

PD-ABK-621



U.S. Agency For International Development
memorandum

DATE: 2 March 1995

REPLY TO: *B. Maher*
ATTN OF: Anita Maher, PROG/CDIE LIAISON

SUBJECT: **USAID/SWAZILAND PROGRAM DOCUMENTS**

TO: Document Acquisitions
POL/CDIE/DI
Room 303 SA-18
Agency for International Development
Washington, DC 20523-1803

Enclosed for your files please find:

One copy of Activity Agreement between the Government of the United States of America and The Government of Swaziland - Activity Agreement No.: DHR - 95 - 645 - 01 - Assistance to Municipal Elections which was signed on behalf of the Swaziland Government by the Minister of Housing and Urban Development and the Minister of Economic Planning and Development and the Principal Secretary and on behalf of the US Government the Ambassador and USAID/Swaziland Acting Director on February 22, 1995.

PD-ABK-621
15N 93557

ACTIVITY AGREEMENT

between

THE GOVERNMENT OF THE UNITED STATES OF AMERICA

and

THE GOVERNMENT OF SWAZILAND

Activity Agreement No.: DHR - 95 - 645 - 01

Title of Activity: Assistance to Municipal Elections

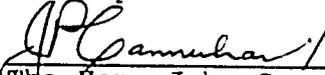
Amount of Grant: U.S. \$13,000

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Agreement on Economic, Technical and Related Assistance dated December 5, 1989, and the Terms and Conditions, Project Description, and Standard Provisions attached hereto, the Government of the United States hereby provides to the Government of Swaziland (hereinafter referred to as "Grantee"), an amount not to exceed the sum of \$13,000 to meet the costs of the activity described in the Project Description.

Agreement Completion Date: August 15, 1995

This Agreement consists of this Title Page and Attachment 1 (Terms and Conditions), Attachment 2 (Project Description), and Attachment 3 (Standard Provisions).

For the Ministry of
Housing and Urban
Development


The Hon. John Carmichael
Minister

Date: 22/2/95

For the Government of the
United States of America

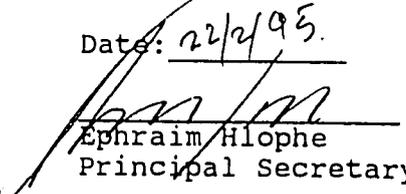

John T. Spratt
Ambassador

Date: 22/2/95

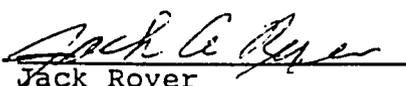
For the Ministry of
Economic Planning and
Development


The Hon. Themba Masuku
Minister

Date: 22/2/95


Ephraim Hlophe
Principal Secretary

Date: 22/2/95


Jack Royer
Acting Director/USAID

Date: 2/22/95

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Fiscal Data:

Appropriation: 725/61014

BPC: GSS5 - 95 - 21645 - KG75

Allowance: 581 - 59 - 645 - 00 - 75 - 51

Project: 698 - 0541.45

Amount: \$13,000.00

RCN: X950005

Funds Available:  ^{2/22/95}
Alistair Cooke

Clearances: RMKaminski, P/E
MEMalinowski, DCM
MMagagula, D/EXO (Draft)
MAlexander, RLA (Draft)

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TERMS AND CONDITIONS

A. Procurement and Payment

All goods and services financed under this grant will be procured from sources in Swaziland, except as otherwise agreed by the Embassy in writing. Should procurement in Swaziland not be possible, goods or services should, to the maximum practicable, be procured from first, the United States, then other developing countries, or if not these, then any country other than Afghanistan, Cambodia, Cuba, Iran, Iraq, Laos, Libya, North Korea, Peoples Republic of China, Syria or Vietnam.

If goods or services with a value in excess of \$5,000 are to be procured from the U.S., the Grantee should consult with the Embassy concerning appropriate small business notifications required.

For each procurement, the Grantee should solicit written price quotations, using "pro forma" invoices, from at least three vendors, to the extent possible. Selection of vendors shall be based on quality, cost, availability and the extent to which the specific needs of the Grantee can be met by a particular vendor.

The Embassy will pay vendors directly upon receipt of an actual invoice from the vendor and a statement from the Grantee that the goods or services have been received and accepted by the Grantee.

B. Marking of Commodities

Normally, A.I.D. decals or other markings should be placed on all equipment and commodities, and an appropriate acknowledgement made in publications or press announcements concerning U.S. Government funding. If the Grantee believes this will create a problem, the Grantee should discuss this requirement with the Embassy.

C. Expenditures

All grant funds must be expended by the Agreement completion date specified on the cover page of the grant, except as the Embassy may otherwise agree in writing. Any funds not expended by such date shall be returned to the Embassy.

D. Obligated Amount of Grant

The amount of dollars provided under this grant as stated on the first page is binding. Should fluctuating exchange rates, or any other circumstance, result in additional Emalangeni being necessary to complete grant activities, the Grantee must provide such additional funds. With the written agreement of the Embassy, the Grantee may use for grant activities any additional Emalangeni available as a result of fluctuating exchange rates against the dollar amount obligated.

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E. Monitoring and Reporting

The Grantee will diligently monitor grant activities to ensure success, including the avoidance or correction of problems in activity implementation.

F. Amendments

This Agreement, including Attachments, may be amended by mutual agreement of the parties hereto in writing.

G. Representatives

For all purposes relevant to this Agreement, the Grantee will be represented by the Principal Secretary, Ministry of Housing and Urban Development, and the United States Government will be represented by the Deputy Chief of Mission, U.S. Embassy Mbabane, each of whom, by written notice may designate additional representatives for all purposes other than amending this Agreement.

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Grantee Activity Report Format

Activity Agreement Number:

Grantee Name:

Amount of Agreement:

Date of Agreement:

Activity Termination Date:

Financial Status of Grant:

Activity:

Activity Status:

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PROJECT DESCRIPTION

A. Summary

This grant will be used to purchase advertising and fund printing costs associated with the municipal elections voter education campaign, and costs associated with the elections themselves, scheduled for March, 1995.

B. Project Description

Through this activity, the Ministry of Housing and Urban Development, charged with the conduct of the municipal elections scheduled for March, 1995, shall purchase advertising for statutory notices, and for the ongoing voter education campaign. They shall also purchase posters, election notices for polling booths, photographs of candidates for use in polling areas, and ballot papers. The voter education campaign shall aim at the education of voters in regard to duties and qualifications of municipal officers, importance of participation by local residents, and associated concepts.

C. Illustrative Budget

Purchase of advertising and printed material within the total budgeted amount for this grant not to exceed \$13,000 or E44,850 at an exchange rate of E3.45 to \$1:

Advertising (statutory notices, voter education advertising):
\$8700 - E30,015
Printing (posters, election notices, photos, ballot papers):
\$4300 - E14,835

D. Disbursement Mechanism

No advances under the grant will be disbursed directly to the Grantee. All grant funds will be disbursed by direct payment to the vendor or by reimbursement to the Grantee through presentation of an invoice for services or commodities received.

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