



UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO PAKISTAN

PD-ABI-552

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May 12, 1992

Mr. S. Rafat Ali Hashmi
Secretary
The American Business Council
of Pakistan
NIC Building (6th Floor)
Abbasi Shaheed Road
G.P.O Box 1322
Karachi 74000

FILED 55
DUPLICATE ORIGINAL

Subject: Grant No. 391-0514-G-00-2548-00

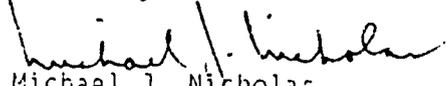
Dear Mr. Hashmi:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the United States Agency for International Development (hereinafter referred to as "USAID") hereby grants to The American Business Council of Pakistan (ABC) (hereinafter referred to as the "Grantee") the sum of Pak Rupees three hundred forty seven thousand, three hundred (Rs.347,300) for purchase of equipment for a computer training program for underprivileged and unemployed individuals in Karachi, as described in the Schedule of this grant and the Program Description.

This grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in the Grant Schedule and Program Description (Attachment I), and Standard Provisions (Attachment II & III).

Please sign the original and four copies of this letter to acknowledge receipt of the grant agreement. Keep one copy for your file and return the original and three copies to this office.

Sincerely,


Michael J. Nicholas
Grant Officer

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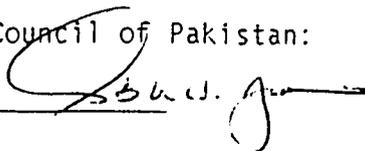
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Attachments:

- I. Grant Schedule and Program Description
- II. Mandatory Standard Provisions for Non-U.S. Non-Governmental Grantees
- III. Required as Applicable Standard Provisions for Non-U.S. Non-Governmental Grantees

ACKNOWLEDGEMENT:

The American Business Council of Pakistan:

BY: S. W. JAROD 

TITLE: PRESIDENT

DATE: 5/20/92

FISCAL DATA

PIO/T No.	:	391-0514-3-00152
Appropriation No.	:	72-110/11037
Budget Plan Code	:	QESO-90-27391-KG-13
Total Estimated Amount	:	Rs. 347,300 (\$13,900)
Total Obligated Amount	:	Rs. 347,300 (\$13,900)
Technical Office	:	O/PEN
Project Officer	:	Husain A. Babur/Randall C. Cummings
Project No.	:	391-0514
Paying Office	:	O/FM, USAID/Pakistan, Islamabad

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Attachment I

GRANT SCHEDULE AND PROGRAM DESCRIPTION

A. Purpose of Grant

The purpose of this grant is to set up a computer training program for underprivileged and unemployed individuals in Karachi.

B. Period of Grant

The effective date of this grant is May 12, 1992. The expiration date of this grant is October 12, 1992.

C. Program Description

1. OBJECTIVES

As part of its social responsibility, the American Business Council of Pakistan (ABC) has established a PC Training Center at the Institute of Business Administration (IBA), City Campus, Karachi, with the following objectives:

- a) To offer a PC Training program with series of short courses at a highly subsidized fee for the benefit of young and unemployed persons who cannot afford the cost of such training at other institutions.
- b) To enable needy and unemployed under-graduates and graduates find employment opportunities on successful completion of a PC Training Course. To this end, a list of graduating students will be circulated to the ABC member companies for consideration.
- c) The successful candidates will be awarded qualifying Certificates at the end of the PC Training Course.

2. COLLABORATION

- a) The project is being operated by the ABC in collaboration with the Institute of Business Administration (IBA) Karachi.
- b) IBA will be fully responsible for the administration of the program.
- c) IBA will provide premises for the program and on-going operational support including selection of Instructors and the students.

- d) ABC will provide the training program curriculum and course objectives in consultation with the IBA.

3. PC TRAINING PROGRAM

a) **Time Schedule**

There will be six 6-week training courses in a year, in batches of 16 students starting from January, 1992. Training time will be 9:00 A.M. to 1:00 P.M.

b) **Courses Contents**

The 6-week course has been designed to offer comprehensive computer training and hands-on-sessions and will cover major topics, i.e. Introduction to Computers: DOS: Application Programs; Word Processing; Spread Sheet; Database; Basic programming Language; Batch Programming in DOS; Terminate-and-stay-Resident Programs; Virus Protection; and Advanced Computer Concepts/

c) **Inauguration**

PC Training Center was inaugurated by Justice Saeduzzaman Siddiqui, Acting Governor of Sindh, on January 28, 1992, at the IBA City Campus, Karachi (Report enclosed as Attachment 2).

d) **First Course**

Started on January 4, 1992, and concluded on February 13. Certificates were awarded by Mr. Nisar A. Memon, President ABC, on February 27, and a list of graduation students has been sent to the ABC member companies for consideration (copy of letter dated March 8, 1992, enclosed as Attachment 3).

d) **Second Course**

Started on February 29, 1992

4. FEE

Highly subsidized Fee of Rs. 500.00 per student per 6-week course will be charged to ensure that the training is being provided to interested and serious minded candidates only. The income generated through fee shall be utilized by ABC in furtherance of the Grant program.

