



PD-ABQ-049
96148

THE PARTNERSHIP
for
INTERNATIONAL DEVELOPMENT
PROGRAMS

Annual Report for January 1995 - January 1996

Submitted To:

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

PCE-5055-G-00-4024

The College Fund/UNCF
1444 Eye Street, NW - Suite 500
Washington, DC 20005
202-737-8623
Fax 202-628-8722

TABLE OF CONTENTS

I.	Overview.....	1
II.	Publications.....	2
III.	Outreach.....	4
IV.	Database.....	5
V.	Workshops, Seminars, and Regional Conferences.....	6
VI.	Special Presentations.....	9
VII.	Site Visits.....	10
VIII.	Staffing.....	11
XI.	Financial.....	12
X.	Recommendations.....	13
XI.	Appendices.....	18
	A. Appendix A.....	19
	B. Appendix B.....	31
	C. Appendix C.....	42
	D. Appendix D.....	45
	E. Appendix E.....	52
	F. Appendix F.....	58
	G. Appendix G.....	62
	H. Appendix H.....	76

I. Overview

The Partnership for International Development Programs (PIDP) came about as a result of the recognition by the leadership of both the United Negro College Fund (UNCF) and the Hispanic Association of Colleges and Universities (HACU) that minority-serving institutions offer special qualities and strengths to international development projects, including culturally diverse campuses, as well as a broad range of technical experience. The fact that minority-serving institutions are generally underserved by federal agencies, and the fact that many of them need targeted capacity-building institutions, moved the leadership of both UNCF and HACU to join with the U.S. Agency for International Development (USAID) to develop the PIDP.

The PIDP was funded by the USAID to provide several services to participating minority-serving institutions; including, hands-on technical assistance to institutions interested in preparing viable proposals for international development projects; the identification of potential consortia partners; information on USAID procurement and contracting opportunities, faculty development, and internship programs; seminars and workshops on various aspects of writing competitive proposals; and a computer database that provides institutional and faculty profiles of participating institutions for use by the USAID, as well as other donor agencies and organizations. (An analysis of the first year workplan is attached. Please see Appendix A.)

II. Publications

From January 1995 through December of 1995, the staff of the PIDP developed and implemented several strategies to meet the overall objective of the USAID funded program; namely, to increase the participation of minority-serving institutions in the highly competitive international development sector, thereby facilitating the ability of these institutions to bid for grants, contracts, and subcontracts that would, in turn, augment the funding base of these institutions.

One of these strategies included the publication and dissemination of the *Opportunities Alert Bulletin (OAB)* to 173 minority-serving institutions. The purpose of this *ad hoc* publication is to notify HSI and HBCU presidents and PIDP liaisons, as well as other selected individuals, of upcoming project opportunities on which they might want to bid. The *OAB* is a compilation of a variety of sources, including the Center for Trade and Investment Services, the *Commerce Business Daily*, as well as information gathered informally from USAID contractors by individual PIDP staff members (See Appendix B). As a result of the dissemination of the *OABs*, approximately 35 institutions directly requested technical assistance from the staff. This assistance took various forms; for example, breaking down the language of the RFPs for an audience less familiar with the technical terms associated with USAID grants and contracts; discussing strategies for how best to articulate the institution's projected program, including staffing and upfront

funding allotments such as cost-reimbursable contracts; assisting in soliciting experts in relevant fields to work with the institutions as consultants on specific aspects of the project; identifying potential consortia partners; and discussing and reviewing regulations surrounding daily rates and other budgetary items that might preclude the Agency from fully considering the institution's proposal (See Appendix A, Part 2, Section 5B).

As well, the staff of the PIDP developed a specific publication, the *Capabilities Portfolio*, to use as a tool to facilitate outreach to the approximately 30 contractors in the Washington, D.C., area who do frequent business with the USAID and other donor agencies working in the international development sector (See Appendix C). The *Capabilities Portfolio* outlines the international participant training capabilities of a select group of historically Black colleges and universities (HBCUs) and Hispanic-serving institutions (HSIs) that responded to the staff's initial request in April of 1995 for capability statements. The publication was distributed and formally discussed at the Portfolio Luncheon on July 26. The multi-fold purpose of the gathering was to introduce the PIDP and its services to the USAID contractors; to become more familiar with the international contracts held by these contractors; and to establish working relationships between the PIDP staff and the contractors, which would facilitate the inclusion of an increased number of minority-serving institutions participating in activities funded by the Agency.

During this reporting period, the staff of the PIDP designed the format for the program newsletter and hired a consultant to write a set of relevant articles for

publication. These articles were submitted for review to the Project Officer. Because of the delay in the internal USAID review process and the government shutdown, the articles became stale and the process was begun again in the subsequent reporting period.

III. Outreach

As a continuation of its strategy of informing key individuals working within the international development sector about the strengths and unique capabilities of the minority-serving institutions participating in the PIDP, the staff organized a series of meetings with USAID officials in the various bureaus from which competitive requests for proposals were being released. These meetings included mission directors and other representatives from the Latin America/Caribbean Bureau (LAC); officials of the USAID's Center for Trade and Investment Services; representatives of the Asia/Near East Bureau (ANE); representatives of the Bureau for Europe and New Independent States (ENI); the Africa Bureau (AFR); the Bureau for Global Programs, Field Support and Research (G); and the Office of Equal Employment Programs (EOP); the Office of Small and Disadvantaged Business Utilization/Minority Resource Center (OSDBU/MRC); and the Trade and Development Agency (TDA).

Aside from the contractors who participated in the Portfolio Luncheon, the staff also held meetings with the representatives of several non-profit organizations; these organizations work in developing countries, as well, and their involvement in USAID

subcontracts makes them a potential resource for minority-serving institutions. These meetings involved not only presenting the services of the PIDP, but also educating these individuals on the existence and viability of these frequently overlooked institutions as competitors able to deliver on specific products and services. These contractors included: Equity Research Corporation, Inc.; the American Council on Education; the Association Liaison Office; the Alliance for International Educational and Cultural Exchange; Education Africa; and The Kaur Group, among others.

IV. Database

The PIDP Database is another instrument that was developed in the course of this reporting year as a way of expanding the information available to organizations and individuals about the faculty and institutional strengths of the participating HBCUs and the HSIs. The PIDP Database was developed this year in accordance with the interests and specifications of the representatives of the USAID, HACU and the UNCF. To date, the PIDP Database is complete: it has been designed and is ready for installation at the USAID in early February of 1996. The instruments used to collect the information for the database were designed by the PIDP staff and Phase I of the information has been collected, which includes the basic informational on all participating HBCUs and HSIs. Phase II of the database, which includes information on institutional capabilities relevant to the international development sector, will be completed in the second year of the

project. The PIDP Database will be accessible through the Internet, as well, during the second year.

V. Workshops, Seminars, and Regional Conferences

A large percentage of the PIDP staff's time and energy, however, was spent in the design and implementation of specific seminars and workshops that sought to raise the participation of minority-serving institutions in the USAID competitive bidding process. These seminars and workshops supplied participating institutions with knowledge about the USAID's grants and contracts processes, technical assistance on how to assess institutional strengths in relation to specific project parameters, and information on how to develop viable proposals for the international development sector.

On March 17 and 21, the PIDP held two workshops to introduce representatives from HBCUs and HSIs who were attending the Annual Conference of the National Association for Equal Opportunity in Higher Education (NAFEO) and the Annual Conference of the American Association for Higher Education (AAHE) to the PIDP, to doing business with USAID, and to doing business with those entrepreneurs and non-governmental organizations (NGOs) bidding competitively in the international development sector. Sixteen representatives of HBCUs and HSIs attended the workshops, along with 9 business firms and NGOs (See Appendix D).

The PIDP developed and coordinated a Proposal-Writing Seminar for 20 HBCU and HSI representatives at its Washington office from May 22 through May 24. The purpose of the workshop was to analyze and review a USAID request for proposal (RFP) step-by-step and to ensure that the participants clearly understood how to respond effectively to each of its components. Four HSIs and 6 HBCUs were invited to attend based on either their expressed intent to develop an international program initiative, or their past attempts at bidding for USAID contracts. Each institution was represented at the seminar by a two-person team (See Appendix E). The PIDP staff provided a team of consultants for the seminar that included a former USAID Mission Director, contract specialists, and the representatives of NGOs with successful track records in development.

From August 28 through September 1, the PIDP staff traveled to New Mexico State University in Las Cruces, New Mexico; the University of Houston, Downtown, in Houston Texas; and Morris Brown College in Atlanta, Georgia, for its three regional conferences. The conferences provided an opportunity for participants at sites in different regions of the United States to learn how to initiate the internal assessment process necessary to developing viable USAID proposals in the international development sector (See Appendix F). The purpose of the workshops was to initiate an internal assessment process that would focus these institutions on the viability of competing for grants and contracts in the international development sector. In each of the three workshops, the representatives in attendance were presented with an historical overview of the USAID, its mission and priority funding areas. Specific information about how to compete for

USAID technical assistance and participant training contracts was also disseminated and discussed thoroughly. In all, approximately 100 faculty and administrators from HSIs and HBCUs were in attendance. These individuals represent a network of minority professional concerned with the issue of developing the necessary infrastructure to respond to grants and contracts in the higher-education sector.

In the month of September, Ms. Brenda Thomas, PIDP Director, represented the program at a two-day workshop sponsored and developed by the PIDP at North Carolina A&T University on "Promoting Institutional Involvement in International Training," which was designed to provide technical assistance in developing proposals for participant training projects. As well, the PIDP staff developed a "nuts and bolts" session on the USAID procurement process (specifically, contracts/subcontracts, indefinite quantity contracts, personal service contracts, grants, cooperative agreements and participant training contracts) to complement the activities coordinated by the USAID for HBCU Day on September 27.

