



United States Agency for International Development

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)



DIRECT ACTION DATA FORM FOR GRANTS & COOPERATIVE AGREEMENTS

1. Basic Contract Number 511-0000-G-00-3028 - 00 (See CIB 89-30)	
2. Recipient Name PRO MUJER	
3. Award Description (This description will be seen by high level Agency officials, as well members of Congress.) The recipient shall... provide support for a pilot training program in the PL 480 Title I Urban Food for Work Program. ENTERED FEB 02 1995	
4. Principal Place of Performance Section	5. Benefiting Country 511
6. Project Officer Country Code/Office Symbol Name (Last, First) 511 USAID/Bolivia Sleeper Jonathan	
7. Grant Agreement Type <input type="checkbox"/> A. Disaster Assistance <input type="checkbox"/> B. American Schools & Hospitals Abroad (ASHA) <input type="checkbox"/> D. Title XII Authority <input checked="" type="checkbox"/> E. Other Than A, B, or D	8. Basic Purpose <input checked="" type="checkbox"/> A. Technical Services to Host Country <input type="checkbox"/> B. Commodities <input type="checkbox"/> C. Training Services to Host Country <input type="checkbox"/> D. Research <input type="checkbox"/> E. Architectural & Engineering Services <input type="checkbox"/> F. Construction
7a. Extent Competed <input type="checkbox"/> E. Competed by the Technical Office <input type="checkbox"/> F. Competed by the Contracting Office <input checked="" type="checkbox"/> G. Not competed (unsolicited prop) <input checked="" type="checkbox"/> H. Not competed (predom capab, etc)	9. Taxpayer Identification Number
10. Business Organization Type <input type="checkbox"/> A. Corporation <input type="checkbox"/> B. Individual <input type="checkbox"/> C. University or College <input type="checkbox"/> D. Historically Black College or University <input type="checkbox"/> E. Educational Organization (other than University or College) <input type="checkbox"/> Z. Other <input type="checkbox"/> F. International Center <input type="checkbox"/> G. Research Organization (other than International Center) <input checked="" type="checkbox"/> H. Voluntary Organization <input type="checkbox"/> I. Foundation <input type="checkbox"/> J. Hospital <input type="checkbox"/> N. Hispanic American college or univ.	
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) Zambanza Max G	13.b. Signature
14.a. Contract Officer (Last, First, MI) Bucher Clement J	14.b. Signature

COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM

UNITED STATES AID MISSION to BOLIVIA
c/o American Embassy
La Paz, Bolivia

USAID - BOLIVIA
APO MIAMI 31012

December 18, 1992

Telephones: 350170, 350251
Casilla 4530
La Paz, Bolivia

Ms. Lynne Patterson
Executive Director
Pro-Mujer
La Paz Bolivia

Subject: Grant No.511-0000-G-00-3028
Training Programs for Woman in the PL 480 Urban Food for
Work Program.

Dear Ms. Patterson,

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") hereby grants to Programas para la Mujer (hereby referred to as "Pro-Mujer" or "Grantee"), the sum of \$ 50,000.00 to provide support for a pilot Training Programs in the P.L. 480, Title II Urban Food for Work Program, 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 as set forth in the Schedule in paragraph B.

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, entitled the "Schedule," Attachment 2, entitled "Program Description," and Attachment 3 entitled "Standard Provisions," which have been agreed to by your organization.

Please sign the original and six (6) copies of this letter to acknowledge your acceptance of the terms and conditions established and return the original and five (5) copies to the Grant Officer, Regional Contracts Office, USAID/Bolivia.

Sincerely yours,


Clement J. Bucher
Grant Officer
USAID/Bolivia

ACKNOWLEDGED BY:

SIGNATURE:

[Handwritten Signature]

NAME:

Carmen de Torres Gudiño

TITLE:

Directora de Proyectos

DATE:

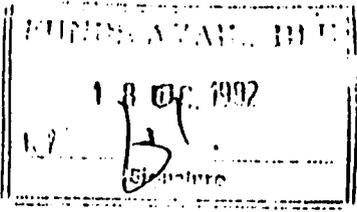
5-Eno-1993

ATTACHMENTS:

- 1. Schedule
- 2. Program Description
- ~~3. Standard Provisions~~

FISCAL DATA

Appropriation : 72-112-31021.3
Budget Plan Code : LDN2-92-25511-KG13
PIO/T Number : 511-0000.01-3-20181
Project Number : 511-0000.01
Total Estimated Amount: \$ 50,000.00
Total Obligated Amount: \$ 50,000.00
Funding Source : USAID/Bolivia
Commit. Doc. No. : GA 0000.013028
Earmark : E920231



SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for a Pilot Training Programs in the P.L. 480, Title II Urban Food for Work Program, as more specifically described in Attachment 2 to this Grant entitled "Program Description."

B. Period of Grant

The effective date of this Grant is the date of the cover letter. The period covered by this Grant is from December 18, 1992 through August 31, 1993.

C. Amount of Grant and Payment

1. USAID/B hereby obligates the amount of \$ 50,000.00 for purposes of this Grant.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3, Standard Provision, entitled "Payment - Periodic Advance."

D. Financial Plan

The following is the Life of Project Cost Estimate, including local cost financing items, if authorized.

Revisions to this budget shall be made in accordance with Standard Provision of this Grant, entitled "Revision of Grant Budget."

FINANCIAL PLAN

Cost element	A.I.D. CONTRIBUTION	PRO-MUJER CONTRIBUTION	TOTAL
1. PERSONNEL	23,200	8,160	31,360
2. FRINGE BENEFITS	5,800	-	5,800
3. TRAVEL AND TRANSPORT	1,460	-	1,460
4. RENT AND RENOVATION TRAINING CENTERS	1,400	-	1,400
5. MATERIALS AND SUPPLIES	4,328	-	4,328
6. LOCAL AUDIT	2,500	-	2,500
7. INDIRECT COSTS	11,312	-	11,312
8. OFFICE COSTS		<u>3,360</u>	<u>3,360</u>
TOTALS	50,000	11,520	61,520

Disbursements will be made to finance the costs of this project. A.I.D. will disburse to the Grantee in dollars and the Grantee will be responsible for opening a dollar bank account acceptable to A.I.D. The Grantee will procure local currency from the dollar account at the maximum legal exchange rate in Bolivia and maintain separate dollar and Boliviano records.

The Grantee may adjust individual line items by a factor not to exceed 15% provided not to change the total amount obligated. Any adjustment exceeding 15% per line item, or any increase in the total Grant amount, requires the prior written approval of the Grant Officer.

E. Reporting and Evaluation

1. The Grantee is required to coordinate and submit fiscal requirements to the USAID/Bolivia Controller's Office.

2. The Grantee is required to submit quarterly financial reports as detailed in Attachment 3, Standard Provision entitled "Payment - Periodic Advance." A final fiscal report is required at the completion of the agreement.

