

94253



CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)



DIRECT ACTION DATA FORM FOR GRANTS & COOPERATIVE AGREEMENTS

1. Basic Contract Number 442 - 0112 - G - 00 - 4505 - 00 (See CR 89-30)

2. Recipient Name Population Services International (PSI)

3. Award Description (This description will be seen by high level Agency officials, as well members of Congress.) The recipient shall... provide support for the marketing and communications for Birth Spacing and AIDS Prevention in Cambodia. ENTERED MAR 14 1994

4. Principal Place of Performance Cambodia

5. Beneficiary 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 Completed [x] E. Completed by the Technical Office [] F. Completed by the Contracting Office [] G. Not completed (unsolicited prop) [] H. Not completed (predom cash, etc)

8. Basic Purpose [x] A. Technical Services to Host Country [] B. Commodities [x] C. Training Services to Host Country [] D. Research [] E. Architectural & Engineering Services [] F. Construction 9. Taxpayer Identification Number 04-005-4827

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 BEST AVAILABLE COPY

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

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

13.b. Signature [Handwritten Signature]

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

14.b. Signature [Handwritten Signature]

COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM



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

December 9, 1993

Mr. Richard A. Frank
President
Population Services International
1120 Nineteenth Street, NW, Suite 600
Washington, DC 20036

Dear Mr. Frank:

Subject: Cost Sharing Grant No. 442-0112-G-00-4505-00
Birth Spacing and AIDS Prevention in Cambodia

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID") hereby grants to Population Services International (hereinafter referred to as "PSI" or "Grantee"), the sum set forth in Article C.1 of the Schedule of this Grant to provide financial support for a program in Marketing and Communications for Birth Spacing and AIDS Prevention in Cambodia, as described in the Schedule of this Grant and the Attachment 2, entitled "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 set forth in Article B of the Schedule.

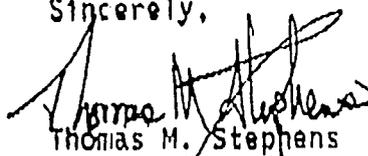
This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, "Schedule"; Attachment 2, "Program Description"; and Attachment 3, "Mandatory and Optional Standard Provisions"; which have been agreed to by your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

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Grant No. 442-0112-G-00-4505-00
Page 2 of 2

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,

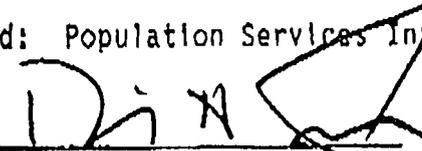


Thomas M. Stephens
Grant Officer
Regional Procurement Office

Attachments:

1. Schedule (8 pages)
2. Program Description (20 pages)
3. Mandatory and Optional Standard Provisions (81 pages)

Acknowledged: Population Services International

BY : 
Richard A. Frank

TITLE: President

DATE : February 11, 1994

Fiscal Data

PIO/T No.:	442-0112-3-30105
Project No.:	442-0112
Appropriation:	72-1131021
Budget Plan Code:	HDVA-93-27442-CG13
Total USAID Grant Amount:	\$2,463,923
Total Obligated Amount:	\$1,630,780
Cost Sharing:	\$848,550
Letter of Credit No.:	72001584
DUNS No.:	04-005-4827
Funding Source:	USAID/Phom Penh

Funds Available: O/FIN Phom Penh dd 2/10/94

Clearance: USAID/PP Anne Huvos dd (Fax) 02/01/94

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SCHEDULE

A. PROGRAM DESCRIPTION

1. Purpose and Indicators:

The purpose of this Grant is to provide support for the Marketing and Communications for Birth Spacing and AIDS Prevention Program in Cambodia as more fully described in Attachment 2.

This project is to increase the correct, consistent, and sustainable use of modern birth spacing methods and to increase and sustain safe sexual behaviors (including condom usage) among the general population and groups at high risk of contracting HIV. The verifiable indicators relating to this purpose are:

- an increase in the contraceptive prevalence rate; and
- an increase in the percentage of sexually active males who report the use of a condom during the most recent act of sexual intercourse.

2. Outputs and Indicators:

a. Establishment of operational cost-effective private and public sector condom and oral contraceptive distribution systems within targeted areas.

Verifiable indicators of this output are: project condoms and oral contraceptives launched and distributed; a measurable increase in sales of such products over the life of project; effective supply and distribution of project products to a targeted number of commercial, public sector and non-traditional outlets over the life of project; and consumer price of project products maintained at targeted levels.

b. Creation and production of culturally relevant brand-specific advertising and promotion campaigns to increase knowledge of and demand for condoms and oral contraceptives.

Verifiable indicators of this output are: brand recognition of project products by defined percentages of sexually active populations in target areas; defined percentages of sexually active populations in target areas; defined percentages of sexually active populations in target areas who recognize the brand names of project products over other condoms and oral contraceptives; and defined percentage of all respondents who can identify source of supply of project products.

c. Design, production and use of culturally relevant information, education and communication campaigns to inform the sexually active population and service providers about birth spacing and contraceptive methods.