In October, the staff traveled to the Mississippi Consortium for International Development (MCID), where it oversaw the training of 12 teams of administrators and faculty members from 6 selected HBCUs and 6 HSIs (See Appendix G). During this four-day intensive workshop, the teams experienced a technical training program as if they themselves were USAID-sponsored participants arriving in the United States for training. They spent their time in the classroom learning the intricacies of proposal development,

institutional assessment, staffing and budget, and they were able to begin developing networks of contacts within the international sector.

VI. Special Presentations

The PIDP staff took part, as well, in several brief workshops at participating institutions. Ms. Thomas took part in a Faculty Development Workshop at Morris Brown College that was specifically designed to brief faculty members on the viability of competing for grants and contracts in the international development sector.

Dr. Elizabeth Huergo, the Program Development Specialist, HSIs, was invited by the American Council on Education to organize a special session at its One-Third of a Nation Conference on the issues surrounding the process of internationalizing minority campuses. The session, "Internationalizing Minority-Serving Institutions," drew together representatives from an HBCU, an HSI, and an American Indian Tribal College to discuss participant training and technical assistance grants and contracts; the impact of these types of grants and contracts on the diversification of an institution's faculty and students; and their impact on the development of an institution's infrastructure. As well, Dr. Huergo was asked by the HACU to make a presentation on the objectives of the PIDP and to discuss some of the issues relevant to HSIs at its annual conference in November. Aside from the presentation, which included a question/answer period, the conference offered an

opportunity to meet with several chancellors and other HSI representatives, who might have otherwise been inaccessible.

VII. Site Visits

As part of its outreach efforts to the HBCUs and the HSIs, the staff of the PIDP during this reporting period also made several site visits to institutions that were involved in the program's initiative. In June, Dr. Huergo traveled to Puerto Rico. The institutions of higher education in Puerto Rico constitute the largest regional grouping of HSIs in the country, as well as the largest concentration of Hispanic students in the country who are being served by these institutions. The purpose of the Puerto Rico site visits was to meet with the presidents and the PIDP liaisons; to brief them on the mission and activities of the PIDP; to initiate the formation of direct working relationships; and to gather information about the capabilities of each institution for competition in USAID grants and contracts. Dr. Huergo met with 29 representatives from 11 institutions. In November, Dr. Huergo visited Lehman College and met with the presidents of both Lehman and Polytechnic University of Puerto Rico to discuss the implementation of a consortium between the two institutions. She later organized a meeting with Lehman's president and faculty for Dr. Vincent Vera, University of Venda, South Africa, to discuss the Tertiary Education Linkages Project (TELP).

The Director of the PIDP, Ms. Thomas, visited several HBCUs during the reporting period. In September, she visited Winston Salem University in North Carolina

to discuss the services of the PIDP and to speak to a group of undergraduates interested in gaining an understanding career opportunities within the international sector. In April, she went to Lemoyne-Owen College, Alcorn State University, Jackson State University and Tougaloo College to address the faculty on the services of the PIDP, to discuss some of the impediments the institutions face in getting involved in international development, and to discuss strategies for overcoming those impediments. In June, she went to Tuskegee University to meet with faculty and administrators and to speak to them about international development opportunities. In August, she met with the president of Bowie State University to discuss the institution's commitment to international programs, its past program history, and its strategic approach to USAID-funded activities.

VIII. Staffing

In terms of staffing, the first Director of the PIDP, Mr. Larry Bond, resigned in May. Ms. Thomas served in the capacity of Acting Director until October, when she was promoted to the position of Director. Dr. Huergo, Program Development Specialist, HSIs, has been and continues on the staff since early January. Several interviews were conducted for the position of Program Development Specialist, HBCUs, though the management of UNCF has not made a final determination to date. The Information Management Specialist was hired after discussions about the complexity of the job description were thoroughly discussed with the USAID Project Officer. Although the position was advertised, there were no suitable candidates who had the expertise in

database design and management, who also had the sufficient technical skills in writing and editing. The decision was made to emphasize the database, and the position title and job description were modified. The position of Program Information Specialist, which essentially includes writing and editing internal and external publications of the PIDP remains unfilled. The position of Administrative Assistant was filled in July, although the position of Secretary was never filled or advertised. Although a list of names was formally submitted by the PIDP staff for consideration in the establishment of the Advisory Board, no decision has been made by the management of UNCF to date.

IX. Financial

The full amount of the PIDP grant is \$693,466 over a two-year period. During the first year the UNCF was provided \$344,085 to cover the costs of: salaries, fringe, consultants, workshops, the HACU Coordinator, travel, office expenses and overhead. As of December 31, 1995, \$315,691 was used; this allowed for a carry over of \$28,394 into the second year of the program.

Some of the line items exceeded the projected amounts, however, the overall budget was not exceeded. There were overages in the following line items: consultants, workshop, office expenses, and audit fees. The consultant line was budgeted at \$5,000 went over by \$4,768. This was due to the consultants hired for the increased number of

workshops held and the hiring of consultant to write the first newsletter. The workshop line was budgeted at \$24,000 and went over by \$11,668. Again, a total of nine workshops were held during this reporting period which exceeded the original projected number. The office expense line was originally budgeted at \$6,000, however, it exceeded that amount by \$12,494. This overage is due to the increased amount of supplies needed, as well as the printing costs to implement the program's activities. The audit fee is listed as an overage, however, it was not included in the original budget. A single audit fee is in accordance with the OMB Circular A-133.

The remaining line items, salaries, fringe, travel and overhead, were all below the budgeted amounts. The HACU Coordinator line was as projected.

Although a budget modification was submitted to USAID in the early stages of the program it was never acted on; therefore, another version will be submitted during the second year of the program. (See Appendix H).

X. Recommendations

While the staff of the PIDP made solid strides in the accomplishment of the grant's objectives during this reporting period, there remain areas of concern that, once addressed, could improve the implementation of the program's activities; and, by

extention, the participation of minority-serving institutions in the competitive international development sector.

For example, the PIDP has three publications that are used to inform individuals and organizations of its activities and special services. *The Opportunities Alert Bulletin* went out on an *ad hoc* basis to 173 participating minority-serving institutions, and it proved to be an effective medium for notifying the representatives at these institutions of upcoming grants and contracts funded by the USAID. As a result of its dissemination, the staff received approximately 35 requests for technical assistance. However, the *OAB* could have been more effective if the staff had been able to solicit information from a broader set of funding sources more consistently. The majority of notices came from the *Commerce Business Daily*, a few from local international development contractors, and a few more from the Center for Trade and Investment Services. The PIDP did not have the appropriate staffing levels to commit to the work of gathering information consistently from a broader group of international donors.

Another publication, *The Capabilities Portfolio*, served to introduce the minority-serving institutions to the local contractors working on USAID funded projects, as well as other international development initiatives. These contractor expressed their interest in the publication precisely because of the dearth of information about the capacity of these HBCUs and HSIs to compete effectively in this sector, which requires an institution to

have the pre-existing infrastructure and financial commitment to support what are in effect entrepreneurial ventures.

One of the ancillary effects of the *Capabilities Portfolio* was that the very process of drawing together their capability statements helped the institutions solidify their own sense of their strengths and capabilities in this area, and to gauge their commitment to a long-term initiative that is resource-intensive. The MSI Committee of the USAID favorably reviewed the *Capabilities Portfolio* in a meeting on August 8, and urged the Acting Director and the Program Development Specialist, HSIs, to continue in their efforts, even making suggestions for the expanded edition. Had there been an individual on staff responsible for writing and editing publications and other documents more attention could have been placed on the production of a second edition of the *Capabilities Portfolio*. As such, the material for the *OABs* and the *Capabilities Portfolio* was solicited, reviewed, edited, compiled and disseminated by the Acting Director, who was also functioning in the role of Program Development Specialist, HBCUs, and the Program Development Specialist, HSIs.

The PIDP brochure served as an effective introduction to the program; but these brochures could have been distributed more broadly within the USAID in Washington, as well as the Missions abroad.

In terms of its outreach efforts, the staff of the PIDP met with a broad spectrum of USAID officials, contractors, and representatives of other donor agencies who were generally interested in supporting our activities with MSIs. However, it would have been helpful to have had a central coordinator within the Agency who could provide timely information on the schedules of Mission Directors and other personnel traveling to the U.S. from all of the USAID's geographical regions, so that we could coordinate meetings and site visits at relevant campuses. Although the PIDP staff approached personnel at the Agency on this matter, ultimately we were unsuccessful in locating a centralized point for the coordination of this type of information.

All 9 of the workshops, seminars, and regional conferences developed, sponsored, and implemented by the PIDP had as their objectives: the conveyance of information to the representatives of the participating HBCUs and HSIs on the Agency, its funding processes and program interests; the training of these representatives on how to conduct institutional assessments of their strengths and capabilities; and the training of these representatives on how to develop competitive project ideas and proposals.

While the evaluations directly provided by the participants at the workshops, seminars and regional conferences were overall very positive, it would be helpful if during the second year of the program there were a more focused response to the institutions' needs, especially those institutions whose technical assistance requests went unfilled. It would be worthwhile also to address existing consortia of MSIs that have developed

effective international initiatives, but could nevertheless use additional assistance in improving certain aspects of their programs; for example, on the development of marketing strategies and the coordination of travel to the USAID Missions abroad to learn how the Agency's projects are being developed. As a result of these activities, the participating institutions developed and submitted approximately 16 proposals for a variety of international development sector projects during this reporting period.