3. The Grantee also will coordinate annual audits with USAID/Bolivia controller's Office as described in Attachment 3, Standard Provision entitled "Accounting, Audit, and Records."

4. The Grantee is required to coordinate and submit performance report (technical report) to the USAID/Bolivia ARD Office as described in attachment No. 2.

5. The Grantee shall be responsible for the performance under the Grant and, where appropriate, ensure that times schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved, This review shall be made for each program, function, or activity of the Grant as set forth in the award document.

6. The Grantee shall submit a performance report for the Grant that briefly presents the following information for each program, function, or activity involved:

a. A comparison of actual accomplishments with the goals established for the period, the findings of the investigation or both. If the output of programs can be

readily quantified, such quantitative data should be related to cost data for computation of unit costs.

b. Reasons why established goals were not met.

c. Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

7. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the grantee shall inform A.I.D. as soon as the following types of conditions become known:

a. Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, to resolve the situation.

b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

8. The Grantee agrees to prepare and submit any and all special reports which USAID/Bolivia may request.

F. Special Provisions

Employee Salary Level, Benefits, Allowances and Conditions of Employment

a. It is mutually agreed that the Grantee shall hire all non-U.S. agreement employees with salary payments in local currency, in accordance with all applicable Bolivian labor laws regarding benefits, allowances and conditions of employment, and the Grantee's labor policies. Salary levels shall be in accordance with the employee's salary history and the established compensation plan of the Grantee and shall be agreed to in writing by the USAID Local Salary Committee and/or the Grant Officer.

b. The Grantee shall provide to USAID/Bolivia a list of all personnel with full or part-time project responsibilities, including name, professional qualifications, salary and a brief scope of work for each. The final selection and hiring

of employees identified as "Key personnel" will be subject to the approval of the USAID Project Manager.

G. Indirect Cost Rate

29.24% of the direct costs is the rate that has been proposed by the Grantee as the Indirect Cost Rate.

H. Title to Property

Title to all property financed under this Grant shall vest in the Grantee until termination of program activities, subject to the conditions set forth in Attachment 3, Standard Provision entitled "Title to and Use of Property (Grantee Title)."

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is "000" (the United States) and Bolivia as set forth in Attachment 3, Standard Provision entitled "A.I.D. Eligibility Rules for Goods and Services" and "Local Cost Financing."

I. PROJECT RATIONALE AND SUMMARY

USAID/Bolivia's P.L. 480, Title II urban food-for-work program provides short-term employment, food security and complementary nutrition to unemployed persons. It also builds needed infrastructure and provides basic services for poor residents of the city.

The employment provided under the program is and should be temporary. It is intended for the purpose of short-term food security, not a permanent job. But many of the food-for-work workers have trouble finding permanent jobs. They don't have the training to find other work or establish their own small businesses.

Pro Mujer (Programas para la Mujer) has developed training programs which give women, or men, the knowledge, attitudes, skills, and resources to establish their own jobs. Pro Mujer has also developed training programs which give women, or men, the life skills to manage their dual roles as parents and earners of income. The programs are:

- empowerment (5 lessons)
- early childhood education (9 lessons)
- health and family planning (10 lessons)
- business skills (16 lessons).

These programs could be given as part of the urban food-for-work program. They would help the food-for-work workers make the transition to finding other work or establishing their own small businesses.

The workers now work approximately three or four days a week. If the workers were released for training on two mornings a week, approximately 25 to 33 per cent of total work time, the four programs listed above could be completed in six months.

Pro Mujer will carry out a pilot program to establish training programs for urban food-for-work workers which will help them make the transition to other work or to establish their own small businesses. The pilot program would be carried out in El Alto, Bolivia where ADRA/Bolivia operates an extensive urban food-for-work program. Pro Mujer carries out all four training programs listed above in El Alto and operates 14 training centers in the poorer sections of El Alto Norte. These are the same areas of El Alto where many of the food-for-work projects are located.

The food-for-work groups consist of 20 to 40 workers, an ideal number for a training group. Pro Mujer proposes to train the members of 8 food-for-work groups, approximately 250 workers, in the four training programs listed above. The training would provide a minimum of dislocation to the food-for-work projects. ADRA/Bolivia would simply have to release 8 food-for-work, work groups for training on two mornings a week. Pro Mujer would provide the training at a training site near to the work site of the projects so that the workers could return to work in the afternoon with no delay.

Pro Mujer will carefully monitor participation in the training programs to make sure all food-for-work workers are receiving the training and completing the training objectives. Pro Mujer will also evaluate the results of the training to see the extent to which trainees apply what they have learned, leave the temporary food-for-work employment, and find other work or establish their own small business.

Pro Mujer will also monitor and evaluate several additional benefits of the training programs. The majority of the food-for-work workers are women, and they often bring their small children to the work site. There has been continuing problems in organizing simple day care at the work sites for these small children. The training in early childhood education will give the workers the skills and incentive to organize their own day care at the work sites and Pro Mujer will help them do so.

Some groups have male as well as female workers. The presence of male trainees in the training program will provide an ideal and an unusual opportunity to train men as well as women in the basics of early childhood education, child and preventive health, and family planning. It will provide an ideal opportunity to train men and women, at the same time, in issues such as family planning which require the cooperation of both male and female to be effective.

The final evaluation and project report will include recommendations as to how the training can be extended to other food-for-work sites in El Alto and to other urban food-for-work programs in other cities in Bolivia.

II. PROJECT GOAL, PURPOSES, AND OUTPUTS

Goal:

The goal of this project is to help the P.I. 480, Title II urban food-for-work workers to take a more active role in their own development and the development of their children, to make better personal and economic decisions, and to make the transition to finding other work or establishing their own small businesses.

Purpose:

The purpose of this project is to develop and test the feasibility of providing training which is complementary to the urban food-for-work program and helps the workers make the transition to finding other work or establishing their own small businesses.

Outputs.

The objectives of the project are:

1. To train 8 groups of food-for work workers, approximately 250 workers, in the life skills which will permit them to effectively fulfill their dual roles as parents and earners of income.
2. To train the same 8 groups of workers, approximately 250 persons, in basic business skills and the management of small businesses.
3. To establish simple but effective day care for small children at 8 food-for-work project sites.
4. To the extent that there are male and female workers in the same work group, to develop and test strategies for training men and women, at the same time, in personal decisions and life skills which require their mutual cooperation such as child rearing and family planning.
5. To recommend how a training component for food-for-work workers can be included in other urban food-for-work programs in Bolivia.

III. PLAN OF WORK

The plan of work for this project is divided into two sections: a narrative description of the activities of the plan of work; a bar chart which lists and schedules the activities.

A. Project Activities

1. Hire and train four trainers. Pro Mujer will begin the programs by hiring the four trainers who will provide the training to the eight food-for-work, work groups. The trainers will be persons with similar qualifications to those trainers working on other Pro Mujer projects, since these other trainers have proven successful in carrying out the same four programs. All candidates will be interviewed and their training skills will be tested by

giving them a sample lesson to present before a group of trainees similar to those who will be trained under this project.

