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Preliminary Work Plan & Contract

Preliminary Plan of Work & Contract
Jan. 1985
Publication #

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National Agricultural Research Project
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المشروع
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National
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Project



PD-ABL-908

PRELIMINARY PLAN OF WORK

CONTRACT BETWEEN

**THE MINISTRY OF AGRICULTURE AND LAND
RECLAMATION**

**AGRICULTURAL RESEARCH CENTER
Dokki, Giza, The Arab Republic of Egypt**

AND

**THE SAN DIEGO UNIVERSITY FOUNDATION
San Diego, California 92182-1900
USAID Project 263-0152**

Preliminary Plan of Work

SDSUF Publication No. 1

January 7, 1989

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ACKNOWLEDGEMENT

NARP-SDSUF gives credit to those groups who did considerable work in the area of out-of-country training before this project was initiated. NARP Director General, Dr. Ahmed Montaz, and his Institute Directors and staffs, and Coleen Brown and her staff with the NARP Training Working Group in Egypt; and NARP-CID, New Mexico State University, in the United States had the program well formed before the San Diego State University Foundation contract was activated. We appreciate the forerunners and thank them.

Dr. N. Keith Roberts,
NARP - SDSUF, Chief of Party

Dr. Yeldez Ishak,
Assistant Chief of Party

Dr. Ahmed Abdel-Raheem,
Assistant Chief of Party

Preliminary Plan of Work

A. Summary

The contracting agency and the Contractor have jointly prepared a plan of work designed to meet the objectives and activities for a continuing development of research personnel designed to enhance the quantity and quality of food production in Egypt. This project concentrates on training Egyptians in and out of Egypt in all the agricultural sciences. A unique program will prepare Egyptian trainees in long and short term experiences anywhere a needful and acceptable program is offered. Some long-term degree training will require cooperation between universities in the United States and Egyptian research institutions in order to make research meaningful in the Egyptian environment. Thus, a plan of work must be adjustable as experience is gained by both the contractor and the contracting agency. Considerable progress has already been made in defining goals, problems, trainees, areas of training and trainee preparation for training experiences.

B. Conclusion

Over the life of the contract:

1. Approximately 80 Egyptians are to receive training at the Ph.D. level through UCA/Egyptian institution cooperation and another 20 are to be trained at US universities exclusively where programs are not strong in Egypt.
2. Egyptians are to enter MS degree programs in US universities when Ph.D. level training is not necessary.
3. Post doctorate training, for up to one year, for about 230 Egyptian candidates is included to help keep Egyptian scientists up to date in their fields.
4. Another 500 Egyptians are projected to receive short term training anywhere acceptable programs are designed to help them solve problems in Egypt. Also some of these trainees will meet their peers and present scientific papers at conferences held in other acceptable countries.
5. Approximately \$16 million have been committed to achieve the training programs listed above over the next 5 years.
6. San Diego State University Foundation (SDSUF) and the Ministry of Agriculture (MOA) through its Agricultural Research Center (ARC) have organized themselves to accomplish the goals and actions specified above.

C. Recommendations

1. The contracting agency, the contractors and USAID Egypt need to continue to work closely together in order to speed up the trainee preparation process and keep interagency confusion to a minimum.
2. Frequent meetings among the three entities should be held and each must keep the others informed concerning changes in requirements for trainee preparation.
3. Close contact between contractor and the contracting agency personnel must continue on a daily basis in order to avoid confusion and trainee disappointment.
4. As time passes and experience is gained, the contract should be updated by amendment as needed. The three entities with interest in this actively should work together when amendments are needed.

D-1 Work Plan Detail

This plan of work is designed to carry out project activities which will result in the accomplishment of the project objectives required in the RFP scope of work as defined in the contract signed by the MOA-ARC (contractor) and SDSUF (contracting agency). The following schedule of activities lists the activities by project objectives and indicates the time over which each activity will be carried out.