Overall the PIDP had several successes; the program could have been more effective were it fully staffed. The positions of Program Development Specialist, HBCUs and Program Information Specialist, responsible for writing and editing, could make a tremendous contribution to the program.

XI. APPENDICES

APPENDIX A:
Analysis of Workplan

PARTNERSHIP FOR INTERNATIONAL DEVELOPMENT PROGRAMS WORKPLAN

PART I - ADMINISTRATION

GOAL: Establish PIDP

OBJECTIVES	RESPONSIBLE	TARGET DATE	STATUS
1. Staff on Board Huergo Bond Thomas		January 9, 1995 February 6, 1995 February 21, 1995	Completed Completed Completed
2. Revise Budget	Bond	April 7, 1995	Completed
3. Revised Budget to Contract Officer	Bond Kirschner	April 10, 1995	Pending approval by USAID
4. Hire AA	Bond Kirschner	July 8, 1995	Completed
5. Identify Equipment Needs	Staff	May 15, 1995	Completed
6. Program Reports	Bond	June 20, 1995	Completed
7. Financial Reports	Accounting	September 20, 1995	Completed

PART 2 - PROGRAM

GOAL: Develop and Implement PIDP Activities

OBJECTIVES	RESPONSIBLE	TARGET DATE	STATUS
1. Letter to presidents - Define liaison selection criteria - Fax reminders - Contact intro workshop reps. re letter - Reminder phone calls - Liaison appointment made and names received	Huergo/Thomas Huergo/Thomas Huergo/Thomas Thomas/Huergo Temporary Assistant	April 28, 1995 May 8, 1995 April 14, 1995 April 24, 1995 April 28, 1995	Completed Completed Completed Completed Completed
2. Articulation of duties and responsibilities to school liaisons	Huergo/Thomas	May 1, 1995	Completed
3. Workshop Planning - Select three regions for workshops - Recruit consultants - Notify liaisons of target dates, June workshop & tentative selection of workshop teams - Meet with consultants to establish training format and curricula - Selections of MSIs - Draft of workshop plan from consultants - Finalize training sites - Finalize workshop plans with consultants - Organize workshops for three regions: * Training Proposals * Technical Assistance Projects - Training site visits	Huergo/Thomas Thomas Huergo/Thomas Huergo/Thomas Huergo/Thomas Thomas/Huergo Thomas/Huergo Thomas/Huergo Huergo/Thomas Thomas/Huergo	March 30, 1995 July 20, 1995 April 28, 1995 May 1, 1995 May 15, 1995 May 15, 1995 May 19, 1995 May 23, 1995 May 26, 1995 July 19, 1995	Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed
4. Workshops - Introductory workshop (NAFEO) #1 - Introductory workshop (AAHE) #2 - Proposal Writing Workshop - Capacity-Building Workshop - Region I - Capacity-Building Workshop - Region II - Capacity-Building Workshop - Region III	Thomas Huergo Thomas/Huergo Thomas/Huergo Thomas/Huergo Thomas/Huergo	March 17, 1995 March 21, 1995 May 18-19, 1995 August 28, 1995 August 30, 1995 September 1, 1995	Completed Completed Completed Completed Completed Completed

PART 2 - PROGRAM (CONTINUED)

GOAL: Develop and Implement PIDP Activities

OBJECTIVES	RESPONSIBLE	TARGET DATE	STATUS
5. Requests from Institutions			
A. Workshops			
- North Carolina A&T University	Thomas	September	Approved
- Puerto Rico, Rio Piedras	Huergo	January	Not Approved
- Inter-American University, San Juan	Huergo	January	Not Approved
- Cerritos Community College	Huergo	February	Not Approved
- Alamo Community College District	Huergo	February	Not Approved
B. Technical Assistance			
- Bethune Cookman			
- Central State University	Thomas	Continual	Complete
- Clark Atlanta University	Thomas	Continual	Complete
- Dillard University	Thomas	Continual	Complete
- Delaware State University	Thomas	Continual	Complete
- Florida Memorial College	Thomas	Continual	Complete
- Howard University	Thomas	Continual	Complete
- Kentucky State University	Thomas	Continual	Complete
- Langston University	Thomas	Continual	Complete
- LeMoyne Owen College	Thomas	Continual	Complete
- Mississippi Valley State University	Thomas	Continual	Complete
- Morgan State University	Thomas	Continual	Complete
- Morris Brown College	Thomas	Continual	Complete
- North Carolina A&T University	Thomas	Continual	Complete
- Norfolk State University	Thomas	Continual	Complete
- Rust College	Thomas	Continual	Complete
- Savannah State College	Thomas	Continual	Complete
- Spelman College	Thomas	Continual	Complete
- Winston Salem University	Thomas	Continual	Complete
- Xavier University	Thomas	Continual	Complete

5. Requests from Institutions (Continued)			
B. Technical Assistance			
- Alamo Community College District	Huergo	Continual	Complete
- Bee County College	Huergo	Continual	Complete
- California State University, Los Angeles	Huergo	Continual	Complete
- Cerritos Community College	Huergo	Continual	Complete
- Inter-American University, Guayama	Huergo	Continual	Complete
- John Jay College of Criminal Justice	Huergo	Continual	Complete
- Lehman College	Huergo	Continual	Complete
- Miami-Dade Community College, Wolfson	Huergo	Continual	Complete
- Miami-Dade Community College, North Campus	Huergo	Continual	Complete
- New Mexico Highlands	Huergo	Continual	Complete
- New Mexico State University	Huergo	Continual	Complete
- Northern New Mexico University	Huergo	Continual	Complete
- Polytechnic University	Huergo	Continual	Complete
- Rio Hondo College	Huergo	Continual	Complete
- Sul Ross State University	Huergo	Continual	Complete
- University of Incarnate Word	Huergo	Continual	Complete
- University of Puerto Rico, Medical Sciences Campus	Huergo	Continual	Complete
- University of Puerto Rico, Rio Piedras	Huergo	Continual	Complete
- University of Texas, Pan American	Huergo	Continual	Complete

PART 3 - OUTREACH ACTIVITIES (Continued)

PART B: Information Gathering and Publications OBJECTIVES	RESPONSIBLE	TARGET DATE	STATUS
1. Information Gathering on Project Opportunities - Initial compilation of publications list - Order CBD and other publications - Contacts with AID Regional Bureaus - Develop contacts at World Bank and USIA	Thomas/Huergo Bond/Thomas/Huergo Thomas Thomas	March 17, 1995 April 3, 1995 Ongoing Ongoing	Completed Completed Ongoing Ongoing
2. PIDP Program Brochure - Design, write and publish PIDP brochure - First mailing of program brochures	Huergo Staff	April 14, 1995 April 14, 1995	Completed Completed
3. <i>Opportunities Alert Bulletin</i> - Design <i>OAB</i> - Publish first <i>OAB</i> - Establish succeeding publication dates (ad hoc) - Identify mailing targets	Huergo Thomas/Huergo Thomas Thomas/Huergo	April 14, 1995 April 21, 1995 April 22, 1995 April 22, 1995	Completed Completed Completed Completed
4. PIDP Newsletter - Select staff person for layout & bi-monthly compilation - Design - Editorial Planning/Story Assignments to Consultant - Establish succeeding publication dates - Disseminate first newsletter	Bond Huergo Huergo	April 28, 1995 September 1, 1995 July 31, 1995 May 12, 1995 May 19, 1995	* Incomplete Complete Complete * Incomplete * Incomplete

*
 Incomplete due to lack of staffing.

92

PART 3 - OUTREACH ACTIVITIES (Continued)

