



United States Agency for International Development

CONTRACT INFORMATION MANAGEMENT SYSTEM

4100001 (CIMS)



DIRECT ACTION DATA FORM FOR GRANTS & COOPERATIVE AGREEMENTS

1. Basic Award Number 493-0001-00-2379-00

(See CIB 89-30)

2. Recipient Name World Concern

PD-NE-820

3. Award Description (This description will be seen by high level Agency officials, as well members of Congress.) The recipient shall... provide support for minority and displaced children in Vietnam with vocational skills training.

4. Principal Place of Performance Veitnam

5. Benefiting Country Veitnam

6. Project Officer

Office Symbol

USAID/Thailand

Name (Last, First)

Palmer, Susan

7. Grant Agreement Type

- A. Disaster Assistance
B. American Schools & Hospitals Abroad (ASHA)
C. Other Than Those Listed Above
D. Title XII Authority

8. Basic Purpose

- A. Tech. Services to Host Country
B. Commodities
C. Train. Services To Host Country
D. Research
E. Arch. & Engineering Services
F. Construction

9. Taxpayer Identification Number

10. Business Organization Type

- A. Corporation
B. Individual
C. University or College
D. Historically Black College or University
E. Educational Organization
F. International Center
G. Research Organization
H. Voluntary Organization
I. Foundation
J. Hospital
Z. Other

11. If U.S. University, Host Country Institution

12. If obligated amount is in local currency, provide U.S. Dollar amount

13. a. Negotiator (Last, First, MI)

TIMA, NARINTA

13. b. Signature

Handwritten signature

14. a. Contract Officer (Last, First, MI)

EDIN, NEIL C.

14. b. Signature

Handwritten signature for Neil C. Edin

COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
USAID/THAILAND

PD-APB-830 RP

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USAID/THAILAND
Box 47
APO San Francisco 96346-0001
International Address:
USAID/Thailand
37 Petchburi Soi 15
Bangkok 10400 Thailand.

September 30, 1992

Mr. Paul Kennel
Asia Director
World Concern
37 Phetchburi Road
Bangkok 10400

Dear Mr. Kennel:

Subject: Grant No. 493-0001-G-00-2379-00
Displaced Childrens Vocational Education Project

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D" or "Grantor") grants to World Concern (hereinafter referred to as "WC" or "Grantee"), the sum of \$ 520,000.00 (five hundred twenty thousand dollars) to provide minority and displaced children with vocational skills training as described in the Schedule and Project Proposal of this Grant.

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period of September 30, 1992 to September 30, 1993.

This grant is made to WC on the condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 "Schedule"; Attachment 2, Project Proposal and Attachment 3, "Mandatory and Optional Standard Provisions"; which have been agreed to by your organization.

In the event that there is a discrepancy or disagreement between the Standard Provisions and the Project Proposal or Grant Agreement, the Grant Agreement shall prevail.

Please sign the original and five copies of this letter to acknowledge your acceptance of the Grant Agreement and return the original and four copies to this office. Keep one copy for your records.

Sincerely,

Neil C. Edin
Grant Officer

Acknowledged: BY : Paul C. Zeman
TITLE: Asia Area Director, WCOO
DATE: 30 Sept 1992

Attachments:

1. Schedule
2. Project Proposal
3. Mandatory Standard Provisions and Optional Standard Provisions
4. Reporting Requirements
5. Certification Regarding Drug-Free Work Place Requirements
6. New Restrictions on Lobbying

Fiscal Data

PIO/T No.: 410-0001-3-20079
 Project No.: 410-0001
 Appropriation: 72-112/31021.6
 Budget Plan Code: HDS2-92-27410-IG-14
 Total Estimated Amount: \$520,000 (without cost sharing listed)
 Total Obligated Amount: \$520,000.00 (P920181)
 Tax ID Number: 91-1155150
 Cost Sharing: \$169,830.00
 Letter of Credit No.: 72001669
 Funding Source: USAID/Bangkok

Funds Available: R. McClure date 9/30/92
Richard McClure, Controller

O/EPI/PVO: Pornsiri/SPalmer: sc: 9/28/92: #0116I

Clearance: A/EPI: Kamol: [Signature] date 9/29/92
 O/PFM: Rucker: [Signature] date 9/29/92
 O/FIN: McClure: [Signature] date 9/29/92
 DD: EMorris: [Signature] date 9/30/92

Schedule

A. PURPOSE OF GRANT AGREEMENT

The purpose of this grant is to provide food, shelter, education, and vocational training to abandoned, orphaned and displaced children in Quang Nam in Da Nang province as more fully described in Attachment 2.

