

An oral presentation will also be presented to USAID/Panama on a quarterly basis.

USAID/Panama will make an initial advance sufficient to cover the start up costs for the Project. Subsequent monthly disbursements will follow the schedule depicted in Attachment B.

**J. PROGRAM ACTIVITIES UNDER THE PROJECT**

**1. Support for updating and purging of the Electoral Registry**

This program activity will be based primarily on a preliminary plan that has been developed by the Electoral Tribunal for updating and purging the Electoral Registry for the 1994 general elections. This preliminary plan will be reviewed by CAPEL (Centro de Asesoría y Promoción Electoral of the Instituto Interamericano de Derechos Humanos - IIDH) under a separate agreement. Once the plan has been finalized, it will be used as the basis for planning this program activity.

The main goal of this program activity is to provide opportunities for the Panamanian voters to verify their records, in terms of the accuracy of personal information and the location of their voting booth. Additionally, data will be collected for those persons that are not included in the present registry.

Because the Electoral Tribunal does not have the resources to contract the additional personnel required to conduct the updating and purging of the Electoral Registry, the Center will support this endeavor by contracting temporary personnel to conduct the following tasks:

a. Function as auxiliary field registrars to collect data on-site to update voters' personal information and place of residence, and to register new voters.

b. Serve as field supervisor of the auxiliary field registrars.

c. Process the information collected by the auxiliary field registrars.

The grant agreement will include the contracting of ninety (90) auxiliary field registrars and six (6) supervisors for 80 work-days. The auxiliary field registrars will cover the major residential areas of the Province of Panama.

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**Program Description**

An additional phase of this program activity will involve the use of Mobile Registration Units (MRU) to cover small communities around major metropolitan centers and rural areas that can not be adequately covered by the auxiliary field registrars and that can only be reached effectively by mobil units. Subsequent to the support for updating and purging of the Electoral Registry, the MRUs will also be used to inform voters of the location of their voting booths. The MRUs consist of small vans that will be equipped with modern personal computer stations with the Voter's Registry on disk, a built-in portable power system to operate the computer station, a light stand built outside the van's body to promote registration and voting, and a public address system to make announcements. Under the proposed agreement, the Center will purchase all the necessary equipment to furnish the two (2) MRUs that will be leased and will coordinate their activities during the period covered by the agreement. The agreement will also include the necessary resources such as promotional and motivational materials, computers, portable printers, portable power sources, etc. to operate the two (2) MRUs for a period of 12 months. The Electoral Tribunal will contribute all the gasoline required to operate the MRUs.

Fifteen (15) persons (data processing personnel) and one (1) supervisor will be contracted for 7 months to process the information collected by the auxiliary field registrars and MRU's, and researching those cases that require additional information. In addition, this personnel will verify claims made by voters because they are excluded from the electoral registry or because their records are not accurate. This personnel will also provide general logistical support for the 1994 election process.

2. Support for updating and purging of the Civil Registry database

The Electoral Tribunal must correct the vital data records within the Civil Registry database. Approximately 40 percent of the records in the database have incomplete or some inaccurate information, such as the parent's names, place and date of birth, whether the person is alive or deceased, etc.

To minimize the inaccuracies within the Civil Registry database, temporary personnel will be contracted by the Center to perform the following task:

- a. To research the correct information from microfilms and paper records.

**Attachment 2**  
**Program Description**

b. To enter corrections into the database using computer work-stations provided by the Tribunal.

All work associated with this program activity will be conducted at the national offices of the Registro Civil y Cedulaci6n located at Avenida Cuba and 33rd Street in the City of Panama, from 3:00 p.m. to 11:00 p.m.

Under the proposed agreement, 45 persons will be contracted to conduct the research work, 15 computer operators to enter the data and 3 researchers to investigate questionable records. This activity will also require the contracting of 3 supervisors that will be responsible for overseeing the personnel working under this project activity. This support personnel will be contracted for 8 months (160 work-days) and will work side by side with selected Electoral Tribunal personnel.