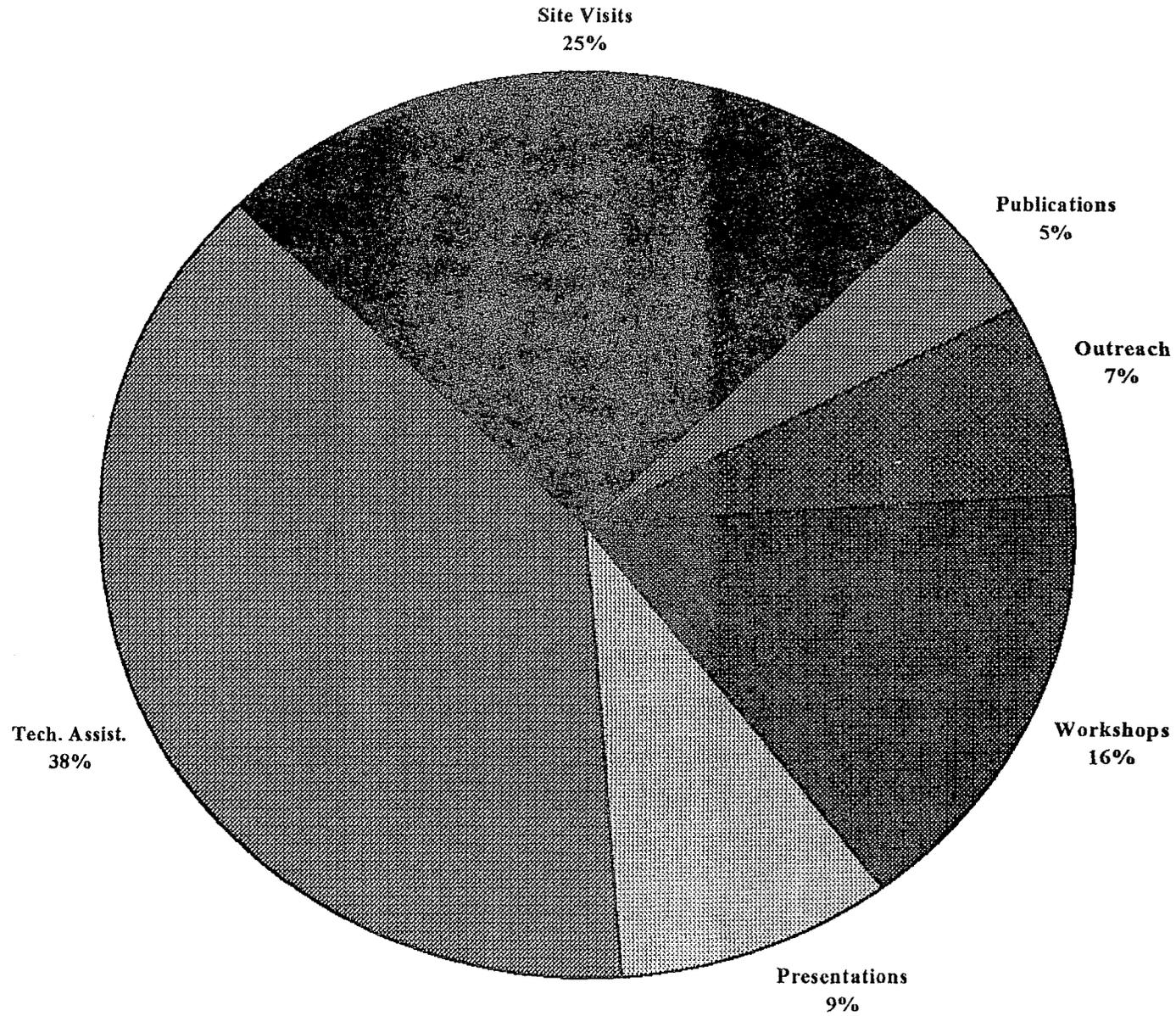
PART C: Marketing OBJECTIVES	RESPONSIBLE	TARGET DATE	STATUS
1. PIDP Impact Assessments - Develop survey instruments - Data collection and the results of AID and other agency fundings of MSI	Huergo/Thomas Althamary	August 30, 1995 April 30, 1996	Ongoing * Ongoing
2. PIDP Agency Briefings - Presentation of HSI issues to AID Staff - Presentation of HBCU issues - Target other agencies receptive to briefings - Presentation on PIDP to USAID Staff	Huergo Thomas Huergo/Thomas Thomas/Huergo	** TBD ** TBD TBD August 8, 1995	Pending Pending Ongoing Completed