Verifiable indicators of this output include: statistically significant increase in the percentage of targeted sexually active population able to cite at least two modern methods of birth spacing, cite health benefits of child spacing, and who profess an intention to use modern spacing methods and/or condoms for HIV prevention in the future; statistically significant decrease in the number of survey respondents who have negative attitudes towards condoms and other birth spacing methods; and percentage increase in number of targeted providers of contraceptive services able to provide correct advice on birth spacing methods.

d. Condom social marketing (CSM) and information, education and communication (IEC) components institutionally sustainable with only periodic technical assistance.

Verifiable indicators of this output are: the CSM component effectively managed by a local NGO partner by the end of project; measurable progress made toward financial sustainability of CSM component; government and Cambodian NGO partners able to design, implement, and evaluate IEC campaigns; and a revolving fund from which revenues can be used to defray operational costs, including to repurchase contraceptives.

3. 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 PSI funds in proposed match proportion, procurement and distribution of proposed number and variety of commodities; provision of proposed formal, informal, and on-the-job training; provision of proposed and required technical assistance; existence and involvement of Cambodian counterparts in design, implementation, and evaluation of project; and a collaborating NGO trained in effective social marketing techniques.

B. PERIOD OF GRANT AGREEMENT

This Grant's effective date is the date of the Grant letter and the expiration date is December 8, 1996.

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C. GRANT AMOUNT AND METHOD OF PAYMENT

1. The total amount of this Grant for the period shown in Article B above is \$2,463,923. In addition, the Grantee shall contribute approximately \$848,550 to the program with non-Federal funds, either in cash or in kind, in accordance with Optional Standard Provision No. 24, Cost Sharing (Matching).

2. USAID hereby obligates the amount of \$1,630,780 for program expenditures during the first 25 months of this Grant. The Grantee is not authorized to exceed this amount without the approval of the Grant Officer.

3. 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."

4. Additional funds up to the total amount of the Grant shown in C.1 above may be obligated by USAID subject to the availability of funds, and to the requirements of the Standard Provision of the Grant entitled "Revision of Grant Budget."

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>US\$ From 12/93-12/95</u>	<u>US\$ From 1/96-12/96</u>	<u>Total US\$ From 12/93-12/96</u>
Personnel	602,111	352,023	954,134
Transport/Travel	118,424	68,806	187,230
Other Direct Costs	128,487	76,899	205,386
Equipment	110,812	11,025	121,837
Participant Training	1,500	0	1,500
SM and IEC Costs	172,180	158,983	331,163
Overhead*	428,266	234,407	662,673
Total USAID Dollars	<u>1,561,780</u>	<u>902,143</u>	<u>2,463,923</u>
PSI Contributions	<u>543,594</u>	<u>304,956</u>	<u>848,550</u>
(USAID Procured Condoms**	\$69,000)		

* Based on US staff salaries and fringe benefits.

** Approximately \$69,000 worth of condoms (including shipment costs) will be procured by USAID/Cambodia through USAID/Washington central procurement mechanism. These funds are not obligated in this Grant. PSI will provide all assistance (including development of the contraceptive order cable, coordination and tracking of the condom shipment, arrangement of door to door service to Cambodia, and other coordination and support) as necessary.

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, U.S. 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.

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.

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b. **Semi-Annual Workplans:** Each December 1 and June 1, the Grantee shall submit to USAID/Cambodia 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, the 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. The 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 at 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 3, 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 USAID's requirements as determined by the USAID Inspector General (Audit), and the USAID 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

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books and records, as further described in Mandatory Standard Provision No. 2. Annual internal audits are required for grants and subgrants over \$25,000. Copies of the audits shall be submitted to the USAID Project Officer and the 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 applied to the base which are set forth below:

<u>Rate</u>	<u>Base</u>	<u>Period</u>
138%	Direct labor & fringe benefits dollars	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 USAID determines that all applicable administrative actions and all required program activities have been completed by the Grantee and USAID.

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 USAID funding ends.

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c. Disallowed Costs. Disallowed costs are those charges to the Grant that USAID 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. USAID close-out procedures include the following requirements:

a. Upon request, USAID 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 USAID has advanced or paid and that is not authorized to be retained by the Grantee for use in other grants or agreements.

c. USAID 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 USAID upon request of the Grantee.

d. The Grantee shall account for any property acquired with USAID funds or received from the Government in accordance with provisions on procurement standards of OMB Circular A-110.

e. In the event a final audit has not been performed prior to the close-out of the Grant, USAID 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. Vehicles - This Grant contains provisions for 4 vehicles. USAID requires that only U.S. manufactured vehicles be purchased with U.S. government funds. As of the date of this Grant, there is only one local source for U.S. manufactured vehicles. Grantee is authorized to purchase Jeeps from the Phnom Penh dealer without further price competition until such time as USAID may otherwise advise in writing.

2. Lightweight Motorcycles - This grant contains provisions for 11 lightweight motorcycles (less than 125 cc). The Grantee is authorized to purchase these from any USAID Geographic Code 935 source based on the signed waiver by the USAID Representative attached to the PIO/T. Preference is for USAID Geographic Code 000 (U.S.).

3. 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.

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

5. The Grantee is required to collaborate under its own or USAID'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 information consultations or formal meetings.

6. 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.

7. 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.

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

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