



U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

PD-AEL-534

JUL 1 1993

Ms. Maria Princi  
American Red Cross  
National Headquarters  
Washington, DC 20006

Subject: Grant No. CCN-0001-G-00-3104-00

Dear Ms. Princi:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to The American Red Cross (hereby referred to as "Grantee" or "ARC"), the sum of \$2,900,000 as described in Attachments 1 and 2, the Schedule of this grant and Program Description, respectively.

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning from the date of this letter through December 31, 1993.

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

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Please sign the three originals of this letter to acknowledge your receipt of the grant, and return all but one to the Office of Procurement.

Sincerely yours,

  
Kathryn Y. Cunningham  
Grant Officer  
Deputy Director  
Office of Procurement

Attachments:

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

ACKNOWLEDGED:

American Red Cross

BY: Don R. Jm

TITLE: Director, International Relief + Development

DATE: 7/7/93

FISCAL DATA

PIO/T Number:	110-0001-3-366-3102
Appropriation Number:	72-1131021.1
Allotment Number:	341-68-110-00-42-31
Budget Plan Code:	WDVA-93-36110-IG-12
Total Estimated Amount:	\$2,900,000
Total Obligated Amount:	\$2,900,000
Project Number:	110-0001
Project Office:	NIS/TF/EHA, Don Eller
CEC:	00-426-531A
IRS TIN/EIN	91997079201
LOC:	72-00-15-74

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SCHEDULE

A. Purpose of Grant

The purpose of this grant from the Agency for International Development (A.I.D.) is to support the Grantees program entitled "Emergency Relief Assistance to Armenian Refugees", as further described in their proposal dated April 26, 1993 and is incorporated in enclosure 2, "Program Description."

B. Period of Grant

1. The effective date of this grant is the date of the cover letter. The estimated completion date is December 31, 1993.

2. Funds obligated hereunder are available for program expenditures for the estimated period from the effective date through December 31, 1993 as shown in the Grant budget below.

C. Amount of Grant and Payment

1. The total estimated amount of this Grant for period shown in B.1 above is \$2,900,000 and is based on estimates of program demand.

2. A.I.D. hereby obligates the amount of \$2,900,000 for program expenditures during the period set forth in B.2 above and as shown in the Financial Plan below.

3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3, standard provision entitled, "Payment - Letter of Credit."

D. Financial Plan

1. The following is the Grant Budget, including local cost financing items, if authorized. Revisions to the budget may be made within 15% without requesting prior written approval by the grant officer required in the standard provision entitled, "Revision of Grant Budget," as long as the Grantee keeps the grant officer and NIS/TF informed of any significant changes affecting project scope.

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2. BUDGET

COST ELEMENT

Salaries/Fringe	\$ 136,260
Travel/Per Diem	41,550
Other Direct Costs	30,600
Relief Supply/Food	2,099,000
Freight,Transp, Storage	568,990
Indirect Cost	<u>23,600</u>
TOTAL	\$2,900,000

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 Enclosure 3 entitled "Allowable Costs") and other terms and conditions of this Grant.

E. Reporting and Evaluation

1. Financial Reporting:

a. The Grantee shall provide the original and two (2) copies of all financial reports required in the standard provision entitled, "Payment - Letter of Credit" to the paying office. In addition, two copies of all financial reports shall be provided to the AID/W/NIS/TF/EHA Office Project Officer.

The addresses for the recipients of the reports are as follows:

Paying Office:                   A. I. D.  
FA/FM/CMP/LC  
Room 700, SA-2  
Washington D.C. 20523

AID/W/NIS/TF/EHA  
Project Officer:               Don Eller (or designee)  
A. I. D.  
NIS/TF/EHA  
Room 2446, NS  
Washington, D.C. 20523

b. SF-272, "Federal Cash Transaction Report" shall be submitted on a monthly basis. SF-269, "Financial Status Report" shall be provided annually.

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c. The SF-272 report shall be submitted within 30 days after the end of the reporting period. All other financial reports shall be submitted within 60 days following the end of the reporting period.