* Pending completion of PIDP Database

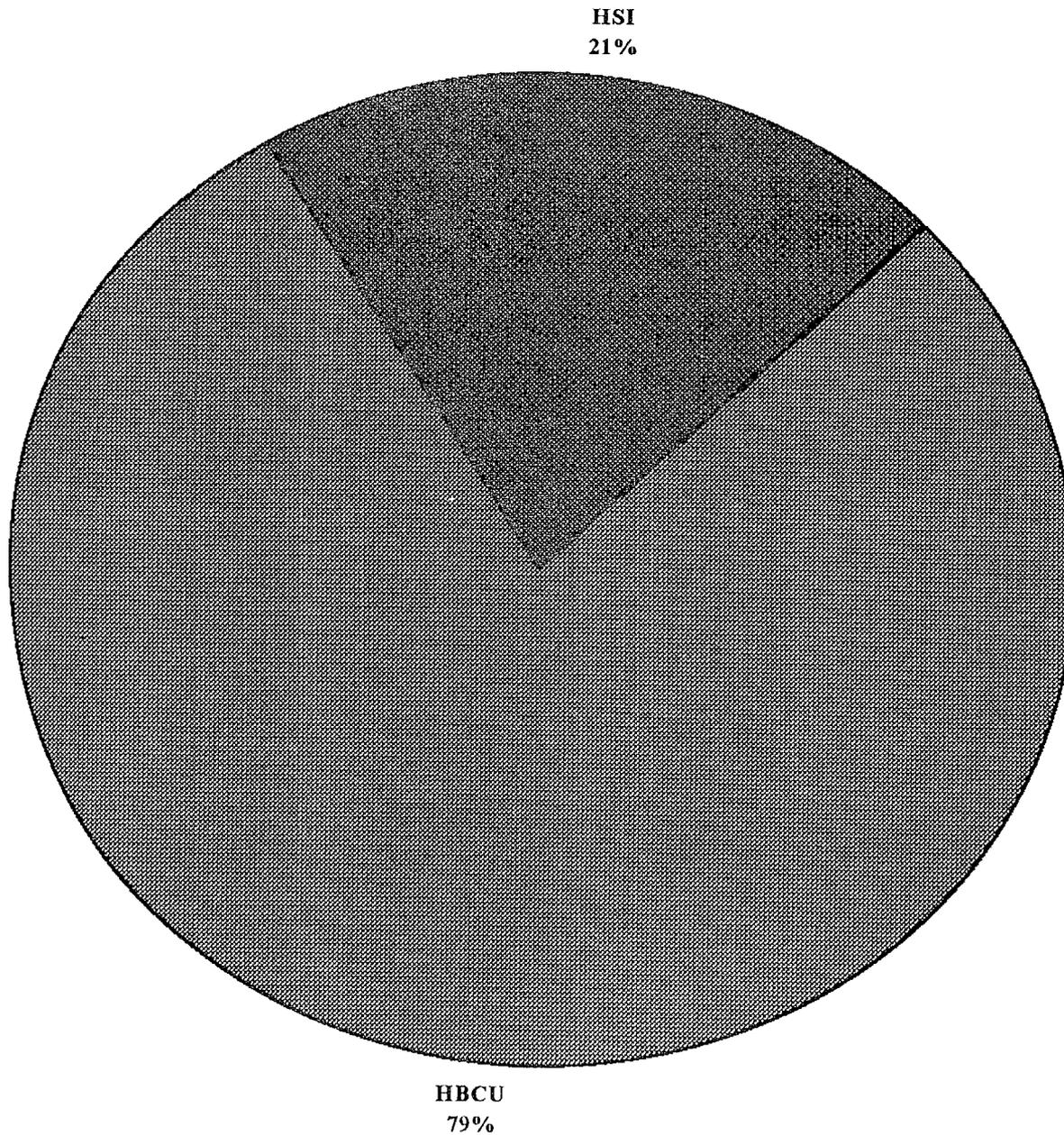
** Date undetermined by USAID

Summary of Activities

Percentage of Emphasis



**Percentage of HBCU/HSI Representatives
Receiving OABs and Participating in Workshops**

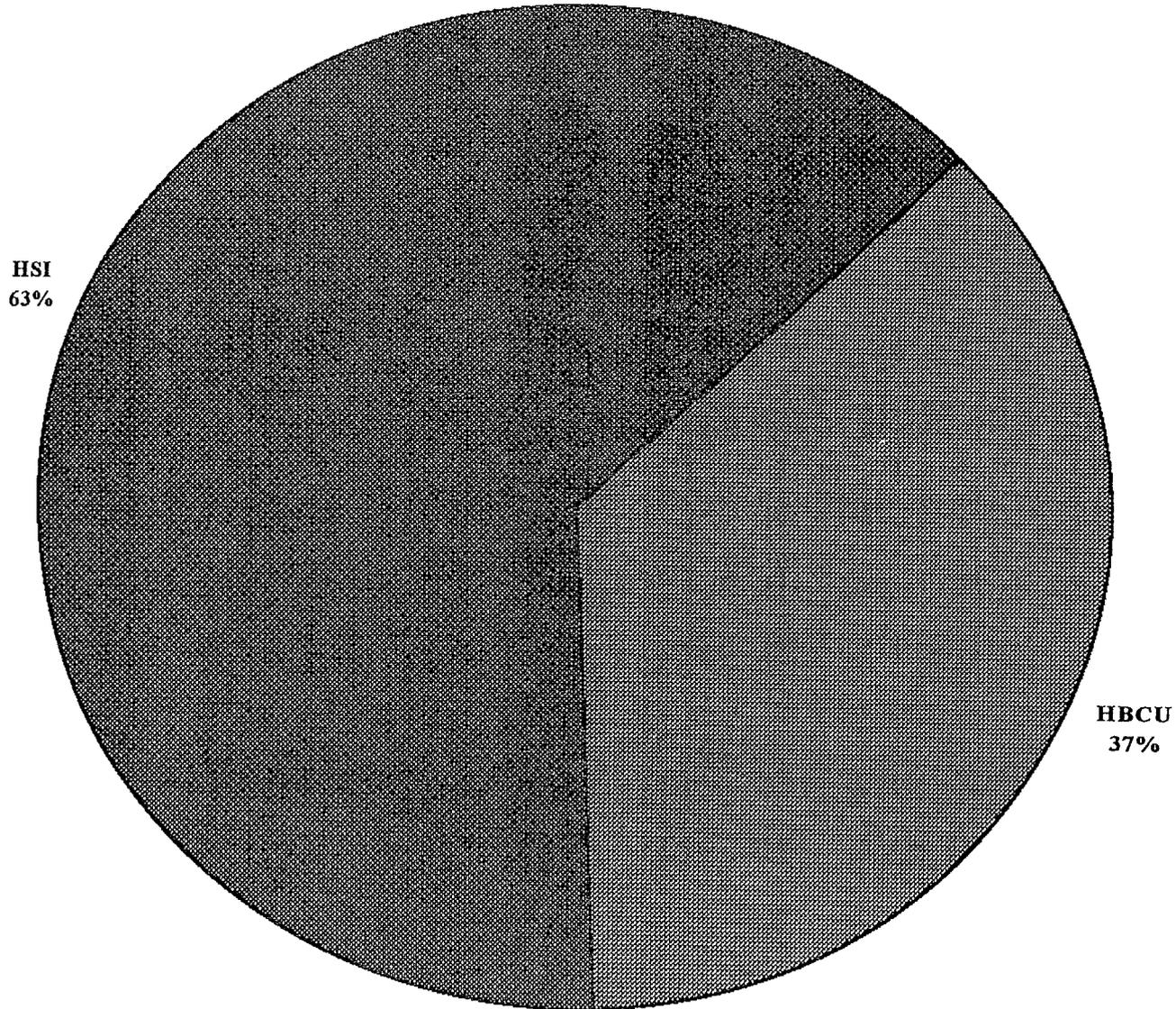


HSI
21%

HBCU
79%

28

**Percentage of HBCU/HSI
Site Visits**



PARTNERSHIP FOR INTERNATIONAL DEVELOPMENT PROGRAM

PERSONNEL

Brenda Thomas ---- Director

Elizabeth Huergo ---- Program Development Specialist/HSIs

Nassir Althamary ---- Information Management Specialist

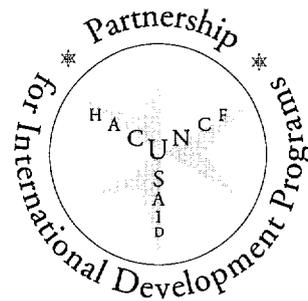
Kenya Hunter ---- Administrative Assistant

52

APPENDIX B:

Opportunities Alert Bulletin

Opportunities Alert Bulletin



Training, Microenterprise, and Support Projects

DEVELOPMENT OF TRAINING MATERIALS

USAID intends to extend the period of performance to January 31, 1996 and increase the level of effort under Contract No. CCP-0000-C-00-5014-00 for expert consulting assistance in developing software to support USAID's core business processes, i.e., the planning and implementation of development assistance and related activities. For more information, please contact Mr. Thomas S. Bordone, Contracting Officer (Telephone 703.875.1031).

THE MICROENTERPRISE INNOVATION PROJECT

On December 12, 1995, a request for applications (RFA) will be issued by the Office of Microenterprise Development in the USAID's Bureau of Global Affairs. The RFA will request cooperative agreement applications from a wide range of organizations, including U.S. PVOs, cooperatives, credit unions, developing country organizations capable of working in more than one country, and for-profit firms. Applications must demonstrate capacity to implement microenterprise development programs. For more information, please contact Ms. Stephanie Robinson, Contracting Officer (Telephone: 202.663.2360; Facsimile: 202.663.2708).

CAIRO AIR IMPROVEMENT PROJECT (CAIP): MANAGEMENT AND TECHNICAL ASSISTANCE

Correction: This action, originally publicized in the OAB dated 10/30/95, stated that the USAID/Egypt request for proposal and supporting materials would be available on November 20, 1995. However, the RFP has been delayed. A new announcement is expected in January 1996.

SOFTWARE MAINTENANCE SUPPORT & RELATED SERVICES

The U. S. Information Agency intends to negotiate on a non-competitive basis under the authority of 41 USC 253 (C)(1) with Henry Zimmerman Corporation, P.O. Box 2424, Alexandria, VA 22301, for software maintenance support-related services. The Henry Zimmerman Corporation proprietary software was designed and programmed for the Agency-owned Wang VS based accounts payable, travel advance, accounts receivable, salary advance, cashier, fund execution system (FES) and accounting front end system. For more information, please contact Ms. Kristine M. Muschette, Contracting Officer (Telephone: 202.205.9467; Facsimile: 202.205.5466).

GRANTS MANAGEMENT TRAINING COURSE

USAID contemplates issuing a request for proposal (RFP) for a five-year fixed unit price contract whereby the awardee will provide experienced personnel to design and conduct a pilot course in "Grants Management for USAID". The course will provide USAID-nominated training participants with an overall knowledge of the structure of the Federal Grant and Cooperative Agreement Act and applicable Agency guidelines and codified rules. This course is also intended to enable the training participants to function independently, at a limited level, in problem solving. For more information, please contact Mr. James A. Jeckell, Contracting Officer (Telephone: 703.875.1017).

PERSONAL SERVICES CONTRACT

CNT Contract No. EPE-0030-S-00-6003-00 AMT \$250,000 DTD 112195 to Ira L. Birnbaun, 3600 Druid Lane, Annandale, VA 22003. For more information, please contact Ms. Sharon L. Zavestoski, Contracting Officer (Telephone: 703.875.1592).

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of The College Fund/UNCF, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 1444 Eye Street, NW, Washington, DC 20005. (Telephone: 202.737.8623; Fax 202.628.8722).
December 14, 1995

Opportunities Alert Bulletin



PROJECTS AND MEETINGS

MUNICIPAL DECENTRALIZATION AND DEVELOPMENT

The contractor will provide technical assistance to municipal governments and project counterpart institutions in Nicaragua. For more information, please contact Mr. Michael Kenyon, Contracting Officer (Telephone: 011-505-2 670502/3/4) (CNT 524-0341-C-00-6002-00 AMT \$3,154,624 DTD 103095 TO Padco, Inc. 1025 Thomas Jefferson Street, NW - Suite 170 Washington, DC 20007-5209).

UGANDA ACTION PROGRAM FOR THE ENVIRONMENT

This is a notice of intent to modify contract No. 623-0124-C-00-2049-00 with Tropical Research and Development, Inc. (TRD), extending by four months the contract's current expiration date of 12/31/95. This procurement for additional technical services under USAID/Uganda's action program for the environment is under other than full and open competition as prescribed by FAR 6.302-1 and is authorized by 41 USC 253(C) (1). The purpose of the extension is to allow time to process full and open competition for a potential follow-on contract. Although notice of intent is not a request for competitive proposal, all proposals received within forty-five days after 11/01/95 will be considered by the government. For more information, please contact Mr. Francis A. Donovan, Contracting Officer, REDSO/ESA, Nairobi, Kenya (Telephone: 011-254-2-751613 ext. 2348; Fax: 254-2-743204.)

GENERAL TOWN MEETING

USAID will hold the third in a series of public meetings Wednesday, November 29, 1995, at the Atlanta Hilton Hotel, Atlanta, GA. The purpose of the meeting is to exchange information; to encourage broader participation of new and diverse organizations in USAID programs; and to discuss how to improve and streamline the process of awarding and administering contracts, grants, and cooperative agreements. For more information, please contact Ms. Angeliqe Crumbly, USAID (Telephone: 703.875.1863).

RFP AMENDMENT: AGRICULTURE TECHNOLOGY UTILIZATION AND TRANSFER (ATUT) PROJECT

This action originally appeared in the Commerce Business Daily on 07/20/95, and was posted on the INTERNET on 10/12/95. For more information on its amendment, please contact Mr. Leonel Pizarro, Contracting Officer, USAID/Egypt (Telephone: 011-20-2-357-3257/8; Telefax No. 011-20-2-356-2932.)

MANAGERIAL SERVICES AND SUPPLIES HEALTH 2004 PROJECT

CNT 521-0248-C-00-6006-00 AMT \$44,023-001 DTD 092095 TO Management Science for Health (MSH) 165 Allandale Road, Boston, MA 02130.

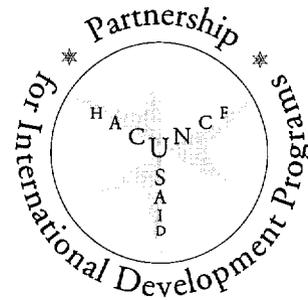
CONFERENCE ON BUILDING PARTNERSHIPS for EDUCATION REVITALIZATION in the AMERICAS

The Conference on Building Partnerships for Education Revitalization in the Americas is scheduled for December 4 - 6, 1995. Its purpose is to launch the Partnership for Education Revitalization in the Americas (PERA), a five-year project designed to strengthen primary and secondary education systems in Brazil, Colombia and Chile to share first-hand experience on educational reform; to identify emerging policy issues; to explore how these issues may be addressed through PERA; to present USAID'S education policy and strategic framework for the Latin America and Caribbean region; and to foster the creation of a network for participation in PERA. Conference participants will include representatives from USAID offices in Washington and missions in Latin America and the Caribbean; ministries of education and non-governmental organizations; World Bank, Inter-American Development Bank and the Organization of American States; UNICEF and UNESCO; international foundations; and U.S. education officials, institutes and universities. For more information, please contact Ms. Frances Hays at AED (Telephone: 202.884.8255).

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of The College Fund/UNCF, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 1444 Eye Street, NW, Washington, DC 20005. (Telephone: 202.737.8623; Fax 202.628.8722).