The four trainers will be given an orientation to each of the four programs by trainers who have given the program to other groups of trainees. Each Friday, they will be trained in the two lessons that they will give the following week. In addition, the project supervisor will supervise and provide on-site assistance to the four trainers during the course of each of the lessons.

2. Develop and review selection criteria for the eight groups to be trained. Pro Mujer will develop and review selection criteria for selecting the eight food-for-work, work groups to be trained. The location of the group's work site, the type of work being carried out, the length of time group members have been in the food-for-work program, and other criteria such as age of the workers, number of children, and level of education will be considered and proposed as selection criteria. The selection criteria will then be reviewed with USAID/Bolivia and ADRA/La Paz and adjusted accordingly.
3. Recruit and schedule eight groups for food-for-work workers with ADRA/La Paz. Once the selection criteria are set, Pro Mujer will work with ADRA/La Paz to recruit and schedule the groups for training. The eight groups will be selected and recruited in accordance with the selection criteria previously established. The training will be scheduled with ADRA/La Paz such that there is minimum disruption of the food-for-work project being carried out by each group. Pro Mujer proposes training be given to each group two mornings a week: Monday and Wednesday, or Tuesday and Thursday. Since the groups work 12 to 16 days per month or 3 to 4 days per week, this would represent devoting 25 to 33 per cent of total work time to training. Also, since there are approximately 40 lessons in all four programs, this would permit completion for the training for each group in approximately six months.

In addition, Pro Mujer has had experience in training food-for-work workers at the end of their work day. They are frequently so tired and hungry at the end of the day that they fall asleep during the training. For that reason, Pro Mujer strongly suggests that the training be held in the mornings when workers are fresh and most able to learn.

4. Select and orient training assistants. Each of the eight groups will select a training assistant to work with the Pro Mujer trainer in carrying out the training in his or her group. The training assistant will be responsible for helping organize the training and carry out each lesson. The training assistant will participate in Friday morning meetings in which the results of the lessons for the week are reviewed and the lessons are prepared for the following week. The training assistants will receive a travel stipend for their additional work.
5. Train eight groups for workers in empowerment, early childhood education, health and family planning, and business skills. Pro Mujer is proposing that the training take place two morning a week. This will allow Pro Mujer to complete the training in all four programs in less than six months. If training is given only once each week, the program will take nearly a year. Pro Mujer has carried out the four training programs, training both twice a week and once a week. Training twice a week is preferable because it provides more contact with the trainees and a more intense training experience that is more effective in changing knowledge, attitudes, skills, and practices.

Pro Mujer will use established lessons and materials for carrying out each of the four programs. They will, however, be adjusted during the course of the training in accordance with the needs of each of the eight training groups. There will be a week's interval during each of the four programs for the purposes of completing the evaluation of the previous training program and preparing for the next program.

6. Supervise each trainer and training group. The supervisor for this pilot project will take special care to supervise each trainer and training group to insure the quality of training, handle changes in methodology at the training site, and adjust the training program to insure that it meets the need of each of the eight groups of food-for-work workers. The supervisor will be an experienced Pro Mujer staff person who has prior experience in carrying out and supervising the four training programs.

7. Establish day care services in each of the eight work sites. The training program in early childhood education trains parents to be effective educators of their pre-school children. It shows them how to promote and further the physical, intellectual, linguistic, and social growth of their children. It is an ideal preparation for taking responsibility for day care services.

Once the training in early childhood education is completed, Pro Mujer will work with each training group to organize simple day care services at the work site. One or two of the workers, depending on the number of infants and small children brought to the work site, will be selected to take primary responsibility for organizing and operating day care services at the work site. All members for the work group with small children can participate and take responsibility for the day care services on a rotational basis. Pro Mujer will help the workers establish a schedule for the day care, make toys, and plan educational activities. This will be done as part of the training program in early childhood education and will constitute the final two lessons of the program.
8. Provide technical assistance in solving problems in operating the day care. Once the day care is established, Pro Mujer will provide continued assistance in solving any problems associated with its operation. Pro Mujer will help reorganize the day care schedule as required and provide additional material for carrying out the schedule.
9. Evaluate the results of the four training programs. Pro mujer will evaluate the results of the training on each of the eight groups at the close of each training program. Each trainee's changes in knowledge, attitudes, skills, and practices will be evaluated using a pre- and post-test. The week after each training program will be devoted to evaluating the results of the program and reporting on them. The trainees will be actively involved in evaluating their own achievements and solving their own personal and economic problems.
10. Report to USAID/Bolivia and ADRA/La Paz on the progress of the pilot project. Pro Mujer will prepare two formal progress reports on the pilot project: a mid-project report which will report the achievements for the first three training programs (empowerment, early childhood education, health and family planning) and the setting up

and operation of the day care at each work site; a second progress report which will discuss the achievement of the business skills program. The results for each of the training programs will also be available for review approximately two weeks after the close of the training. Also the Friday meetings to evaluate the results for the week's lessons and prepare for the lessons of the next week will provide good information on the progress in carrying out the project.

11. Write a final evaluation report on achievement of the project's goal, purpose, and outputs. The two progress reports will focus on the achievement of the training objectives for each training program and the setting up and operation of day care services. The final evaluation report will summarize the results of training programs, but will focus on the achievement of the project's purpose and goal. The report will be written in two stages. The first report will be written and submitted thirty days after the close of the pilot project. This report will discuss achievement the achievement of the project's purpose the feasibility of adding training to the urban food-for-work program. The trainee's will be interviewed at the end of the pilot project as to their future plans, in particular, whether they intend to stay with or leave the food-for-work program. Thus, some information will also be available on their proposed achievement of the project goal. A second, supplementary follow-up report will be produced six months after the first and will be devoted to reporting on whether the trainee's actually left the food-for-work program and the extent to which they found other work or established their own self-employment.
12. Make recommendations on how the project can be extended to other workers in El Alto and other urban food-for-work programs. The first evaluation report, the one produced thirty days after the close of the project, will include recommendations on how the project can be extended to other food-for-work workers and programs. The recommendations will address the practical problems encountered in adding the training to the food-for-work projects, the logistical problems of establishing training in centers close to work sites, and any other concerns that will either help or hinder the extension of the program to other workers, sites, and cities.