2. Program Performance Reporting:

a. Program Workplan: Within forty-five (45) days following the signing of this grant, ARC will submit a work plan for the overall implementation of this activity. This workplan will include specific objectives for each program component, and a strategy for measuring the impact of program activities towards meeting those objectives. This workplan must be approved by the Project Officer prior to the initiation of any activities funded under this grant. This workplan will be updated on a quarterly basis and included as a component of the quarterly progress reports.

b. Quarterly Progress Reports: ARC shall submit two (2) copies of quarterly implementation progress reports to the A.I.D. Project Officer as well as one (1) copy to the A.I.D. Mission in Armenia. At a minimum, the progress report must include the following information: (1) cumulative expenditures for the reporting period and for the entire grant through the report date, (2) summary description of activities over the reporting period, (3) progress toward achieving program purpose and objectives (i.e., a summary of the impact of program activities over the reporting period), (4) description of implementation methodology, (5) issues and problems, (6) status of actions scheduled last reporting period and (7) actions scheduled for next reporting period with designated action agents, in the form of an updated program workplan.

c. Final Report of Project: No later than forty-five (45) days after the estimated completion date of this Grant Agreement the Grantee shall submit copies of the comprehensive D. Project Officer; one (1) copy to A.I.D. CDIE/DI, Washington, D.C. 20523-1802; and one (1) copy to the A.I.D. field representative in Armenia. The Project Officer will provide an outline for the final report which at a minimum will include a summary description of program activities and an assessment of program impact towards achieving the program purpose and objectives. This report should be sufficiently detailed to substantiate the results as described in the unsolicited proposal submitted by ARC. The final report shall include a full accounting of expenditures under the grant and, if applicable, of reasons why established goals were not met, including any problems or difficulties requiring the attention of the U.S. Government, the host country or ARC.

### 3. Special Reports

a. Events may occur that have significant impact upon the program. In such instances, ARC shall inform the A.I.D. Project Officer as soon as possible. Examples of such events are:

(1) Problems, delays or adverse conditions that will materially affect the ability of ARC to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of work proposed under the grant. This disclosure shall be accompanied by a statement of the action taken or contemplated by ARC to solve any such problems and any assistance by the U.S. Government or the host country needed to resolve the situation.

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

(3) If any performance review conducted by ARC 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," ARC shall submit a request for budget revision to the A.I.D. Grant Officer and the A.I.D. Project Officer.

### F. Indirect Cost Rate

Pursuant to the Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates - Provisional," an indirect cost rate or rates shall be established for each of the Recipient's accounting periods which apply to this Grant. Pending establishing 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>	<u>Effective</u>
Indirect Cost	57%	(1)	7/1/90 - Until Amended
Fringe Benefit	15%	(2)	7/1/90 - Until Amended

Base of Application:

- 1/ Direct salaries and wages excluding all fringe benefits
- 2/ Salaries and wages

**G. Procurement and (Sub)Contracting**

**1. Authorized Geographical Code**

All services shall have their nationality in the United States (A.I.D. Geographic Code 000) or the New Independent States of the former Soviet Union (NIS), except as A.I.D. may otherwise agree in writing. The authorized source and origin for all goods/commodities shall be in accordance with the Optional Standard Provision entitled, "A.I.D. Eligibility Rules for Goods and Services (August 1992)". Requests for deviations to this requirement must include a full justification to be submitted to the Project Office indicated on the Fiscal Data page of this Grant. Approval of the Grant Officer and the Project Office is required before procurement of this nature can be undertaken. Ocean shipping financed by A.I.D. under the program shall, except as A.I.D. may otherwise agree in writing, be financed only on flag vessels of the United States.

**2. Procurement Cost Detail**

Grantee will be responsible for purchasing the U.S. equipment and commodities required for the technical assistance components of the program. This equipment must be specifically and directly linked to the programs undertaken under this Grant.

**3. Travel**

All air travel and transportation under this Grant are required to be made on U.S. Flag carriers to the extent service by such carriers is available.

**4. Government Owned Organizations**

A Government Owned Organization, i.e., a firm operated as a commercial company or other organization (including nonprofit organizations other than public educational institutions) which are wholly or partially owned by governments or agencies thereof, are not eligible as suppliers of goods and commodities, commodity-related services, or services (other than commodity-related services), except as the Grant Officer may otherwise agree in writing.

