

AGENCY FOR INTERNATIONAL DEVELOPMENT

MISSION TO HAITI

INTERNATIONAL MAIL :

USAID/HAITI

P.O. Box 1634

Port-au-Prince, Haiti, W.I.

For U.S. MAIL :

USAID/HAITI

Department of State

Washington, D.C. 20521-3400

31 August 1993

Mr. David L. Phillips
President
Congressional Human Rights Foundation
1056 Thomas Jefferson Street N.W.
Washington, D.C. 20007-3813

Dear Mr. Phillips:

Subject: Grant No. 521-0236-G-00-3042-00

Pursuant to the authority contained in Section 106 of 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 Congressional Human Rights Foundation (CHRF) (hereby referred to as "Grantee") the sum of One Hundred Twenty Six Thousand Three Hundred Sixty Dollars (\$126,360) to fund CHRF's integrated training and technical assistance program in support of the Haitian Parliament, as described in Attachment 1 "Schedule" and Attachment 2 "Program Description" to this letter.

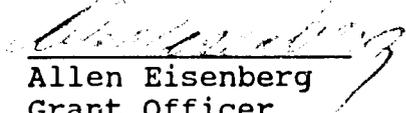
This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through the estimated completion date of 28 February 1994.

This Grant is given to the Grantee on condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, entitled "Schedule", Attachment 2, entitled "Program Description", Attachment 3, entitled "Mandatory Standard Provisions and Optional Standard Provisions for U.S., Non-Governmental Grantees" which have been agreed to by your organization.

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Please have an authorized representative of CHRF sign the original and seven (7) copies of this letter to acknowledge your acceptance of this Grant, and return the original and six (6) copies to this office.

Sincerely yours,


Allen Eisenberg
Grant Officer

Attachments:

1. Schedule
2. Program Description
3. Mandatory and Optional Standard Provisions for U.S., Non-Governmental Grantees dated 3/30/89
4. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs
5. Disclosure of Lobbying Activities
6. Drug Free Work Place Certification

ACKNOWLEDGED:

Congressional Human Rights Foundation

By: David L. Phillips
Title: President
Date: _____

FISCAL DATA

Appropriation: 72-1131021
Budget Plan Code: LDVA-93-25521-KG13
PIO/T No.: 521-0236-3-30105 P93 0191 4
Total Estimated Amount: \$126,360
Total Obligated Amount: \$126,360
Funding Source: USAID/Haiti

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SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to fund CHRF's integrated training and technical assistance program in support of the Haitian Parliament, as specifically described in Attachment 2 to this Grant entitled "Program Description".

B. Period of Grant

The effective date of this Grant is 31 August 1993. The expiration date is 28 February 1994.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$126,360 for purposes of this Grant.

2. Payment shall be made in accordance with the procedures set forth in Attachment 3, Optional Standard Provision No. 2, entitled "Payment - Periodic Advance".

D. Financial Plan

The following is the Grant Budget. Revisions to this budget shall be made in accordance with the Standard Provision of this Agreement entitled "Revision of Grant Budget."

<u>Item</u>	<u>U.S.\$</u>
Field Assessment CHRF	\$4,370
Field Assessment Rapporteur	4,262
Interparliamentary Delegation/ Report	34,382
Legislative Analysis Database	45,710
Legislative Consul	9,918
Administration	27,718
TOTAL	\$126,360

E. Payment of the Administrative Fee

A fixed amount of \$27,718 is included in this grant as an administrative fee in lieu of payment of any indirect cost. At the time of each payment to the Grantee on account of allowable costs, the Grantee shall be paid a dollar amount which is in the same ratio to the total administrative fee as the related payment being made on account of allowable costs is to the total estimated amount of the grant, as may be amended from time to time; provided however, that whenever in the opinion of the Grant Officer such payment would result in a percentage of fee in excess of the percentage of program completion, further payment of fee may be suspended until the Grantee has made sufficient progress, in the opinion of the Grant Officer, to justify further payment of fee, up to the agreed ratio.