The services of a local contractor will be obtained to microfilm over 2.1 million transaction documents accumulated from the issuing of I.D. cards. The services of a local contractor are required because the Electoral Tribunal does not have the capability to microfilm these transaction documents before the 1994 elections.

3. Logistical support to the Electoral Tribunal in the process of issuing identification cards (c6dulas) and for the 1994 election process

The Center will contract temporary personnel to support the work of the Electoral Tribunal in the process (researching, processing and verifying information) of issuing identification cards (c6dulas) to those citizens over 18 years-old who will be issued an I.D. card for the first time and those with I.D. cards that have expired, whose renewal has been suspended for over 2½ years due to insufficient resources. This support will be provided for a period of 11 months. During this time period, the Center will contract 20 persons to provide the support. Nine (9) will work at the Civil Registry (cedulaci6n) office in Panama City and eleven (11) throughout the different Civil Registry (cedulaci6n) offices located in the interior. A supervisor will be contracted to oversee the work of this support personnel for 11 months.

**Attachment 2**  
**Program Description**

Also, office space will be leased for 11 months to accommodate the Electoral Tribunal personnel that will be managing the logistics of the 1994 election process. The Electoral Tribunal will provide, from its own resources and other USAID grants, all the office equipment and furniture to operate this office.

4. Coordination of services provided by outside technical consultants and travel arrangements for the personnel of the Electoral Tribunal

In preparation for the 1994 elections, the Center in collaboration with the Electoral Tribunal will invite magistrates and electoral delegates from other Latin American countries, and will contract the services of outside technical consultants to visit Panama during short periods to support the 1994 electoral process in areas related to electoral logistics and information management systems. This technical support is not included in the CAPEL grant because they do not have the personnel needed to provide this support. Similarly, Electoral Tribunal's magistrates, members of its technical personnel and Panamanian electoral delegates will visit other countries in Latin America to observe the methods and procedures used by these countries to manage their electoral processes. In the case of the electoral delegates, the Panamanian delegates will travel to Costa Rica to observe, along with their delegates, the Costa Rican election process, and Costa Rican delegates will visit Panama during the 1994 election process. This is important because the Panamanian body of electoral delegates was established with the support of the electoral delegate organization from Costa Rica.

Under the proposed grant, the Center will be responsible for coordinating all travel arrangements and cover all travel expenses. In addition, following consultations with the Electoral Tribunal and USAID/Panama, the Center will be responsible for contracting the outside technical consultants and preparing the statement of work for the services to be provided by them.

5. Organization of workshop activities

This program activity consists of the organization and presentation of five (5) workshops using modern participatory training techniques that will be oriented to help identify the strengths and weaknesses of current systems in areas related to the cleansing and updating of the electoral register, procedures for issuing I.D. cards, electoral organization and interacting with the public. Group dynamics will be used extensively during

**Attachment 2**  
**Program Description**

the workshops to foster the development of more pragmatic and uniform working policies at the national level by the Electoral Tribunal. All workshops will be designed to facilitate the interchange of ideas and solutions among personnel from the Electoral Tribunal, including provincial directors and coordinators of electoral programs. Also, electoral delegates from the regions where the workshops are located, will participate in some of these workshops.

The Center will be responsible for organizing all the workshop activities, identifying and scheduling motivational speakers in coordination with CAPEL, financing materials and covering all lodging and meals costs for those participants, who in order to attend the workshops, are away from their principal residence.

The Electoral Tribunal will be responsible for providing in-country transportation for all the Tribunal permanent and part-time personnel, who will be participating in the workshops. Funding for per diem will be provided from project funds in the training component of this grant agreement. Per diem will be paid at the established Government of Panama (GOP) rates.