H. Special Provisions

1. Prior Notification of Travel to the NIS

Additional Standard Provision Number 5 entitled "Air Travel and Transportation" (August 1992) is hereby modified as follows:

Delete paragraph (a) in its entirety and insert the following:

"(a) The Grantee shall secure advance written approval from the Project Officer prior to any travel financed by this Grant to any of the countries in the New Independent States, except the Russian Federation. The request for approval shall include the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel. It shall be submitted to the Project Officer at least 10 working days prior to commencement of proposed travel. The traveler shall carry the approved travel request to the travel destinations in the New Independent States. The Grantee's failure to secure such approval shall not be reimbursed under this Grant. The Grantee must notify the Project Officer prior to travel to the Russian Federation, but advanced written approval from USAID for travel to the Russian Federation is not required."

Paragraphs (b) thru (m) shall remain unchanged.

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

(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.

(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.

3. Publications

(a) Participants under this grant are encouraged to publish articles and/or books regarding the results of their activities under this grant. The Recipient shall take reasonable measures to ensure that any such publications include notice that A.I.D. supported the endeavor.

(b) The Grantee agrees to provide one copy of the manuscript of any proposed publication to the A.I.D. Project Officer not later than submission to the publisher, and to give serious consideration to any comments received from the A.I.D. Project Officer.

(c) In the case of publication of any of the reports described in Section E above, A.I.D. reserves the right to disclaim endorsement of the opinions expressed. For other publications, A.I.D. reserves the right to dissociate itself from sponsorship or publication. In both cases, the Grantee will consult with the A.I.D. Project Officer as to the nature and extent of any A.I.D. disclaimer of endorsement or dissociation from sponsorship or publication.

(d) If A.I.D. does not choose to disclaim endorsement or dissociate itself from sponsorship or publication, the Grantee shall, in accordance with the Standard Provision of this Grant entitled "Publications," acknowledge A.I.D. support as follows:

"This publication was made possible through support provided by the New Independent Task Force under the office of Emergency and Humanitarian Assistance, U.S. Agency for International Development, under Grant Number CCS-0001-G-00-3104-00."

(e) In addition to providing one copy of all published works and lists of other written work produced under this Grant to the A.I.D. Project Officer, as required by paragraph (b) of the Standard Provision of this Grant entitled "Publications," the Grantee shall also provide two copies of such publications and lists to A.I.D., PPC/CDIE/DI, Washington, D.C. 20523-1802.

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4. Equipment Purchases

(a) Requirement for Prior Approval - Pursuant to the Standard Provisions of this Grant entitled "Allowables Costs" and "Revision of Grant Budget," the Grantee must obtain A.I.D. Grant Officer approval for the following: 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; items having a useful life of more than two years and an acquisition cost of \$500 or more per unit.)

The approval request shall contain a statement that says substantially the following:

"The equipment (or other commodity) requested is within the Grant budget. The obligated amount and the total estimated cost of this Grant remain unchanged."

(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 C above):

<u>Element</u>	<u>Qty</u>
IBM Compatible laptop Computer and software	1

(b) Restricted Goods - Pursuant to Section G above, paragraph (a)(3) of the Standard Provisions of this Grant entitled "AID Eligibility Rules for Goods and Services," and, if applicable, paragraph (e) of the Standard Provision of this Grant entitled "Local Cost Financing," 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.

(c) Used Equipment - Used equipment may only be purchased with the prior written approval of the Grant Officer.

5. Title to Property

Title for any property approved for purchase by the grantee under this grant, will vest with the Grantee. The applicable standard provision is "Title to and Use of Property (Grantee Title)."

6. Correspondence

For the purposes of "notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision No. 13, entitled "Notices", the following addresses shall be used:

a) Regular U.S. Mail

Grant Officer  
Agency for International Development  
Office of Procurement  
FA/OP/CC/N, Room 1407, SA-14  
Washington, D.C. 20523-1424

b) By Courier/Express Mail

Grant Officer  
Agency for International Development  
Office of Procurement  
FA/OP/CC/N  
14th floor receptionist  
1100 Wilson Blvd.  
Arlington, Virginia 22209

I. 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  
Cover Letter  
Attachment 3 - Standard Provisions  
Attachment 4 - Special Provision - Lobbying  
Attachment 2 - Program Description