November 20, 1995

Opportunities Alert Bulletin



USAID Contracts: Egypt, Jordan and Morocco

AGRICULTURE POLICY REFORM PROJECT (APRP)

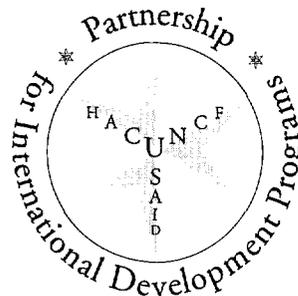
USAID/Egypt seeks proposals from interested U.S. consulting firms/joint ventures, U.S. universities (alone or as consortia), or a combination of the two to provide technical assistance in the development, management and measurement of a program designed to assist with the removal of remaining policy barriers to greater participation of private enterprise in Egyptian agriculture and the creation of a liberal, competitive marketing system. The Agricultural Policy Reform Program (APRP) is a \$200 million sector grant program supported by a project which will finance mainly long and short-term technical assistance and studies over a period of five years, beginning in FY 1996. Under RFP 263-95-P-071, the contractor will be required to provide long and short-term expertise to a Reform Design and Implementation Unit (RDI Unit), in areas such as agribusiness, privatization, marketing, resource economics and public administration/institutional analysis. Under RFP 263-95-P-072, the contractor will be required to provide long and short-term expertise to a Monitoring, Verification and Evaluation Unit (MVE Unit), in agricultural policy analysis and marketing/agribusiness. For more information, please contact Mr. Leonel Pizarro, Contracting Officer, USAID/Egypt, Tel. No. 011-20-2-357-3257/8; Telefax No. 011-20-2-356-2932.

CAIRO AIR IMPROVEMENT PROJECT (CAIP): MANAGEMENT AND TECHNICAL ASSISTANCE

The United States Agency for International Development in Egypt (USAID/Egypt) is seeking proposals from experienced U.S. consulting firms, consortia or joint ventures to serve as a prime contractor to provide overall program management, selected technical assistance and subcontractor procurement and management to complete activities under the Cairo Air Improvement Project (CAIP). The prime contractor will provide a core team of long-term Technical Assistance (TA), including U.S. and Egyptian subcontractors, as well as a mechanism through which additional long and short-term TA can be accessed to carry out studies, assessments, monitoring, training or other activities as needed. The CAIP is a seven-year, \$60 million (estimated) umbrella project that will support a range of activities directed toward the improvement of air quality in the Cairo area. The RFP is expected to be released on or about November 20, 1995. The period for submission of proposals is anticipated to be 45 days after issuance of the RFP. Interested offerors must request a copy of the RFP in writing from Leonel Pizarro, Contracting Officer, USAID/Cairo, Unit 64902, APO, AE 09839-4902 or at USAID/Cairo, Directorate of Procurement, 106 Kasr El Aini Street, Cairo Center Building, 6th Floor, Cairo, Egypt. Telefax requests to 011-20-2-356-2932 will be accepted.

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 1444 Eye Street, N.W., Washington, D.C., 20005 (Telephone: 202.737.8623; Fax: 202.737.8651). October 30, 1995

Opportunities Alert Bulletin



USAID Contracts: Egypt, Jordan and Morocco

STRENGTHENING INTELLECTUAL PROPERTY RIGHTS

USAID/Egypt is seeking proposals from qualified U.S. firms/joint ventures for a three-year cost-plus-fixed-fee with a two-year option for Technical Support Primarily to the Ministries of Scientific Research and Supply. This Request for Proposals (RFP) will be a performance-based, results-oriented contract. This activity seeks to strengthen Egypt's Intellectual Property Rights (IPR) protection, specifically in the area of industrial property. The overall objective is to help bring Egypt's IPR protection in line with GATT standards and create a more positive environment for investment and domestic innovation. Issuance date of the RFP will be around the beginning of November. Closing date for receiving proposals will be forty-five (45) days thereafter. For more information, please contact Anne L. Terio, Contracting Officer, USAID/Egypt, Tel: 011-20-2-357-3257; Fax: 011-20-2-356-2932.

USAID/JORDAN: SMALL ENTERPRISE DEVELOPMENT PROJECT

USAID/Amman, Jordan is seeking a U.S. Private Sector or Non-Governmental Organization(s) to establish a mission funded IQC for Technical Support Services (TSS) Contract that will provide high quality technical assistance to the Trade, Investment and Production Office; and to support the preparation, implementation and evaluation of USAID and World Bank Projects in Jordan. For more information, please contact John A. May, Contracting Officer, Telephone No. 011-926-6-820-101, Extension 2621, Fax No: 011-962-6-820-143. The request for proposals (RFP) may only be obtained by written or fax request from Mr. May, RCO, USAID/Jordan, Unit 70206, APO AE 09892-0206. No telephone requests will be accepted. The issuance date of the RFP is anticipated to be October 3, 1995. The closing date for receipt of proposals in response to this solicitation is anticipated to be November 21, 1995. The RFP, when issued, will provide the final information on the closing date and time.

MICROENTERPRISE/FINANCE ACTIVITY

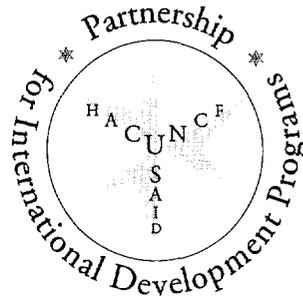
USAID/Morocco plans to issue a two-stage RFP which will lead to the award of a performance-based contract the end product of which will be a self-sustaining institution providing financial services to microentrepreneurs in Morocco. The estimated value of the award is approximately \$14 million, of which \$4.5 million is reserved for a collateral fund. The RFP stages are (1) the submission by offerors of capability statements which will identify those firms/organizations who are both responsible and have strong experience in delivering financial services to microentrepreneurs; and (2) the submission of Proposals by those offerors who have successfully met the requirements of the first set of selection criteria. Proposals will be evaluated using a second set of selection criteria that is based on how offerors will develop a self-sustaining institution capable of providing financial services to microentrepreneurs. For more information, please contact Mary Reynolds, Contracting Officer, USAID/Morocco, Tel. No.: 011-212-776-2265; Fax No: 011-212-770-7930; INTERNET address: mreynolds@usaid.gov, Telex No.: 31005M.

JORDAN COMPREHENSIVE POST PARTUM (CPP) PROJECT

The United States Agency For International Development (USAID) Mission to Jordan is seeking a U.S. Private Sector or Non-Governmental Organization(s) in the field(s) of Health Services and Family Planning to provide services in the area of Comprehensive Post Partum Service Delivery, to include Postnatal Care, Family Planning and Infant Health Care/Health Services, Training in Service Delivery Methods, Counseling, etc., and development of related IEC materials. This technical assistance will include management support, training, information systems design, and development of IEC materials. The RFP is expected to be issued on or about October 2, 1995. For more information, please contact Kimberly M. Kester, Regional Contracting Officer, USAID/Amman, Jordan, Telephone 011-962-6-820-101, Extension 2654, Fax 011-962-6-820-143, Internet KKERSER@USAID.GOV

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 1444 Eye Street, N.W., Washington, D.C., 20005 (Telephone: 202.737.8623; Fax: 202.737.8651). October 27, 1995

Opportunities Alert Bulletin



Potential Subcontracting Opportunities

ENERGY EFFICIENCY PROJECT FOR CENTRAL/EASTERN EUROPE AND THE BALTICS

POC Contact Casey-Lynn Finnerty, Contract Specialist, (703) 875-1664; Contracting Officer is Barbara P. Bocker CNT Solicitation No.: OP/EN/EUR-94-P-008, Contract No.: DHR/0030-C-00-5064-00 AMT \$17,691,875.00 DTD 091595 TO Electrotek Concepts, Inc. 480 San Antonio Road, Suite 200, Mountain View, CA 94040 (0258).

TECHNICAL ASSISTANCE AND MANAGERIAL SERVICES: PROGRAM FOR THE RECOVERY OF THE ECONOMY IN TRANSITION (PRET)

POC Contact Point, Tel (509) 22-55000, Contracting Officer, Clement J. Bucher, Additional Contact, Fax (509) 23-9603 CNT 521-0256-C-00-5059-00 AMT \$2,170,841 DTD 092095 TO Development Alternatives, Inc. (DAI), 7250 Woodmont Avenue, Suite 200, Bethesda, MD 20814 (0268).

COMMUNICATIONS SUPPORT: RESEARCH IN THE ECONOMIC AND SOCIAL SCIENCES, SUB-SAHARAN AFRICA

POC Procurement Technician, Jean Rice (703) 875-1060; Contract Specialist, Audon Trujillo, Jr. (703) 875-1848; Contracting Officer, Michael F. Walsh (703) 875-1102; CNT AOT-0546-Q-00-5271-00 AMT \$2,600,000 DTD 092895 TO BHM International, Inc., 8403 Colesville Road, Suite 805, Silver Spring, MD 20910 (0285).

WATER QUALITY IMPROVEMENT CONSERVATION PROJECT, JORDAN MANAGEMENT

POC Contact Point, Tel. 962-6-820101, Ext. 2654, Contracting Officer, Kimberley M. Kester, RCO, Additional Contact, Fax. 962-6-820143 CNT 278-0288-C-00-5546-00 AMT \$2,808,016 DTD 100394 TO Harza Environmental Services, Inc., 233 S. Wacker Drive, Chicago, IL 60606-6392 (0285).

USAID: 24-HOUR ACCESS TO THE TV NETWORK POOL

AMT \$82,305.00 LINE B.13 DTD 110195 TO Boeing Defense and Space Group, Product Support Division, P.O. Box 7730, Wichita, KS 67277-7730 (02896).

USAID'S OFFICE OF FOOD FOR PEACE (FFP): PROGRAM/DATA AND TECHNICAL SUPPORT

POC Contact: Bruce Baltas (703) 875-1695 Contracting Officer: Rosella Marshall (703) 875-1170 CNT FAO-0000-C-00-5012-00 AMT \$4,154,140 DTD 092795 TO Fomentco, Inc., dba Mendez-England & Associates, 3250 Prospect Street NW, Washington, D.C. 20007 (0277).