SCHEDULE OF ACTIVITIES

Activities	1988	1989	1990	1991	1992	1993
Objective 1: Provide management, technical support, and services to NARP.						
a. Place a lead person in-country with Egyptian professional and support staff.	●					
b. Assign home office personnel to provide adequate management, technical support, and services.						
c. SDSUF Manager meets with the NARP DG annually to ensure satisfaction in regard to the level of management, technical support, and services provided to NARP.	●	●	●	●	●	●
d. Conduct a one-year demonstration of an Egyptian/American microcomputer agricultural conferencing system.						
e. Facilitate four annual Egyptian/American Agricultural Research Meetings.		●	●	●	●	
f. Provide assistance for and take part in annual training planning meetings as requested by NARP.	●	●	●	●	●	

Activities

April 15

1988

1989

1990

1991

1992

1993

Objective 2 Identify and select U.S. institutions and agencies and Egyptian institutions which offer appropriate level Ph.D., M.Sc., and postdoctoral academic programs.

- a. Conduct an annual computer search of Peterson's Graduate Programs in the Biological, Agricultural and Health Sciences for descriptive training terms of interest to the Egyptians.
- b. Purchase and utilize Peterson's Graduate Programs and the GRE/CGS Directory of Graduate Programs annually for an up-to-date overview of all U.S. academic agricultural training programs.
- c. Utilize the SDSUF Panel of Experts and Agricultural Research Consultants for guidance to most appropriate institutions.
- d. Utilize historical record of Egyptian Natural Science graduate USAID participants to identify institutions for training.
- e. Review and take guidance from the Egyptian "Program Description" which is to include "Suggested Training Facilities."
- f. Utilize expertise of Senior Egyptian Agricultural Specialists in the SDSUF Cairo Project Office to identify Egyptian institutions.

Activity	1988	1989	1990	1991	1992	1993
a.	•	•	•	•	•	
b.	•	•	•	•	•	
c.	_____					
d.	_____					
e.	_____					
f.	_____					

SCHEDULE OF ACTIVITIES

Activities	1988	1989	1990	1991	1992	1993
g. Maintain electronic and hard-copy files of information discovered in project efforts to identify and select Egyptian and U.S. institutions.						
h. Maintain contacts with International Research Institutes and gather training and research opportunity information at least annually.						
i. Maintain contacts with "100 Agribusiness Corporations in California" and "100 Agribusiness Corporations in the U.S." to provide internships and private-sector experiences for participants.						

SCHEDULE OF ACTIVITIES

Activities

April 15
1988

1989

1990

1991

1992

April 15
2000

	1988	1989	1990	1991	1992	2000
a. Place Ph.D. trainees, M.Sc. candidates, and postdoctoral trainees in accredited U.S. universities or Egyptian universities.						
b. Evaluate trainees' transcripts to determine course designs, course equivalents, and thematic content						
c. Develop a PIO/P for each participant.						
d. Develop a Training Implementation Plan (TIP) for each trainee.						
e. Design non-academic postdoctoral and short-term training in U.S. universities or government agencies, international agricultural research centers, or private industry.						
f. Submit appropriate applications for admission of participants to academic institutions.						
g. Produce Activity Plans for non-academic trainees which provide special services or programs as needed						
h. Develop letter of agreement for training or research support from non-academic organizations.						
i. Place non-academic trainees.						

SCHEDULE OF ACTIVITIES

Activities

1988

1989

1990

1991

1992

1993

Objective 4: Provide orientation to the country of training and re-entry assistance to Egypt

1) Provide predeparture orientation services for participants.

1) Hold initial interview with participant.

2) Advise participants of documentation needs, medical examination, Egyptian passport, etc.

3) Obtain U.S. visa for participant.

4) Provide advance maintenance allowance.

5) Enroll participant in USAID Health and Accident Coverage Insurance (HAC).

6) Provide travel tickets.

7) Discuss entire training program.