J. 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:

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

- ( X ) Allowable Costs (November 1985)
- ( X ) Accounting, Audit, and Records (September 1990)
- ( X ) Refunds (September 1990)
- ( X ) Revision of Grant Budget (November 1985)
- ( X ) Termination and Suspension (May 1986)
- ( X ) Disputes (November 1989)
- ( X ) Ineligible Countries (May 1986)
- ( X ) Debarment, Suspension, and Other Responsibility Matters  
(March 1989)
- ( 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 Systems of Measurement (August 1992)

The following is an additional Mandatory clause:

**U.S. BUSINESS RELOCATION, EXPORT PROCESSING ZONES WORKERS RIGHTS**

(a) General. This provision is pursuant to the prohibitions contained in Section 599 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1993, P.L. 102-391. The grantee shall include this clause in any subagreements.

(b) U.S. Business Relocation. [The grantee confirms and agrees that no monies or other financial benefits under this grant will be used to relocate its business outside the United States or to replace U.S. production with non-U.S. production.] The grantee agrees that it will not provide funds or other financial benefits under this grant to a business enterprise located in the United States if such funds or benefits would be used by the U.S. business enterprise to relocate its business outside the United States or to replace U.S. production with non-U.S. production.

(c) Export Processing Zones. The grantee shall not use any monies or other benefits under this grant to establish or develop, or cause others to establish or develop, in a foreign country any export processing zone or designated area in which the tax, tariff, labor, environmental or safety laws of that country do not apply, in part or in whole, to activities carried out within such zone or area, unless AID has made a prior written determination and certification that such assistance under this grant is not likely to cause a loss of jobs within the United States.

(d) Workers Rights. The grantee shall not use any monies or other benefits under this grant to support, or cause others to support, any project or activity that contributes to the violation of internationally recognized workers rights, as defined in section 502(a)(4) of the Trade Act of 1974 (and codified in 19 U.S.C. sub-section 2462 (a)(4)), of workers in the recipient country or any designated zone or area therein. The grantee agrees not to take actions to prevent its local employees from lawfully exercising their right of association and their right to bargain collectively. The grantee further agrees to observe applicable laws relating to a minimum age for employment of children and acceptable conditions of work with respect to minimum wages, hours of work, and occupational health and safety. The grantee shall not utilize forced or compulsory labor. [The grantee is not responsible under this provision for the actions of a government.]

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

- ( X ) OMB Approval Under the Paperwork Reduction Act (August 1992)
- ( X ) Payment - Letter of Credit (November 1985)
- ( ) Payment - Periodic Advance (January 1988)
- ( ) Payment - Cost Reimbursement (November 1985)

- ( X ) Air Travel and Transportation (November 1985)
- ( X ) Ocean Shipment of Goods (May 1986)
- ( X ) Procurement of Goods and Services (November 1985)
- ( X ) AID Eligibility Rules for Goods and Services (November 1985)
- ( X ) Subagreements (November 1985)
- ( X ) Local Cost Financing (November 1988)
- ( ) Patent Rights (November 1985)
- ( X ) Publications (November 1985)
- ( ) Negotiated Indirect Cost Rates - Predetermined (May 1986)
- ( X ) Negotiated Indirect Cost Rates - Provisional (May 1986)
- ( X ) Regulations Governing Employees (November 1985)
- ( ) Participant Training (May 1986)
- ( ) Voluntary Population Planning (August 1986)
- ( ) Protection of the Individual as a Research Subject  
(November 1985)
- ( ) Care of Laboratory Animals (November 1985)
- ( ) Government Furnished Excess Personal Property (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)
- ( ) Cost Sharing (Matching) (November 1985)
- ( X ) Use of Pouch Facilities (November 1985)
- ( X ) Conversion of United States Dollars to Local Currency  
(November 1985)
- ( X ) Public Notices (August 1992)
- ( X ) Rights in Data (August 1992)

K. Project Office

The Grantee's A.I.D. Project Officer is Mr. Don Eller, NIS/TF/EHA, Room 2450 NS, New State, Washington DC 20523 or his designee. Reports and other correspondences regarding this Grant shall be submitted to the above.

L. Grant Officer

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The A.I.D. Grant Officer currently responsible for administering this Grant is FA/OP/CC/N, SA-14, Room 1407, Washington, DC 20523-1415. Any reports and correspondences that need to be addressed to the Grant Officer should be forwarded to the above address.