B. PERIOD OF GRANT AGREEMENT

1. This Grant Agreement effective date is the date of the cover letter. The expiration date of this Grant is September 30, 1993.

C. GRANT AMOUNT AND METHOD OF PAYMENT

1. A.I.D. hereby obligates the amount of \$ 520,000.00 for the purpose of this Grant. The total estimated cost of this program is \$ 689,830 (which includes Grantee cost sharing). WC will share the cost of this program through its own cash and in-kind contributions which will total an estimated \$ 169,830 over the life of the program.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3, Optional Standard Provision 1, "Payment - Letter of Credit".

D. BUDGET PLAN

The following budget is summarized as follows and is provided as part of Attachment 1. Revisions to the budget line item estimates may be made in accordance with the Standard Provision entitled "Revision of Grant Budget". Provided the total obligated amount shown in Paragraph C.1. above is not exceeded. Refer to Revision of Grant Budget (SP # 4) for revision of amounts below.

Displaced Children and Orphans - Vietnam
World Concern Budget Summary
(Sub-grantee: East Meets West Foundation)

<u>Line Item</u>	<u>USAID Contribution</u>	<u>WC & EMW Contribution</u>	<u>TOTAL</u>
Personnel	\$131,383	\$3,784	\$135,167
Travel	\$22,300	\$11,400	\$33,700
Commodities	\$81,860	\$55,500	\$137,360
Other Direct Costs	\$152,107	\$20,550	\$172,657
Hostel Repairs/Maintenance	\$16,800	\$0	\$16,800
Field Mgmt BGR office	\$14,905	\$40,726	\$55,631
External Reporting	\$0	\$5,000	\$5,000
Subtotal	\$419,355	\$136,960	\$556,315
Overhead (24%)	\$100,645	\$32,870	\$133,515
TOTAL	<u>\$520,000</u>	<u>\$169,830</u>	<u>\$689,830</u>
Cost Sharing	75%	25%	100%

E. REPORTING AND EVALUATION

1. Financial Reporting

Financial reporting requirements shall be in accordance with Optional Standard Provision 1 entitled "Payment - Letter of Credit", as shown in Attachment 3.

The original and two copies of all financial reports shall be submitted to the Office of Financial Management, Agency for International Development, Washington, D.C. 20523.

In addition, two copies of the financial reports shall be submitted to the Controller, Office of Finance, USAID/Thailand and USAID Project Officer.

2. Program Reporting

a. Regular meetings will be held with the USAID/Thailand Project Officer and World Concern to discuss progress under this grant.

b. Annual workplans outlining activities to be undertaken will be prepared for each substantive programmatic area covered by this Grant. Such workplans will be reviewed with the USAID Project Officer on an annual basis, and clearly defined activities to be undertaken during the next twelve month period agreed upon.

c. Two copies each of detailed progress reports in English shall be submitted to Ms. Susan Palmer, USAID/Bangkok, Box 47, APO AP 96546-7200; Mr. Allen Randlov, R&D/H-AID/W; and Mr. Michael Feldstein, ASIA/EA; Agency for International Development, Washington, D.C. 20523 from the date of the Grant and such reports will become due within 30 days following the 3rd, 6th, 9th and 12th month of the project. Reports will describe the progress and problems related to those project activities set forth in the project proposal, following the recommended reporting format (Attachment 4). The reporting of gender-segregated data on beneficiaries of project activities is also required.

A mid-term program assessment will be undertaken by the Grantee in March 1993. The report of this assessment will be made available to USAID/Thailand by April 30, 1993 and will be used by the Grantee and USAID, as the basis for discussions of necessary program adjustment.

e. A final evaluation report will be due within sixty days following the 12th month of the project (the terminal date of the project). Such evaluation report will be in sufficient detail, including gender-segregated data, that A.I.D. can judge the effectiveness of the project, the efficiency of implementation, and the impact of project activities.

f. Following completion of the sixth month of the Grant period, and at six-month intervals, the Grantee will submit an accounting of expenditures for the non-USAID portion of the budget.

F. STANDARD PROVISIONS

This Grant Agreement includes, as Attachment No. 3. the Mandatory Standard Provisions numbered 1 through 13 and the Optional Standard Provisions that are shown on the index as applying to this Grant Agreement.

G. AUDIT

In the event that the independent audit reports on the Grantee or any sub-grantee or contractor, as provided for, and/or program reports, do not satisfy AID's requirements as determined by the A.I.D. Inspector General (Audit), and the A.I.D. Inspector General chooses to make an on-site fiscal or program audit, the Grantee agrees to USAID taking reasonable steps to coordinate the scheduling and conduct of such audit with the Grantee in advance, and to providing unrestricted access to its books and records, as further described in Mandatory Standard Provision No. 2. Note annual internal audits are now required for grants and sub-grants over \$25,000. A copy of the audits shall be submitted to the USAID Project Officer.

