



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

PD-AB-404
95482

AUG 26 1993

Mr. Ben Stauss
The National Association of the
Partners of the Americas
1424 K Street N.W.
Suite 700
Washington, D.C. 20005

Subject: Grant No. LAG-0813-G-00-3032-00

Dear Mr. Stauss:

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.") hereby provides to the National Association of the Partners of the Americas (hereinafter referred to as "NAPA" or "Partners" or "Grantee") the sum set forth in Section 1C.2. of Attachment 1 of this Grant to provide financial support for the program described in Attachment 2 of this Grant entitled "Program Description."

This Grant is effective as of the date of this letter and funds obligated hereunder shall be used to reimburse the Grantee for allowable program expenditures for the period set forth in Section 1B. of Attachment 1 of this Grant.

The total estimated amount of this Grant is the amount set forth in Section 1C.1. of Attachment 1, of which the amount set forth in Section 1C.2. is hereby obligated. A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount. However, subject to Section 1C.4. of Attachment 1, additional funds may be obligated by A.I.D. until such time as the obligated amount may equal the total estimated amount of this Grant.

PC:GRANTFMT/VS:8100n
Rev:06/28/93(TM13:61+Lobbying/TM1B:87)
9854n

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 the attachments listed under my signature below, which together constitute the entire Grant document and have been agreed to by your organization.

Please acknowledge receipt and acceptance of this Grant by signing all copies of this Cover Letter, retaining one copy for your files, and returning the remaining copies to the undersigned.

If you have any questions, please contact Kathie Frascella of my staff at (703) 875-1220.

Sincerely yours,



Jay M. Bergman
Grant Officer
Chief, LA Branch
Division B
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. ~~Standard Provisions~~
4. Special Provision entitled "Restrictions on Lobbying"

ACKNOWLEDGED:

NATIONAL ASSOCIATION OF THE PARTNERS OF THE AMERICAS

BY: 

TYPED NAME: B.G. STAUSS

TITLE: CFO

DATE: 9/1/93

FISCAL DATA

A. GENERAL

- A.1. Total Estimated A.I.D. Amount: \$1,251,184
- A.2. Total Obligated A.I.D. Amount: \$560,000
- A.3. Cost-Sharing Amount (Non-Federal): -0-
- A.4. Other Contributions (Federal): -0-
- A.5. Project No.: 598-0813
- A.6. A.I.D. Project Office: LAC/DI, E. Bolstad
- A.7. Funding Source: A.I.D./W
- A.8. Tax I.D. No.: 53-0196603
- A.9. CEC No.: 04-154-190F
- A.10. LOC No.: 72-00-1335

B. SPECIFIC

- B.1.(a) PIO/T No.: 598-0813-3-3652054
- B.1.(b) Appropriation: 72-1131021/1
- B.1.(c) Allotment: 341-65-598-00-69-31
- B.1.(d) BPC: LDVA-93-35598-KG12
- B.1.(e) Amount: \$250,000

- B.2.(a) PIO/T No.: 598-0813-3-3652054, A1
- B.2.(b) Appropriation: 72-1131021/1
- B.2.(c) Allotment: 341-65-598-00-69-31
- B.2.(d) BPC: LDVA-93-35598-KG12
- B.2.(e) Amount: \$210,000

- B.3.(a) PIO/T No.: 598-0813-3-3652054, A2
- B.3.(b) Appropriation: 72-1131021/1
- B.3.(c) Allotment: 341-65-598-00-69-31
- B.3.(d) BPC: LDVA-93-35598-KG12
- B.3.(e) Amount: \$100,000

ATTACHMENT 1

SCHEDULE

1A. PURPOSE OF GRANT

The purpose of this Grant is to provide financial support for the program described in Attachment 2 of this Grant entitled "Program Description."

1B. PERIOD OF GRANT

1B.1. The effective date of this Grant is the date of the Cover Letter and the estimated completion date is August 25, 1998. Funds obligated hereunder (see Section 1C.2. below) shall be used to reimburse the Grantee for allowable program expenditures incurred by the Grantee in pursuit of program objectives at any time during the period beginning on the effective date of this Grant and ending on the estimated completion date.

1B.2. However, because this Grant is incrementally funded (see Section 1C.4. below), funds obligated hereunder are only anticipated to be sufficient for program expenditures through September 30, 1995.

1C. AMOUNT OF GRANT AND PAYMENT

1C.1. The total estimated amount of this Grant for its full period, as set forth in Section 1B.1. above, is \$1,251,184.

1C.2. A.I.D. hereby obligates the amount of \$560,000 as partial funding of the total estimated amount set forth in Section 1C.1. above for program expenditures during the indicated period set forth in Section 1B. above. Notwithstanding said total estimated amount, A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount, except as specified in paragraph (f) of the Standard Provision of this Grant entitled "Revision of Grant Budget" (see also Section 1C.4. below).

1C.3. Payment shall be made to the Grantee in accordance with procedures set forth in the Standard Provision of this Grant entitled "Payment - Letter of Credit," as shown in Attachment 3.

1C.4. As indicated in Section 1C.2. above, this Grant is partially funded. Until such time as the obligated amount (see Section 1C.2. above) shall equal the total estimated amount (see Section 1C.1. above) of this Grant, additional increments of funds may be obligated by A.I.D. under this Grant (by a

Grant modification), subject to availability of funds, possible evaluation of the program, program priorities at the time, and the requirements of the Standard Provisions of this Grant entitled "Revision of Grant Budget" and, if applicable (see Section 1K.2. for applicability) "Cost Sharing (Matching)," as set forth in Attachment 3.

1D. GRANT BUDGET

1D.1. The following is the Budget for the total estimated amount of this Grant (see Section 1C.1. above) for its full period (see Section 1B. above). The Grantee may not exceed the total estimated amount or the obligated amount of this Grant, whichever is less (see Sections 1C.1. and 1C.2., respectively, above). Except as specified in the Standard Provision of this Grant entitled "Revision of Grant Budget," as shown in Attachment 3, the Grantee may adjust line item amounts as may be reasonably necessary for the attainment of program objectives. Revisions to the budget shall be in accordance with Section 1C. above and the Standard Provisions of this Grant entitled "Revision of Grant Budget" and, if applicable, "Cost Sharing (Matching)."

1D.2. Budget

<u>Cost Element</u>	<u>Total</u>
Salaries	\$348,877
Fringes	87,219
Travel	84,200
Workshops	48,800
Civic Projects	79,000
Consultants	254,764
Supplies	7,200
Ed. Matl/Pubs	21,000
Communications	27,000
P'ship Support	67,500
Indirect Costs	225,623
Total	1,251,184

1D.3. Inclusion of any cost in the budget of this Grant does not obviate the requirement for prior approval by the Grant Officer of cost items designated as requiring prior approval by the applicable cost principles (see the Standard Provision of this Grant set forth in Attachment 3 entitled "Allowable Costs") and other terms and conditions of this Grant, unless specifically stated in Section 1I.2. below.

1E. REPORTING

1E.1. Financial Reporting

1E.1.(a) Financial reporting requirements shall be in accordance with the Standard Provision of this Grant entitled "Payment - Letter of Credit," as shown in Attachment 3. If a Standard Form 269 is required by the aforesaid Standard Provision, the "Long Form" of said form shall be used.

1E.1.(b) All financial reports shall be submitted to A.I.D., Office of Financial Management, FA/FM/CMPD/DCB, Room 700 SA-2, Washington, D.C. 20523-0209. In addition, three copies of all financial reports shall be submitted to the A.I.D. Project Office specified in the Cover Letter of this Grant, concurrently with submission of the Quarterly Technical Reports (See Section 1E.2. below).

1E.1.(c) The frequency of financial reporting and the due dates of reports shall be as specified in the Standard Provision of this Grant referred to in Section 1E.1.(a) above.

1E.1.(d) The Grantee's financial reports shall include expenditures of A.I.D. Grant funds provided hereunder, as well as non-federal matching funds and any other contributions in accordance with Section 1L. below.

1E.2. Program Performance Planning and Reporting

1E.2.(a) Quarterly Reports

The Grantee shall submit five (5) copies of brief quarterly program performance reports, which coincide with the financial reporting periods described in Section 1E.1. above, to the A.I.D. Project Office specified in the Cover Letter of this Grant. In addition, two copies shall be submitted to A.I.D., POL/CDIE/DI, Washington, DC 20523-1802. These reports shall be submitted within 30 days following the end of the reporting period, and shall briefly present the following information:

1E.2.(a)(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, 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.

1E.2.(a)(2) Reasons why established goals were not met, if applicable.

1E.2.(a)(3) Other pertinent information including the status of finances and expenditures and, when appropriate, analysis and explanation of cost overruns or high unit costs. See also Section 1I.4. of this Grant.

1E.2. (b) Special Reports

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

1E.2. (b) (1) 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, and any A.I.D. assistance needed to resolve the situation.

1E.2. (b) (2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

1E.2. (b) (3) If any performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in the Standard Provision of this Grant entitled "Revision of Grant Budget," the Grantee shall submit a request for budget revision to the Grant Officer and the A.I.D. Project Officer specified in the Cover Letter of this Grant.

1E.2. (c) Environmental Impact

If it appears that outputs of this project will result in an adverse environmental impact, the Grantee shall notify the A.I.D. Project Officer prior to implementation, in order to allow for orderly preparation of an environmental impact statement. The Grantee shall assure that appropriate U.S. Government, A.I.D., and/or host country procedures are followed.

1E.2. (d) Training Reports

1E.2. (d) (1) If the Grantee conducts participant training under this Grant, (see the Standard Provision entitled "Participant Training" for the definition of participant training), the Grantee shall comply with reporting and information requirements of the Standard Provision of this Grant entitled "Participant Training," as well as Chapters 5 and 24 of A.I.D. Handbook 10.

1E.2. (d) (2) The Grantee shall also provide five (5) copies of quarterly training reports to the A.I.D. Project Officer, covering this Grant. The report shall include the following information:

- Total number of new trainees during the period; and
- The following information for each LDC trainee:
 - name
 - citizenship
 - gender
 - training site
 - beginning and ending dates of training
 - purpose of training
 - type of training activities
 - source of funding

1E.2.(d)(3) The Grantee shall provide ten (10) copies of all training manuals produced under this Grant to the A.I.D. Project Officer.

1E.2.(e) Technical and Research Reports and Publications

The Grantee shall summarize technical and research activities of the project in reports, and distribute such reports to the appropriate USAID Missions, developing countries, and host country and international institutions in order to encourage use of the technology developed. Such reports will be completed within 60 days after completion of the activity. Journal articles and other publications are encouraged. See also the Standard Provision of this Grant entitled "Publications" (if the Grantee is a U.S. organization) or "Publications and Media Releases" (if the Grantee is a non-U.S. organization).

1E.2.(f) Final Report

Within 90 days following the estimated completion date of this Grant (see Section 1B. above), the Grantee shall submit five (5) copies of a final report to the A.I.D. Project Office specified in the cover letter of this Grant. In addition, two copies shall be submitted to A.I.D., POL/CDIE/DI, Washington, DC 20523-1802. It will cover the entire period of the Grant and include all information shown in this Section 1E.2., specifically including, but not necessarily limited to: (1) a summarization of the program's accomplishments or failings; (2) an overall description of the activities under the program during the period of this Grant; (3) a description of the methods of work used; (4) comments and recommendations regarding unfinished work and or program/continuation and direction; and 5) A fiscal report that describes in detail how the Grant (and any matching) funds were used.

1E.2.(g) Annual Workplans

1E.2.(g)(1) The Grantee shall submit annual workplans for this Grant. Each annual workplan shall contain the following:

1E.2.(g)(1)(A) An action-oriented workplan describing planned activities during the next year, delineated by calendar quarter, and linked to the project goals and objectives, which describes the individuals to be involved, the activities to be conducted, and where and when they will be conducted. Planned activities shall be grouped by subject category, and then related to project objectives;

1E.2.(g)(1)(B) A projected budget, utilizing the same budget line items as are set forth in the budget of this Grant, for each calendar quarter, corresponding to the workplan; and

1E.2.(g)(1)(C) Publications, reports, workshops, seminars, and other information dissemination activities planned, by calendar quarter.

1E.2.(g)(2) The Grantee may develop the annual workplans in consultation with the A.I.D. Project Officer for this Grant.