Bar Chart: Adding Training to the Urban Food-for-Work Program

Activities	1	2	3	4	5	6	7	8
1. Hire and train 4 trainers.	XX							
2. Develop and review criteria for selecting the work groups which will receive the training.	XX							
3. Recruit, organize, and schedule 8 groups of food-for-work workers with ADRA/La Paz.	X							
4. Select and orient training assistants for each group.	X							
5. Train 8 groups workers in								
-- empowerment		X						
-- early childhood education		XX						
-- health & family planning			XX	X				
-- business skills.					X	XX	XX	
6. Supervise each training program for each group of workers.	XX							
7. Establish day care services at each of the 8 work sites.				XX				
8. Provide technical assistance in solving problems in operating day care at each of the 8 work sites.					XX	XX	XX	
9. Evaluate the results of each of the 4 training programs on each of the 8 groups of workers.	X		X	X				X
10. Report to ADRA/La Paz and USAID/Bolivia on the progress of the pilot project.					X			X
11. Write a final evaluation report on achievement of the project goal, purpose, and outputs.								XX
12. Make recommendations on how the project can be extended to other workers in El Alto and other urban food-for-work programs in Bolivia.								XX

IV. PROJECT MONITORING, EVALUATION, AND REPORTING

Monitoring:

The training of each food-for-work, work group will be monitored each week. The training assistants from each of the 8 groups, the 4 trainers, and the training supervisor will meet each Friday morning to review the results for the two training lessons given during the week and prepare the two lessons to be given during the following week. The results of the lessons will be evaluated to be sure that they are meeting the needs of the 8 groups and they will be adjusted in accordance with the progress being made by the groups.

Once each group has completed the lessons in early childhood education and received help in establishing day care at their work site, a Pro mujer trainer will visit each work site each week to insure that the day care is being adequately provided. Any problems in providing the day care will be solved during this visit.

Evaluation:

Achievement of the objectives of each of the four training program will be evaluated at the end of each program. All trainees will be given a pre-test at the beginning of each program which tests their knowledge, attitudes, skills, and practices relevant to the objectives of the training program. The same test will be administered at the end of each program to test and insure changes in knowledge, attitudes, skills, and practices relevant to the objectives of the training program. The same test will be administered at the end of each program to test and insure changes in knowledge, attitudes, skills, and practices. In addition, the business plans of those trainees choosing to establish their self-employment will be evaluated in terms of their feasibility.

The feasibility of adding training to the urban food-for-work program will be evaluated shortly after the close of the pilot project. The progress of the trainees in finding other work or in establishing their own businesses will be evaluated a three and six months after the close of training. Pro Mujer will check the status of the trainees-- that is, whether they have left the training program, found other work, or established their own small business.

Reporting

As mentioned in the plan of work narrative, two quarterly progress reports will be prepared on the project. The first report will describe the results of the first three programs; the second report will describe the results of the last training program. In addition, USAID officers will be invited to attend any and all of the Friday morning meetings which assess the results of the week's lessons and plan those for the next week.

These meetings are very effective means of assessing the progress of the project as a whole and any problems in carrying it out.

Preparing the final evaluation report in two stages, as described in the plan of work, is the best means for providing USAID officials with information on achievement of the project's goal and purpose as soon as this information is available.

INDEX FOR MANDATORY AND OPTIONAL STANDARD PROVISIONS FOR U.S. NON-GOVERNMENTAL GRANTEES, APPLICABLE TO THE GRANT 511-0000-G-00-3028 TRAINING PROGRAMS.

A.	<u>MANDATORY PROVISIONS</u> (Ref. HB13 APP 4C)	<u>PAGE</u>
1.	Allowable Costs	4C-1
2.	Accounting, Audit, and Records	4C-1
3.	Refunds	4C-3
4.	Revision of Grant Budget	4C-4
5.	Termination and Suspension	4C-5
6.	Disputes	4C-6
7.	Ineligible Countries	4C-6
8.	Debarment, Suspension and other Responsab. Matters	4C-7
9.	Nondiscrimination	4C-8
10.	U.S. Officials Not to Benefit	4C-8
11.	Nonliability	4C-8
12.	Amendment	4C-8
13.	Notices	4C-8

B. OPTIONAL PROVISIONS (Ref HB13 App 4C)

2. Payment - Periodic Advance	4C-11
4. Air Travel and Transportation	4C-14
5. Ocean Shipment of Goods	4C-18
6. Procurement of Goods and Services	4C-19
7. AID Eligibility Rules for Goods and Services	4C-24
9. Local Cost Financing	4C-29
11. Publications	4C-37
12. Negotiated Indirect Cost Rates - Predetermined	4C-38
13. Negotiated Indirect Cost Rates - Provisional	4C-40
14. Regulations Governing Employees	4C-42
16. Voluntary Population Planning	4C-47
20. Title to and Use of Property (Grantee Title)	4C-58
23. Cost Sharing (Matching)	4C-71
24. Use of Pouch Facilities	4C-75
25. Conversion of U. S. Dollars to Local Currency	4C-77

AGENCY FOR INTERNATIONAL DEVELOPMENT
PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES (PIO/T)*

1. Cooperating Country Bolivia	2. PIO/T No. 511-0000.01-3-20181	3. PIO/T Amend No. Original
4. Project/Activity No. and Title FY 92 FD&S Umbrella Agreement ARD&N	5. Appropriation Symbol(s) 72-112-31021.3	6. Budget Plan Code(s) LDN2-92-25511-KG13
7. Pro Ag No. or Project Authorization/Date N/A	8. Obligation Status <input type="checkbox"/> Administrative Reservation <input checked="" type="checkbox"/> Implementing Document	
9. Project Assistance Completion Date (Month, Day, Year) 7/30/92 9/30/93	10. Authorized Agent RCO	
11. Type of Action and Governing A.I.D. Handbook: A. A.I.D. Contract (HB 14) B. A.I.D. Grant or Cooperative Agreement (HB 13) C. PASA/RSSA (HB 12) D. Other	12. Contract/Grant/Cooperative Agreement/ PASA/RSSA Reference Number (If this PIO/T is for an order or a modification to an award) N/A	

13. A.I.D. Funding (Attach a detailed budget in support of column (2) as Attachment A.)

	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
A. Dollars	0	50,000	0	50,000
B. U.S.-Owned Local Currency				

14. Mission References

15. Instructions to Authorized Agent
RCO is requested to execute a HB 13 grant with Pro-Mujer, in accordance with the grant proposal and budget in Attachment A. Justification for non-competitive selection of an unsolicited proposal is contained in Annex B.



RO92142 E920231
16. Address of Voucher Paying Office CONTROLLER'S OFFICE
USAID/BOLIVIA APO AA 34032

17. Clearances - Include typed name, office symbol, and date for all clearances.

A. The Project Officer certifies (1) that the specifications in the statement of work or program description are technically adequate, and (2) that (for contract actions only) all program personnel who are defined as procurement officials under 41 U.S.C. 423 have signed the Procurement Integrity Certification (OF-333).

Jonathan Sleeper, ARD
Signature: *[Signature]* Date: 9/11/92 Phone No: 792278

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.