TRANSBOUNDARY POLLUTION REDUCTION PROGRAM: DANUBE TRIBUTARY BASINS

POC Contact Morton Darvin, Contract Specialist, (703) 875-1683; Contracting Officer, Barbara P. Bocker CNT Solicitation No. OP/ENI/EE-94-P-013, Contract No. DHR/0039-C-00-5080-00 AMT \$1,927,642 LINE 0001, 0002, 0003 DTD 091995 TO Metcalf and Eddy International, Inc., 30 Harvard Mill Square, Wakefield, MA 01880-5731 (0262).

U.S. EPA: OPPTS CONFERENCE

POC Kathy Moore, Contract Specialist, (919) 541-3504; Janice White, Contracting Officer (919) 541-3504, CNT D400013M1/68D50036 AMT \$8,988,264.00 DTD 091995 TO Small Business Administration/TASCON, Inc. 7107 Wisconsin Avenue, Suite #1125, Bethesda, MD20814 (0272).

USAID FAMILY PLANNING AND LOGISTICS MANAGEMENT PROJECT(FPLM)

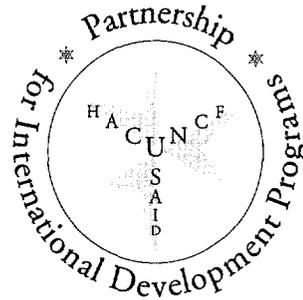
POC Contact Point, Azza El-Abd, (703) 875-1099, Contracting Officer, Thomas S. Bordone, (703) 875-1023 CNT CCP-3038-C-00-5028-00 AMT \$56,547,852 DTD 092995 TO John Snow, Inc., 210 Lincoln Street, Boston, Massachusetts 02111 (0285).

HEALTH FINANCING AND SUSTAINABILITY

POC Mike Alsalinos, Contract Specialist (703) 875-1075; Michael B. Gushue, Contracting Officer, (703) 875-1042 CNT Contract number HRN-5974-C-00-5024-00; Solicitation number OP/A/HRN/95-002 AMT \$57,983,320 DTD 092995 TO Abt Associates, Inc., 55 Wheeler Street, Cambridge, Massachusetts 02138-1168; Point of Contact Mr. John Tilney, Managing Vice President, Telephone (617) 492-7100 (0272).

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 1444 Eye Street, N.W., Washington, D.C., 20005 (Telephone: 202.757.8623; Fax: 202.757.8651). October 26, 1995

Opportunities Alert Bulletin



Projects in Nicaragua, Egypt, and Ethiopia

PROFESSIONAL AND TECHNICAL SUPPORT:

USAID BUREAU FOR GLOBAL PROGRAMS

The U.S. Agency for International Development (USAID), Bureau for Global Programs, intends to invite applications, subject to the availability of funds, for a 3-year competitively awarded cooperative agreement. Through this program USAID will fund a cadre of technical experts with field experience who are committed to providing career development experiences for significant numbers of highly qualified candidates, enabling them to develop professional expertise in women-in-development issues. For more information contact Rosella L. Marshall, Contracting Officer (Tel: 703.875.1132), or Ellen R. Willis (Tel: 703.875.1028).

MICROENTERPRISE DEVELOPMENT IN NICARAGUA

The U.S. Agency for International Development's (USAID) Mission to Nicaragua is soliciting applications from private U.S. voluntary organizations (PVOs) to implement a new microenterprise development project in Nicaragua. The project seeks to provide essential support services to mature microenterprises or small businesses whose resource requirements are not satisfied by existing poverty lending programs. U.S. PVOs registered with USAID are invited to apply for a Cooperative Agreement. This project will form part of the Mission's PVO Co-Financing project, which has been ongoing since April, 1992, and has a project activities completion date of June 30, 1998. For more information, please call USAID/Nicaragua (Tel: 011.505.2.670.502/3/4).

BASIC EDUCATION SYSTEM OVERHAUL IN ETHIOPIA

For more information on this project, contact the Contracting Officer, C.R. Eldridge (Fax: 011.251.1.61.3801) RCO ENT 663.0015.C.00.5500.00; AMT \$ 15, 448, 013 awarded to Academy for Educational Development, 1875 Connecticut Avenue, Washington, DC 20009-1202.

AGRICULTURAL TECHNOLOGIES IN EGYPT

USAID/Egypt seeks proposals for the Agricultural Technology Utilization and Transfer (ATUT) Project, a technical assistance project that will assist in the development and transfer of technologies that enhance horticultural exports. For more information, please contact Mr. Leonel Pizarro, Contracting Officer (Tel: 011.20.2.357.3257/8; Telefax: 011.20.2.356.2932).

ADVISORY SERVICES: MANAGEMENT TRAINING AND

ECONOMICS EDUCATION PROJECT EDUCATION PROJECT

For more information on this project, please contact Barbara P. Brocker, Contracting Officer, (Tel: 703.875.1066). CNT DHR-0029-5059-00 AMT \$1,286,438 DTD 032895 TO Datex, Inc., 2101 Wilson Boulevard, Suite 100 Arlington, VA 22201.

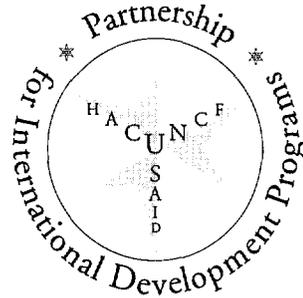
FYI

• Development Associates, under contract to USAID, which sponsors the Caribbean and Latin American Scholarship Program for El Salvador, is soliciting proposals from companies and institutions to provide tailored training for Salvadoran managers of health programs. Tentative dates for the program are November 1 - December 12, 1995. Deadline for proposals is noon EST, August 29, 1995. For more information, and to receive a request for proposal, contact Christina Barros, Project Manager, CLASP II/El Salvador, Development Associates, 1730 N. Lynn Street, Arlington, VA 22209 (Tel: 703-920-9288).

• USAID will fund projects to link international exchange interests with counterpart institutions and organizations under the International Educational and Cultural Activities Discretionary Grant Program. Deadline for submission of proposals is October 10, 1995. For more information, contact Laverne Johnson, 301 Fourth Street, SW, Room 336, Washington, DC 20547 (Tel: 202.619-5326).

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 700 13th Street, N.W., Washington, D.C., 20005 (Telephone: 202.737.8623; Fax: 202.737.8651). August 3, 1995

Opportunities Alert Bulletin



USAID Projects and Business Conference

PROFESSIONAL AND TECHNICAL SUPPORT: USAID BUREAU FOR GLOBAL PROGRAMS

The U.S. Agency for International Development (USAID), Bureau for Global Programs, intends to invite applications, subject to the availability of funds, for a 3-year competitively awarded cooperative agreement. Through this program USAID will fund a cadre of technical experts with field experience who are committed to providing career development experiences for significant numbers of highly qualified candidates, enabling them to develop professional expertise in women-in-development issues. For more information contact Rosella L. Marshall, Contracting Officer (Tel: 703.875.1132), or Ellen R. Willis (Tel: 703.875.1028).

FINANCIAL MANAGEMENT REFORM PROJECT, MANAGUA

For more information on this project, contact Michael S. Kenyon, Contracting Officer (Tel: 011.505.2 670502/3/4), CNT 524-0330-C-00-5066-00 AMT \$2,949,554 DTD 062195 to Casals & Associates, Crystal Park Three, Suite 814, 2231 Crystal Drive, Arlington, VA 22202.

FINANCIAL SECTOR PRIVATIZATION AND RESTRUCTURING, CENTRAL AND EASTERN EUROPE & THE NEW INDEPENDENT STATES OF THE FORMER SOVIET UNION

For more information on this project, contact Dennis Dorsey, Negotiator (Tel: 703.875.1583) or Sharon Zavetoski, Contracting Officer (Tel: 703.875.1592) CNT Contract Number: EPE-0005-1-00-5055-00 AMT \$16,713,345 DTD 042895 to Center for Financial Engineering & Development, Inc., 1250 23rd Street, NW, Washington, DC 20037.

BUSINESS OPPORTUNITIES CONFERENCE

USAID is sponsoring a small business opportunities conference. This one-day conference will feature workshops, counseling sessions and speakers emphasizing marketing strategies for consulting services, procurement opportunities, and information on how to do business with USAID in the international marketplace. For more information, please contact John Godden (Tel: 703.875.1551). For registration, please contact Thrope International, Inc. (Tel: 202.857.7835; Fax: 202.223.3740).

MANAGEMENT CONSULTING SERVICES

USAID contemplates issuing a Request for Proposal (RFP) for a three-year contract for professional management consulting services. This contract would provide short-term technical and advisory services for the analysis of management issues. The services may be in the areas of organizational review, analysis and development, administrative management, information resources management, and program and project management. The services will include the identification and/or assessment of management issues and the development of detailed recommendations for their resolution. USAID anticipates issuing the solicitation electronically and in hard copy on or about 07/20/95. For more information, contact James A. Jeckell, Contracting Officer (Tel: 703.875.1180) or Sandy Strong (Tel: 703.875.1024; Fax: 703.875.1519).