1E.2.(g)(3) Five (5) copies of each annual workplan will be submitted to the designated A.I.D. Project Officer for this Grant and one copy submitted to the Grant Officer. The first annual workplan covering the first year of this Grant shall be submitted by the Grantee not later than sixty (60) days from the effective date of this Grant (see Section 1B. above). Thereafter, the annual workplan for each successive year of this Grant shall be submitted by the Grantee not later than sixty (60) days prior to the beginning of each year.

1E.2.(h) Bi-Annual Activity Reports

Within thirty (30) days following each six month anniversary date of this Grant, the Grantee shall submit to the A.I.D. Project Office specified in the cover letter of this Grant five (5) copies of a bi-annual progress report which will be a description of the past period's activities, including technical, managerial, and fiscal information. The report shall include project activities as a whole, a review of program and problems to date, and a discussion of technical and managerial issues significant to the success or failure of this Grant. The report will also address regulatory issues related to the project. Although principally a technical document, it nevertheless must include pertinent statistics or quantitative information regarding the project and its activities. An Impact Analysis Report will be appended to this report, which will be considered an instrument for Technology Transfer. The Impact Analysis Report will summarize and provide a feedback

system for measurement and evaluation of the impact of the Grantee's activities in the public and private sector. The impact analysis will generally be qualitative in nature, and quantified only as appropriate. The bi-annual activity report shall also include an expenditure report corresponding to each annual workplan (see Section 1E.2.[b] above). These expenditure reports will cover A.I.D. and, if applicable, cost-sharing amounts by budget line item (see Section 1D.2. above) and by estimated distribution amongst project components, e.g., research, training, technical assistance, technology transfer, information dissemination, or networking.

1F. TITLE TO PROPERTY

Title to property acquired hereunder shall vest in the Grantee, subject to the requirements of the Standard Provision of this Grant entitled "Title To and Use of Property (Grantee Title)" regarding use, accountability, and disposition of such property, except to the extent that disposition of property may be specified in Section 1I. below.

1G. PROCUREMENT AND (SUB)CONTRACTING

1G.1. Applicability

This Section 1G. applies to the procurement of goods and services by the Grantee (i.e., contracts, purchase orders, etc.) from a supplier of goods and services (see the Standard Provisions of this Grant entitled "Air Travel and Transportation," "Ocean Shipment of Goods," "Procurement of Goods and Services," "AID Eligibility Rules for Goods and Services," and "Local Cost Financing"), and not to assistance provided by the Grantee (i.e., a subgrant or [sub]agreement) to a subrecipient (see the Standard Provision of this Grant entitled "Subagreements").

1G.2. Requirements

1G.2.(a) In addition to other applicable provisions of this Grant, the Grantee shall comply with paragraph (b)(1) of the Standard Provision of this Grant entitled "AID Eligibility Rules for Goods and Services," concerning Grants funded under the Development Fund for Africa (DFA) and Grants with a total procurement value of less than \$250,000 under this Grant. However, paragraph (b)(1) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply to:

1G.2.(a)(1) The restricted goods listed in paragraph (a)(3) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services," which must be specifically approved by the Grant Officer in all cases, except to the extent that such approval may be provided in Section 1I.3. below;

1G.2.(a)(2) Paragraph (d) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" pertaining to air and ocean transportation, to which the Standard Provisions entitled "Air Travel and Transportation" and "Ocean Shipment of Goods" apply, respectively;

1G.2.(a)(3) Paragraph (c) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services;"

1G.2.(a)(4) Construction implemented by U.S. firms, regardless of dollar value, which requires that at least 50% of the supervisors and other specified key personnel working at the project site must be U.S. citizens or non-U.S. citizens lawfully admitted for permanent residence in the United States; and

1G.2.(a)(5) Engineering services, regardless of dollar value, which shall be limited to the United States (Geographic Code 000).

1G.2.(b) Paragraph (b)(2) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply.

1G.3. Approvals

Inclusion of costs in the budget of this Grant for the purchase of nonexpendable equipment obviates neither the requirement of Section J.13. of OMB Circular A-21 (for educational institutions) or Section 13 of Attachment B of OMB Circular A-122 (for nonprofit organizations other than educational institutions) for prior approval of such purchases by the Grant Officer, nor any other terms and conditions of this Grant, unless specifically stated in Section 1I.2. below.

1G.4. Title to Property

See Section 1F. above.

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1H. INDIRECT COST RATES

1H.1. Pursuant to the Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates - Provisional (Nonprofits)," an indirect cost rate or rates shall be established for each of the Grantee's accounting periods which apply to this Grant. Pending establishment of final or revised provisional indirect cost rates, 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 is (are) set forth below:

<u>Type</u>	<u>Rate</u>	<u>Base</u>
Home Office	22.0%	<u>1/</u>
Fringe Benefits	25.0%	

1/ Base of Application: Total direct costs excluding subcontract costs over \$25,000.

1I. SPECIAL PROVISIONS

1I.1. Limitations on Reimbursement of Costs of Compensation for Personal Services and Professional Service Costs

1I.1.(a) Employee Salaries

Except as the Grant Officer may otherwise agree in writing, A.I.D. shall not be liable for reimbursing the Grantee for any costs allocable to the salary portion of direct compensation paid by the Grantee to its employees for personal services which exceed the highest salary level for a Foreign Service Officer, Class 1 (FS-1), as periodically amended.

1I.1.(b) Consultant Fees

Compensation for consultants retained by the Grantee hereunder shall not exceed, without specific approval of the rate by the Grant Officer: either the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years; or the maximum rate of a Foreign Service Officer, Class 1 (FS-1) (as periodically amended), whichever is less. A daily rate is derived by dividing the annual compensation by 2,087 and multiplying the result by 8.

1I.2. Equipment and Other Capital Expenditures

1I.2.(a) Requirement for Prior Approval

Pursuant to Sections 1D.3. and 1G.3. above and the Standard Provisions of this Grant entitled "Allowable Costs" and "Revision of Grant Budget," and by extension, Section J.13. of OMB Circular A-21, the Grantee must obtain A.I.D. Grant Officer approval for the following:

1I.2.(a)(1) Purchase of General Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, the use of which is not limited only to research, medical, scientific, or other activities [e.g., office equipment and furnishings, air conditioning equipment, reproduction and other equipment, motor vehicles, and automatic data processing equipment, having a useful life of more than two years and an acquisition cost of \$500 or more per unit);

1I.2.(a)(2) Purchase of Special Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, which is used only for research, medical, scientific, or other technical activities, and which has a useful life of more than two years and an acquisition cost of \$1,000 or more per unit); and

1I.2.(a)(3) Other Capital Expenditures, which is defined as the cost of the asset, including the cost to put it in place).

1I.2.(b) Approvals

In furtherance of the foregoing, the Grant Officer does hereby provide approval for the following purchases, which shall not be construed as authorization to exceed the total estimated amount or the obligated amount of this Grant, whichever is less (see Section 1C. above):

N/A

1I.2.(c) Exception for Automation Equipment

Any approval for the purchase of automation equipment which may be provided in Section 1I.2.(b) above or subsequently provided by the Grant Officer is not valid if the total cost of purchases of automation equipment (e.g., computers, word processors, etc.), software, or related services made hereunder will exceed \$100,000. The Grantee must, under such circumstances, obtain the approval of the Grant Officer for the total planned system of any automation equipment, software, or related services.

1I.2.(d) Compliance with A.I.D. Eligibility Rules

Any approvals provided in Section 1I.2.(b) above or subsequently provided by the Grant Officer shall not serve to waive the A.I.D. eligibility rules described in Section 1G. of this Grant, unless specifically stated.

1I.3. Restricted Goods

Pursuant to Section 1G. above and paragraph (a)(3) of the Standard Provision of this Grant entitled "AID Eligibility Rules for Goods and Services," the Grant Officer's approval is required for purchase of the restricted goods described therein. In furtherance thereof, the Grant Officer does hereby provide such approval to the extent set forth below. The Grant Officer's approval is required for purchases of such restricted goods if all of the conditions set forth below are not met by the Grantee. Any approval provided below or subsequently provided by the Grant Officer shall not serve to waive any terms and conditions of this Grant unless specifically stated.

1I.3.(a) Agricultural Commodities

Agricultural commodities may be purchased provided that they are of U.S. source (generally, the country from which the commodities are shipped) and origin (generally, the country in which the commodities are mined, grown, or produced) and purchased from a U.S. supplier, except that wheat, rice, corn, soybeans, sorghums, flour, meal, beans, peas, tobacco, hides and skins, cotton, vegetable oils, and animal fats and oils cannot be purchased under any circumstances without the prior written approval of the Grant Officer. However, if this Grant is funded under the Development Fund for Africa (DFA) (see Section 1G.2.[b][4] above), procurement of agricultural commodities from Special Free World countries (Geographic Code 935) is authorized, except that procurement of agricultural commodities outside the United States must have the advance written approval of the Grant Officer when the domestic price of the commodity is less than parity, unless the commodity cannot reasonably be procured in the U.S. in order to meet the needs of the project

1I.3.(b) Motor Vehicles

Motor vehicles, if approved for purchase under Section 1I.2.(b) above or subsequently approved by the Grant Officer, must be of U.S. manufacture and must be of at least 51% U.S. componentry. The source of the motor vehicles, and the nationality of the supplier of the vehicles, must be in accordance with Section 1G.2. above. Motor vehicles are defined as self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and busses, motorcycles, scooters, motorized bicycles, and utility vehicles. Excluded from this definition are industrial vehicles for materials handling and earthmoving, such as lift trucks, tractors, graders, scrapers, and off-the-highway trucks. However, if this Grant is funded under the Development Fund for Africa (DFA) (see Section 1G.2.[b][4] above), procurement of motor vehicles from Special Free World countries (Geographic Code 935) is authorized; provided, however, that procurement of non-U.S. vehicles shall be held to an absolute minimum.

(The next page is 16)

1I.3.(c) Pharmaceuticals

Pharmaceuticals may be purchased provided that all of the following conditions are met: (1) the pharmaceuticals must be safe and efficacious; (2) the pharmaceuticals must be of U.S. source and origin (see Section 1G. above); (3) the pharmaceuticals must be of at least 51% U.S. componentry (see Section 1G. above); (4) the pharmaceuticals must be purchased from a supplier whose nationality is in the U.S. (see Section 1G. above); (5) the pharmaceuticals must be in compliance with U.S. Food and Drug Administration (FDA) (or other controlling U.S. authority) regulations governing United States interstate shipment of pharmaceuticals; (6) the manufacturer of the pharmaceuticals must not infringe on U.S. patents; and (7) the pharmaceuticals must be competitively procured in accordance with the procurement policies and procedures of the Grantee and the Standard Provision of this Grant entitled "Procurement of Goods and Services."

1I.3.(d) Pesticides

Pesticides may only be purchased if the purchase and/or use of such pesticides is for research or limited field evaluation by or under the supervision of project personnel. Pesticides are defined as substances or mixtures of substances: intended for preventing destroying, repelling, or mitigating any unwanted insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, bacteria, or other micro-organisms (except viruses, bacteria, or other micro-organisms on or living in man or other living animals); or intended for use as a plant regulator, defoliant, or dessicant.

1I.3.(e) Rubber Compounding Chemicals and Plasticizers

Rubber compounding chemicals and plasticizers may only be purchased with the prior written approval of the Grant Officer.

1I.3.(f) Used Equipment

Used equipment may only be purchased with the prior written approval of the Grant Officer.

1I.3.(g) Fertilizer

Fertilizer may be purchased if it is either purchased in the U.S. and used in the U.S., or if it is purchased in the cooperating country with local currency for use in the cooperating country. Any fertilizer purchases which do not comply with these limitations must be approved in advance by the Grant Officer. However, if this Grant is funded under the Development Fund for Africa (DFA) (see Section 1G.2.[b][4]

above), procurement of fertilizer from Special Free World countries (Geographic Code 935) is authorized; provided, however, that procurement of more than 5,000 tons of non-U.S. fertilizer must have the advance written approval of the Grant Officer.

1I.4. Limitation on Use of Funds

1I.4.(a) The Grantee shall not utilize funds provided by A.I.D. for any testing or breeding feasibility study, variety improvement or introduction, consultancy, publication, conference or training in connection with the growth or production in countries other than the United States of an agricultural commodity for export which would compete with a similar commodity grown or produced in the United States.

1I.4.(b) The reports described in Section 1E.2. shall contain a statement indicating the projects or activities to which United States funds have been attributed, together with a brief description of the activities adequate to show that United States funds have not been used for the purpose in Section 1I.4.(a) above.

1I.4.(c) The Grantee agrees to refund to A.I.D. upon request an amount equal to any United States funds used for the purposes prohibited by Section 1I.4.(a) above.