Sonia Aranibar, DP
Signature: *[Signature]* Date: 10/15/92 C. Mahlon Barash, PD&I
Signature: *[Signature]* Date: 10/9/92

D. Funds for the services requested are available:

Richard Goughnour, CONT
Signature: *[Signature]* Date: 10/16/92 E. Clement Bucher, RCO
Signature: *[Signature]* Date:

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:
Reference: Limited Scope Grant Agreement No. 511-0000.1/92 dated September 30, 1992
Signature: _____ Title: _____ Date: _____

19. For the Agency for International Development:
Eugene J. Szepesy, *[Signature]* DP, Director
Signature: _____ Title: _____ Date: 11/04/92

FOR CONTRACT ACTIONS ONLY: SOURCE SELECTION INFORMATION--SEE FAR 3.104. THIS DOCUMENT, OR PORTIONS THEREOF, CONTAINS PROPRIETARY OR SOURCE SELECTION INFORMATION RELATED TO THE CONDUCT OF A FEDERAL AGENCY ACQUISITION, THE DISCLOSURE OF WHICH IS RESTRICTED BY LAW (41 U.S.C. 423). UNAUTHORIZED DISCLOSURE OF THIS INFORMATION MAY SUBJECT BOTH THE DISCLOSER AND RECIPIENT TO CONTRACTUAL, CIVIL, AND/OR CRIMINAL PENALTIES AS PROVIDED BY LAW.
FOR OTHER ACTIONS: UNAUTHORIZED DISCLOSURE OF PROPRIETARY OR SOURCE SELECTION INFORMATION MAY SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION.

PIO/T No.

511-0000.01-3-20181

20. Special Provisions

A. Language Requirements (specify) (Include funds in budget for testing, as required.)

FSI 3 SR Spanish

B. Access to classified information will will not be required by technical specialists. (Indicate level)

C. Duty post(s) and duration of technical specialist(s) services at post(s) (months):

El Alto, La Paz

D. Dependents' travel and support will will not be funded by A.I.D.

E. Geographic code applicable to procurement under this PIO/T is: (if other than authorized in Project Authorization, attach waivers(s))

 1. 000 3. 935 5. Other (Specify)
 2. 899 4. 941

F. Salary approval(s) to exceed FS-1 salary ceiling are:

 1. attached 2. in process 3. N/A

G. Cooperating country acceptance of this project.

 1. has been obtained 2. is in process
 3. is not applicable to services required by PIO/T.

H. Justification for use of external resources for advisory and assistance services is:

 1. attached 2. N/A

I. Clearance for procurement of ADP equipment, software, and services is:

 1. attached 2. in process 3. N/A

J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is:

 1. attached 2. in process 3. N/A
K. Participant Training is is not being funded as part of this PIO/T.

(If so, attach Budget Estimate Worksheet, Form AID 1382-10)

L. Requirement (contracts only) is recommended for:

 1. small-business set-aside 2. SBA 8(a) program
 3. disadvantaged-enterprise set-aside 4. No recommendation

M. Other (specify)

Annex B - Justification for Non-Competitive Selection

21. Provisions for Logistic Support

A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain in C. "Comments")

	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER	N/A
	A.I.D.	COOPERATING COUNTRY	A.I.D.	COOPERATING COUNTRY		
(1) Office Space					X	
(2) Office Equipment					X	
(3) Housing and Utilities					X	
(4) Furniture					X	
(5) Household Appliances (Stoves, Refrig., etc.)					X	
(6) Transportation in Cooperating Country					X	
(7) Transportation To and From Country					X	
(8) Interpreter Services/Secretarial					X	
(9) Medical Facilities (Health Room)					X	
(10) Vehicles (official)					X	
(11) Travel Arrangements/Tickets					X	
(12) Nightwatchman for Living Quarters					X	
(13)						
(15)						
(16)						

B. Additional Facilities Available From Other Sources:

 1. Diplomatic Pouch 2. PX 3. Commissary N/A
 4. Other (Specify, e.g., duty-free entry, tax exemptions)

C. Comments:

PIO/T No. 511-0000.01-3-20181

22. Relationship of Contractor or Participating Agency to Cooperating Country and to A.I.D.

A. Relationships and Responsibilities:

Grantee will work closely with the Adventist Development Relief Agency (ADRA) and will periodically report to the Director, ARD Office.

B. Cooperating Country Liaison Officials:

Mayor of the City of El Alto

C. A.I.D. Liaison Officials:

Jonathan Sleeper, ARD
Salvatore Pinzino, ARD

23. Background Information (additional information useful to authorized agent)

24. Summary of attachments that accompany the PIO/T (check applicable boxes)

- A. Detailed budget estimate in support of increased funding (Block 13)
- B. Evaluation criteria for competitive procurement
- C. Justification for procurement by other than full and open competition or noncompetitive assistance
- D. Statement of work or program description
- E. Waiver(s) justification(s), clearance(s), certification(s), approval(s) (specify number)
-

25. Distribution of PIO/T

ATTACHMENT A

ADDING LIFE SKILLS AND JOB TRAINING
TO THE PL 480. TITLE II URBAN FOOD-FOR-WORK PROGRAM

PRO MUJER (Programas para la Mujer)

La Paz, Bolivia; July, 1992

Table of Contents

I.	PROJECT RATIONALE AND SUMMARY	1
II.	PROJECT GOALS, PURPOSES, AND OUTPUTS	3
III.	PLAN OF WORK	
	A. Narrative Description	4
	B. Bar Chart	8
IV.	PROJECT MONITORING, EVALUATION, AND REPORTING	9
V.	BUDGET	11
	Annex 1: <u>Description of Training Programs</u> <u>List of Lessons</u>	12

I. PROJECT RATIONALE AND SUMMARY

USAID/Bolivia's P.L. 480, Title II urban food-for-work program provides short-term employment, food security and complementary nutrition to unemployed persons. It also builds needed infrastructure and provides basic services for poor residents of the city.

The employment provided under the program is and should be temporary. It is intended for the purpose of short-term food security, not a permanent job. But many of the food-for-work workers have trouble finding permanent jobs. They don't have the training to find other work or establish their own small businesses.

Pro Mujer (Programas para la Mujer) has developed training programs which give women, or men, the knowledge, attitudes, skills, and resources to establish their own jobs. Pro Mujer has also developed training programs which give women, or men, the life skills to manage their dual roles as parents and earners of income. The programs are:

- empowerment (5 lessons)
- early childhood education (9 lessons)
- health and family planning (10 lessons)
- business skills (16 lessons).

These programs could be given as part of the urban food-for-work program. They would help the food-for-work workers make the transition to finding other work or establishing their own small businesses.

The workers now work approximately three or four days a week. If the workers were released for training on two mornings a week, approximately 25 to 33 per cent of total work time, the four programs listed above could be completed in six months.

Pro Mujer is requesting a grant of \$ 50,000 from USAID/Bolivia to carry out a pilot program to establish training programs for urban food-for-work workers which will help them make the transition to other work or to establish their own small businesses. The pilot program would be carried out in El Alto, Bolivia where ADRA/Bolivia operates an extensive urban food-for-work program. Pro Mujer carries out all four training programs listed above in El Alto and operates 14 training centers in the poorer sections of El Alto Norte. These are the same areas of El Alto where many of the food-for-work projects are located.

