



United States Agency for International Development

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)



DIRECT ACTION DATA FORM FOR GRANTS & COOPERATIVE AGREEMENTS

1. Basic Contract Number 442 - 0112 - G - 00 - 4502 - 00 (See CRJ 89-30)

2. Recipient Name World Relief Cambodia

3. Award Description (This description will be soon by high level Agency officials, as well members of Congress.) The recipient shall empower and better the lives of impoverished women and children, using an integrated small credit and savings community based facility scheme, associated with health education.

4. Principal Place of Performance Cambodia 5. Benefiting Country Cambodia

6. Project Officer Country Code/Office Symbol 442 Name (Last, First) Greeley, Edward

7. Grant Agreement Type [] A. Disaster Assistance [] B. American Schools & Hospitals Abroad (ASHA) [] D. Title XII Authority [X] E. Other Than A, B, or D 7a. Extent Competed [X] E. Competed by the Technical Office [] F. Competed by the Contracting Office [] G. Not competed (unsolicited prop) [] H. Not competed (predom capab, etc)

8. Basic Purpose [X] A. Technical Services to Host Country [] B. Commodities [] C. Training Services to Host Country [] D. Research [] E. Architectural & Engineering Services [] F. Construction

9. Taxpayer Identification Number 23-6393344

10. Business Organization Type [] A. Corporation [] B. Individual [] C. University or College [] D. Historically Black College or University [] E. Educational Organization (other than University or College) [] Z. Other [] F. International Center [] G. Research Organization (other than International Center) [X] H. Voluntary Organization [] I. Foundation [] J. Hospital [] N. Hispanic American college or univ.

11. If U.S. University, Host Country Institution N/A

12. If Obligated Amount is in Local Currency, provide U.S. Dollar Amount N/A

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

13.b. Signature [Signature]

14.a. Contract Officer (Last, First, MI) Thomas M. Stephens

14.b. Signature [Signature]

COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT, THAILAND
REGIONAL SUPPORT MISSION FOR EAST ASIA

November 1, 1993

Mr. Joel T. Copple
Country Director
World Relief Cambodia
House 3, Street 75
Sras Chak
Phnom Penh, Cambodia

Dear Mr. Copple:

Subject: Cost Sharing Grant No. 442-0112-G-00-4502-00
Humanitarian Assistance Activities in Cambodia

Pursuant to the authority contained in the Foreign Assistance Act of 1961 and the Federal Grant and Cooperative Agreement Act of 1982, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") grants to the World Relief Cambodia (hereinafter referred to as "WR" or "Grantee"), the sum set forth in Article C.1 of the Schedule of this Grant to provide financial support for the program described in the Schedule and the Program Description of this Grant.

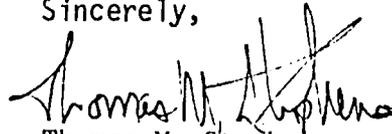
This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period set forth in Article B of the Schedule.

This Grant is made to the Grantee 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, "Program Description," and Attachment 3, "Mandatory and Optional Standard Provisions," which have been agreed to by your organization.

BEST AVAILABLE COPY

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

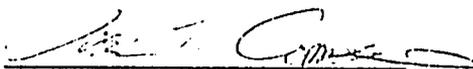
Sincerely,


Thomas M. Stephens
Grant Officer

Attachments:

1. Schedule (8 pages)
2. Program Description (19 pages)
3. Mandatory and Optional Standard Provisions (81 pages)

Acknowledged:

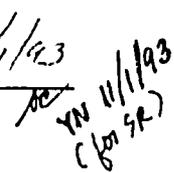
BY : 

TITLE: Countryside Director

DATE : Nov. 12, 1993

Fiscal Data

PIO/T No.: 442-0112-3-30093
Project No.: 442-0112
Appropriation: 72-1131021
Budget Plan Code: HDVA-93-27442-IG13
Total Estimated Amount: \$1,148,579
Total Obligated Amount: \$1,148,579
Cost Sharing: \$382,860
Letter of Credit: 72001437
Tax ID Number: 23-6393344
Funding Source: USAID/Phom Penh

Funds Available: Rec'd Date: 11/1/93
Richard McClure, CONT 

SCHEDULE

A. PROGRAM DESCRIPTION

The purpose of this grant is to empower and better the lives of impoverished women and children, using an integrated small credit and savings community-based facility scheme, associated with health education as more fully described in Attachment 2.

a. Background

After twenty years of war and internal strife, Cambodia recently held UN-facilitated national elections, the purpose of which was to elect a legislative assembly charged with drafting a new constitution. As a result of these elections, a provisional government has been formed and the constitutional drafting process is progressing.