1I.4.(d) No funds provided by A.I.D. under this Grant shall be used to provide assistance, either directly or indirectly, to any country ineligible to receive assistance pursuant to the Foreign Assistance Act as amended, related appropriations acts, or other statutes and Executive Orders of the United States (also see the Standard Provision of this Grant entitled "Ineligible Countries").

1I.5. Compliance With Federal Guidelines and Regulatory Procedures Pertaining to Recombinant DNA

1I.5.(a) The Grantee shall implement any research activities under this Grant which involve recombinant DNA in accordance with:

1I.5.(a)(1) The National Institutes of Health Guidelines for Research Involving Recombinant DNA Molecules;

1I.5.(a)(2) Procedures issued by the U.S. Department of Agriculture (USDA), the Environmental Protection Agency (EPA), or other appropriate Federal agency;

1I.5.(a)(3) A.I.D.'s environmental procedures; and

1I.5.(a)(4) Such other Federal guidelines and procedures as may apply during the course of research.

1I.5.(b) The Grantee cannot commence testing in any foreign location until written approval for such testing is obtained from the A.I.D. Project Officer and the government of the country where testing is planned. Testing shall be conducted in accordance with all applicable regulations of that country.

1I.5.(c) In addition, and prior to commencement of any such testing, the Grantee shall make a judgement and communicate same to the A.I.D. Project Officer as to whether the regulations, procedures, or facilities of the country in question are adequate to ensure testing in an environmentally sound manner. In the event such judgement is that they are not, the Grantee and the A.I.D. Project Officer will consult and agree on the conditions to be applied to the testing which will have such environmental effect.

1I.5.(d) Reports submitted to A.I.D. under this Grant will address regulatory issues as noted above related to the activity.

1J. RESOLUTION OF CONFLICTS

Conflicts between any of the Attachments of this Grant shall be resolved by applying the following descending order of precedence:

- Attachment 1 - Schedule
- Attachment 3 - Standard Provisions
- Attachment 4 - Special Provision entitled "Restrictions on Lobbying"
- Attachment 2 - Program Description

1K. STANDARD PROVISIONS

The Standard Provisions set forth as Attachment 3 of this Grant consist of the following Standard Provisions denoted by an "X" which are attached hereto and made a part of this Grant:

**1K.1. Mandatory Standard Provisions For U.S.,
Nongovernmental Grantees**

- (X) Allowable Costs (November 1985)
- (X) Accounting, Audit, and Records (August 1992)
- (X) Refunds (September 1990)
- (X) Revision of Grant Budget (November 1985)
- (X) Termination and Suspension (August 1992)
- (X) Disputes (August 1992)
- (X) Ineligible Countries (May 1986)
- (X) Debarment, Suspension, and Other Responsibility
Matters (August 1992)
- (X) Nondiscrimination (May 1986)
- (X) U.S. Officials Not to Benefit (November 1985)
- (X) Nonliability (November 1985)
- (X) Amendment (November 1985)
- (X) Notices (November 1985)
- (X) Metric System of Measurement (August 1992)

**1K.2. Additional Standard Provisions For U.S.,
Nongovernmental Grantees**

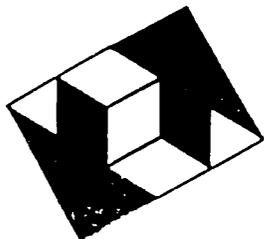
- (X) OMB Approval Under the Paperwork Reduction Act (August 1992)
- (X) Payment - Letter of Credit (August 1992)
- () Payment - Periodic Advance (January 1988)
- () Payment - Cost Reimbursement (August 1992)
- (X) Air Travel and Transportation (August 1992)
- (X) Ocean Shipment of Goods (August 1992)
- (X) Procurement of Goods and Services (November 1985)
- (X) AID Eligibility Rules for Goods and Services (June 1993)
- (X) Subagreements (August 1992)
- (X) Local Cost Financing (June 1993)
- (X) Patent Rights (August 1992)
- (X) Publications (August 1992)
- () Negotiated Indirect Cost Rates - Predetermined (August 1992)
- (X) Negotiated Indirect Cost Rates - Provisional (Nonprofits) (August 1992)
- () Negotiated Indirect Cost Rates - Provisional (For-Profits) (August 1992)
- (X) Regulations Governing Employees (August 1992)
- (X) Participant Training (August 1992)
- () Voluntary Population Planning (June 1993)
- () Protection of the Individual as a Research Subject (August 1992)
- () Care of Laboratory Animals (November 1985)
- (X) Title To and Use of Property (Grantee Title) (November 1985)
- () Title To and Care of Property (U.S. Government Title) (November 1985)
- () Title To and Care of Property (Cooperating Country Title) (November 1985)
- (X) Cost Sharing (Matching) (August 1992)
- (X) Use of Pouch Facilities (August 1992)
- (X) Conversion of United States Dollars to Local Currency (November 1985)
- (X) Public Notices (August 1992)
- (X) Rights in Data (August 1992)

ATTACHMENT 2

PROGRAM DESCRIPTION

The Grantee's proposal entitled "Democratic Initiatives (DI) Project in Latin America and the Caribbean" dated June 30, 1992 and the Addendum to the Proposal dated April 8, 1993 is attached hereto as the Program Description (Attachment 2) and is made a part of this Grant.

PARTNERS
OF THE AMERICAS



1424 K Street, N.W., Washington, D.C. 20005
Telephone 202-628-3300 Cables: NAPAR Telex 64261
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TYMNET (On Type) DNA NAPA

June 30, 1992

Peter O. Sellar
Program Officer
Office of Democratic Initiatives
Bureau for Latin America and the Caribbean
Room 3253/Department of State
Washington DC 20523-1604

Dear Peter:

Partners of the Americas, in collaboration with Conciencia Argentina and the Organización Cívica Panamericana, is pleased to submit this unsolicited proposal requesting \$2,583,451 from the U.S. Agency for International Development to conduct a five year Democratic Initiatives project in Latin America and the Caribbean. The goal of the project is to promote democratic skills and increase citizen participation in civic organizations and agencies that promote open and free societies. This goal will be realized through: 1) education in democracy and civic arts for young people and adults; and 2) the strengthening of civic organizations.

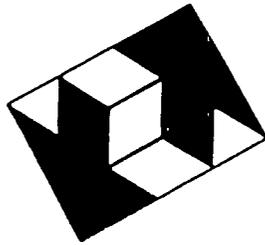
As you know, Partners has worked to strengthen "independent sector" organizations and promote citizen participation and volunteerism in almost every country in the region since its inception in 1964. Much of this work has been done in collaboration with USAID. Partners believes that now, more than ever, the region needs support to maintain the movement to open and free societies. We believe the proposed project provides a unique opportunity for Partners and USAID to collaborate in an initiative to help consolidate democracy throughout the Americas.

We have thought a great deal about the design of this project and would welcome an opportunity to discuss any aspect of this proposal. Please let me know if you have any questions or require additional information.

Thank you for interest in Partners. We look forward to working with you on this exciting initiative.

Sincerely,

William S. Reese
President



**A proposal from
Partners of the Americas
for a
Democratic Initiatives Project
in Latin America and the Caribbean**

**Submitted to:
U.S. Agency for International Development's
Office of Democratic Initiatives
June 25, 1992**

**Contact:
Anita Friedman
Project Officer
Partners of the Americas
202-628-3300**

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I. EXECUTIVE SUMMARY

Partners of the Americas, in collaboration with Conciencia Argentina and the Organización Cívica Panamericana, is pleased to submit a proposal requesting \$2,583,451 from the U.S. Agency for International Development to conduct a five year Democratic Initiatives project in Latin America and the Caribbean. The goal of the project is to promote democratic skills and increase citizen participation in civic organizations and agencies that promote open and free societies. This goal will be realized through: 1) education in democracy and civic arts for young people and adults; and 2) the strengthening of civic organizations.

Partners recognizes that there is an unprecedented movement toward democracy in Latin America and the Caribbean. Since its inception in 1964, Partners has worked to strengthen independent sectors and promote citizen participation and volunteerism in nearly every country in the region. Local Partners chapters are model civic organizations that work through democratic structures to promote citizen participation in a range of important social and economic issues. Partners believes that now, more than ever, the region needs support to maintain the movement to open and free societies. The delicate balance between civilian governments and military authority in many countries is being tested, in the face of existing economic pressures. Democracy must be consolidated among the people and within the organizations that represent them.

Conciencia Argentina was founded in 1982 as a non-partisan civic movement to promote democratic ideas and principles that would enable people to participate responsibly and effectively in their country's political and community life. Conciencia offers information to the public on political issues and on the electoral process, and trains the public and their leaders in the areas of civic education, democratic arts and popular participation. Conciencia Argentina will be a subcontractor to Partners in the implementation of the project.

Due to its success, new "Conciencia affiliates" have opened in other Latin American countries. Together, these sister organizations form the Organización Cívica Panamericana (OCP). The OCP will also serve as a subcontractor to Partners to assist with the development of a hemisphere-wide network of civic organizations dedicated to the promotion of democratic skill-building.

This project is designed to strengthen existing or burgeoning civic organizations and to promote civic education programs for young people and adults. Partners believes that in order for democratic institutions to prosper in Latin America, the "culture" of democracy must be strengthened. More people must learn how to act and think democratically by practicing the "democratic arts." This

project proposes to train both individuals and civic organizations in those skill areas that are critical to democratic decision-making and management.

The project will also strengthen the ability of civic organizations to: 1) plan, implement, and evaluate civic education projects; 2) manage themselves more democratically; and 3) increase their outreach techniques and the number of people they reach.

The project will:

- Carry-out region-wide and country-specific needs assessments in the area of democratic initiatives;
- Develop country teams of representatives from local civic organizations;
- Provide training and technical assistance in the democratic arts;
- Strengthen the capacity of civic organizations to plan, implement, and evaluate civic education projects;
- Provide seed grants to support grassroots democratic initiatives projects;
- Support local, national, regional, and international networking among citizens promoting democratic arts;
- Arrange Fellowships for leaders of Latin American civic organizations to intern with U.S. and/or Latin American organizations; and
- Identify successful strategies for building democratic participation in other countries.

Thirty partnerships will benefit from the project over the five-year period. Each year the project will focus on a specific region of Latin America. Six partnerships will be selected to participate in each of the five regions in Latin America: Central America, Spanish-speaking South America, the Caribbean, Brazil, and Mexico.

The project is designed to concentrate efforts within target countries in each region, rather than carry out a few activities in a great deal of countries. Over five years, 30 partnerships will benefit from the project. This represents 50% of the

total number of partnerships. The partnerships will be selected on a competitive basis. The chosen partnerships must demonstrate: 1) a healthy level of current partnership activity in the area of civic education; 2) strong links with local civic organizations; 3) the ability to commit a volunteer member of the partnership to the project for two years; and 4) a strong interest and commitment to lead a networking effort of civic organizations within their country.

The project is designed to provide concentrated skill-building to a small group of civic organizations in each participating country. Once strengthened, these civic organizations will serve as multipliers for teaching civic education and democratic arts to other organizations within their country. The number of organizations which can participate in this project can be increased if a USAID mission should decide to buy-in to the project with their own funds. Partnerships will work in collaboration with USAID missions for recommendations on the selection of participating civic organizations.

Partners believes this project will strengthen the fledgling democracies in the region by supporting the development of strong civil societies. Their strength will lie in individuals and leaders with enhanced democratic decision-making skills and in civic organizations that are responsive to the public they represent. A strong civil society will help ensure that governments represent the true interests of the people they serve. As a leader of the independent sector in many Latin American and Caribbean countries, Partners feels uniquely qualified to play a major role in collaboration with USAID in this effort to strengthen democracy in the hemisphere.

DEMOCRATIC ARTS IN THE AMERICAS

"Democracy is an ethical ideal which calls upon men and women to build communities in which the necessary opportunities and resources are available for every individual to realize fully his or her particular capacities and powers through participation in political, social and cultural life."

-- John Dewey

II. INTRODUCTION

A. Background

Latin America and the Caribbean are experiencing an unprecedented movement toward democracy. While the region began the decade of the 1980's with only two democratically governed countries in the Americas, currently Cuba and Haiti stand as the final holdouts of authoritarianism. Recent military coups or attempted coups in Venezuela and Peru, however, demonstrate that democratically elected governments are still fragile and can be weakened by the military. Now, more than ever, the region needs support to maintain the movement to open and free societies. Democracy must be consolidated among the people, and within the organizations and governments that represent them.