5. SELECTION CRITERIA

The prospective applicants should be minimum Intermediates (above 18 years) and will be required to pass a pre-selection aptitude test to be administered as required.

Candidates will be asked to apply on a prescribed form available from IBA on payment of Rs. 25.00 each. It will also contain information about financial status to assess need of the candidate.

Scrutiny of applications, administration and grading of admission tests and initial screening of candidates will be done by IBA.

IBA will constitute a Selection Board which will also include Representative(s) of ABC.

Efforts will be made to ensure 50% female candidates.

6. ADVERTISEMENT

The program highlighting aims and objectives and procedure for admission, etc., will be advertised in the Daily Jang (Urdu) and Hilal-e-Pakistan (Sindhi) to attract interested applicants.

Advertisements will be reviewed by both IBA and ABC before release.

D. Method of Payment and Amount of Grant

1. The total estimated cost of this program for the period shown in B above is Rs. 495,850 out of which USAID's share is Rs. 347,300 (not to exceed \$13,900) and ABC will bear a cost of Rs. 148,550. The ABC will be bearing the recurring cost of each course.

2. A.I.D. hereby obligates the amount of Rs.347,300 for the purposes of this grant.

3. Payment shall be made to the Grantee in accordance with procedures set forth in the Standard Provision entitled "Payment - Cost Reimbursement", attachment III.

E. Financial Plan

The following is the Budget for this Grant. Revisions to this budget shall be made in accordance with Standard Provision of this Grant,

entitled "Revision of Grant Budget"

Grant Budget

USAID Contribution

1.	IBM PC PS/1, Model 2011-134	8	248,000
2.	IBM Proprinters, XL 4202-001	2	26,000
3.	Voltage Stabilizers, 1 KVA	4	16,800
4.	Power Board with sockets	1	2,800
5.	Data Switch for 1 Printer & 4 Computer	2	1,800
6.	Data Switch cable	2	500
7.	Printer Cable	5	500
8.	Printer Cable	4	1,000
9.	Tables	5	14,000
10.	Chairs	18	14,400
11.	Air-Conditioner	1	20,000
12.	Filing Cabinet	1	1,500
	TOTAL:		347,300

ABC COSTS:

1.	Salaries: Instructors & Support Staff	97,200
2.	Advertising	20,000
3.	Printing of Certificates	1,450
4.	Examination Grading	3,000
5.	Handouts	2,000
6.	File Covers	600
7.	Inauguration Expenses, etc.	6,000
8.	Miscellaneous Expneses	3,000
9.	ABC Brochure, Banner	5,000
10.	Stationery, Cont. Sheets	6,000
11.	Diskettes, 2 Boxes	1,500
12.	Ribbons, 4 Nos.	1,000

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13. Markers	1,000
14. Transparencies	800
TOTAL:	<u>148,550</u>

F. Cost Sharing/Matching

The Grantee agrees to expend from its own funds amount specified in the Budget, Paragraph E above.

G. Special Provisions:

1. Technical Office: The cognizant A.I.D. technical office is the Office of Private Enterprise and Energy (O/PEN), USAID/Islamabad.

2. Order of Precedence: Any inconsistencies in this Grant shall be resolved by giving precedence in the following order: (a) Grant Cover Letter, (b) Schedule & Program Description, Attachment I, (c) Standard Provisions for Non-U.S. Nongovernmental Grantees, Attachment II, (d) Required as Applicable Standard Provisions for Non-U.S. Nongovernmental Grantees, Attachment III (e) Grantee's Proposal, which is hereby included by reference.

H. Source and Origin of Goods and Services

The authorized geographic codes for procurement of goods and services under this Grant are (U.S) 000 and Pakistan (391).

I. Close-out Procedures

This section prescribes uniform closeout procedures.

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

a. Closeout: The closeout of a grant or agreement is the process by which AID determines that all applicable administrative actions and all required work of the grant or agreement have been completed by the recipient and AID.

b. Date of Completion: The date of completion is the date on which all work under grants and agreements is completed or the date on the award documents, or any supplement or amendment thereto, on which AID sponsorship ends.

c. Disallowed Costs: Disallowed costs are those charges to a grant or agreement that AID or its representative determines to be unallowable in accordance with the applicable Federal cost principles or other conditions contained in the grant or agreement.

2. AID closeout procedures include the following requirements:

a. Upon request, AID shall make prompt payments to a recipient for allowable reimbursable costs under the grant or agreement being closed out.

b. The recipient shall immediately refund any balance or unobligated (unencumbered) cash that AID has advanced or paid and that is not authorized to be retained by the recipient for use in other grants or agreements.

c. AID shall obtain from the recipient within 90 calendar days after the agreement all financial, performance, and other reports required as a condition of the grant or agreement. AID may grant extensions when requested by the recipient.

d. The recipient shall account for any property acquired with AID funds or received from the Government in accordance with Attachment N of OMB Circular A-110 entitled "Property Management Standards" (available upon written request from the Contracting Office).

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

J. Title to and use of Property

Title to all property financed by USAID under this grant shall vest in the grantee in accordance with Standard Provision 18, "Title To and Care of Property (Grantee Title)."