6. Strengthening of civic education campaign

To strengthen the civic education campaign for motivating the Panamanian citizens to verify their voter's registry, to inquire about the location of their assigned voting booth or to change residence, the Center will contract the services of a local consultant with expertise in advertising to serve as liaison between the Electoral Tribunal, CAPEL and the local advertisement agency that will manage the civic education that will be presented by the Electoral Tribunal with support from CAPEL. This consultant will provide on-site, continuous support in the design of the civic education campaign, plotting the presentation strategy, and monitoring the campaign. This support is essential to the success of the civic education campaign because CAPEL does not have the local personnel to accomplish these functions on an on-going basis. In addition, the services of an independent local consultant will strengthen the civic education campaign by contributing expertise in the presentation of local campaigns and providing an independent opinion.

**Attachment 2**  
**Program Description**

7. Strengthening of the public relation office of the Electoral Tribunal and its activities.

Following a recommendation made by CAPEL, the Center will contract the services of local public relations firms or experts to serve as advisors to the Electoral Tribunal on matters regarding the effective use of the media; and to assist in the training and development of its public relations office located in Panama City and the provincial offices to enhance its public image and that of the election process.

Under this program activity, the Center will be responsible for contracting the local consultants, following consultations with the Electoral Tribunal, CAPEL and USAID/Panama. The Center will also be responsible for supervising the work of the consultants with support from the Electoral Tribunal and CAPEL.

K. CONTINGENCY FUNDING

Contingency funding of approximately 5% (five percent) of the program budget will be utilized to cover additional personnel not foreseen in the original design, any additional training materials that are developed during the workshop sessions, reproduction costs over and above those planned for, and unforeseen communications costs.

**Attachments**

- A. Detailed Budget
- B. Letter of Commitment

**Proposed Budget for  
Technical Assistance Project for the Electoral Tribunal of Panama**

Activity	Breakdown of Cost	Total Cost by Major Item
<b>1. Support for Updating and Purging of the Electoral Registry</b>		
a. Auxiliary Field Registrars (90 per. x \$12/day x 80 days)		86,400
b. Supervisors (6 per. x \$20/day x 80 days)		9,600
c. Data Processing Personnel (15 per. x \$240/mo. x 7 mo.)		25,200
d. Data Processing Supervisor (\$20/day x 150 days)		3,000
e. Mobile Registration Units (MRU) Equipment		
1) Lease two Small Vans (\$1,250/mo. x 12 mo.)	30,000	
2) Purchase two Portable Stands (\$1,000/ea.)	2,000	
3) Purchase two Computer Work Centers (\$4,000/ea.)	8,000	
4) Purchase two Power Supply Equipment (\$2,500/ea.)	5,000	
5) Purchase Audio Equipment (\$500/ea.)	1,000	
Subtotal		46,000
f. Operations of Mobile Registration Units (12 months)		
1) Personnel Cost (12 months x 2 per. x 2 MRU x \$400/mo.)	19,200	
2) Lodging for Interior (200 days x 2 per. x \$25/per./day)	10,000	
3) Meals for Interior (200 days x 2 per. x \$15/per./day)	6,000	
4) Meals for Panama and Colon (300 days x 2 per. x \$5/per./day)	3,000	
5) Maintenance and Insurance of MRUs (250 days x \$10/day x 2)	5,000	
Subtotal		43,200
g. Direct Labor Cost (27%)		38,718
Subtotal		252,118
<b>2. Support for Updating and Purging the Civil Registry Database</b>		
a. Research Personnel (45 per. x \$12/day x 160 days)	86,400	
b. Computer Operators (15 per. x \$12/day x 160 days)	28,800	
c. Field Supervisors (3 per. x \$25/day x 160 days)	12,000	
d. Direct Labor Cost (27%)	34,344	
e. Microfilming Contract	40,500	
Subtotal		202,044