The food-for-work work groups consist of 20 to 40 workers, an ideal number for a training group. Pro Mujer proposes to train the members of 8 food-for-work work groups, approximately 250 workers, in the four training programs listed above. The training would provide a minimum of dislocation to the food-for-work projects. ADRA/Bolivia would simply have to release 8 food-for-work work groups for training on two mornings a week. Pro Mujer would provide the training at a training site near to the work site of the projects so that the workers could return to work in the afternoon with no delay.

Pro Mujer will carefully monitor participation in the training programs to make sure all food-for-work workers are receiving the training and completing the training objectives. Pro Mujer will also evaluate the results of the training to see the extent to which trainees apply what they have learned, leave the temporary food-for-work employment, and find other work or establish their own small business.

Pro Mujer will also monitor and evaluate several additional benefits of the training programs. The majority of the food-for-work workers are women, and they often bring their small children to the work site. There has been continuing problems in organizing simple day care at the work sites for these small children. The training in early childhood education will give the workers the skills and incentive to organize their own day care at the work sites and Pro Mujer will help them do so.

Some groups have male as well as female workers. The presence of male trainees in the training program will provide an ideal and an unusual opportunity to train men as well as women in the basics of early childhood education, child and preventive health, and family planning. It will provide an ideal opportunity to train men and women, at the same time, in issues such as family planning which require the cooperation of both male and female to be effective.

The final evaluation and project report will include recommendations as to how the training can be extended to other food-for-work sites in El Alto and to other urban food-for-work programs in other cities in Bolivia.

Section II of this proposal lists the goal, purposes, and outputs of the project. Section III is the plan of work. Section IV describes how the project will be monitored, evaluated, and reported. Section V is the budget. Annex 1 to the proposal provides a complete list of all lessons for the four training programs listed above.

II. PROJECT GOAL, PURPOSES, AND OUTPUTS

Goal:

The goal of this project is to help the P.L. 480, Title II urban food-for-work workers to take a more active role in their own development and the development of their children, to make better personal and economic decisions, and to make the transition to finding other work or establishing their own small businesses.

Purpose:

The purpose of this project is to develop and test the feasibility of providing training which is complementary to the urban food-for-work program and helps the workers make the transition to finding other work or establishing their own small businesses.

Outputs:

The objectives of the project are:

1. To train 8 groups of food-for-work workers, approximately 250 workers, in the life skills which will permit them to effectively fulfill their dual roles as parents and earners of income. (See list of programs and lessons given in Annex 1.)
2. To train the same 8 groups of workers, approximately 250 persons, in basic business skills and the management of small businesses.
3. To establish simple but effective day care for small children at 8 food-for-work project sites.
4. To the extent that there are male and female workers in the same work group, to develop and test strategies for training men and women, at the same time, in personal decisions and life skills which require their mutual cooperation such as child rearing and family planning.
5. To recommend how a training component for food-for-work workers can be included in other urban food-for-work programs in Bolivia.

III. PLAN OF WORK

The plan of work for this project is divided into two sections: a narrative description of the activities of the plan of work; a bar chart which list and schedules the activities.

A. Project Activities

1. Hire and train four trainers. Pro Mujer will begin the programs by hiring the four trainers who will provide the training to the eight food-for-work work groups. The trainers will be will be persons with similar qualifications to those trainers working on other Pro Mujer projects, since these other trainers have proven successful in carrying out the same four programs. All candidates will be interviewed and their training skills will be tested by giving them a sample lesson to present before a group of trainees similar to those who will be trained under this project.

The four trainers will be given an orientation to each of the four programs by trainers who have given the program to other groups of trainees. Each Friday, they will be trained in the two lessons that they will give the following week. In addition, the project supervisor will supervise and provide on-site assistance to the four trainers during the course of each of the lessons.

2. Develop and review selection criteria for the eight groups to be trained. Pro Mujer will develop and review selection criteria for selecting the eight food-for-work work groups to be trained. The location of the group's work site, the type of work being carried out, the length of time group members have been in the food-for-work program, and other criteria such age of the workers, number of children, and level of education will be considered and proposed as selection criteria. The selection criteria will then be reviewed with USAID/Bolivia and ADRA/La Paz and adjusted accordingly.

3. Recruit and schedule eight groups of food-for-work workers with ADRA/La Paz. Once the selection criteria are set, Pro Mujer will work with ADRA/La Paz to recruit and schedule the groups for training. The eight groups will selected and recruited in accordance with the selection criteria previously established. The training will be scheduled with ADRA/La Paz such that there is minimum disruption of the food-for-work project being carried out by each group. Pro Mujer proposes training be given to each group two mornings a week: Monday and Wednesday, or Tuesday and Thursday. Since the groups work 12 to 16 days per month or 3 to 4 days per week, this would represent devoting 25 to 33 per cent of total work time to training. Also, since there are approximately 40 lessons in all four programs, this would permit completion of the training for each group in approximately six months.

In addition, Pro Mujer has had experience in training food-for-work workers at the end of their work day. They are frequently so tired and hungry at the end of the day that they fall asleep during the training. For that reason, Pro Mujer strongly suggests that the training be held in the mornings when workers are fresh and most able to learn.

4. Select and orient training assistants. Each of the eight groups will select a training assistant to work with the Pro Mujer trainer in carrying out the training in his or her group. The training assistant will be responsible for helping organize the training and carry out each lesson. The training assistant will participate in Friday morning meetings in which the results of the lessons for the week are reviewed and the lessons are prepared for the following week. The training assistants will receive a travel stipend for their additional work.

5. Train eight groups of workers in empowerment, early childhood education, health and family planning, and business skills. Pro Mujer is proposing that the training take place two mornings a week. This will allow Pro Mujer to complete the training in all four programs in less than six months. If training is given only once each week, the program will take nearly a year. Pro Mujer has carried out the four training programs, training both twice a week and once a week. Training twice a week is preferable because it provides more contact with the trainees and a more intense training experience that is more effective in changing knowledge, attitudes, skills, and practices.

Pro Mujer will use established lessons and materials for carrying out each of the four programs. They will, however, be adjusted during the course of the training in accordance with the needs of each of the eight training groups. There will be a week's interval during each of the four programs for the purposes of completing the evaluation of the previous training program and preparing for the next program.

6. Supervise each trainer and training group. The supervisor for this pilot project will take special care to supervise each trainer and training group to insure the quality of training, handle changes in methodology at the training site, and adjust the training program to insure that it meets the need of each of the eight groups of food-for-work workers. The supervisor will be an experienced Pro Mujer staff person who has prior experience in carrying out and supervising the four training programs.

7. Establish day care services in each of the eight work sites. The training program in early childhood education trains parents to be effective educators of their pre-school children. It shows them how to promote and further the physical, intellectual, linguistic, and social growth of their children. It is an ideal preparation for taking responsibility for day care services.