G. Reporting and Evaluation

1. Quarterly Reports. On a quarterly basis, the grantee shall submit quarterly performance reports to the A.I.D. project officer to assure time schedules are met and other performance goals are achieved. Each report shall include the following:

a. A comparison of actual accomplishments with the goals established for the period. If the output of the program can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

b. Reasons why established goals were not met.

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

2. Other reports. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the recipient shall inform AID as soon as the following types of conditions become known:

a. Problems, delays or adverse conditions that will materially affect the ability to attain program objectives, or prevent the meeting of time schedules and goals.

b. Favorable developments or events that enable time schedules to be met sooner than anticipated.

3. Financial reports. Financial reports shall be furnished as required by the payment provision of this grant.

PROGRAM DESCRIPTION

This project is planned on a six-month schedule (Phase I) with additional optional features (Phase II). The Project Director will develop precise timetables for execution of each project deliverable following the initial field assessment in Haiti. In general, implementation will proceed as follows:

PHASE ONE (six month period)

I. Field Assessment (Month One)

A. Visit to Haiti by Project Director and CHRF Rapporteur on Civil-Military Relations to:

1. Perform preliminary research and evaluate existing legislative and civil-military structure
2. Develop precise schedules for follow-up activities
3. Meet with key constituencies including parliamentarians, police/military officials, international agency representatives, and U.S. Embassy officials
4. Develop methods and timetables for further implementation.

II. Interparliamentary Fact-finding Delegation (Month Two)

- A. International parliamentarians experienced in the field of civil-military relations and the role of parliament during a period of transition to democracy will visit Haiti to evaluate conditions, speak at forums, and work with parliamentary counterparts.
- B. A Report of Findings will be distributed to IPN's worldwide parliamentary audience. (Month Three)

III. Legislative Database and Data Collection (Months Three and Four)

- A. The Special Rapporteur will collect legislation affecting civil-military relations from other parliaments in the region. This will be added to CHRF's worldwide human rights database.

B. A reference manual will be prepared for use by Haitian Parliamentarians. The database/manual will focus on civil-military relations including the separation of police from military and the Decentralization code addressing procedures for the establishment of an independent judiciary. The manual will include copies of applicable legislation and recommendations concerning the legislative process (e.g. parliamentary procedures).

IV. Legislative Analysis (Months Three and Four)

The Special Rapporteur will organize ten international experts to provide analysis/recommendations in response to draft legislation submitted by the Haitian Parliament in the legislative target categories.

V. Presentation of Special Rapporteur's Findings and Recommendations (Month Five)

The Special Rapporteur's report and recommendations will be presented to the Haitian Parliament. The CHRF team will be available for consultations on the report, both in Haiti and Washington, DC.

VI. Follow-up Interparliamentary Delegation (Month Six)

A follow-up interparliamentary delegation will assess the progress of the Haitian Parliament in implementing the Special Rapporteur's recommendations. Additional consultations may occur during the delegation's visit to help craft any enabling legislation.

PHASE TWO (possible follow-up activities)

- I. Training - Haitian legislators to visit Washington, DC to attend a seminar at the Foundation's International Institute on the Rule of Law.
- II. Parliamentary Symposium - Regional parliamentarians will meet in Port-au-Prince.
- III. Legislative Analysis - Project Rapporteur will provide technical assistance evaluating the Code of criminal Procedures. International experts, information services and technical assistance will be provided as necessary.
- IV. Equipment - Equipment will be provided to the Human Rights Committee of the Haitian Parliament linking them to IPN's Communication Program.
- V. Resident Expert - A Resident Expert will be assigned to spend six months in Haiti working with the Human Rights Committee.

Project objectives have been established and will be evaluated based on the Project Director's experiences in implementing similar projects. Each project component is built on the previous task, making the tracking and evaluation of performance systematic. Remedial actions will only be required if there are delays in implementation as a result of factors beyond the Project Director's control, e.g. difficulties in the transition to democracy which delay the Haitian Parliament's consideration of the Special Rapporteur's recommendations.

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