H. AUTHORIZED GEOGRAPHIC CODE

Order of preference in Optional Standard Provision 7(b) (1) shall apply. Local procurement is authorized for Vietnam (Waiver is on file).

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I. INDIRECT COST RATE

Pursuant to the provisions of the Optional Standard Provision clause of this grant agreement entitled "Negotiated Indirect Cost Rate - Predetermined", a rate is established for the Grantee's accounting period as described below. Payments on account of allowable indirect costs shall be made on the basis of the following negotiated fixed rate applied to the base and for the period which are set forth below:

<u>Rate</u>	<u>Base</u>	<u>Period</u>
24%	Total Direct Costs	From grant effective date until rate is amended by amendment to this grant

J. TITLE TO PROPERTY

Title to property procured under this grant with U.S. Government funds provided under the grant shall vest in the Grantee, subject to the conditions of Optional Standard Provision 20, "Title to and Use of Property (Grantee Title)".

K. CLOSE-OUT PROCEDURES

The following uniform close-out procedures shall apply to this Grant:

1. The following definitions shall apply:

a. Close-out. The close-out of this grant is the process by which A.I.D. determines that all applicable administrative actions and all required program activities have been completed by the Grantee and A.I.D.

b. Date of Completion. The date of completion is the date on which all activities under this grant are completed, or the date given in the Grant document, or any supplements of amendments thereto, on which A.I.D. funding ends.

c. Disallowed Costs. Disallowed costs are those charges to the grant that A.I.D. or its representative determines to be unallowable in accordance with the applicable Federal cost principles, as outlined in OMB Circular A-122 and supplements and amendments thereto, or other conditions contained in the Grant.

2. A.I.D. close-out procedures include the following requirements:

a. Upon request, A.I.D. shall make prompt payments to the Grantee for allowable reimbursable costs under the grant being closed out.

b. The Grantee shall immediately refund any balance or unobligated or unencumbered cash that A.I.D. has advanced or paid and that is not authorized to be retained by the grantee for use in other grants or agreements.

c. A.I.D. shall obtain from the Grantee within 90 calendar days after completion of activities under the grant agreement all financial, performance, and other reports required as a condition of the grant. Extensions of this time may be granted by A.I.D. upon request of the Grantees.

d. The Grantee shall account for any property acquired with A.I.D. funds or received from the Government in accordance with provisions of OMB Circular 110, "Property Management Standards".

e. In the event a final audit has not been performed prior to the close-out of the grant, A.I.D. shall retain the right to recover an appropriate amount fully considering the recommendations on questioned costs resulting from the final audit when such audit is conducted.

L. SPECIAL GRANT PROVISIONS

1. Air travel and transportation clause in Optional Standard Provisions requires prior AID approval on all international travel. This approval is considered given when the Grant or amendment is signed and includes such travel if it was specifically broken out in the budget proposal by traveler's name, purpose of travel, origin/destination (including intervening stops), and estimated dates of travel. Grantee still will have to notify AID Project Officer and the Mission or Embassy of the destination country of final travel plans. Notification will identify travelers, dates and times of travel and must be submitted at least one week prior to commencement of approved international travel. Note U.S. flag carrier requirements.

2. Ocean shipment of goods per Optional Standard Provision requires 50% freight shipment on or paid to U.S. flag commercial ocean vessels to the extent such vessels are available at fair and reasonable rates for such vessels.

3. Procurement of Goods and Services (refer to Optional Standard Provision for details) should be followed and procedures documented in the files. Eligibility rules (Optional Standard Provision) should be reviewed for ineligible goods, services, suppliers and restricted goods. Note order of preference for purchase of services and goods in same Provision and documentation required. The purchase of one vehicle and one motorcycle is hereby approved.

4. The grantee has 100% budget line items flexibility (interchange) except for training and overhead which are fixed maximums.

5. The names of all technical assistance personnel funded under this grant and undertaking activities in furtherance of program purposes should be submitted to USAID/Thailand for concurrence prior to contracts being executed, or other contractually binding arrangement being made with such persons. Such concurrence will be obtained in writing from the Project Officer during the course of project implementation.

6. USAID concurrence is required for all training of technical assistance activities undertaken using grant funds prior to such training or technical assistance activities being conducted. USAID concurrence with participants of all grant-funded training programs is also required. Such concurrence will be obtained from the USAID project officer in writing during the course of project implementation. If participant training is done outside of the country, the Optional Standard Provision on training shall apply.