The region faces the difficult task of maintaining democratic governments and the resulting economic and social development derived from free and open societies. The presence of elections and elected governments alone does not constitute a democracy. Citizens in newly emerging democracies lack experience participating in civic life. They lack the knowledge necessary to develop systems responsive to their needs. They do not know how to influence society to implement policies that address their concerns. The lack of knowledge about participation stems primarily from three factors:

- 1) an unfamiliarity with the laws that govern their country, the structure of their governments and their legal rights;
- 2) the absence of a democratic political culture, i.e., the internalization of democratic values and attitudes and the acquisition of skills critical to effective participation;
- 3) the absence of an effective and diverse network of civic organizations in which citizens can both learn and practice democratic processes and influence policy.

In most Latin American and Caribbean countries, the public lacks full or sufficient confidence in public institutions and elected officials. Actions in public life are often seen as polarized and partisan rather than issue-based. Groups from diverging political parties have difficulty working together. Public stands and actions may be avoided because they are seen as "political." Moreover, people avoid involvement in civic organizations due to fear of repressive repercussions or being branded as a member of one or another party. The perception of civic organizations as viable, non-partisan, responsive intermediaries between the citizens and the government is weak. Many, therefore, choose not to participate in civic life.

In weak democracies, there is often an absence of effective and open civic organizations that can express people's needs. Existing organizations are unable to provide the public with vehicles for taking action on their concerns. These groups lack effective leadership and advocacy skills. They may also lack knowledge about democratic processes, volunteer management, and organizational development.

Civic organizations that do not have strong constituencies face an unstable existence. They compete for scarce resources with other organizations. They lack the skills necessary to raise funds and become financially self-sustaining. As competitors, civic organizations often do not see themselves as collaborators to share resources and find solutions to common problems. They lack networking skills that would enable them to mobilize other organizations within their specific sector or across sectors. Finally, there is insufficient communication between Latin American and North American civic organizations that, if developed, would increase resources and access to knowledge for both sides of the hemisphere.

Strengthening civil society is key to consolidating democracy. A strong civil society mitigates against governments taking actions contrary to the interests of the people. A strong civil society also means that people have an interest in, and sense of responsibility toward, participating in public life and that they have the tools to do so effectively. A strong civil society includes a wide variety of civic organizations, representing a panorama of political orientations, sectors, populations, and interests, which the people have created and in which they remain actively involved. Effective participation in public life, through civic organizations and in daily life, is referred to as the practice of "democratic arts."

"Democratic arts" are the skills that we practice on a daily basis when we make decisions, "act" publicly, take a stand on an issue - not just vis-a-vis the government, but also in relating to our friends, families, and professional colleagues. These skills include: negotiation, dialogue, listening, reflecting, analyzing, conflict resolution, action planning and compromising. These skills will be one of the focal

points of Partners' Democratic Initiatives program with Latin America and the Caribbean.

B. Partners of the Americas

Since its inception in 1964, Partners has promoted citizen involvement in public life. The principle on which Partners was founded is essentially that of a "democracy at work" – individuals sharing their skills, interests, and energies to improve the well-being of all. The men and women who volunteer their time to work with Partners represent a wide cross section of social, economic and professional groups, and are active in many different public and private institutions. This represents a unique resource base for use in the implementation of programs to foster democratic initiatives. A 1990 AID evaluation of the Partners' program stated that: "perhaps no other private, voluntary organization equals Partners as being representative of democratic initiatives nor has such a wide range of democratic institutions included among its membership."

Partners manages a network of local volunteer organizations in Latin America and the Caribbean that are charged with conducting their business in an open, democratic manner with regularly elected boards of directors. These committees and their U.S. counterparts have a long history of sharing democratic principles, working to include all segments of society in their membership, collaborating with their local governments on projects, and building an educated constituency for U.S. foreign assistance.

Local Partner chapters are natural conveners of civic organizations in Latin America and the Caribbean. All of the partnerships have years of experience working with youth groups, women's groups and civic groups such as the League of Women Voters, the American Association of University of Women, Rotary Clubs International, Lions Clubs International and the Business and Professional Women's Clubs. Through their networks in every country, Partner committees are able to reach out to civic organizations across the political spectrum and offer neutral ground for assistance in strengthening their organizations and increasing their outreach to the public.

III. PROJECT DESCRIPTION

A. Project Goals

Partners of the Americas, in collaboration with Conciencia Argentina and the Organización Cívica Panamericana, proposes to implement a five year Democratic Arts project in Latin America and the Caribbean. The goal of the project is to

promote democratic arts and increase citizen participation in the governance process. This goal will be realized through: 1) education in democracy and civic arts for young people and adults; and 2) the strengthening of civic organizations.

Partners will use its local network to identify civic organizations which want to increase their outreach to their communities and improve their effectiveness in working with the public. All civic groups, especially those with the capacity to benefit quickly and support the program, will be targeted. Some of the target organizations may already be working in civic education, others may want to start a new initiative. Through this project, these organizations will:

- 1) improve their democratic arts skills;
- 2) strengthen their ability to network;
- 3) improve their advocacy skills;
- 4) launch civic education projects or campaigns that complement existing efforts; and
- 5) provide leadership within the community of civic organizations.

Democratic culture and civic organizations develop together. These organizations are the laboratories in which citizens learn leadership, organizational development, and advocacy skills. Through participation in such organizations, citizens gain confidence in their ability to be active in public life and influence policy. This project will simultaneously support the development of viable and responsive civic organizations and the promotion of free and open democratic cultures. It will assist emerging democracies in Latin America and the Caribbean to nurture democratic values and build citizen participation.

B. Project Objectives

1. To provide young people and adults knowledge and skills to promote and sustain democratic participation in civic life by:

- teaching them about the foundations of their government: structure, legislation, voting, constitution, judicial process;
- providing them the opportunity to experience the practice of democratic arts through internships, work in their community, courses in civic education; and
- providing them the opportunity to see how other organizations in the Americas, both South and North,

practice the skills necessary to build and sustain a civil society.

2. To increase people's belief in themselves as effective participants in societal/community decision-making by:

- increasing their confidence that by petitioning their governments, the system can respond to their needs;
- enhancing people's skills for participating in civic organizations and public life by training them in the practice of democratic arts; and
- supporting people's involvement in civic life by linking them with local voluntary/community organizations.

3. To strengthen the ability of civic organizations to influence public policy and provide people with vehicles to practice democratic skills by:

- increasing the capacity of these organizations to provide opportunities for their members to learn the democratic arts, i.e., the skills necessary for effective participation in public life;
- strengthening the management of citizens' organizations and assisting them to be financially self-supporting;
- enhancing the potential of civic organizations to form coalitions and mobilize and influence policy-making in their countries;
- strengthening the ability of civic organizations to educate the public on important issues;
- promoting the exchange of information and experiences among Latin Americans and between Latin Americans and North Americans in civic education and the democratic arts.

C. Project Results

As a result of Partners' Democratic Arts Project, civic organizations in Latin America will be able to:

- Conduct civic education programs based on a systematic program planning process that includes: needs assessment, project design, monitoring, and evaluation;
- Provide training and technical assistance to other organizations in the area of the democratic arts;
- Network with colleagues throughout the region on democratic participation in civic life;
- Multiply the effectiveness of democratic participation by recruiting new members and leaders to civic organizations;
- Apply democratic leadership skills to influencing public policy and community problem solving;
- Use democratic management and leadership skills to effectively manage their own civic, professional, and community organizations;
- Expand organizational activities to include new fundraising techniques, board development activities, and program evaluation.

IV. PROJECT IMPLEMENTATION

A. Partnership Selection Process

This is a five-year project that will operate in all five regions of Latin America and the Caribbean. Each year the project will initiate its cycle in a new region. Over the five- year period, the project will operate in the following regions:

Year I	Central America
Year II	Spanish-speaking South America
Year III	Brazil
Year IV	Mexico
Year V	Caribbean.

In each region, a maximum of six partnerships will be invited to participate in the project. The project is designed to concentrate efforts within target countries in each region, rather than carry out a few activities in a great deal of countries. Over five years, 30 partnerships will benefit from the project. This represents 50% of the total number of partnerships. Partners will announce the opportunity for participation in the project to all of the partnerships in each region, however, a

maximum of six partnerships will be competitively selected to participate. The selection criteria will include:

- level of current partnership activity in the area of civic education;
- strong links with local civic organizations;
- ability to commit a volunteer member of the partnership to the project for two years;
- strong interest and commitment to lead a networking effort of civic organizations within the country.

Each partnership will be involved in the project for a total of two years. This means that there will be an overlap from year to year, across regions. The Central American partnerships will start the project in year one and finish in year two, at which time the South American partnerships will be initiating activities. The lessons learned from each region will be applied to the new initiates in other regions.

The project is designed to provide concentrated skill-building to a small group of civic organizations in each participating country. Once strengthened, these civic organizations will serve as multipliers for teaching civic education and democratic arts to other organizations within their country. The number of organizations which can participate in this project can be increased if a USAID mission should decide to buy-in to the project with their own funds. Partnerships will work in collaboration with USAID missions for recommendations on the selection of participating civic organizations.

B. Needs Assessments on the Democratic Arts in the Target Countries and Region

Needs assessment will be the first step in the Democratic Arts project. In each region of Latin America in which the project operates, Partners will conduct two levels of needs assessments. The first will be a regional-level macro-analysis of civic education currently being provided to the public, identification of gaps in democratic participation in the region, and identification of the socio-political events that may be a hinderance to democratization in that region. It is important to understand how specific events or tendencies have affected the development or lack of development of civic organizations in each region. This information will be used as baseline data for measuring program effectiveness. This needs assessment will be conducted by Partners' Washington and regional staff, in collaboration with Conciencia and OCP.

The second level of needs assessment will be country specific and will be conducted by Partners' regional staff. The needs assessment will involve:

- 1) identification of organizations throughout the country working in civic education or with the potential to conduct civic education activities;
- 2) learning the views of people in the field on the social, economic, and cultural barriers that inhibit democratic participation;
- 3) determining the types of civic education activities that are currently being provided to communities, and whether they are addressing the social, economic and cultural barriers inhibiting democratic participation;
- 4) identification of the training and technical assistance needed to promote and sustain democratic participation in that country; and
- 5) identification of the needs of those organizations who want to enhance their civic education programs.

This information will be shared with the local partnership and with Partners' Washington staff in order to: 1) chose specific civic organizations which would benefit by participating in the project; 2) identify the country team members; 3) identify country specific goals and objectives to strengthen civic education and sustainable democratic action; and 4) develop a preliminary idea of the training and technical assistance to be provided to civic organizations.

C. Identification of Targeted Civic Organizations

In each country of operation, the local Partners chapter already has strong ties to civic groups such as Rotary Clubs, Lions Clubs, NGO's, women's groups and young people's civic groups. Partners' network of contacts will be used to identify civic organizations which want to increase their outreach to their communities and improve their effectiveness in working with the public. However, the country needs assessment will serve as the formal source of information for identifying those organizations which can ultimately benefit from the project.

In each target country, the partnership will identify from four to six civic organizations to participate in the project. Some of the target organizations may already be working in civic education, others may want to start a new initiative.

Those civic organizations selected for the project must demonstrate:

- 1) a commitment to expanding or enhancing their civic education programs;
- 2) the voluntary commitment of a key staff person/organizational leader to the project for a minimum of two years, as a participant on the country team;
- 3) a desire to reach a greater percentage of the public through civic education;
- 4) a desire to network with other civic organizations and work collaboratively on common issues;
- 5) a commitment to utilize the training and technical assistance provided through this project, first, to develop their own organizations, and, second, to train other civic organizations; and
- 6) the ability to monitor and evaluate the results of their civic education projects in order to develop model programs for replication.

D. Recruitment of Country Teams

In each country of operation, the partnership will convene a "country team." The country team will be comprised of one representative from each of the participating civic organizations. The country team members will volunteer their time to work with Partners of the Americas. An additional member of the team will be a North American Partners professional who will provide consultation on project development and access educational resources of North American civic groups (i.e. Red Cross, Volunteer Center, YWCA, Boy Scouts.) A designated member of the Southern Committee of the partnership will lead the team. All country team members will make a two year commitment to the Democratic Arts Project.