Once the training in early childhood education is completed, Pro Mujer will work with each training group to organize simple day care services at the work site. One or two of the workers, depending on the number of infants and small children brought to the work site, will be selected to take primary responsibility for organizing and operating day care services at the work site. All members of the work group with small children can participate and take responsibility for the day care services on a rotational basis. Pro Mujer will help the workers establish a schedule for the day care, make toys, and plan educational activities. This will be done as part of the training program in early childhood education and will constitute the final two lessons of the program.

8. Provide technical assistance in solving problems in operating the day care. Once the day care is established, Pro Mujer will provide continued assistance in solving any problems associated with its operation. Pro Mujer will help reorganize the day care schedule as required and provide additional materials for carrying out the schedule.

9. Evaluate the results of the four training programs. Pro Mujer will evaluate the results of the training on each of the eight groups at the close of each training program. Each trainee's changes in knowledge, attitudes, skills, and practices will be evaluated using a pre- and post-test. The week after each training program will be devoted to evaluating the results of the program and reporting on them. The trainees will be actively involved in evaluating their own achievements and solving their own personal and economic problems.

10. Report to USAID/Bolivia and ADRA/La Paz on the progress of the pilot project. Pro Mujer will prepare two formal progress reports on the pilot project: a mid-project report which will report the achievements for the first three training programs (empowerment, early childhood education, health and family planning) and the setting up and operation of the day care at each work site; a second progress report which will discuss the achievements of the business skills program. The results of each of the training programs will also be available for review approximately two weeks after the close of the training. Also, the Friday meetings to evaluate the results of the week's lessons and prepare for the lessons of the next week will provide good information on the progress in carrying out the project.

11. Write a final evaluation report on achievement of the project's goal, purpose, and outputs. The two progress reports will focus on the achievement of the training objectives for each training program and the setting up and operation of day care services. The final evaluation report will summarize the results of training programs, but will focus on the achievement of the project's purpose and goal. The report will be written in two stages. The first report will be written and submitted thirty days after the close of the pilot project. This report will discuss achievement the achievement of the project's purpose--

the feasibility of adding training to the urban food-for-work program. The trainees will be interviewed at the end of the pilot project as to their future plans, in particular, whether they intend to stay with or leave the food-for-work program. Thus, some information will also be available on their proposed achievement of the project goal. A second, supplementary follow-up report will be produced six months after the first and will be devoted to reporting on whether the trainees actually left the food-for-work program and the extent to which they found other work or established their own self-employment.

12. Make recommendations on how the project can be extended to other workers in El Alto and other urban food-for-work programs. The first evaluation report, the one produced thirty days after the close of the project, will include recommendations on how the project can be extended to other food-for-work workers and programs. The recommendations will address the practical problems encountered in adding the training to the food-for-work projects, the logistical problems of establishing training in centers close to work sites, and any other concerns that will either help or hinder the extension of the program to other workers, sites, and cities.

Bar Chart: Adding Training to the Urban Food-for-Work Program

<u>Activities</u>	<u>Months</u>							
	1	2	3	4	5	6	7	8
1. Hire and train 4 trainers.	XX							
2. Develop and review criteria for selecting the work groups which will receive the training.	XX							
3. Recruit, organize, and schedule 8 groups of food-for-work workers with ADRA/La Paz.	X							
4. Select and orient training assistants for each group.	X							
5. Train 8 groups workers in								
-- empowerment		X						
-- early childhood education		X	XX					
-- health & family planning				XX	X			
-- business skills.					X	XX	XX	
6. Supervise each training program for each group of workers.	XX	XX	XX	XX	XX	XX	XX	
7. Establish day care services at each of the 8 work sites.				XX				
8. Provide technical assistance in solving problems in operating day care at each of the 8 work sites.					XX	XX	XX	
9. Evaluate the results of each of the 4 training programs on each of the 8 groups of workers.		X	X	X				X
10. Report to ADRA/La Paz and USAID/Bolivia on the progress of the pilot project.					X			X
11. Write a final evaluation report on achievement of the project goal, purpose, and outputs.								XX
12. Make recommendations on how the project can be extended to other workers in El Alto and other urban food-for-work programs in Bolivia.								XX

IV. PROJECT MONITORING, EVALUATION, AND REPORTING

Monitoring:

The training of each food-for-work work group will be monitored each week. The training assistants from each of the 8 groups, the 4 trainers, and the training supervisor will meet each Friday morning to review the results of the two training lessons given during the week and prepare the two lessons to be given during the following week. The results of the lessons will be evaluated to be sure that they are meeting the needs of the 8 groups and they will be adjusted in accordance with the progress being made by the groups.

Once each group has completed the lessons in early childhood education and received help in establishing day care at their work site, a Pro Mujer trainer will visit each work site each week to insure that the day care is being adequately provided. Any problems in providing the day care will be solved during this visit.

Evaluation:

Achievement of the objectives of each of the four training program will be evaluated at the end of each program. All trainees will be given a pre-test at the beginning of each program which tests their knowledge, attitudes, skills, and practices relevant to the objectives of the training program. The same test will be administered at the end of each program to test and insure changes in knowledge, attitudes, skills, and practices. In addition, the business plans of those trainees choosing to establish their self-employment will be evaluated in terms of their feasibility.

The feasibility of adding training to the urban food-for-work program will be evaluated shortly after the close of the pilot project. The progress of the trainees in finding other work or in establishing their own businesses will be evaluated at three and six months after the close of training. Pro Mujer will check the status of the trainees-- that is, whether they have left the training program, found other work, or established their own small business.

Reporting:

As mentioned in the plan of work narrative, two quarterly progress reports will prepared on the project. The first report will describe the results of the first three programs; the second report will describe the results of the the last training program. In addition, USAID officers will be invited to attend any and all of the Friday morning meetings which assess the results of the week's lessons and plan those for the next week.

These meetings are very effective means of assessing the progress of the project as a whole and any problems in carrying it out.

Preparing the final evaluation report in two stages, as described in the plan of work, is the best means for providing USAID officials with information on achievement of the project's goal and purpose as soon as this information is available.

V. BUDGET

1. Personnel:

Project Manager, half-time (\$ 1,200/mo x 8 mos x 1/2)	\$ 4,800
Training Supervisor (\$ 700/mo x 8 mos)	5,600
4 Trainers (\$ 400/mo x 8 mos x 4)	12,800

Total, Personnel Costs	23,200

2. <u>Fringe Benefits:</u> (<u>aguinaldo</u> at 8.3 %, <u>indemización</u> at 8.3 %, accident and health insurance at 5 %, FONVI at 3 % for a total of 25 % of salaries)	5,800
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3. Travel and Transport:

Operation and Maintenance Costs for Project Vehicle (\$ 250/mo x 6 mos)	500
Travel and Per Diem for 1 Assistant from each Food-for- Work Group (40 wks x \$ 3/day x 8)	960

Total, Travel and Transport Costs	1,190

4. Rent and Renovation of Training Centers:

(\$ 50/mo x 6 mos x 8 centers)	1,400
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5. Materials and Supplies:

Paper, pencils, handouts, folders, and plastic envelopes (\$ 5/trainee x 250)	1,250
Printing of 1,000 Child Development Cards	418
Trainer's Materials and Looseleaf Notebooks (\$ 50/trainer x 4 trainers)	200
Supplies and production of training materials (\$ 30/week 40 weeks)	950
Production of day care materials (\$ 150/center x 8 centers)	950
Wooden flip charts (\$ 40/flip chart x 8 charts)	320
Newsprint and markers (\$ 30/group x 8 groups)	240

Total, Materials and Supply Costs	4,328

6. Local Audit	2,500
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<u>Total Direct Costs</u>	38,688
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6. <u>Indirect Costs</u> (29.24 % of Direct Costs) *	11,312
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TOTAL PROJECT COSTS	=====
	\$ 50,000

* As audited by KPMG Peat Marwick and the U.S. Agency for International Development for Calendar Year 1991.