PROGRAM DESCRIPTION

The Grantee's proposal entitled "Emergency Relief Assistance to Armenian Refugees" dated April 26, 1993, is hereby incorporated by reference and as attached to this Grant. (See paragraph I of the Grant for order of precedence.)

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**American Red Cross**

National Headquarters  
Washington, DC 20006

April 26, 1993

### PROPOSAL

**Objective:** Emergency Relief Assistance to Armenian Refugees.

**Submitted by:** The American Red Cross in conjunction with the International Federation of Red Cross and Red Crescent Societies.

### EXECUTIVE SUMMARY

The American Red Cross, in conjunction with the International Federation of Red Cross and Red Crescent Societies (Federation), requests a grant of approximately \$ 2,900,000 from the United States Agency for International Development, Office of Emergency Humanitarian Assistance to support a six month program of supplementary food parcels and winterization of existing structures for Armenian refugees. This program would continue the work of the current Refugee Assistance Program (RAP) scheduled to be completed in June.

### BACKGROUND

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Armenia, a former Soviet republic, declared its independence on September 23, 1991. An ethnic and inter-governmental conflict has been raging between Armenia and Azerbaijan over the disputed region of Nagorno-Karabakh. This conflict is generating substantial humanitarian problems including large numbers of wounded, missing relatives, unsanitary conditions, and most alarming, an inadequate food supply. Over the past three years, hundreds of thousands of ethnic Armenians living in Nagorno-Karabakh and Azerbaijan have fled the conflict region for Armenia. The majority of these refugees are located in the capital city of Yerevan, with the balance of refugees scattered throughout the country. Armenia is struggling to meet the needs of earthquake victims (one in every seven people is inadequately sheltered as a result of the earthquake) and refugees (almost one in every ten Armenians is a refugee). The massive influx of people into the small country, coupled with the severe economic conditions resulting from the breakup of the Soviet Union, have put a tremendous burden on Armenia to provide adequate food and shelter for all its citizenry. The government of Armenia does not have a comprehensive program to meet the needs of the ever-growing number of refugees.

Inflation in Armenia continues to skyrocket at an average of 7% per day, and the ruble rate continues to increase. Presently the ruble is up from 240r/\$1.00 in June 1992 to 795r/\$1.00 in April 1993.

Industrial output is approaching zero due to the lack of fuel, electricity, and accessibility of raw materials. The majority of the Armenian work force is unemployed.

The food supply situation remains difficult. The land locked country (population 3.5 million) normally imports about 60% of its total food needs. This includes nearly half of its grain, 75% of its milk products and 45% of its meat. Imports of food, fuel, and raw materials for industry have been disrupted by the total blockade of goods imposed by Azerbaijan and the various ethnic conflicts waging in neighboring Georgia. Food shortages have been exacerbated by growing unemployment, rising prices, and the devaluation of the ruble. When basic foodstuffs such as flour, rice, and fruits and vegetables are available at local markets, the high cost of these items are prohibitive to refugees, the unemployed, and pensioners, who reportedly have not received their pensions in the last four months.

The Armenian State Administration on Refugee Affairs reports more than 300,000 people have sought refuge in the republic of Armenia. The most recent substantial influx into Armenia occurred during the week of January 18th, after a serious battle in the Lachin corridor. 10,800 Armenians fled to the town of Kafan, south of Goris, just within the geographical border of Armenia.

The Federation RAP expatriate management team, in cooperation with the Armenian Red Cross and the Armenian State Administration on Refugee Affairs, has determined the most vulnerable refugee groups and has organized both the International Federation and UNHCR programs to meet the needs of these groups. A total of 130,000 individuals were determined to comprise the most vulnerable refugee groups. The geographic breakdown is as follows: homeless refugees (50,000); refugees from Getashen and Martashen (10,000 - 12,000); refugees from Shahumian (16,000); and refugees from selected villages in the mountainous areas of Karabakh (10,000 - 15,000). The balance of the target group of 130,000 refugees consists of elderly, single refugees without family, families of more than three (3) children, and disabled refugees.

As the coming Spring and Summer approaches, the situation of these vulnerable groups will become more precarious as diseases, kept dormant during the cold winter, will begin to manifest themselves and cause serious public health problems throughout not only the refugee population but also the Armenian public.