Since the country team members will represent the participating civic organizations in each country, they will be the focal point for contact with each organization. Each country team member will make a commitment to train their own civic organizations in their newly acquired democratic skills. Team members will be responsible for assessing the needs of their organizations, both in terms of strengthening the democratic culture and process with which they operate, and in terms of areas of enhancement and development for civic education programs. The country team will be responsible for developing a long-range country plan that specifies those activities in which each organization will engage. Country team

members will design, implement, monitor, and evaluate civic education projects conducted by their respective organizations. The country team will receive ongoing technical assistance throughout the project from a regional Partners staff person, the Partners Washington office, a North American Partner resource person, Conciencia and the OCP.

By strengthening the skills of the country team members, this project will strengthen the institutional capacity of civic organizations to plan, implement, and evaluate civic education projects. In addition, civic organization leaders will develop management and organizational development skills they can use in their own organizations.

E. Development of Country Plans

In each country, under the direction of the partnership leader, the country team will develop a long-range (five-year) country plan. Country plans will be developed in consultation with Partners' regional staff person and will be approved by the northern partnership and by Partners' Project Coordinator in Washington.

Each country plan will consist of:

1. General Background Statement

- current problems in democratic participation and civic education
- current projects in civic education being carried out by each organization and by the partnership

2. Civic Organization Needs Statement

- identification of specific needs to be addressed in each organization

3. Project Activities - Description

- training and technical assistance activities to be provided to the participating civic organizations
- activities related to the design, implementation, and evaluation of civic education projects to be conducted by each organization

4. Human Resources

- list of responsible parties for each activity
- list of potential collaborating institutions

5. Time Line

- time line for carrying out all activities

6. Budget

- itemization of funds necessary to carry out project activities

7. Evaluation

- method of evaluation to be employed
- evaluation indicators
- time line for evaluation

F. Training

Initially, training will be provided to country team members and to the civic organizations they represent. Later, training will also be provided to civic organizations that are not part of the country team. Training will be customized according to the specific needs of each organization. These needs will be determined by the country team members, in consultation with other staff members and the constituents of their organizations. Training strategies will include:

1. Democratic Arts Skills Training

Partners' training will focus on strengthening "Democratic Arts" skills; those skills that we practice on a daily basis when we make decisions or "act" publicly. Training will emphasize skill development on both an individual and organizational level. Individual democratic arts skills include:

- active listening;
- dialogue;
- negotiation;
- delegating responsibility;
- facilitating group decision making; and
- providing feedback to colleagues.

Organizational skills include:

- coalition building;
- advocacy;
- program planning and evaluation;

- board development; and
- fundraising techniques.

Democratic arts skills training will be provided to: 1) country team members; 2) individuals or groups of individuals within a given civic organization; and 3) individuals who share similar training needs but represent several organizations.

2. Regional Workshops

Regional training workshops will be organized by Partners, Conciencia, and the Organización Cívica Panamericana, to bring together civic organizations to analyze and discuss common challenges in civic education and democracy, and formulate plans to collaborate in the exchange of information and in developing joint plans for public advocacy. Workshops will also be organized to provide training in common areas of need, identified by the participating organizations.

3. Train the Trainer

Partners and Conciencia will design train the trainer programs in civic education, adult learning methodologies, and/or democratic arts skills, based on the specific areas of need expressed in each country. Graduates of train the trainer programs will then serve as multipliers of these skills by conducting training sessions for other civic organizations.

G. Technical Assistance

On-site technical assistance will be provided to the country team and to individual civic organizations by Conciencia, Partners' regional staff, Partners' Washington staff, North American Partner professionals, and hired technical consultants. Technical assistance will be designed to assist organizations and individuals adapt the skills they acquire through training to their day-to-day work. Technical assistance will also be provided on an ongoing basis to the country team, in order to enhance their planning, project design, implementation, and evaluation skills.

1. Northern Professionals as Resource People

A northern Partners professional will serve as a consultant and resource person to each country team. In the consulting role, the northern professional will review country plans, and offer a broadened perspective on the "how to's" of civic education activities. In the resource person role, the northern professional will link the team to North Americans with particular skills the team needs for planning and

implementation, or to specific U.S. organizations that have conducted similar types of civic education programs.

2. Fellowships for Latin American Civic Organization Leaders

Through Partners of the Americas' well-established network of organizations in Latin America and the U.S., Partners' staff will assist country teams in arranging 1-6 month Fellowships for Latin American Civic Organization leaders with U.S. or Latin American civic organizations. Leaders from Latin America who participate in internships in the U.S., will be placed with civic organizations in their Partner state. The Fellowship will be specially tailored to meet the learning goals of the civic organization leader and contribute to the development of the country's civic education program. In addition to studying program management and democratic leadership, the Fellowship will include a cultural component that enables the Fellows to experience the full flavor of their host country's social, cultural, and political life. Fellowships will also include a host family living arrangement.

Internships will provide the Fellows with the opportunity to experience first hand the practicing of democratic arts at the local level in the U.S. or in another Latin American country. The internships will maximize exposure to those skills most useful in supporting the democratic arts and strengthening organizations financially and managerially. Compromise, building coalitions, recruiting members with specific interests and skills, raising funds for issue based campaigns, and carefully defining the message an organization wants to present to the public, are all skills that will be incorporated into the internships. Internships in the U.S. or in Latin America will be organized by the partnership committee.

H. Small Project Assistance Funds

Upon recommendation by the country team and approval by Partners' Project Coordinator in Washington, the partnership will award seed grants to local civic organizations for projects which promote citizen participation in democratic decision making. Examples of these small projects are:

- The establishment of resource centers on the democratic arts;
- A training program for teachers in innovative approaches to civic education and democratic skill building in the classroom;

- **Launching an environmental campaign that brings together environmental NGO's in a coalition to advocate for new legislation.**

The country team will solicit proposals from local civic organizations. Proposals will also be submitted by those organizations which the country team members represent. In order to be considered, the proposal must have clearly defined objectives, action steps, and an evaluation plan. The country team will review proposals and identify those projects that best advance the goals of the country plan. These proposals will be recommended for funding and will be forwarded to Partners' Washington office for final approval. The country team will monitor and evaluate the small grants. Partners' staff will provide consultation to the country team on managing and evaluating their small grants program.

I. Networking

Throughout Partners' Democratic Arts Project, members of civic organizations will be encouraged to network with each other through training activities, regional workshops, the Fellowship program, consultation with their northern Partners, and the development of civic education projects. Their networking will focus on the "how to's" of program management and democratic leadership. Knowledge and skills acquired by the target civic organizations will be multiplied through networking and information sharing with organizations not participating directly in the project.

J. Building Civic Education Models

Democratic Initiatives is a new effort that is exploring ways of strengthening democratic participation around the world. Through the participatory methodology that Partners is proposing in this project, we will test ways of increasing citizen participation in democratic decision making. Partners will evaluate the methodology used in this project and make recommendations to USAID for future initiatives.

V. PROJECT MANAGEMENT

A. Partners of the Americas

Partners of the Americas will be responsible for all aspects of implementation and for the day-to-day management of the Democratic Arts project. The project will be managed from Partners' Washington office. It will be directed by two full-time Project Co-Coordinators who will be assisted by a half-time secretary.

In each region of Latin America, Partners will employ regional staff on a full-time basis to provide direct staff support to the partnerships and country teams.

Partners will be the point of contact for AID/LAC/DI and will report regularly to the AID Project Officer. Partners will also oversee all of the activities undertaken by Conciencia Argentina and the Organización Cívica Panamericana.

Through the Central American Peace Scholarship contract with El Salvador, the Andean Peace Scholarship contract with Peru, the Peruvian Private Sector Management Improvement Project and other projects, Partners has developed an in-house staff that is skilled in training design, democratic arts skills training, education for community involvement and association management. The staff is also experienced in program management, project monitoring and evaluation, and has worked closely with AID counterparts, NGOs and volunteers.

Partners professional staff will be responsible for:

- overall project management and financial accountability;
- project reporting to AID;
- design and implementation of in-country workshops;
- design of democratic arts skills training modules;
- design and implementation of train the trainer programs; and
- final approval of seed grant funding.

B. Partnerships

Partnerships are formed by two committees, one in the North and one in the South. These partnerships consist of two equal partners that have developed a strong working relationship over many years. They are composed of professional men and women who are active in their community and who are eager to extend their professional talents to their Partners. These Partners have established a working relationship based on trust, dedication to the development of the communities involved in the partnership, and years of experience at successfully managing projects together.

In 1984 the Board of Directors, reflecting the interests and recommendations of the members from which they are elected, implemented the Pursuit of Excellence program. This program is designed to ensure that each partnership has a regular open election of officers, rotation of officers, renewal of non-profit status, annual plans and the annual renewal of formal commitments to work with the counterpart committee. The success of the Excellence Program has demonstrated the strength

of the partnerships to work together and to reinforce their commitments to open, democratic organizations.

Partnerships, in consultation with the country teams and Partners Washington, will be responsible for:

- identification, recruitment and organization of in-country teams;
- determining technical assistance and training needs of civic organizations;
- providing technical assistance;
- defining country project goals and objectives;
- preparing country plans;
- networking with civic organizations;
- designing a role for the northern partnership that will help sustain and support the project; and
- logistical support for in-country workshops.

C. Conciencia

Conciencia Argentina was founded in 1982 as a non-partisan civic movement to promote democratic ideas and principles to the public that would enable people to participate responsibly and effectively in their country's political and community life. The organization was established by 20 women; housewives, teachers, journalists, workers, and students. Initially, Conciencia directed its educational programs only to women, since they comprise more than 50% of the voting electorate in Argentina, and are the primary transmitters of culture and education within society. Later, Conciencia extended its services to the entire population.

Conciencia offers information to the public on political issues and on the electoral process. Conciencia trains the public in the areas of civic education, democratic arts and popular participation. It trains leaders of non-governmental organizations (NGOs) in topics related to organizational development and conflict resolution, and trains educators and students in civic education.

Conciencia Argentina will be a subcontractor to Partners in the implementation of the project. Conciencia has developed a series of workshops and workbooks designed to provide citizens the basics of democratic arts. Conciencia will use these materials and, in collaboration with Partners, develop other materials to provide training to the participating organizations in the area of civic education. Conciencia will also provide technical assistance to Partners' regional staff in designing and evaluating the results of region-wide and country-specific needs assessments, reviewing country plans, and evaluating the progress of small grants.

Conciencia will:

- provide technical assistance in civic education and in the strengthening of civic organizations;
- assist in the analysis of region-wide and country needs assessments;
- provide technical assistance for small grants projects, when necessary;
- assist in the design and implementation of train the trainer workshops; and
- design civic education training modules.

D. Organización Cívica Panamericana

The Organización Cívica Panamericana (OCP), based in Argentina, is an umbrella organization that functions as the coordinator of a network of civic action organizations in the hemisphere. Formed in 1985, its member organizations include Conciencia Argentina and 12 other non-partisan non-governmental Latin American institutions dedicated to civic education. The OCP is a vehicle through which civic education organizations can exchange information, experiences, methodologies and materials related to civic education. Through the OCP, these organizations analyze the obstacles to and opportunities for the development of civic education programs. They have established a firm agenda for enhancing civic action in the hemisphere.

The OCP will also serve as a subcontractor to Partners. In this role, the OCP will assist Partners by:

- providing technical assistance to the country teams through the OCP affiliate in each country;
- serve as members of in-country teams (through the OCP affiliates);
- assist civic organizations in developing or strengthening networks; and
- assist in the design and implementation of regional workshops.

VI. PROJECT EVALUATION

There will be two levels of project evaluation. The first will be at the country level where each country team will use their specific evaluation plan to measure the impact of their country plan and civic education activities. The second level will be on a regional basis. Partners will examine the methodology used for promoting democratic initiatives and its applicability in future citizen participation projects. The overall project evaluation will result in several new models of civic education and recommendations for building democratic participation in other countries.

Project evaluation will be based on the following key indicators to measure impact:

- Increased civic education activities conducted by civic, professional, and community organizations.

The initial needs assessment will determine the level of civic education activity currently existing in the region and the levels of knowledge in this area held by these organizations. This initial assessment will serve as the baseline for measuring project impact. Among information gathered during this process will be the organization's knowledge of civil and voting rights and their knowledge of the structure of local governments and how they work.

- Expanded indigenous democratic capacity in Latin America.

At the conclusion of the Partners Democratic Arts Project, each participating country will have an increased number of skilled trainers in civic education and the democratic arts who can provide training and technical assistance to other civic organizations after Partners' Democratic Arts Project ends.

- Strengthened networks among Latin American civic organizations.

Throughout Partners' Democratic Arts Project, networking among Latin American civic organizations will be fostered. With the assistance of the OCP, the participating civic organizations will learn how to network with each other locally, nationally, and regionally on the "how to's" of program management and democratic leadership. As a result of the project, there will be stronger networks of civic organizations which can collaborate to advocate changes in public policy and educate the public on common issues.