**Proposed Budget for  
Technical Assistance Project for the Electoral Tribunal of Panama**

Activity	Breakdown of Cost	Total Cost by Major Item
<b>3. Logistical Support for Issuing IDs and Organizing the 1994 Elections</b>		
a. Logistical Personnel (\$240/mo. x 20 per. x 11 mo.)	52,800	
b. Supervisor (\$600/mo. x 11 mo.)	6,600	
c. Direct Labor Cost (27%)	16,038	
d. Office Rental (\$2,500/mo. x 11 mo.)	27,500	
e. Insurance for Rental Office (\$200/mo. x 11 mo.)	2,200	
<b>Subtotal</b>		<b>105,138</b>
<b>4. Coord. of Services by Outside Consultants and Travel Arrangements</b>		
a. Internallonal Travel for Electoral Delegates		
1) From Panama to Costa Rica:		
a) Travel (18 per. x \$300/per.)	5,400	
b) Per diem (\$168/ per./day x 18 per. x 7 days)	21,168	
2) From Costa Rica to Panama:		
a) Travel (15 per. x \$300/per.)	4,500	
b) Per diem (\$132/ per./day x 15 per. x 7 days)	13,860	
<b>Subtotal</b>		<b>44,928</b>
b. External Consultants		
1) For Electoral Loglstic Support:		
a) Travel (10 trips x \$450/trip)	4,500	
b) Per diem (\$132/day x 10 trip x 7 days/trip)	9,240	
c) Consultant Fees (\$225/day x 10 trips x 7 days/trip)	15,750	
2) For Electoral Tribunal Magistrates		
a) Travel (6 trips x \$500/trip)	3,000	
b) Per diem (\$175/ trip/day x 6 trips x 4 days)	4,200	
<b>Subtotal</b>		<b>36,690</b>
c. International Travel for Electoral Tribunal Personnel		
a) Travel (6 trips x 3 per. x \$500/trip/per.)	9,000	
b) Per diem (\$175/ per./day x 6 trips x 3 per. x 4 days)	12,600	
<b>Subtotal</b>		<b>21,600</b>
<b>Subtotal</b>		<b>103,218</b>
<b>5. Organization of Workshop Activities</b>		
Presentation of Seminars (5 sem. x 40 per. x \$75/per. x 3 days)		<b>45,000</b>

**Proposed Budget for  
Technical Assistance Project for the Electoral Tribunal of Panama**

Activity	Breakdown of Cost	Total Cost by Major Item
<b>6. Contracting of Local Consultants or Experts</b>		
a. Media Consultants (\$1,500/mo. x 14 mo.)	21,000	
b. Public Relations Consultants (\$2,500/mo. x 10 mo.)	25,000	
<b>Subtotal</b>		<b>46,000</b>
<b>7. Project Administration</b>		
a. Personnel		
1) Project Director (\$2,000/mo. x 14 mo.)	28,000	
2) Clerical/Assistant (\$600/mo. x 14 mo.)	8,400	
3) Secretaries (2 per. x \$350/per./mo.x 14 mo.)	9,800	
4) Direct Labor cost (27%)	12,474	
<b>Subtotal</b>		<b>58,674</b>
b. Lease of one Vehicle (\$700/mo. x 14 mo.)		9,800
c. Office Rental (\$1,200 x 14 mo.)		16,800
d. Accounting and Bookkeeping Services (\$800/mo. x 14 mo.)		11,200
<b>Subtotal</b>		<b>96,474</b>
<b>8. Contingency (5% of major items 1 through 7)</b>		<b>42,500</b>
<b>9. Project Audit</b>		<b>15,000</b>
<b>10. Administrative Costs</b>		<b>90,749</b>
<b>Total Project Cost</b>		<b>998,241</b>