7. Local Vietnam currency may be exchanged for the highest legal rate available. All currency exchanges require the rate of exchange to be noted, date of exchange and where exchanged.

8. The USAID Project Officer on this grant is Susan Palmer.

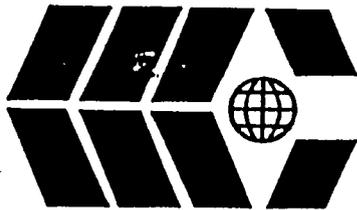
9. All correspondence should be mailed to Ms. Susan Palmer at the addresses listed below.

U. S. Address: USAID/Box 47
 APO AP 96546-7200

International Address: USAID
 37 Petchburi Soi 15
 Petchburi Road
 Bangkok 10400, Thailand

10. The grantee shall submit their travel, accounting and personnel policies immediately to OP/PS/OCC, AID/W for review and approval within the first six months of this grant to meet AID Handbook 13 requirements, if review has not already been done. Contact Mr. Deery at phone 703-875-1101 and ask him to notify this Grant Officer of review findings when completed.

O/EPI/PVO:Pornsiri/SPalmer:sc:9/24/92:#0116I



**WORLD
CONCERN®**

Attachment 2

VIETNAM

DISPLACED CHILDREN'S
VOCATIONAL
EDUCATION PROGRAM

GRANT PROPOSAL

ASIA/EAST ASIA
ATTN: MR. MICHAEL FELDSTEIN,
ROOM 3310A, NS
AGENCY FOR
INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523-0027

Submitted by:

World Concern
Seattle, WA

SEPTEMBER 2, 1992

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The following project contains two components. Component I is the World Concern initiative designed to target minority and displaced children in the highlands of Da Nang Province. Component II is the East Meets West Foundation's initiative targeted towards displaced youth in Da Nang City.

World Concern will sub-contract with East Meets West Foundation to implement the outreach to displaced children in Da Nang City. The total project cost for both components is US\$ 665,681. World Concern is requesting US\$543,777 from the Agency for International Development to implement this one year program.

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BUDGET SUMMARY : COMPONENT I & II

COMPONENT I:
WORLD CONCERN

TECHNICAL PROPOSAL

VIETNAM
DISPLACED CHILDREN'S VOCATIONAL EDUCATION PROGRAM

PART I. SUMMARY

Of all the provinces in Viet Nam, Quang Nam Da Nang and the surrounding highland areas are the most poverty-stricken. This central region of Vietnam has traditionally been neglected. Children, the most vulnerable segment of the population, have been severely affected by disease, malnutrition and physical injury. Minority children, and in particular highland and tribal children, suffer from the severe social and economic discrimination practised against them and their families. Their families' limited resources are often depleted by their need to buy food on the over priced black market.

Given inadequate family support, children are often forced to leave home to seek a means of livelihood. As a result, there are an estimated 800 - 1000 displaced children living in Quang Nam Da Nang province who are separated from their families, primarily for economic reasons. But without skills or training, most of these children are relegated to begging or hawking goods on the streets.

Throughout Vietnam unemployment remains very high. Government efforts to provide vocational training to upgrade the skills of marginally qualified workers is severely hampered due to continued use of an antiquated Soviet style system of training geared to large scale construction and manufacturing. Persons outside the system, in particular minority children in the highlands surrounding Quang Nam Da Nang Province, have neither work nor access to quality vocational training.

The project is designed to target displaced minority children living in the rural areas neighboring Quang Nam Da Nang Province and to provide both vocational training and family reunification. The children range in age from 10-15.

Given the high rate of unemployment, children without skill training will have little chance of finding work in the future. This project will assist 150 youths annually by providing quality vocational training through existing Ministry of Education Hostels in and around Quang Nam Da Nang Province. Vocational education program will include instruction in high demand occupations such as: welding, masonry, carpentry, small engine repair, electrical work and sewing. Actual skill training instruction may vary after a more complete field assessment has been completed. Complementary classes in English (ESL) will also be available.

The government hostels have been experiencing a high drop out rate given the lack of a quality vocational education program. The drop out rate in government run vocational training programs is close to 50 percent in contrast to the 12 percent drop out rate in primary schools.

The primary reason given for the high drop out rate is the poor quality of the vocational program.

The challenge facing the Government of Vietnam (GOV), is to make the vocational education program offered in the hostels so beneficial that families will make every effort to keep their children in the programs and allow them to develop the necessary skills to both support themselves and their own families in the future.