To date, U.S. assistance to Cambodia has largely supported emergency activities for returning refugee populations and delivery of essential humanitarian services to those extremely vulnerable populations. In light of the growing political and social stability of the country, U.S. assistance is gradually turning to address more fundamental development issues in a limited number of sectors. Of primary interest will be maternal and child health, family planning and child spacing, provision of potable water, vocational education and community development. Geographically, under-served areas of the country have been designated for priority interventions.

World Relief submitted a proposal to continue its Gateway Project over the next 36 months. The proposal was received in answer to an Invitation for Applications issued by USAID/Cambodia on March 10, 1993. It was reviewed and recommended for funding by USAID/Cambodia. The proposal attached hereto is the operative program A.I.D. wishes to support through this Grant.

The World Relief project was originally financed through a centrally awarded grant (ANE-0102-G-00-1038-00) in the amount of \$198,845, which expired on May 31, 1993. This present proposal will, in effect, continue the program funded by USAID, by providing \$1,148,580 in additional funds for a new grant period of three years.

b. Objectives: The stated objectives of the project are: 1. To meet the immediate credit and health education needs of poor women and children; 2. To equip women with the basic health education and money management training necessary to improve health, productivity and incomes; 3. To build self sufficiency within women's groups through education, savings and community development activities; and 4. To develop a national staff capable of administering the project in a sustainable manner with minimal

expatriate assistance.

Indicators relating to this objective are:

a) Organize 90 Women's Health and Credit Centers in Phnom Penh and Kompong Cham, providing loans to approximately 1900 mothers and their estimated 3600 children over a three year period;

b) Provide targeted health education to mothers to enable them to recognize the signs of the five child killers: diarrhea, acute respiratory infections, dengue, malaria and malnutrition.

c) Provide practical teaching on means to improve the health of their children: enable them to manage diarrhea by teaching them the preparation and administration of Oral Rehydration Solution; Teach them the means of preventing dengue through management of water and use of mosquito nets; instruct them on the importance of breast feeding; teach them to recognize signs of pneumonia; teach them the benefits of proper nutrition.

d) Over the course of the three years, children will be weighed regularly and those under one year will be immunized.

e) Encourage women to save a minimum of 20% of their loan amount and teach them how to manage their savings.

c. Outputs and Indicators:

(i) Credit & Savings Component: Establish 90 new banking groups, distribute 1900 loans for a total of \$116,000. Indicators: repayment rate of 97.6%; member savings (as a percentage of loan size) average 24.5%; train 12 new promoters.

(ii) Health Education: Within the 90 new groups, reach a beneficiary population of 1600 children aged 0-5; through targeted health education and immunization, achieve a reduction in the incidence of childhood death and disease from vaccine preventable diseases and the five most prevalent child killers: diarrhea, malaria, dengue, malnutrition, acute respiratory infections. Achieve a reduction in the incidence of child malnutrition.

d. Inputs and Indicators: Financial contributions, commodities, technical assistance, training and Cambodian involvement. Indicators of inputs include: USAID grant and disbursement of grant funds, disbursement of WR funds in proposed match proportion, procurement and distribution of proposed number and variety of commodities; provision of proposed formal and informal training; provision of proposed and required technical assistance; existence and involvement of Cambodian counterparts in design, implementation, and evaluation of project; and existence of functioning and effective service delivery NGO by the end of the project.

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B. PERIOD OF GRANT AGREEMENT

This Grant's effective date is October 1, 1993 and the expiration date is September 30, 1996.

C. GRANT AMOUNT AND METHOD OF PAYMENT

1. The total amount of this Grant is \$1,148,579 which is hereby obligated. In addition, the Grantee shall contribute approximately \$382,860 to the program with non-USAID funds, either in cash or in kind, in accordance with Optional Standard Provision No. 24, Cost Sharing (Matching).

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3, Optional Standard Provision No. 2, "Payment - Letter of Credit."

D. FINANCIAL PLAN

The following is the Grant Budget, including local cost financing items, if authorized. Any revisions to this budget shall be in accordance with the Standard Provision of this Grant, entitled "Revision of Grant Budget."

<u>Line Item</u>	<u>AID Funds</u> US\$	<u>Non-AID Resources</u> US\$
Expat. Salaries and Benefits	408,488	73,390
Allowances/Staff Orientation	0	135,367
National Staff Salary and Benefits	201,126	0
Office Expenses	141,090	52,174
Capital Expenses	0	78,770
Revolving Loan Capital	68,690	33,229
Monitoring and Evaluation	25,845	9,930
Indirect Costs	<u>303,340</u>	<u>0</u>
GRANT TOTAL	<u>1,148,579</u>	<u>382,860</u>

E. REPORTING, MONITORING AND EVALUATION

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with Optional Standard Provision No. 2 entitled "Payment - Letter of Credit" as shown in Attachment 3.

b. 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.

c. In addition, two copies each of summary financial reports shall be submitted to USAID/Cambodia, and the Controller, Office of Finance, USAID/Thailand. The Grantee is required to include in the financial report the amount of cost sharing contribution that was actually incurred during the report period and the total contribution incurred since the commencement of the Grant. Additionally, the Grantee must include in the financial report a summary of procurement actions for the quarter and corresponding source/origin information. The format and content of which will be defined in consultation with the Project Officer.