**Estimate of Direct Labor Cost:**

13 month (proportional) = 1/12 or 8.33%

Vacation (proportional) = 1/12 or 8.33%

Social Security (employer) = 10.25%

**Total Direct Labor Cost = 26.92% or 27%**

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### Administrative Costs

Equipment or Services	Units	Costs
<b>1. Management Personnel of Center &amp; Foundation to be involved with the Project</b>		
a. President of the Center for Democracy	840 hr.	21,000.00
b. Board of Directors of the Foundation	210 hr.	5,250.00
c. Executive Director of the Foundation	1,120 hr.	16,800.00
d. Administrative Assistant to the Executive Director	1,120 hr.	5,600.00
<b>2. Project Related Office Expenses</b>		
a. Electricity	14 months	4,900.00
b. Telephone	14 months	4,900.00
c. Office Supplies	14 months	1,400.00
d. Transportation Related Expenses (gasoline, insurance, etc)	14 months	2,800.00
e. Messenger Services	14 months	700.00
f. Custodial Services, Insurance, etc.	14 months	2,800.00
<b>3. Project Procured Equipment and Commodities</b>		
a. Apple Computers (one portable)	2	3,249.00
b. Laser Printer	1	2,550.00
c. Dot-Matrix Printer	1	500.00
d. Computer Software	6	3,000.00
e. Office Copier (15 pg/min)	1	6,000.00
f. Two-line Telephones	3	1,000.00
g. Fax Machine	1	1,500.00
h. Typewriters	2	2,000.00
<b>4. Office Furniture:</b>		
a. Desks	2	500.00
b. Supply Cabinets	2	500.00
c. Credenzas	2	500.00
d. Desk Chairs	4	600.00
e. Stackable Chairs	20	500.00
f. Computer Tables	2	500.00
g. Small Tables	4	800.00
h. Folding Tables (60" long)	2	500.00
i. Filing Cabinets	4	400.00
<b>TOTAL.....</b>		<b>90,749.00</b>

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Attachment  
 Projected Cash Flow for  
 Technical Assistance Project for the Electoral Tribunal of Panama

Activity	May-93	Jun-93	Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	Totals
1. Support for the Electoral Registry	58,128.29	42,128.29	42,128.29	42,128.29	11,648.29	11,648.29	11,648.29	6,532.00	6,532.00	6,532.00	6,532.00	6,532.00			252,118.03
2. Support for Civil Registry Database	20,193.00	20,193.00	30,318.00	30,318.00	30,318.00	30,318.00	20,193.00	20,193.00							202,044.00
3. Logistical Support for Issuing ID and Election	9,558.00	9,558.00	9,558.00	9,558.00	9,558.00	9,558.00	9,558.00	9,558.00	9,558.00	9,558.00	9,558.00				105,138.00
4. Coord. of Outside Consultants and Travel	14,346.00	3,600.00	8,997.00	6,549.00	10,476.00	13,377.00	9,825.00	4,428.00	9,825.00	9,777.00	8,346.00	0.00	3,672.00		103,218.00
5. Organization of Training Activities			9,000.00		9,000.00		9,000.00		9,000.00	9,000.00					45,000.00
6. Strengthening of Civic Education Campaign	1,500.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	1,500.00	1,500.00	1,500.00	46,000.00
7. Project Administration	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	6,891.00	96,474.00
8. Contingency (5%)	5,530.81	4,318.51	5,544.61	4,972.21	4,094.56	3,789.61	3,555.76	2,580.10	2,290.30	2,287.90	1,766.35	746.15	603.15	419.95	42,499.97
9. Project Audit														15,000.00	15,000.00
10. Administrative Costs	26,614.71	7,068.88	9,643.69	8,441.65	6,598.59	5,958.19	5,467.11	3,418.21	3,809.63	4,804.59	3,709.34	1,566.92	1,266.62	2,380.90	90,749.03
<b>TOTALS</b>	<b>142,761.81</b>	<b>97,757.68</b>	<b>126,080.59</b>	<b>112,858.15</b>	<b>92,584.44</b>	<b>85,540.09</b>	<b>80,138.16</b>	<b>57,600.31</b>	<b>51,905.93</b>	<b>52,850.49</b>	<b>40,802.69</b>	<b>17,236.07</b>	<b>13,932.77</b>	<b>26,191.85</b>	<b>998,241.03</b>