#### **RATIONALE**

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The Federation RAP has, to date, distributed 42,000 family food parcels, 110,000 UNHCR donated blankets, and is completing the

winterization of selected structures presently housing the targeted refugee population. The American Red Cross, in cooperation with the Federation, wishes to continue its present Refugee Assistance Program (RAP) in Armenia for an additional six months.

The Federation RAP has successfully established a reliable logistics network including a dependable supply of high quality foodstuffs and winterization materials, secure transport to Armenia, and an effective distribution network throughout the country. The Federation expatriate management team has also been successful in establishing a complimentary working relationship with the Armenian Red Cross, the in-country implementing partner for the RAP, and with their assistance, has gathered information on the vulnerable refugee populations. Continued program funding for an additional six (6) months would facilitate continued direct assistance to these groups.

The Federation RAP is working in close cooperation with the ICRC in distributing food parcels to refugees in the conflict zones, thus insuring that all targeted refugee populations are served.

The RAP also works in close cooperation with the UNHCR Refugee Assistance Program which is assisting the remainder of the most vulnerable refugee populations identified by the Red Cross. The Armenian Red Cross was chosen as the in-country implementing partner by the UNHCR. The RAP expatriate management team has assisted the Armenian Red Cross with the implementation of this program.

The RAP expatriate management team has also been successful in establishing working relationships with the Armenian Ministry of Refugee Affairs, Indigenous PVO's, and other international NGO's.

#### **PROGRAM CONCEPT/MANAGEMENT PLAN**

It is proposed that the American Red Cross, through the International Federation, continue the existing Refugee Assistance Program for an additional six months. The program will assist approximately 15,000 families (groups of five or more people living together) and will target the most vulnerable populations, primarily but not limited to, the elderly, single parent families and the very young. Therefore, 75,000 individuals per month will receive food assistance. Assistance will be in the form of direct food aid to beneficiaries and the winterization of selected refugee housing including, but not limited to, hostels, apartment structures, rest-homes, boarding schools, and resorts which now house refugees. The time frame in which the Red Cross will distribute the above assistance is a six month period with the possibility of an extension if the need is demonstrated and funding is available.

Direct food aid will be provided in food parcels with contents designed to supplement the nutritional shortfalls experienced by the refugee population, either as a result of a loss of purchasing power or the shortage of certain basic foodstuffs. It is expected that the family food parcels for this six month program will be very similar to the present family food parcel presently distributed by the Federation RAP. The current parcels consist of a supplementary food basket designed in conjunction with an Armenian Red Cross dietitian. The current family food parcels contain: 8 kg. wheat flour; 1 kg. macaroni; 3 kg. rice; 3 kg. crystal sugar; 3 kg. red split lentils; and 2 liters sunflower oil. The total weight of the parcels is 20 kilograms. In addition to the present food items, it is recommended that all-purpose antibacterial bar soap and either canned meat or fish also be included in the family food parcel for this six month program.

The winterization component of the proposed program will provide assistance to refugees lacking permanent residence and living in densely populated structures, under the most severe conditions. A total of 93 different structures throughout the country have been identified by the RAP for winterization.

It is anticipated that, according to need, the head of household of each family living in one of the targeted structures will receive the following materials: one (1) kerosene heater; one (1) kerosene lamp; one (1) gerry can of 35 liters of kerosene for families of up to four (4) people; or two (2) 35 liter gerry cans of kerosene for a family of five or more. Window glass, wood strips for mounting glass, hammers, nails and plastic sheeting will be distributed as needed to each family living in targeted refugee housing.

Beneficiary lists for the winterization component of this program will be maintained and updated by the expatriate relief delegate in conjunction with the Armenian relief coordinator counterpart. The distribution of winterization materials throughout the different regions of Armenia will be monitored by the Federation expatriate management team in cooperation with Armenian Red Cross counterparts, and representatives from the various city/regional governments.

The proposed assistance program will be monitored and managed by the American Red Cross in cooperation with the International Federation and the Armenian Red Cross. An American Red Cross sponsored team leader/program manager will provide direct supervision in Armenia and an American Red Cross project manager in Washington, D.C. will provide operational support for the program and serve as liaison with USAID in Washington, D.C.