Local People's Committees, the Provincial Administration and the Ministry of Education are forward thinking and open to additional help in the highlands surrounding Da Nang. Together with these local representatives, World Concern staff will develop and manage an improved vocational education program in the hostels so that parents will be interested in keeping their children in the vocational training program. World Concern staff will work to improve both the vocational curriculum and hostel facilities in order to encourage children to remain in training consequently benefit from training which will allow them to be economically self-sufficient as adults.

One hundred and fifty displaced and minority children will be trained in specific trades to enable them to support themselves financially and to provide food, housing and medical care for their families. These displaced children, who otherwise would remain unemployed in the future, will, as a result of the project, be able to become capable workers in the trade of their choice.

The assistance provided through the project is designed to mobilize community based support for displaced minority children, reduce the drop out rate, and, where possible, reunite children with their families.

The direct project cost of Component I of the Displaced Children's Vocational Education Program is (DCVEP) is \$316,891. Given the community based nature of the vocational training provided in the hostels, the project is designed to provide benefits which will be self-sustainable after the life of the project.

Project Sites

The Ministry of Education in Quam Nam Da Nang Province has extended an invitation to the NGO community to design and manage the vocational education programs in government owned and operated hostels. The hostels are located throughout the highlands neighboring Quam Nam Da Nang Province and are in need of some rehabilitation in order to establish quality vocational training program.

World Concern staff, based in Da Nang, will assess and identify three hostels in need of such assistance.

II. THE PROJECT

1. Perceived problem:

Minorities, especially highland and tribal children, are among the most disadvantaged and vulnerable groups in Vietnam. They suffer severe social and economic discrimination, in addition to the challenges of malnutrition, poor living conditions and limited access to social services.

Vietnamese love children but in hard economic times find it hard even to feed their own children. Highland and tribal parents often are unemployed through no fault of their own but due to a pattern of discrimination because of their "past record" with the government. As a result, such families have little or no cash income. Traditionally, such families are very large and often do not have enough food to go around for all the children. Consequently, many children, only 10 - 15 years old are sent out to fend for themselves. Some end up in government sponsored hostels in the hope of learning a skill.

The drop out rate in Ministry of Education operated hostels is 50 per cent in contrast to the primary school drop out rate which is only 12 per cent. This high drop out rate is attributed primarily to the low quality of the vocational skills training courses.

The challenge facing the Government of Vietnam, is to make the vocational skills training offered by the hostels of such a quality that the drop out rate will dramatically decline and that displaced youth will make every effort to finish the training courses offered.

Many problems facing this vulnerable segment of the population, are a result of the rigid control exercised by the GOV. Consequently, World Concern seeks to partner with grassroots, community based organizations, such as Local Peoples Committees, in an effort to complement national strategies to assist displaced minority children. Local approval for particular initiatives is always obtained and community involvement in the program initiatives is encouraged to better assure the future sustainability of the various initiatives.

World Concern has permission to work with displaced children in the south of Vietnam from the Ministry of Social Welfare. Contacts are being made currently to formalize a working agreement with the Ministry of Education to provide vocational skill training for displaced and minority children in existing hostels.

2. Background/PVO Track Record:

World Concern is an international development organization which specializes in self-help relief and development, emergency relief and rehabilitation. During the past decade the organization has provided more than \$100 million in total resources for projects and partners in less developed countries and deployed more than 500 professional staff. Current types of projects include: private enterprise and agribusiness development, vocational training, public health education, relief activities, and child care programs. World Concern maintains regional offices in Bangkok, Thailand, Nairobi, Kenya and Port-au-Prince, Haiti. These regional offices are responsible for project design, screening project funding requests and implementation monitoring. World Concern has an annual budget of \$17 million, the primary sources of which are individual donors, foundations, and donor agency grants.

World Concern is currently implementing two AID funded projects. In Cambodia, AID is financing World Concern's "War Victims Recovery Project." In Somalia AID/OFDA provided funding for the "Emergency Medical Project." Both projects are being implemented effectively and within budget. Quarterly narrative and financial reports are detailed and World Concern has added a special unit to both upgrade field staff skills and meet funding agencies audit and program requirements.

In Vietnam, World Concern has been involved with the provision of support to displaced children, through the work of partner organizations, for many years. In particular, World Concern has extensive experience in providing food, shelter, clothing, medical care, and training to minority, handicapped and orphaned children in an effort to improve their current situations and give them hope for a bright future.

World Concern, together with Vietnamese counterparts, has demonstrated ability to successfully implement outreach programs to children of various backgrounds in Vietnam. Experience working with partner organizations and providing services to displaced children in the south of Vietnam dates to 1989. Children's programs, initiated by World Concern and managed by local national project staff, have grown to reach 465 children. The following is a list of projects and project sites with which World Concern has been involved during the past four years.