República de Panamá  
Tribunal Electoral

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8 de febrero de 1993

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2/17/93

C & R

02-051

Señor  
Kevin Kelly  
Director  
USAID  
Ciudad

OFFICE	ACT/IN	INFO
IND		
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EXOP/ING		
EXOP/ER		
EXOP/ER		
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CEFF		
SDA		
H/USING		
CHRON		
READEP		
OTHER		
C+R		
DUE DATE	2/18/93	
ACTION TAKEN		
ATTACHM		

Estimado Señor Director:

Por este medio me complace confirmarle la solicitud de asistencia técnica que hemos estado negociando con el Centro Pro-Democracia de la Fundación Cruzada Civilista Nacional por un monto aproximado de US \$860,000 con cargo a la donación #525-0317 suscrito entre el USAID y el Gobierno de Panamá y el Tribunal Electoral.

El proyecto con el Centro cubrirá varias áreas a saber: Apoyo a la actualización del Registro Electoral; depuración de la base de datos del Registro Civil; apoyo logístico al proceso de expedición de cédulas y a las elecciones de 1994; asesoría externa e intercambios; capacitación, y fortalecimiento de la campaña cívica.

El texto final del proyecto será presentado a su consideración en los próximos días una vez concluyan las revisiones que del mismo lleva a cabo, tanto el Centro como el Tribunal Electoral.

Atentamente,

*Eduardo Valdés*  
Eduardo Valdés Escoffery  
Magistrado Presidente

EVE/id

c.c. Sr. Roger Yochelson, Jefe de la Oficina de Administración Pública  
Sr. Robert Murphy, Oficial de Proyectos

AID GEOGRAPHIC CODES

AID Geographic codes are as follows:

000 UNITED STATES

899 FREE WORLD--Any area or country in the Free World **excluding** the cooperating country itself.

935 SPECIAL FREE WORLD--Any area or country in the Free World **including** the cooperating country itself.

941 SELECTED FREE WORLD--Any independent country in the Free World, **excluding** the cooperating country itself and the following:

Europe: Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bulgaria, Byelarus, Czechoslovakia, Denmark, Estonia, Finland, France, Georgia, Germany, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Spain, Sweden, Switzerland, Ukraine, United Kingdom, Vatican City, Yugoslavia.

Other: Angola, Australia, Bahamas, Bahrain, Canada, Cyprus, Gabon, Greece, Hong Kong, Iceland, Japan, Kazakhstan, Kuwait, Kyrgyzstan, Mongolia, New Zealand, Qatar, Saudi Arabia, Singapore, South Africa, Taiwan, Tajikistan, Turkmenistan, United Arab Emirates, Uzbekistan.

"Free World" excludes the following areas or countries: Afghanistan, Cambodia, Cuba, Iran, Iraq, Laos, Libya, North Korea, People's Republic of China, Syria, and Viet Nam.

SOURCE/ORIGIN DOLLAR REPORT

Contractor: \_\_\_\_\_

Contract No.: \_\_\_\_\_

For quarter ending: \_\_\_\_\_

<u>TOTAL COSTS INCURRED BY SOURCE</u>	<u>APPLICABLE AID GEOGRAPHIC CODE</u>	<u>TOTAL COSTS INCURRED BY ORIGIN</u>
\$ _____	000	\$ _____
\$ _____	899	\$ _____
\$ _____	935 (except Local)	\$ _____
\$ _____	941	\$ _____
\$ _____	Local	\$ _____
\$ _____	Other (Specify)	\$ _____

Submitted by: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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**CERTIFICATION REGARDING DRUG-FREE  
WORKPLACE REQUIREMENTS (ALTERNATE I)**

A. The Recipient 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 Recipient'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 Recipient'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 for a violation occurring in the workplace no later than five days after each 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 actions against such an employee up to and including termination; or
- (2) Requiring each 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;

(g) 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 Recipient 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)

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