8) Provide travel briefing.

9) Have travel restrictions agreement signed, if required.

10) Alert SDCUF U.S. Project Office when participant actually departs.

SCHEDULE OF ACTIVITIES

Activities	1988	1989	1990	1991	1992	1993
Provide the participant with orientation to the country of training.						
1) Provide information in regard to academic requirements.						
2) Provide information in regard to social aspects and norms.						
3) Provide information in regard to administrative matters related to the logistical and financial support of the participant.						
c. Provide re-entry orientation and services to the participant						
1) Prepare participant for a productive and positive return to his place of work.						
2) Explain actions required of participants after return to Egypt						
3) Brief participants on logistics of return and establish a departure date.						

SCHEDULE OF ACTIVITIES

Activities

1988

1989

1990

1991

1992

1993

Objective 5 Provide English language instruction for Ph.D. trainees in the United States

- a. Promote the continuance of English language instruction for Type 1 Ph.D. students during their course work in Egypt.
- b. Obtain and maintain files of entry and qualifying level ALISU and TOEFL scores for tests taken in Egypt.
- c. Provide predeparture review of what English language training needs are likely to be in relation to the target U.S. institution.
- e. Provide 11 to 12 weeks of intensive English language training at San Diego State University American Language Institute for participants with high need levels.
- e.d. Provide one semester of intensive English language instruction at Cooperating U.S. Universities as available and needed.
- d. Provide one semester of English or grade instruction at Cooperating U.S. Universities, as needed.

1988	1989	1990	1991	1992	1993

SCHEDULE OF ACTIVITIES

Activities	1988	1989	1990	1991	1992	1993
Directive C: Manage the academic and technical training programs as established in individual Training Implementation Plans						
a. Support trainees' formal classwork.						
b. Support attendance at one professional meeting each year.						
c. Support "hands-on" experience.						
d. Support one field visit per year to working farms or research stations.						
e. Support participation in workshops, seminars, and conferences.						
f. Assure that Academic Advisors and Research Supervisors are assigned as needed.						
g. Facilitate regular contact between the Academic Advisors and Research Supervisors and support one trip for the Academic Advisor to visit the trainee at the research site.						
h. Develop an academic training monitoring plan which includes the Academic Enrollment Term Reports (AETR) which will be provided to the NARP Director General and USAID/Cairo and which charts the progress of the trainees according to the TIP.						

SCHEDULE OF ACTIVITIES

Activities	1984	1985	1986	1987	1988	1989
Provide all needed logistic support to trainees						
1) Maintain health and Accident Coverage insurance (HAC)						
2) Help arrange for room and board						
3) Pay monthly maintenance allowances, book fees, and other authorized expenses.						
4) Make one site visit to each academic trainee each year and maintain regular contact by letter or phone at other times.						

SCHEDULE OF ACTIVITIES

Activities	April 15 1988	1989	1990	1991	1992	1993
<p>Objective 7: Provide special and periodic reports to USAID/Cairo, USAID Science and Technology Bureau, and the NARP Director General.</p>						
<p>a. Submit quarterly academic reports to USAID/Cairo and the NARP Director General each quarter.</p>	•	•	•	•	•	•
<p>b. Establish a computerized tracking and accounting system which includes the components of the USAID Training Cost Analysis forms.</p>						
<p>c. Submit quarterly financial reports to USAID/Cairo and to NARP officials.</p>	•	•	•	•	•	•
<p>d. Submit annual reports on the program and annual budget estimates.</p>	•	•	•	•	•	•

SCHEDULE OF ACTIVITIES

Activities	1988	1989	1990	1991	1992	1993
Objective 8. Assist the trainees in arranging their travel to return to Egypt.						
a. Tell GCEM/DA at least 15 days in advance of the return date of each participant.						
b. Provide travel tickets and departure assistance						
c. Provide departure checklists.						
d. Notify SCSUF Cairo Project Office of actual departure and expected arrival date in Egypt.						