The American Red Cross, through the International Federation, upon approval of funding, will undertake the following activities:

- A. The American Red Cross, responsible for the monitoring and

management of this relief effort, will assemble a program management team which will be located in Yerevan, Armenia. This management team will consist of one (1) team leader/program manager and two (2) expatriate delegates experienced respectively in relief and logistics of refugee aid programs. These delegates will be sponsored by the American Red Cross but will serve as Federation delegates and will work within the framework of the existing Federation delegation in Armenia. The program team leader will be responsible for all necessary reports and liaison activities with the necessary ministries and officials. The program team leader will also be responsible for keeping the International Federation and American Red Cross National Headquarters apprised of the progress of the program with the provision of written and oral program reports.

The Federation expatriate management team will be supported by a locally hired Armenian staff, recruited from existing Armenian Red Cross volunteer personnel, to fill the following positions:

- One (1) counterpart for the expatriate relief delegate and one (1) counterpart for the expatriate logistics delegate.
- Five (5) field officers who will assist the expatriate relief delegate in the designation of beneficiaries, monitoring of distribution, and verification of deliveries. The field officers will travel throughout the country.
- Two (2) administrative staff for RAP program office record keeping, secretarial duties, and other office tasks.
  - Three drivers (3) for the RAP management team vehicles.
  - Two (2) interpreters for the expatriate management team.
  - One (1) warehouse supervisor and 2 assistant supervisors.
  - Ten (10) warehouse workers to load and unload railroad cars and trucks and carry out any other tasks at the warehouse that might be necessary for the functioning of the relief program.
    - One (1) kitchen staff/warehouse.
    - One (1) transport supervisor/warehouse.
    - (5) security personnel at the warehouse.
    - One (1) administrative staff person for inventories and warehouse record keeping.

B. Tenders for the purchase of winterization materials and foodstuffs for this program will be issued upon approval of funding. It is the conclusion of the present Federation RAP

management team that the necessary foodstuffs are available for purchase within the former Soviet Union or neighboring Turkey. It is unfortunate, however, that the purchase of foodstuffs from the established supplier in Turkey is no longer possible, due to the sanctions imposed upon Armenia by the Turkish government. It is hoped that this disruption will be temporary, but in the meantime, goods will be purchased from other sources.

Foodstuffs and winterization materials will be delivered by train and/or truck to the Armenian Red Cross warehouses in Yerevan. It is expected that the lowest bids will be accepted, however considerations of reliability of supply and quality of product will be examined prior to contract award and could preclude acceptance of the lowest tenders. The donor will be advised, in advance, in the event evidence suggests approving higher bids.

C. Food parcel and winterization materials recipient lists will be updated and maintained by the local Armenian Red Cross branches located in the five administrative regions in Armenia. The Armenian Red Cross and the Armenian State Administration on Refugee Affairs have gathered and maintain extensive data on the present refugee situation which will be utilized by the Federation management team to further update recipient lists.

E. Food parcel distribution schedules will be determined by program management personnel. It is anticipated that beneficiaries will receive a food parcel each month. Thus some 90,000 family food parcels will be distributed over a six month period. Details of the distribution frequency, locations, and food parcel final content will be determined by the expatriate management team in consultation with local partners and a professionally qualified dietitian.

Distribution of supplemental food parcels will begin within 30 days of receipt of funds. Distribution schedules, data compilation, staff hiring and other preparation activities will be the preliminary activities of the program management team. Initial plans call for distribution of the family food parcels to take place twenty (20) days of each month. Verification and evaluation during each month will take place to confirm parcel content appropriateness and usage.

F. It is proposed that a monthly summary report of relevant data and activities be submitted to the American Red Cross who will in turn report to all parties concerned. The report will include financial information, recipient information, commodity information and narrative data as deemed appropriate. The Armenian Red Cross and the International Federation headquarters in Geneva, Switzerland will receive copies of these reports.

G. Capital acquisitions will be minimal as the International Federation has a well established delegation in Armenia and Moscow.

Substantial infrastructure support in the form of technical support, lodging for expatriate delegates, office rental, warehouse rental, an administrative/finance expatriate delegate, telecommunications equipment, and vehicles needed for the expatriate management team will be provided by working in conjunction with the International Federation and its delegation in Yerevan. It is estimated that International Red Cross in-kind support to this program will be approximately \$300,000.

Upon termination of this relief program, all capital equipment will be disposed of in compliance with donor requirements.

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