2. Program Reporting, Monitoring and Evaluation

The following reports in two copies, in English, shall be submitted to the USAID/Cambodia Project Officer:

a. Quarterly Progress Reports: The Grantee shall submit quarterly progress reports within 30 days following the last day of each quarter of the Grant period. The reports shall briefly present the following information:

1. A detail of accomplishments by objective and indicator as described in the applicable semi-annual workplan (see (b) below). If the output of programs can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

2. Gender-segregated data on beneficiaries of project activities, if applicable.

b. Semi-Annual Workplans: Each December 1 and June 1, the Grantee shall submit to USAID for approval, a semi-annual workplan

prepared by the in-country staff that outlines the activities planned for the next semester. The plan will define quantifiable objectives and indicators for the following semester of project implementation. Other pertinent information such as substantial modifications in budget allocations, should be addressed for forward planning purposes. A workplan format will be provided under separate letter.

c. Sustainability Plan: In providing funds to the Grantee, USAID seeks to meet the basic humanitarian needs of low-income, high-risk Cambodians. Given the limited nature of USAID funds and the emphasis on providing assistance for sustainable activities, Grantee shall remit to USAID a plan detailing its sustainability strategy for maintaining key project features beyond the grant completion date. The plan will address how anticipated project results will further the general development goals of the sector of intervention, and will discuss the measures proposed to foster sustainable features of the project. Grantee will remit the sustainability plan with the third semi-annual workplan described above.

d. External Evaluation: An external evaluation of the program shall be undertaken prior to the end of the Grant period to assess the progress of the program and plan strategically for the future. The Grantee shall be responsible for drafting the scope of work, contracting required external expertise, and coordinating the evaluation. USAID/Cambodia will review and concur with the scope of work and may assign a USAID representative as part of the evaluation team.

F. STANDARD PROVISIONS

This Grant includes, as Attachment C, Mandatory Standard Provisions numbered 1 through 14 and Optional Standard Provisions that are shown on the index as applying to this Grant.

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 A.I.D.'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. Annual internal audits are now required for grants and sub-grants over \$25,000. Copies of the audits shall be submitted to the USAID Project Officer and Grant Officer.

H. INDIRECT COST RATE

Pursuant to the provisions of the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rate - Provisional," a rate or rates shall be established for each of the Grantee's accounting periods which apply to this Grant. Pending establishment of revised provisional or final indirect cost rates for each of the Grantee's accounting periods which apply to this Grant, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which are set forth below:

<u>Rate</u>	<u>Base</u>	<u>Period</u>
24.7%	Total direct costs	From grant effective date until rate is amended.

I. TITLE TO PROPERTY

Optional Standard Provision No. 21 "Title to and Use of Property (Grantee Title)" is applicable to this Grant.

J. 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 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.

K. SPECIAL GRANT PROVISIONS

1. Lightweight Motorcycles - This Grant contains provisions for 9 lightweight motorcycles (less than 125 cc). The Grantee is authorized to purchase these from any A.I.D. Geographic Code 935 source based on the signed waiver by the A.I.D. Representative.

2. 25% cost Contribution - This grant contains a provision for a matching contribution by the Grantee of 25%. The grantee will report through regular financial reporting on all such expenditures.

3. Grant expenditures may be in Cambodian Riel or U.S. Dollars as determined by market conditions.

4. The Grantee is required to collaborate under its own or A.I.D.'s direction with other relevant entities operating in the same sector or geographic area throughout the Grant period in order to avoid redundancy and duplication. This may include informal consultations or formal meetings.

5. Taxes to the Government of Cambodia - No U.S. government funds provided under this grant may be used to pay taxes, duties, tariffs or other levies imposed by the Government of Cambodia.

6. Security - Security is an ongoing concern for US PVOs operating in Cambodia. All Grantees are expected to develop detailed, current security procedures. A copy of these procedures will be made available to USAID.

7. Assistance to the Khmer Rouge No direct or indirect assistance may be provided to the Khmer Rouge under this Grant.

L. PRE-GRANT EXPENSES

The Grantee has authorized in Grant Officer 19 October 1993 telefax pre-grant expenses not to exceed \$38,099 for a 6-week period beginning October 1, 1993 to November 15, 1993 and in accordance with program description.