- Increased institutional capacity to manage projects.

Civic organizations participating in Partners' Democratic Arts Project will build their management capacity by recruiting new leaders to their organizations, developing their staffs' democratic leadership and management skills, and testing their new skills in designing, monitoring, and evaluating civic education programs. Through this hands-on experience, civic organizations will strengthen their in-house capacity for managing programs. Partners' regional data collection

will include a pre- and post examination of the number of organizations in the target area implementing civic education programs.

- Improved democratic management and leadership of civic organizations.

Through participating in Partners' Democratic Arts Program, leaders of civic organizations will develop new democratic management and leadership skills. Civic organizations will:

1. Conduct participatory meetings.
2. Utilize participatory planning processes in designing and evaluating organization programs.
3. Facilitate coalition building.
4. Encourage and foster democratic leadership skills within their staff.
5. Effectively recruit and mobilize the talents of volunteers in their organizations.

- An increase in civic action on public issues.

Partners' initial needs assessment will establish baseline data for citizen involvement in civic affairs and voter participation in elections. Throughout Partners Democratic Arts Program, citizens and their civic organizations will practice the democratic skills of negotiation, coalition building, and advocacy to influence public policy and improve their quality of life. Evaluation indicators will examine organizational activity levels and expanded citizen participation in mobilizing to solve community problems. In addition, indicators will examine the level to which civic leaders demonstrate an increased understanding of their political system to influence local government and community policies.

- Increased capability on the part of local leaders to recruit human and financial resources to support and enhance their organizations' sustainability.

Through participation in Partners' Democratic Arts Program, civic organization leaders will gain experience in leveraging human and financial resources to maximize project success. Civic leaders and their organizations will develop new skills in fundraising, board

member recruitment and development, and program evaluation. These new tools will enable civic organization leaders to tap into the human and financial resources of their communities to strengthen their own organizations. Partners' regional evaluation will examine the number of civic organizations applying these skills and managing new self-sufficient projects.

PARTNERS OF THE AMERICAS
LOGICAL FRAMEWORK - DEMOCRATIC INITIATIVES

NARRATIVE SUMMARY	OBJECTIVELY VERIFIABLE INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
A.1 Goal	A.2 Indicators	A.3 Means of Verification	A.4 Assumptions
<p>To strengthen the foundations of democracy in Latin American and the Caribbean by promoting democratic skills and values and by increasing citizen participation in the governance process.</p>	<p>Freedom House Indicators:</p> <ol style="list-style-type: none"> 1. Increase in fair and free elections at all levels of government. 2. Sustained civilian rule in LAC countries. 3. Respect for basic human rights. 	<p>1.-3. Freedom House Rankings for LAC countries.</p>	<p>A political climate exists that is favorable to the increased role of civic organizations.</p> <p>Conditions needed to strengthen democracy in the region will, in general, develop favorably.</p>

PURPOSE	INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
B.1 Purpose	B.2 EOPS	B.3 Means of Verification	B. 4 Assumptions
<p>1. To provide citizens of Latin America and the Caribbean with knowledge and skills to promote and sustain their democratic participation in civic life.</p> <p>2. To strengthen the ability of civic organizations to:</p> <ul style="list-style-type: none"> a. educate the public on their rights and responsibilities as citizens; b. motivate citizens to practice democratic participation in society; and c. form national and international networks. <p>3. To increase the level of women's participation in public life and in leadership positions in society.</p>	<p>1. An increase in knowledge of the governance process and democratic skills on the part of project beneficiaries.</p> <p>2.1. Civic organizations increase number of constituents educated by 20%.</p> <p>2.2. Increased participation of the population in public affairs.</p> <p>2.3. Increased institutional capacity within target civic organizations to develop and manage civic education programs, by:</p> <ul style="list-style-type: none"> a. recruiting new leaders; b. developing leadership and management skills of the staff; c. using new skills in designing, monitoring and evaluating civic education projects. 	<p>1. Surveys and interviews of civic organizations' constituents, including pre- and post-tests after involvement in training or civic ed. projects.</p> <p>2.1. Documentation by country team and partnerships of civic education programs.</p> <p>2.2. See 1.1.</p> <p>2.3.-2.5. Pre- and post-project examination of the participating organizations and its leadership.</p> <p>2.6. Each country will have established a network of collaborating organizations. Evidence of collaborative efforts.</p> <p>2.7. Pre- and post- project surveys of civic organization leadership and constituents that provides gender disaggregated data. Qualitative analysis of women's roles within civic organizations.</p>	<p>1.1. Civic organizations are able to reach large numbers of the population at all socio-economic levels.</p> <ul style="list-style-type: none"> 1.1.1. Educational materials are appropriate to the population. <p>2.1. See 1.1.</p> <p>2.2. Civic ed. projects are designed to promote public involvement.</p> <p>2.3.-2.4. Civic organizations receive adequate technical assistance and training.</p> <p>2.5. Civic organizations devote personnel who will become democratic arts trainers.</p> <p>2.6. Civic organizations are willing and able to work together.</p> <p>2.7. Support by society and culture for women's participation in society.</p>

PURPOSE	INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
B.1 Purpose	B.2 EOPS	B.3 Means of Verification	B. 4 Assumptions
	<p>2.4. Leaders of organizations will have democratic management skills demonstrated by their ability to:</p> <ul style="list-style-type: none"> a. conduct participatory meetings; b. use participatory planning processes in designing and evaluating programs; c. facilitate coalition building; d. encourage democratic leadership skills within the staff; e. effectively recruit and mobilize the talents of volunteers in their organizations. <p>2.5. Each country will have an increased number of skilled trainers in civic education and the democratic arts who can provide training and technical assistance to other civic organizations.</p> <p>2.6. Strengthened networks among Latin American civic organizations which can join efforts to educate the public on civic issues.</p> <p>2.7. Greater number of women have assumed leadership of civic organizations.</p>		

OUTPUTS	INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
C.1 Outputs	C.2 Indicators	C.3 Means of Verification	C. 4 Assumptions
<ol style="list-style-type: none"> 1. People in the region have been trained in the governance process and democratic skills. 2. Civic organizations are implementing skills acquired through training and technical assistance. 3. Civic organizations have increased number of civic ed. programs and are reaching greater number of people through programs. 4. Networks of civic orgs. in countries or regions have increased. 	<ol style="list-style-type: none"> 1. Approximately 6,000 people trained in democratic arts skills. 2. 60 civic organizations assisted in democratic arts and institutional strengthening. 3. Approximately 60 civic education programs carried out. 4. 60 civic organizations join OCP or establish new networks. 	<ol style="list-style-type: none"> 1. Training pre- and post-tests. 2. Reports from civic organizations and staff. 3. Civic education program designs, progress and completion reports from organizations. 4. Lists of networks of civic organizations established in LAC region. 	<ol style="list-style-type: none"> 1.-2. Training and technical assistance can be provided by Conciencia, OCP, NAPA staff and consultants. 3. Coherent design and adequate funding is provided for civic ed. programs. 4. Civic organizations are willing and able to coordinate efforts and network with each other.

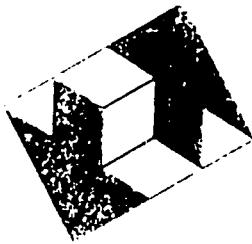
INPUTS	BUDGET	MEANS OF VERIFICATION	ASSUMPTIONS
D.1 Inputs	D.2 Budget	D.3 Means of Verification	D.4. Assumptions
<ol style="list-style-type: none"> 1. Training in democratic arts for civic organizations and for the public. 2. Seed money for development of civic education programs. 3. Technical assistance from Conciencia, OCP and consultants. 4. NAPA staff support - approx. 2.5 FTEs. 	<p>\$2.5 million in project funding over a five year period, of which \$1.25 million is a grant from the U.S. Agency for International Development's Office of Democratic Initiatives (AID/DI), and counterpart contribution provides another \$1.25 million.</p>	<ol style="list-style-type: none"> 1. AID grant agreement. 2. AID obligation and disbursement documents. 3. Other donor obligation and disbursement documents. 	<ol style="list-style-type: none"> 1. No disruption of AID multi-year funding. 2. Partners is successful in obtaining funds to match AID/LAC/DI. 3. Partners estimates of value of in-kind contributions are accurate.

National Association of Partners of the Americas
LAC Democratic Initiatives Project Implementation Plan

Years 1 & 2

Activities	Year 1				Year 2			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Selection of Partnerships	████████████████████							
Regional/country needs assessments	████████████████████							
Selection of civic organizations		████████████████████						
Establishment of country teams		████████████████████						
Preparation of country plans			████████████████████					
Democratic arts skills training					████████████████████			
Technical assistance to civic orgs.				████████████████████				
Implementation of civic ed. projects					████████████████████			
Development of civic org. networks			████████████████████					

Partners
of the Americas



1424 K Street, N.W., Washington, D.C. 20005
Telephone 202-628-3300 Cables: NAPAR Telex 64261
FAX: 202-628-3306
TYMNET (On Time) DNA, NAPA

April 8, 1993

Mr. Peter O. Sellar
Program Officer
U.S. Agency for International Development
LAC/DI
Room 3253, Dept. of State
Washington, DC 20523-1604

Dear Peter,

Per our discussion on Tuesday, I am sending you a revised addendum to Partners of the Americas' Democratic Initiatives proposal. Corrections have been made to the logframe and to the text of the addendum per your suggestions. This new addendum replaces the one that was submitted to Ken Schofield on October 1, 1992.

We, at Partners, are extremely pleased that the approval process is finally underway and look forward to receiving word of the final approval.

Please let me know if I can provide you with any additional information or be of assistance in any way. Thank you.

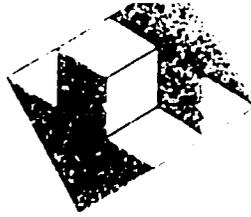
Sincerely,

A handwritten signature in cursive script that reads "Anita E. Friedman". The signature is fluid and matches the typed name below it.

Anita E. Friedman
Project Officer

cc: Bill Reese

enclosure: Revised DI Project Addendum



**Addendum to the Proposal from Partners of the Americas for a
Democratic Initiatives (DI) Project in Latin America and the Caribbean**

Logical Framework

A revised logical framework is attached.

Implementation Plan

An implementation plan for Years 1 and 2 of the project is attached.

Number of Partnerships and Civic Organizations to be Involved

This is a five-year project that is open for operation in any of the five regions of Latin America and the Caribbean in which Partners works: Central America, Spanish-speaking South America, Brazil, Mexico, and the Caribbean. Partners will open the project to a maximum of 20 partnerships across the five regions. This represents 30% of the total number of partnerships. Partners will use the criteria for partnership selection that is listed on page 10 of the proposal. Each partnership involved in the project will receive support and funding for a minimum of two years and a maximum of five. As is the case with most Partners projects, partnership involvement in DI activities is expected to be sustained after the AID financing ends.

On average, each partnership will identify three civic organizations to participate in the project. Therefore, Partners expects that this project will directly assist 60 civic organizations in Latin America and the Caribbean.

Kinds of Organizations to be Assisted by this Project

A civic organization is defined as that which has among its primary goals and objectives, the education of the public on the governance process and the rights and responsibilities of citizens. In addition, it promotes the active involvement of the public in political and community life and pursues a policy of open membership. CONCIENCIA is an example of a civic organization. All CONCIENCIA affiliates will be invited to participate in the project. All civic organizations involved in this project are expected to be non-partisan.

When civic organizations do not exist in a given country or when there is sufficient reason to believe that it would be unwise to work with certain civic organizations, Partners may work with other types of non-governmental organizations that agree to add a civic education component to their existing activities.

Gender Considerations

One of the principle purposes of this project is to increase the level of women's participation in public life and in leadership positions in society. This will be achieved by :

1. promoting women's assumption of leadership positions within civic organizations,
2. increasing the number of female constituents of civic organizations,
3. using civic organizations to educate women on their particular rights and responsibilities in society, and
4. targeting women-led civic organizations as integral participants of the country teams.

It is important to note that CONCIENCIA, which will be the primary subcontractor in this project, is a civic organization that was founded by and continues to be directed by women. Most CONCIENCIA affiliates are also led by women.

Partners will collect gender-sensitive and gender desegregated data in all of its surveys, evaluations, and reports in order to track the impact of this project on women and determine their leadership roles in Latin American and Caribbean societies.