I. Street Children

1. Bentre Street children - 50 children
2. Binh Chanh - 120 children
3. District 10 Street Children - 103 children
4. District 4, Section 2 School - 60 children
5. Go Vap, 94 children
6. Nhatrang Children's Village - 200 children

II. Handicapped

7. Deaf & Dumb School, Hy Vong - 90 children
8. Phu My Xuan - blind project - 14 children

III. Destitute Minority Children

9. Tan Phu School Children (tribal) - 120 kids
10. Ngai Giao - (tribal) - 35 kids
11. Gia Ray - (tribal) - 30 kids
12. Bruk Blui - (tribal) - 84 kids

Training and care projects for destitute minority children have provided an excellent opportunity to improve the lives and brighten the future of highland and tribal people. Ongoing programs are operated by concerned private groups and do not support activities of the present government.

In many of the centers academic and skills training is provided for children who would otherwise not have access to training of any kind.

A solid foundation has been built upon already established relationships with host country nationals. This foundation provides World Concern with an extensive network from which to draw managerial and technical assistance. The Displaced Children's Vocational Education Program will target 150 minority children, for whom access to quality vocational training will provide future employment opportunities.

World Concern has implemented similar initiatives in Thailand (Handicapped), Laos (Street Children), Bangladesh (Education for the Deaf), Malaysia (Social Care for Adolescents), Ethiopia (Skills Training), Cambodia (Apprenticeship Training) and Haiti (Apprenticeship Training). Successful projects in each of these countries have given World Concern a broad base of experience in implementing training programs for children.

World Concern has worked with Vietnamese refugees for more than ten years in refugee camps in Malaysia. A large number of these refugees were displaced and unaccompanied youth.

Furthermore, in Laos' Saravane Province, World Concern staff work in a variety of activities with minority groups which are ethnically and linguistically linked with tribals living in the highlands of Quang Nam Da Nang Province in Vietnam. These activities include fisheries, agribusiness, animal health and child welfare components. Non-formal training and apprenticeship training have been deemed most effective to introduce new methods in this rapidly changing area. We believe equipping minorities to deal with the new and different needs brought about by rapid change including electrification and concentration of population adjacent to roads is the best way to assist them to meet change rather than to be overwhelmed by it. Our extensive experience in implementing culturally appropriate projects in Laos provides World

Concern with a reservoir of experience from which to draw as we implement the proposed skills training program in Quang Nam Da Nang.

In addition to extensive institutional experience in child care programs, World Concern individual staff working directly with Vietnam have many years working experience in Vietnam or with Vietnamese refugees. World Concern's field staff are conversant in Vietnamese and have an excellent understanding of the culture. In addition, Mr. Paul Kennel, the Asia Director, and Mr Fred Gregory, the World Concern Executive Director, have worked and traveled extensively in Vietnam and have a working ability in the Vietnamese language. Mr. Paul Kennel, the World Concern Asia Director, was responsible for establishing five vocational education programs in Vietnam, including one operated in Hue, from 1966-1975.

Because of difficulties in getting long term visas for Vietnam, World Concern staff have made monthly trips to Vietnam for project management oversight and implementation during the last year. However, we expect project staff to be resident in Da Nang city during the life of the project.

The Displaced Children's Vocational Education Program will base two expatriate staff in Da Nang City. These staff will be responsible for site selection, development of the vocational education program, family reunification, and outreach into highland areas. Daily implementation of technical training and administration will be carried out by Vietnamese staff under World Concern's direction.

The project sites will be selected in locations where the local communities and the Ministry of Education encourage us to become involved. For example, as with our projects in the south, some of the women's groups in project areas have been concerned about the children but have not been able to do anything and have consequently asked for our assistance. In other project areas, the local parent teacher associations (PTAs), have asked World Concern staff to assist with children's needs. Throughout the life of project, World Concern local and expatriate staff will continue to mobilize community support for programs which benefit the community's children whether displaced or resident.

3. Goals and Purpose:

The goals and purpose of the Displaced Children's Vocational Education Program are:

To relieve poverty, suffering and distress among minority children, by providing 150 minority children with vocational training.

To assist the Ministry of Education in providing destitute minority children with quality facilities and vocational skills training.

To expand upon established relationships and interventions operational since 1989 to provide a broad base of vocational training.

To provide, where necessary, equipment and supplies for the rehabilitation of the facility and development of vocational training.

The project will be developed so that after 12 months a review will take place to evaluate the success of the vocational training and to implement means for the local communities to sustain the initiatives if appropriate.