Annex 1: Description of Training Programs and List of Lessons

Program 1: Empowerment

The purpose of the this program is to increase each person's self-esteem and his or her active participation in his or her own development and the family's well-being.

The intent of the program is to awaken men and women to realize their own potential for learning and for increasing their control over their own lives. Each person is asked to consider his or her own needs and priorities and to reflect on what he or she wants, individually and for the family. The desire is to increase each person's self-esteem and give each one confidence in his or her ability to improve their situation.

The program consists of five lessons. They are:

- Introduction to the Program: Priorities and Needs
- Human Rights
- Setting Personal Goals
- Achieving Personal Goals
- Interpersonal Relationships.

Program 2: Early Childhood Education

The purpose of the training program in early childhood education is to make each parent a more effective teacher and director of his or her young child's physical, intellectual, emotional, and social development.

The program is designed to increase each person's parenting skills by teaching them how young children grow and change from birth to six years old and what they can do to enhance their young children's development during the first six years of life.

The program consists of the following nine lessons.

- Responsible Parenting
- Child Development
- The Child's Feelings
- Introduction to the Development Card
- The Child: Birth to Two Years Old
- The Child: Two to Six Years Old
- Developmental Activities, Part 1
- Developmental Activities, Part 2
- Making Toys for Young Children and Planning Activities for Young Children.

Program 3: Health and Family Planning

The purposes of the training program in health and family planning are to increase each person's ability to prevent and treat common childhood illnesses and increase each person's knowledge and use of family planning services.

The program emphasizes the benefits of preventing illness, and trainees are taught how to prevent as well as treat the most common illnesses of their children. Lessons in human sexuality and family planning are designed to increase each person's awareness of the benefits of planning the number and spacing of their children.

The program consists of the following ten lessons:

- Human Sexuality and Pregnancy
- Birth and the Newborn
- Family Planning, Part I
- Family Planning, Part II
- Nutrition
- Using the Growth Card
- Hygiene and First Aid
- Respiratory Diseases
- Diarrhea and Oral Rehydration
- Health as a Right.

Program 4: Basic Business Skills

The purpose of this program is to help each trainee master the basic knowledge and skills that he or she needs to start and operate a small business. In each lesson the trainee is taught one or more basic business concepts or skills and then the trainee is helped to apply the concept or skill to the business that he or she would like to start or is actually operating.

The program consists of the following sixteen lessons:

- Managing the Demands of Family and Work
- Being a Manager and a Worker of Your Own Business
- Managing Family Budgets
- Basic Math Skills and Using Calculators
- Organizing My Time
- Calculating My Capital
- Calculating My Fixed and Operating Costs
- Setting Prices
- Calculating My Income
- Estimating Profit
- Characteristics of a Good Business
- Choosing My Business
- Improving My Business
- Marketing
- Administration
- Cash Flow and My Business Plan.

Period of Grant

The period of this grant is nine months, beginning on/about October 1, 1992.

Relationships and Responsibilities

In carrying out this grant, Pro-Mujer will work closely with the Adventist Development Relief Agency (ADRA), who implement the El Alto Food for Work program. Before work begins under this grant, Pro-Mujer will execute an agreement or memorandum of understanding with ADRA defining the respective roles, responsibilities and commitments from both organizations.

Language of Reports

Reports referred to in the body of the grant proposal to be submitted to USAID will be both in English and Spanish.

Attachment B

To: Clem Bucher, RCO

From: *Jonathan Bleeper*
Jonathan Bleeper, ARD

Subject: Unsolicited Proposal from Pro-Mujer entitled, "Adding Life Skills and Job Training to the PL-480 Title II Urban Food-for-Work Program"

Date: September 11, 1992

In accordance with AID HB 13, Chapter 2, para 3a, this memorandum constitutes the project office's explanatory findings and determination that the subject proposal: (1) was not solicited by AID; (2) is unique, innovative or proprietary, and acceptance would represent appropriate use of AID funds to support or stimulate a public purpose.

Background: The 1990 PL-480 legislation, as amended, contains a new emphasis on food security. In order to ascertain that our Title II Food for Work program as currently conceived and implemented was consistent with this relatively new legislation, the ARD office contracted a study by Jim Pines et al, entitled "Food Security Impact of the Bolivia Title II Food for Work Program." When the General Accounting Office team came to Bolivia in July to, among other things, review the food security implications of our PL-480 program, the team informed us that this study was timely, and encouraged us to adopt its recommendations which would bring the Title II Food for Work program more in line with the food security philosophy of the new legislation. One of the specific areas reviewed in this study was the Food for Work program for the very poorest women in El Alto.

Unsolicited Status: Pro-Mujer, which carries out an empowerment program with these and/or similar women in El Alto, were contacted by the evaluation team, and in the normal course of things read their final report. A month later, we received the subject unsolicited proposal, without any previous discussion with the staff of Pro-Mujer, or any suggestions made to anyone else, including the J. Pines team.

Proprietary and Reasonable Nature, and Appropriateness: The proposal seeks to implement some of the recommendations of the Pines study, and would greatly enhance the food security impact of our Title II program, by carrying out a pilot program in the same areas where

the food for work program is implemented, in order to help these women make the transition to other work or establish their own businesses. As a pilot effort, it will test whether the Pro-Mujer program can be implemented on a wider basis in our Food for Work portfolio. The proposed program dove-tails very nicely into the current food for work activities, by helping poor women get off the welfare treadmill and find other work, or start their own businesses. Additionally, it will help to meet the recommendations of the J. Pines study, which decreases our vulnerability to audit of program consistency with the new legislation. Thus, it is a highly appropriate use of AID monies. We expect that the evaluation of the Pro-Mujer program scheduled for this December will demonstrate that it is indeed a unique and innovative program: it helps very poor women set up small loan societies, the monies from which are used to strengthen their small businesses (project data already indicates that these women double their incomes with a loan as small as \$50). This mutual loan program is combined with education about simple time management of both the small businesses and their families, as well as early childhood education, health and family planning and business skills. Pro-Mujer is currently seeking a copyright for the education materials which they have developed under their program. It is therefore no understatement that the nature of the proposed work is unique and proprietary.