Matching Funds to the LAC/DI Grant

Partners agrees to raise one half of the proposed budget as a matching contribution. These funds will come from private or other sources in equal amount to the grant that is provided to us from the AID/LAC/DI office. According to our discussion with the LAC/DI office:

1. These matching funds will be acquired over the 5 year life of the project.
2. AID will obligate grant funds that are sufficient to make the project functional for the first two years, prior to the acquisition of a counterpart contribution by Partners. Such a commitment from AID is essential to operationalizing the program and thus will help secure the match.
3. Matching funds may come from existing discretionary grants will be allowed if such funds are used for "core activities" of the DI project. "Core Activities" are defined as those activities that are part of the \$2.5 million budget request.
4. Matching funds will include foreign currencies, with Partners tracking the donation in dollar value.
5. Funds that are co-raised with our collaborator, CONCIENCIA, as well as other civic organizations involved in the project, will be counted toward the match if these funds are for the activities within the DI project.

6. The \$171,000 grant by AID/WID to Partners for use in FY '93-94 will count as a match. Partners will seek additional funding from AID/WID.
7. Mission or rep office "buy-ins" may be considered a match if they cover "core" DI activities. Funds that are considered "additive," beyond already planned "core" activities, will not be counted as a match.
8. Where individuals or institutions lend their time, facilities, equipment, etc., for core project activities, Partners will count them as part of the match requirement. Value estimates will be carefully and conservatively considered and be reviewed by AID/DI.

BUDGET FOR DEMOCRATIC INITIATIVES PROPOSAL
US/AID LAC/DI

PROGRAM BUDGET

	YEAR 1			YEAR 2			YEAR 3			YEAR 4			TOTAL					
	AID LAC/DI	COUNTER PART	TOTAL															
SALARIES	63,000	8,000	71,000	63,437	3,763	67,200	70,560	17,640	88,200	74,068	18,522	92,610	77,792	19,448	97,241	348,877 X	67,373	416,251
TRAVEL	15,750	2,000	17,750	15,859	941	16,800	17,640	4,410	22,050	18,522	4,631	23,153	19,448	4,862	24,310	87,219 X	16,843	104,063
STAFF TRAVEL		8,000	8,000	2,000	14,000	16,000	6,000	20,000	26,000	6,000		6,000	6,000		6,000	20,000 X	42,000	67,000
TECHNICIAN TRAVEL		14,500	14,500	19,200	26,000	45,200	15,000	22,000	37,000	15,000	22,000	37,000	15,000	35,000	50,000	64,200 X	119,500	183,700
WORKSHOPS		45,000	45,000	10,000	30,000	40,000	7,000	29,000	36,000	6,000	28,000	34,000	3,000	27,000	30,000	26,000 X	159,000	185,000
CNC PROJECTS		16,250	16,250	4,000	52,250	56,250	25,000	100,000	125,000	25,000	105,000	130,000	25,000	105,000	130,000	79,000 X	378,500	457,500
CONSULTANTS	40,000	32,400	72,400	60,000	35,000	95,000	60,000	35,000	95,000	60,000	60,000	120,000	60,000	40,000	100,000	280,000 X	202,400	482,400
MATERIALS & SUPPLIES	6,000	1,000	7,000	6,000	1,000	7,000	6,000	1,000	7,000	6,000	1,000	7,000	6,000	1,000	7,000	30,000 X	5,000	35,000
FD MATERIALS/PUBLICATIONS	5,000	1,500	6,500	3,000	2,000	5,000	3,000	2,000	5,000	5,000	3,000	8,000	5,000	3,000	8,000	21,000 X	11,500	32,500
COMMUNICATIONS	4,000	3,000	7,000	5,000	2,000	7,000	6,000	2,000	8,000	6,000	2,000	8,000	6,000	2,000	8,000	27,000 X	11,000	38,000
POSTAGE	10,000		10,000	12,500	5,000	17,500	15,000	10,000	25,000	15,000	12,000	27,000	15,000	15,000	30,000	67,500 X	42,000	109,500
DIRECT COSTS	143,750	131,650	275,400	200,996	171,954	372,950	231,200	243,050	474,250	236,610	256,153	492,763	238,241	252,310	490,551	1,050,797	1,055,116	2,105,913
INDIRECT COSTS	27,413	25,106	52,519	38,330	32,792	71,122	44,090	46,350	90,439	45,122	48,848	93,970	45,432	48,116	93,548	200,387	201,211	401,598
TOTAL	171,163	156,756	327,919	239,326	204,745	444,072	275,290	289,400	564,689	281,732	305,001	586,732	283,673	300,426	584,099	1,251,184	1,256,327	2,507,511

Sep. 30, 1997

BEST AVAILABLE DOCUMENT

(Kathie)

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

Page 1 of 3 Pages

1. Cooperating Country LAC Regional	2. PIO/T No. 598-0813-3-3652054	3. PIO/T Amend No. ONE
4. Project/Activity No. and Title Partners/Conciencia Civic Education (598-0813)	5. Appropriation Symbol(s) 72-1131021.1 (341-65-598-00-69-31)	
	6. Budget Plan Code(s) LDVA93-35598-KG12	
7. Pro Ag No. or Project Authorization Date May 10, 1993	8. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	
9. Project Assistance Completion Date (Month, Day, Year) August 30, 1998	10. Authorized Agent FA/OP/B/LAC	
11. Type of Action and Governing A.I.D. Handbook [B]		12. Contract/Grant/Cooperative Agreement/ Reference Number (if this PIO/T is for an order or a modification to an award)
A. A.I.D. Contract (HB14) B. A.I.D. Grant or Cooperative Agreement (HB 13)		C. PASA/RSSA (HB 12) D. Other

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	250,000 (DA)	210,000 (DA)	0	460,000
B. U.S.-Owned Local Currency				0

14. Mission References

15. Instructions to Authorized Agent **FA/OP/B/LAC** is requested to obligate an additional \$210,000 for the grant to the Partners of the Americas for the activities described in the program description attached to the original PIO/T. The total estimated amount remains \$1,251,184.

OFFICE OF FINANCIAL MANAGEMENT

ACTION: Reserved

DATE: 6/4/93 INITIALED: mt

16. Address of Voucher Paying Office **FA/FM/CMP, Room 700, SA-2; Washington, D.C. 20523-0209**

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).

Signature **Eric R. Bolstad, LAC/DI** Date: **5-28-93** Phone No: **647-4388**

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.
Signature: **Susan Bugg, LAC/DRE SB** Date: **6-1-93**

C. Signature: **Debra McFarland, LAC/DI** Date: **6/1/93**

D. Funds for the services requested are available
Signature: _____ Date: _____

E. Signature: **C. Stradford/R. Meehan, LAC/DPP** Date: **6/2/93**

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:

Signature: _____ Title: _____ Date: _____

19. For the Agency for International Development:
Signature: **Kenneth G. Schofield** Title: **Director, LAC/DI** Date: **6/3/93**

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 DISCLOSURER 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.

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

Page 1 of 3 Pages

1. Cooperating Country LAC Regional	2. PIO/T No. 598-0813-3-3652054	3. PIO/T Amend No. Original
4. Project/Activity No. and Title Partners/Conciencia Civic Education (598-0813)	5. Appropriation Symbol(s) 72-1131021.1 (341-65-598-00-69-31)	6. Budget Plan Code(s) LDVA93-35598-KG12
7. Pro Ag No. or Project Authorization Date May 10, 1993	8. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	
9. Project Assistance Completion Date (Month, Day, Year) August 30, 1998	10. Authorized Agent FA/OP/B/LAC	

11. Type of Action and Governing A.I.D. Handbook [B] A. A.I.D. Contract (HB14) C. PASA/RSSA (HB 12) B. A.I.D. Grant or Cooperative Agreement (HB 13) D. Other	12. Contract/Grant/Cooperative Agreement/ Reference Number (if this PIO/T is for an order or a modification to an award)
--	--

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	250,000 (DAF)	0	250,000
B. U.S.-Owned Local Currency				0

14. Mission References

15. Instructions to Authorized Agent **FA/OP/B/LAC** is requested to negotiate a grant to the Partners of the Americas for the activities described in the attached program description for a total estimated amount of \$1,251,184. The amount of \$250,000 is being provided as the first increment of funding to initiate the grant activities.

Reserved
5/12/93 HT

16. Address of Voucher Paying Office **FA/FM/CMP, Room 700, SA-2; Washington, D.C. 20523-0209**

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).

Signature *Eric R. Bolstad* Eric R. Bolstad, LAC/DI Date: 5-11-93 Phone No: 647-4388

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

Signature: Susan Bugg, LAC/DR. *SB* Date: 5-11-93 Signature: *Debra McFarland* Debra McFarland, LAC/DI Date: 5-12-93

D. Funds for the services requested are available

Signature: Date: Signature: *C. Stradford/R. Meehan* C. Stradford/R. Meehan, LAC/DPP Date: 5/12/93

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:

Signature: Title: Date:

19. For the Agency for International Development:

Signature: *Kenneth G. Schofield* Kenneth G. Schofield Title: Director, LAC/DI Date: 5/12/93

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.

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PIO/T No. _____

20. Special Provisions

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

N/A

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):

N/A

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 waiver(s) 1. 000 3. 935 5. Other (specify) 2. 899 4. 941 See Par. 3.a. of Project Authorization.

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)

21. Provisions for Logistic Support	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		
A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain in C. "Comments")						
(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)						
(14)						
(15)						
(16)						

B. Additional Facilities Available From Other Sources: 1. Diplomatic 2. PX 3. Commissary 4. Other (specify, e.g., duty free entry, tax exemptions)

C. Comments:

PIO/T No.

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

A. Relationships and Responsibilities: The Project Officer for this activity will Eric Bolstad.

B. Cooperating Country Liaison Officials: N/A

C. A.I.D. Liaison Officials: N/A

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)

1

25. Distribution of PIO/T



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

May 12, 1993

MEMORANDUM

TO: FA/OP/B/LA, Jay M. Bergman
FROM: LAC/DI, Eric R. Bolstad *Eric R. Bolstad*
SUBJECT: Partners/Conciencia Civic Education Project

Please find attached to this PIO/T a Project Authorization, a justification for non-competitive award to the Partners of the Americas, and a proposal with addendum from Partners. LAC/DI requests that you award a grant to the Partners of the Americas for the Civic Education Project in accordance with their proposal with the following clarifications:

- There will be no mechanism for "buy-ins" in this project;
- The mechanism for subaward to Conciencia will be a subgrant, not a subcontract since support will be provided to Conciencia's activities; services will not be purchased;
- The counterpart funding in the attached budget includes other U.S. Government funding (it is other than LAC/DI funding).

LAC/DI also requests that Partners provides semi-annual implementation reports in addition to the other required reports (i.e., quarterly financial reports).

If you have any questions regarding this project or the contents of this PIO/T, please call me at 647-4388.

Agency for International Development
Washington, D.C. 20523

APR 30 1993

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, LAC

FROM: LAC/DI, Kenneth Schofield

SUBJECT: LAC Regional - Partners/Conciencia Civic Education
(598-0813)

ACTION REQUESTED: That you authorize \$1,351,184 for the LAC Regional Partners/Conciencia Civic Education Project.

BACKGROUND: In August 1992, the Bureau reviewed an initial proposal from Partners of the Americas (Partners) to promote democratic arts and increase citizen participation in the governance process. At the review, which was attended by representatives of Partners, it was agreed that Partners would revise their proposal by: (1) refining the Logical Framework to clarify the purpose, end-of-project status and outputs; (2) including an implementation plan; (3) clarifying what kind of organizations will be eligible for assistance and how gender considerations will be addressed; and (4) revising the budget to clarify yearly cost allocations and to show estimated contributions to the project from Partners and other private sources. On April 8, 1993, Partners submitted an addendum to their proposal which adequately addresses the concerns raised in the Review Meeting.

PROJECT DESCRIPTION: The goal of the project is to strengthen the foundations of democracy in Latin America and the Caribbean by promoting democratic skills and values and by increasing citizen participation in the governance process. The project's purposes are to: (1) provide citizens in the LAC region with knowledge and skills to promote and sustain their democratic participation in civic life; (2) strengthen the ability of civic organizations to educate the public on their rights and responsibilities as citizens, motivate citizens to practice democratic participation in society, and form national and international networks; and (3) increase the level of women's participation in public life and in leadership positions in society. Partners will implement the project and sub-grant with Conciencia Argentina for specific technical assistance and training needs. The Partners project is designed as a five-year, \$2.5 million activity to which LAC Regional funds will contribute \$1,251,184. An additional \$100,000 is being authorized to cover costs of audits and evaluations initiated by A.I.D. and will be obligated separate from the award to Partners.