To reunite families where possible.

4. Project Elements:

(a) Activities & Services:

The Displaced Children's Vocational Education Program will provide a variety of activities designed to provide 150 minority children in three Ministry of Education Hostels in the highland areas surrounding Da Nang with opportunities for personal and skill development.

Services provided by the project to the local communities and the displaced tribal and minority children will include the following:

Develop and manage the daily operation of a vocational education program in three Ministry of Education Hostels in the highlands surrounding Quang Nam Da Nang Province.

Maintain and when necessary rehabilitate existing Ministry of Education hostels.

Procure equipment and supplies necessary for vocational training program.

Identify and deploy teachers able to develop course materials and work with minority children in a vocational education program.

Conduct several baseline surveys on the target populations, in order to do a needs assessment.

Develop a confidential data base on the status and needs of individual children.

Train host country counterparts in outreach, counseling, management and vocational education skills.

Provide continued outreach to the target population of minority children in the project area.

Provide basic life skills training and vocational training for the target population, minority children.

(b) Inputs to be Provided:

The project will finance the provision of a variety of inputs including; expatriate and host country national staff salaries, travel and per diem, construction materials for the rehabilitation of the hostels,

This project proposal contains a list of illustrative occupations in which training will be provided. The actual occupations chosen for training will be subject to further assessment of both high demand skills and availability of trainers in the occupations chosen. While certain occupations are traditionally open to both genders such as sewing for both tailors and seamstresses, selection of participants for all types of training will be done without regard to gender. Training courses will be carried out by journeyman trainers and under the direction of Vietnamese professionals with experience in non-formal education. Realistically, given the one-year time constraint, the project will offer a several month course at a basic and rudimentary level of training. Such training should enable successful trainees to be employed in the field for further on-the-job skill development.

Communications and computer equipment, staff training sessions, transportation and administrative support.

Local beneficiary communities will participate in the design and implementation of the project. Local Peoples Committees, Parent Teacher Associations, Women's Charitable Committees and other interested youth and adults will be encouraged to donate their time and talents to expand the outreach of the project among displaced highland and tribal children.

(c) Expected Outputs:

By the end of the life of the project, 150 minority children will have been identified and provided with vocational training upon which to build in the future.

Beneficiary communities will be intricately involved with the implementation of the project and will consequently have interest in the sustainability of the interventions.

(d) Project Sites:

World Concern staff, based in Da Nang, together with the Ministry of Education will identify three hostels in the rural provinces surrounding Quam Nam Da Nang.

(e) The time period to be covered by the project is 12 months.

(f) Management Responsibilities:

The Project Manager, a qualified MSW with vocational education experience, will be responsible for the overall day-to-day operation of the project, design and implementation of the vocational education program, selection of the sites, the project budget, supervision of staff, and the relationship with the GOV.

The Assistant Project Manager will be responsible for supervision of administrative staff, narrative and financial reporting requirements, general administration and accounting.

The Project Staff will be host country nationals responsible for the outreach activities and the operation of the vocational training program.

Each of the expatriate positions require Vietnamese speaking individuals who understand the Vietnamese culture and the unique problems and needs of the children. Each member of the staff will be responsible for continual observation and evaluation of the projects as it is implemented.

(g) Project Beneficiaries:

The project will directly benefit 150 minority children. They will receive shelter, food, clothing, and vocational skill training.

Indirectly the project will benefit the communities surrounding the three project sites and the communities and families to where the children return after training.

Vietnam as a nation will benefit from the care and training provided to the minority children and the eventual contribution these children will make as productive members of society.

(h) Local Organization:

World Concern works closely with and provides training for host country nationals who serve as project staff and trained social workers. In addition, in the south of Vietnam, World Concern partners closely with local PTA groups, Women's Charitable Committees, interested friends, interested civic groups, and private individuals at the grassroots level.

Partner groups and interested individuals provide input into the design and implementation of the project, the evaluation of ongoing initiatives as well as volunteering their time as assistants to the vocational education teachers.

(i) Approval for all ongoing projects over the past three years has been given by the Minister of Social Welfare's Office. Approval from the Ministry of Education is currently being requested for the Displaced Children's Vocational Education Program.

5. Expected Achievements and Accomplishments:

It is expected that 150 minority children will be in better condition physically, emotionally and educationally through the efforts of this project.

(a) The project will train 150 minority children in specific appropriate vocational skills applicable to the areas where they reside with their families.

(b) The anticipated changes at the conclusion of this project will be improved health with marked increase in the rate of growth and weight gained, well adjusted children, better learning habits and ability to learn, and more happy fulfilled children with a hope for a better future.