D-2 Staff Responsibilities Across Objectives

The work plan for the project includes the Schedule of Responsibilities included on the following pages and indicates staff responsibility and assistance assignments across the project activities which will lead to the accomplishment of the project objectives. The following activities have been completed or are in process :

- Objective 1 : Parts a, b, c and f
- Objective 2 : Parts b, c, d, e, f, g, h, and i
- Objective 3 : Parts a, b, c, d, e, f, g and h
- Objective 4 : Parts a and b
- Objective 5 : Parts a, b, c and f
- Objective 6 : Parts a, b, c, d, e, f, g, h, i and j
- Objective 7 : Parts a, b, and c
- Objective 8 : Parts (Methodology in process)

SCHEDULE OF RESPONSIBILITIES

Activities	USG/USG Management	USG/Project Management	Care/Project Management	Egyptian Management	Support Staff	Consultants	Parents/ Experts	Trainers
Objective 1: Provide management, technical support, and services to NARP								
a. Place a lead person in-country with Egyptian professional and support staff.	R							
b. Assign in-country personnel to provide adequate management, technical support, and services.	R							
c. CDDUP Manager meets with the NARP DG annually, to ensure satisfaction in regard to the level of management, technical support, and services provided to NARP.	R	A	A					
d. Conduct a one-year demonstration of an Egyptian/American microcomputer agricultural conferencing system.		R	A			A		
e. Facilitate four annual Egyptian/American Agricultural Research Meetings.		R	A	A	A	A	A	A
f. Provide secretarial help and take part in annual planning and management as requested by NARP.	R	A	A					

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SCHEDULE OF RESPONSIBILITIES

Activities	SDDSUF Miami Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	FAMI of Experts	Trainers
a. Maintain electronic and hard-copy files of information discovered in project efforts to identify and select Egyptian and U.S. institutions		R	A		A			
b. Maintain contacts with international Research Institutes and gather training and research opportunity information at least annually.		R			A			
c. Maintain contacts with "100 Agribusiness Corporations in California" and "100 Agribusiness Corporations in the U.S." to provide internships and private-sector experiences for participants.		R			A			

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	Panel of Experts	Trainers
Objective 3: Place Ph.D. trainees, M.Sc. candidates, and postdoctoral trainees in accredited U.S. universities or Egyptian universities.								
a. Evaluate trainees' transcripts to determine course designs, course equivalents, and thematic content.		R	A	A				
b. Develop a PIOP for each participant.			R		A			
c. Develop a Training Implementation Plan (TIP) for each trainee.		R			A			
d. Design non-academic postdoctoral and short-term training in U.S. universities or government agencies, international agricultural research centers, or private industry.		R	A		A	A	A	A
e. Submit appropriate applications for admission of participants to academic institutions.		R			A			
f. Produce Activity Plans for non-academic trainees which provide special services or programs as needed.		R	A		A			
g. Develop letter of agreement for training or research support from non-academic organizations.		R						
h. Place non-academic trainees.		R	A		A			

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultant's	Panel of Experts	Trainers
Objective 4: Provide orientation to the country of training and re-entry assistance to Egypt								
a. Provide predeparture orientation services for participants.			R		A			
1) Hold initial interview with participant.				R				
2) Advise participants of documentation needs, medical examination, Egyptian passport, etc.				R				
3) Obtain U.S. visa for participant.			R	A	A			
4) Provide advance maintenance allowance.			R		A			
5) Enroll participant in USAID Health and Accident Coverage Insurance (HAC).			R		A			
6) Provide travel tickets.			R		A			
7) Discuss entire training program.				R				
8) Provide travel briefing.				R				
9) Have travel restrictions agreement signed, if required.			R					
10) Alert SDSUF U.S. Project Office when participant actually departs.			R		A			