A Review Meeting was held on August 19, 1992 at which time the following issues were discussed:

1. Project Purpose - The proposal was unclear as to the project's purpose, what Partners was trying to achieve, and it lacked measurable strategic indicators. Based on the discussion at the Review Meeting and subsequent discussions with LAC/DI, Partners revised the Logical Framework to satisfy the concerns of the Review Committee.

2. Organizations to be Assisted - It was not clear from the proposal what kinds of organizations are civic organizations eligible for assistance under the project. The addendum defines a civic organization as that which has among its primary goals and objectives, the education of the public on the governance process and the rights and responsibilities of citizens. In addition, it promotes the active involvement of the public in political and community life and pursues a policy of open membership. Civic organizations involved in the project will be non-partisan.

3. Sustainability - Partners anticipates that activities will be sustained after A.I.D. funding ends. This will occur as a result of their train-the-trainer programs in civic education, adult learning methodologies, and democratic arts skills. Graduates of these programs will serve as multipliers of these skills by conducting training sessions for other civic organizations. Sustainability will be further enhanced by matching organizations in the U.S. with organizations in LAC that can work together to promote civic education.

4. Budget - The Review Committee recommended that LAC/DR/EHR compare Partners' administrative costs for this project with those of their core project to assure costs are in line with previous efforts to reduce Partners' dependence on A.I.D. for administrative costs. LAC/DR/EHR is satisfied that Partners' administrative costs are reasonable. In addition, Partners was requested to revise the budget to show non-A.I.D. contributions to the program. Partners provided a revised budget which includes a \$1,256,327 match from sources other than LAC/DI including \$171,000 anticipated from AID/R&D/WID. Finally, as previously mentioned, \$100,000 is being included in the project for audit and evaluation purposes.

5. Gender Considerations - Partners was requested to provide an explanation of how they intend to ensure equitable participation of women. They have responded by making one of the principal purposes of their revised proposal an increase in the level of women's participation in public life and in leadership positions in society. Their proposal describes ways in which this will be achieved. Partners will also collect gender-sensitive and gender desegregated data in order to track the impact of this project on women and determine their leadership roles in Latin American and Caribbean societies. It should also be noted that Conciencia is

a civic organization founded and directed by women. Most Conciencia affiliates are also led by women.

Clarifications:

1. 620(q) and Brooke - Partners and LAC/DI will develop procedures for obtaining A.I.D. approval before initiating activities in individual LAC countries to assure assistance is not provided in violation of 620(q) or Brooke or any other statutory prohibition on assistance.
2. Buy-ins - The proposal mentioned the possibility of Mission buy-ins (add-ons) to the project using their own funds. However, it was agreed that since there is no advantage to doing add-ons vs. stand-alone agreements, Mission funds will be obligated directly between the Mission and Partners.
3. Seed Grants - A.I.D. will not be involved in approving specific proposals under the Small Project Assistance Fund. Instead A.I.D.'s role will be limited to reviewing and approving the criteria used to select proposals to make sure it produces projects which will promote citizen participation in democratic decision making.
4. Assistance Mechanism - It was agreed that since A.I.D. does not want to be substantially involved in the implementation of this project, a grant to Partners is the appropriate assistance instrument.
5. Implementation Plan - An implementation plan (timeline) has been provided by Partners for the first two years of the project. This will be updated as the project progresses.
6. Reporting Requirements - The PIO/T to the Contracts Office will specify reporting requirements under this grant. In addition to the required financial reports, LAC/DI will ask for semi-annual implementation reports.
7. Agreement with Conciencia - The subordinate agreement with Conciencia will be a grant rather than a contract as stated in their proposal. Therefore, a nationality waiver is not required since Argentina is an eligible A.I.D. recipient.

Non-competitive Selection of Assistance Recipient - Handbook 13, Chapter 2, Paragraph 3, states that competition in the award of a grant is not required in cases where the technical office has determined that the recipient has "exclusive or predominant capability based on experience, specialized facilities or technical competence, or based on an existing relationship with the cooperating country or beneficiaries." LAC/DI has prepared the attached justification for noncompetitive award to Partners based on the above factors.

Waivers - No waiver is requested. Because of the regional nature of the project, activities will take place in various countries in the LAC region. Local procurement of goods and services is defined as procurement from within the country in which a specific activity is taking place. As such, all local procurement is expected to be within the Agency's Buy American policy and will consist of the following commodities, services and related expenditures that by their nature, as a practical matter, can only be acquired, performed or incurred locally:

Category	Estimated Cost
Local Travel/Per Diem	\$45,000
Regional Workshops	26,000
Civic Projects with Local Organizations	79,000
Local Consultants	50,000
Materials & Supplies	15,000
Education Materials/ Publications	11,000
Communications	14,000
Partnership Support	<u>67,500</u>
Total	307,500

Environmental Aspects - The LAC Environmental Officer has approved a recommendation for categorical exclusion of the project under 22 CFR 216.2(c) as the actions supported under the project will not have a significant effect on the environment.

Congressional Notification - A Congressional Notification (CN) is required because a Planned Project Summary Sheet was not included in the Congressional Presentation for this new project. The CN is being prepared and will be sent to the Hill as soon as possible. Since the deadline for submitting PIO/Ts to the Contracts Office for non-competitive grants is May 3, it is requested that you authorize the project now to enable us to send the PIO/T forward. No funds will be obligated until the CN has expired without objection.

AUTHORITY: Existing Delegations of Authority empower the Assistant Administrator for Latin America and the Caribbean to authorize a project if the project does not present significant policy issues or does not require issuance of waivers that may only be approved by the Administrator.

RECOMMENDATION: That by signing the attached Authorization you authorize the \$1,351,184 LAC Regional Partners/Conciencia Civic Education project.

Attachments:

1. Authorization
2. Justification for Non-competitive Award
3. Partners Proposal

Clearances:

LAC/DI:PSellar 804 Date 4/21/93
LAC/DR:PBloom 879 Date 5/3/93
LAC/DPP:JStepanek 88 Date 5/6/93
GC/LAC:RMeighan Rm Date 5/6/93
A-DAA/LAC:WSRhodes 1032 Date 4/7/93

LAC/DR/PSS:SBugg SB:sb:U:\DRPUB\PSS\PARTNERS.SB

PROJECT AUTHORIZATION

Name of Country: LAC Regional
Name of Project: Partners/Conciencia Civic Education
Number of Project 598-0813

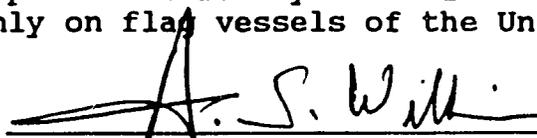
1. Pursuant to Section 105 of the Foreign Assistance Act of 1961, as amended, I hereby authorize the Partners/Conciencia Civic Education Project for the Latin America and the Caribbean Region involving planned obligations of not to exceed \$1,351,184 in grant funds over a five year period from the date of authorization, subject to the availability of funds in accordance with the A.I.D. OYB process, to help in financing the foreign exchange and local currency costs for the project. The planned life of the project is five years from the date of initial obligation.

2. The purposes of the project are to: (1) provide citizens in the LAC region with knowledge and skills to promote and sustain their democratic participation in civic life; (2) strengthen the ability of civic organizations to educate the public on their rights and responsibilities as citizens, motivate citizens to practice democratic participation in society, and form national and international networks; and (3) increase the level of women's participation in public life and in leadership positions in society. The project will consist of technical assistance and training in democratic arts for civic organizations and the public, and a Small Projects Fund for development of civic education programs. The Partners of the Americas will collaborate with CONCIENCIA Argentina to implement this project.

3. The Agreement(s) which may be negotiated and executed by the officer to whom such authority is delegated in accordance with A.I.D. regulations and Delegations of Authority shall be subject to the following essential terms and covenants and major conditions as A.I.D. may deem appropriate.

a. Source and Origin of Commodities, Nationality of Services: Commodities financed by A.I.D. under the program shall have their source, origin and nationality as prescribed in A.I.D. Handbook 1B, Section 16B1b, except as A.I.D. may otherwise agree in writing. Procurement of local goods and services shall be in accordance with the Agency's Buy American policy.

b. Ocean Shipping: Ocean shipping financed by A.I.D. under the project shall, except as A.I.D. may otherwise agree in writing, be financed only on flag vessels of the United States.



Acting Assistance Administrator
Bureau for Latin America and the Caribbean

May 10, 1993

Date

April 29, 1993

TO: FA/OP/B/LA, Mr. Jay Bergman
FROM: LAC/DI, Kenneth Schofield
SUBJECT: Justification for Non-competitive Award to the Partners
of the Americas

Handbook 13, Chapter 2, Paragraph 3, Exceptions, states that competition in the award of a grant is not required in cases where the technical office has determined that the proposal was not solicited by A.I.D. and is unique, innovative or proprietary and acceptance would be fair, reasonable, and would represent appropriate use of A.I.D. funds to support or stimulate a public purpose. Competition is also not required when the recipient is considered to have exclusive or predominant capability, based on experience, specialized facilities or technical competence. On the basis that the intended grantee meets these criteria, LAC proposes a \$1,251,184 non-competitive grant to the Partners of the Americas in support of their program to strengthen the foundations of democracy in the Latin America and the Caribbean region.

The Partners proposal is an unsolicited proposal which is unique in that it is the only proposal we have received proposing to enhance the capacity of Latin American citizen participation/civic education organizations to strengthen democratic knowledge, values and skills in the region. This would represent appropriate use of A.I.D. funds to stimulate a public purpose since it will help consolidate democracy in the region and is thus in accord with a high-priority U.S. foreign policy objective and A.I.D. program priority.

Partners will implement the project in collaboration with Conciencia Argentina who will provide specific technical assistance and training. Conciencia has predominant capability inasmuch as it is the strongest citizen participation/civic education organization in the region with programs in 15 Latin American countries. They have a great deal of educational material already developed (in Spanish) and experience in the activity to be undertaken. No other organization has their experience or technical competence to carry out the proposed program.

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

1. Cooperating Country LAC Regional		2. PIO/T No. 598-0813-3-3652054	3. PIO/T Amend No. TWO
4. Project/Activity No. and Title 598-0813, Partners/Conciencia Civic Education		5. Appropriation Symbol(s) 72-1131021.1 (341-65-598-00-69-31)	
		6. Budget Plan Code(s) LDVA93-35598-KG12	
7. Pro Ag No. or Project Authorization Date May 10, 1993		8. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	
9. Project Assistance Completion Date (Month, Day, Year) August 30, 1998		10. Authorized Agent FA/OP/B/LA	
11. Type of Action and Governing A.I.D. Handbook [B]		12. Contract/Grant/Cooperative Agreement/ Reference Number (if this PIO/T is for an order or a modification to an award) TBD	
A. A.I.D. Contract (HB14)		C. PASA/RSSA (HB 12)	
B. A.I.D. Grant or Cooperative Agreement (HB 13)		D. Other	

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	\$460,000 (DA)	\$100,000 (DA)	0	\$560,000
B. U.S.-Owned Local Currency				0

14. Mission References **N/A**

15. Instructions to Authorized Agent **FA/OP/B/LA** is requested to provide/obligate an additional \$100,000 to the new agreement with Partners of the Americas under the Civic Education Project. The total estimated amount remains unchanged at \$1,251,184.

BEST AVAILABLE COPY

16. Address of Voucher Paying Office **FA/FM/CMP, Room 700, SA-2; Washington, D.C. 20523-0209**

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).

Signature <i>Eric R. Bolstad</i> Eric R. Bolstad, LAC/DI		Date: 08-04-93	Phone No: 647-4388
B. The statement of work or program description lies within the purview of the initiating office and approved agency programs. Signature: <i>Susan Bugg</i> Susan Bugg, LAC/DR Date: 8/4/93		C. Signature: <i>C. Stradford/R. Meenan</i> C. Stradford/R. Meenan, LAC/DPP Date: 8/4/93	
D. Funds for the services requested are available Signature: _____ Date: _____		E. Signature: _____ Date: _____	

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:

Signature: _____	Title: _____	Date: _____
19. For the Agency for International Development:		
Signature: <i>Kenneth G. Schofield</i> Kenneth G. Schofield	Title: Director, LAC/DI	Date: 8/4/93

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AID 1350-1 (5/91)

OFFICE OF _____
ACTION: *Received*
DATE: **8/5/93**

7-1