(c) One-third of the displaced children identified and served will be reunited with their families. While minority youth resident in hostels in the four target districts (Hein, Giang, Phouc Son, Tra My) surrounding Quang Nam Da Nang province are technically displaced from their families, reunification may not be possible or even advisable until after at least rudimentary vocational skills training is accomplished. It is expected that most reunification will take place, where reunification is possible, after trainees have completed a training course.

6. Program Management:

The project will be coordinated by World Concern staff based in Da Nang City and will come under the direct supervision of the Asia Area Director. The day to day implementation and operation will be done by the Project Manager. The Assistant Project Manager will be responsible for field level narrative and financial reporting.

The project will be managed by Bill Kompere MSW (see resume attached) who has extensive experience working with displaced Vietnamese youth in Refugee camps in Malaysia. He will be supported in project implementation by provision of short term Technical Assistance experienced in the implementation of non-

formal technical training. Further, project management will draw upon the experience of World Concern personnel engaged in non-formal training of minorities in Laos and in a successful apprenticeship training program in Cambodia.

The individual proposed as project manager in World Concern's initial draft of this project had difficulty securing an appropriate residential visa. We do not anticipate such difficulty for staff now proposed to be resident in Da Nang.

Respective support staff in the World Concern Regional Office in Bangkok and Seattle will provide communication, logistic support, purchasing and procurement services, and travel and transportation services. World Concern's International Office in Seattle Washington will provide project implementation and evaluation consultation, internal audit control, liaison with AID/ASIA/EAST ASIA and preparation of required narrative and financial reports.

World Concern also has the managerial capacity through its Partner Liaison unit, to successfully coordinate a sub-contract with another NGO. World Concern is willing to sub-contract with East Meets West Foundation in Quang Nam Da Nang Province and will negotiate a separate arrangement with that group to provide adequate required financial and narrative reports to comply with AID grant/contract requirements and OMB A-133. Michael Yi, World Concern, Finance Officer and Teresita Heiser, Partner Liaison Officer will be directly responsible for financial and narrative reporting respectively and will coordinate directly with East meets West staff.

World Concern will provide 25 percent matching contribution to the project in the form of training materials and tools, and commodities to support the hostels where participants are resident.

7. Sustainability:

From the very beginning stages of the design of the project, World Concern staff have responded to specific requests from the Ministry of Education and the participating communities for assistance. As in other areas of Vietnam, these communities will work closely with World Concern staff to assess the problems facing displaced and minority tribal children and create sustainable solutions. The Provincial Government representatives, local Peoples Committees, PTAs, Women's Organizations, civic groups and individual community members will be encouraged to be involved in the implementation of the project. The mobilization and utilization of this kind of community contribution to the project ensures interest in the long term sustainability of the initiative, even after outside financing is withdrawn.

The very focus of the project is to provide displaced minority children with vocational training necessary to support them and their families in the futures. While providing the appropriate training, they will also be prepared to make the transition to being economically self-sufficient and be given the necessary social skills to cope with responsibilities appropriate for their age group. Vocational training is foundational preparation for children and provides them with a skill and hope for a better future. Thus the project will not create further dependency but prepare these children to be productive members of society.

8. Evaluation:

Project staff will conduct monitoring of project progress on an ongoing basis. These records will be subject to review and internal audit by administrative and program staff from the World Concern Office in Da Nang.

At the project sites general health, cooperation with staff and teachers, consideration and cooperation with fellow students, are a few indicators which will reveal the level of success with individual students. Special emphasis is given to attitudes of the children e.g. cooperative, eager to learn etc. indicating the level of adjustment to an educational environment.

A mid-term internal performance evaluation and a final performance and impact evaluation will be conducted by World Concern's Grants Monitor to insure compliance with USAID contract/grant requirements. An internal financial audit will be conducted during the course of the project.

9. Reporting:

Information on all aspects of the project will be collected and maintained by the World Concern Assistant Project Manager. This information, along with the observations of the Asia Director will be compiled monthly and summarized in quarterly narrative and financial project reports. Performance and impact indicators, as shown in this project document and as developed in the first months of implementation, will be used as quarterly benchmarks and at the end of this project.

Outlines for quarterly progress reports will include:

Project Name and Location
General Reference
Expenditure/Financial
Overall Status
Progress Statement
Accomplishments
Problems Encountered
Required Action
Prospective Activities
Budget Outline and dollar exchange rate
Recurring Costs
Appendices

10. Budget and 11. Financial Plan:

Following this section, please find a detailed line item budget of funds applied for under this grant proposal from the Agency for International Development.