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	Panel of Experts	Trainers
b. Provide the participant with orientation to the country of training.		R			A	A		A
1) Provide information in regard to academic requirements.		R			A	A		A
2) Provide information in regard to social aspects and norms.		R			A	A		A
3) Provide information in regard to administrative matters related to the logistical and financial support of the participant.		R			A	A		A
c. Provide re-entry orientation and services to the participant.		R			A	A		A
1) Prepare participant for a productive and positive return to his place of work.		R				A		A
2) Explain actions required of participants after return to Egypt.		R			A			
3) Brief participants on logistics of return and establish a departure date.		R			A			

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	Panel of Experts	Trainers
Collective 5: Provide English language instruction for Ph.D. trainees in the United States.								
a. Promote the continuance of English language instruction for Type 1 Ph.D. students during their course work in Egypt.			R	A				
b. Obtain and maintain files of entry and qualifying level ALIGU and TOEFL scores for tests taken in Egypt.			R	A				
c. Provide predeparture review of what English language training needs are likely to be in relation to the target U.S. institution.			R	A				
d. Provide 11 to 12 weeks of intensive English language training at San Diego State University American Language Institute for participants with high need levels.		R			A	- A		A
e. Provide <u>one</u> semester of intensive English language instruction at Cooperating U.S. Universities as available and needed.		R			A			A
f. Provide one semester of English upgrade instruction at Cooperating U.S. Universities, as needed.		R			A			A

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	Panel of Experts	Trainers
Objective 6: Manage the academic and technical training programs as established in individual Training Implementation Plans.								
a. Support trainees' formal classwork.		R			A			A
b. Support attendance at one professional meeting each year.		R			A			
c. Support "hands-on" experience.		R			A			A
d. Support one field visit per year to working farms or research stations.		R			A			
e. Support participation in workshops, seminars, and conferences.		R			A			
f. Assure that Academic Advisors and Research Supervisors are assigned as needed.		R	A	A	A	A	A	A
g. Facilitate regular contact between the Academic Advisors and Research Supervisors and support one trip for the Academic Advisor to visit the trainee at the research site.		R	A		A			
h. Develop an academic training monitoring plan which includes the Academic Enrollment Term Reports (AETR) which will be provided to the NARP Director General and USAID/Cairo and which charts the progress of the trainees according to the TIP.		R	A		A			

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	Panel of Experts	Trainers
i. Provide all needed logistic support to trainees.		R	A		A			
1) Maintain Health and Accident Coverage Insurance (HAC).		R			A			
2) Help arrange for room and board.		R			A			
3) Pay monthly maintenance allowances, book fees, and other authorized expenses.		R			A			
j. Make one site visit to each academic trainee each year and maintain regular contact by letter or phone at other times.	A	R	A	A	A	A	A	A

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	Panel of Experts	Trainers
Objective 7: Provide special and periodic reports to USAID/Cairo, USAID Science and Technology Bureau, and the NARP Director General.								
a. Submit quarterly academic reports to USAID/Cairo and the NARP Director General each quarter.		R	A		A			
b. Establish a computerized tracking and accounting system which includes the components of the USAID Training Cost Analysis forms.		R	A		A			
c. Submit quarterly financial reports to USAID/Cairo and to NARP officials.		R	A		A			
d. Submit annual reports on the program and annual budget estimates.	A	R	A		A			

SCHEDULE OF RESPONSIBILITIES

R - Responsible
A - Assist

Activities	SDSUF Mgmt Comm	U.S. Project Office Mgr	Cairo Project Office Mgr	Egyptian Ag Program Spec	Support Staff	Consultants	Panel of Experts	Trainers
Objective B: Assist the trainees in arranging their travel to return to Egypt.								
a. Telex GOE/MOA at least 15 days in advance of the return date of each participant.		R			A			
b. Provide travel tickets and departure assistance.		R			A			
c. Provide departure checklists.		R			A			
d. Notify SDSUF Cairo Project Office of actual departure and expected arrival date in Egypt.		R			A			

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