ENVIRONMENTAL AND URBAN PROGRAMS

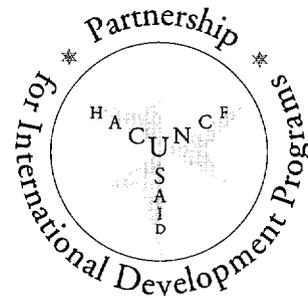
The objectives of the Environmental and Urban Programs (EUP) are to provide technical assistance in five functional areas: (1) Environmental Planning and Analysis Support; (2) Housing Finance; (3) Training Development Services; (4) Conference Management and Seminar Coordination; and (5) Housing Guarantee Program Loan Portfolio Management. Specific targeted training may also be included in individual tasks. Technical assistance may require the utilization of short and long-term U.S. personnel and locally hired personnel, depending on the particular task required. The purpose of EUP is to promote urban development programs and to reduce long-term threats to the global environment. For more information, contact Douglas Kinloch, Contracting Officer (Tel: 703.875.1162).

PRINTING AND BINDING SPANISH AND MATHEMATICS WORKBOOKS

USAID in Honduras is seeking bids from qualified companies to print and bind workbooks for Primary Education. For more information, please contact Timothy Beans, Contracting Officer (Tel: 011.54.336.9320/2454).

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 700 13th Street, N.W., Washington, D.C., 20005 (Telephone: 202.737.8623; Fax: 202.737.8651). July 14, 1995

Opportunities Alert Bulletin



USAID Projects in Haiti, the Philippines and the U.S.

TECHNICAL ASSISTANCE IMPLEMENTATION OF THE COASTAL RESOURCES MANAGEMENT (CRM) PROJECT

The U.S. Agency for International Development (USAID) is soliciting proposals from qualified U.S. and Philippine institutions, firms, groups of institutions or firms to assist in the implementation of the Coastal Resources Management (CRM) Project. The due date is July 26, 1995. The project will assist selected communities and their local governments to bring coastal resources along 3,000 km of shoreline under sustainable management by the year 2002. This solicitation covers the first three years of a planned seven year community-based, coastal resources management (CB/CRM) project. The project will require cost effective application of community based management systems that can be sustained by local governments. Business oriented management, training, and methodologies, as well as linkages to the private sector, for the purpose of identifying alternative enterprises, will form a critical base of the project's operations and must be threaded through all aspects of the program. Project outputs include investment of both local and national governments in CRM activities and the establishment of an equity mechanism in coastal resources; identification of incentives for private business investment in coastal resources management and industry. For more information, contact Rosario M. Arenas, Acquisition Specialist, or Nell C. Edin, Contracts Officer, USAID/Philippines (Tel: 011.0632.522-411 ext. 3403; Fax 011.0632.522.4337).

MICROENTERPRISE INNOVATION PROJECT (MIP). BEST PRACTICES

The purpose of the Microenterprise Best Practices Project, (MBP) is to expand the knowledge base of the field and to improve the design and implementation of USAID-supported projects. MBP will assist microenterprise development institutions to improve performance by exploring a core agenda and providing training and information services.

The MBP core agenda will examine the best practices in the field, leadership, and new areas of microenterprise development. For more information contact Michele Mauney, Contract Specialist, USAID, OP/B/PCE, Room 1514, SA-14, Washington, DC 22209 (Tel: 703.875.1068).

TECHNICAL ASSISTANCE PROGRAM FOR THE RECOVERY OF THE ECONOMY IN TRANSITION (PRET)

USAID/Haiti is looking for the services of a U.S. firm or institution for two years to implement certain components of its Program for the Recovery of the Economy in Transition (PRET). The purpose of the program is to stimulate key areas of the Haitian economy; to increase employment and incomes at all levels in the private sector; to provide financial and technical services to small firms, microenterprises and agribusiness; and to strengthen the ability of the financial sub-sector, including both commercial banks and the non-bank intermediaries (NBIS). For more information contact Clement J. Bucher, Contracting Officer (Tel: 011.509.22.5500; Fax 011.509.23.9603).

HEALTH FINANCING AND SUSTAINABILITY (HFS) II

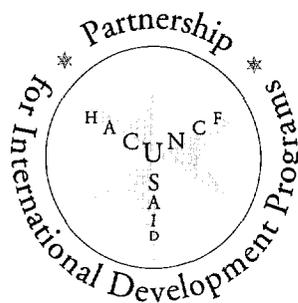
Health Financing and Sustainability (HFS) II will provide USAID Missions and host country institutions with technical assistance, training, and applied research in the areas of health policy and management, health financing, and health service improvement. The request for proposals will be issued o/a mid-June. The closing date will be o/a 17 July 1995. For more information contact John O'Connell or Mike Atsalinos (Tel: 703.875.1155); or Michael B. Gushue, Contracting Officer (Tel: 703.875.1042).

USIA Exchanges

The U.S. Information Agency (USIA) is inviting exchanges of faculty and staff from Africa, the American Republic, East Asia and the Pacific, Eastern/Central Europe and the Newly Independent States, North Africa, the Near East, South Africa, and Western Europe. The deadline is September 11, 1995. For more information, contact Sue Borja (Tel: 202.619.5289; Fax: 202.401.1433).

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF, 700 13th Street, N.W., Washington, D.C., 20005 (Telephone: 202.737.8623; Fax: 202.737.8651). June 23, 1995

Opportunities Alert Bulletin



USAID Projects in Albania, Morocco and the U.S.

ALBANIA PRIVATE FORESTRY DEVELOPMENT PROGRAM

The United States Agency for International Development (USAID), is seeking proposals under full and open competition to provide technical assistance in support of the Albania Private Forestry Development Program (APFDP) subcomponent of the Improved Public Sector Environmental Services Project. The purpose of APFDP is to improve the environmental quality in Central and Eastern Europe (CEE) and strengthen the capacity of CEE governments to provide public sector environment services. The goal of the APFDP subcomponent is to increase Albanian rural household incomes and alleviate and ultimately reverse forest environmental degradation by encouraging and supporting the development of sustainable private sector forestry management on privately owned lands and on communal forests and pastures. In order to meet these goals, the APFDP will assist the Government of Albania (GOA) to meet the following objectives; (1) to develop policies and legal instruments, and the national, regional and local authorities to implement them effectively, that will foster sustainable, market based forestry on private agricultural lands and sustainable forestry on communal lands; (2) to develop and implement a forest management and demonstration replication approach that involves both the public and private sectors; and (3) to develop and implement cooperation with the GOA, Albanian non-governmental organizations, the U.S. Peace Corps and the World Bank. For more information, contact Cathy Mallay, Contract Specialist (Tel: 703.875.1235) or Sharon Zavestoski, Contracting Officer (Tel: 703.875.1053).

URBAN AND ENVIRONMENTAL SERVICES PROJECT

USAID is planning a four-year completion-type contract to provide technical assistance, training, various studies and commodity procurement in support of its Urban & Environment Services Project. The contractor will provide an expatriate chief of party (36 p/m), a local hire urban planning/management specialist (45 p/m) and support staff; up to 100 p/m of short-term technical assistance (expatriate and Moroccan) on subjects including the urban environment, shelter, urban planning, house finance; short-term training (approx. budget \$600,000); and commodity procurement (approx. \$1 million). The contract is in support of a Housing Guaranty program relating to the upgrading of shelter conditions for the urban poor, increasing the capacity of key Moroccan institutions, and improving environmental conditions in poor urban areas. Issuing date is anticipated to be o/a 4 June 1995 and closing date will be on 4 August 1995. For more information contact Mary Reynolds, Contracting Officer (Tel: 212.776.2265; Fax: 212.770.7930).

TECHNICAL ASSISTANCE IN DEMOCRACY AND GOVERNANCE

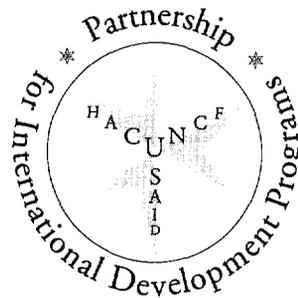
USAID's Center for Democracy and Governance promotes sustainable development by providing technical and intellectual leadership services in democracy and governance. The purpose of the activities that constitute the Democracy Center's program is to enhance USAID's capacity to support the growth and sustainability of (1) legal and judicial systems which promote a rule of law consistent with respect for human rights and democratic principles; (2) civil societies capable of participating in governance decision making and implementation at the national and local levels; (3) improved public sector governance performance and particularly its ability to manage public affairs accountably, transparently, responsively, and efficiently; and (4) electoral and political process development in transition and sustainable development countries, and non-presence countries. To assist in achieving these objectives, the Democracy Center anticipates awarding several Indefinite Quantity contracts in each of the four program areas mentioned above, as well as general democracy and governance analytical services. For more information, contact Anne Quinlan, Contracting Officer (Tel: 703.875.1059).

FYI

Partners for International Education and Training (PIET), a consortium of four international education and development organizations, is under contract with USAID to administer a portion of the Worldwide Participant Training Program. It is through the Participant Training Program that individuals from developing and transitional countries are funded by USAID for training in the United States. PIET is interested in learning more about institutions with the ability to do short-term, non-degree training for international participants. Key areas of training are banking, financial management, democratic institution building and entrepreneurship. For more information, write the Resource Center Staff at PIET, 2000 M St, NW, Suite 650, Washington, DC 20036-3307.

*The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF 700 13th Street, N.W., Washington, D.C., 20005 (Telephone: 202.737.8623; Fax: 202.737.8651). **May 31, 1995***

Opportunities Alert Bulletin



Upcoming USAID Projects in Haiti

TECHNICAL ASSISTANCE FOR DEMOCRACY ENHANCEMENT PROJECT, LOCAL GOVERNMENT COMPONENT

USAID is in search of a U.S. firm or institution to implement its local government component program under the Democracy Enhancement Project (DEP). The purpose of the contract is to enhance popular participation in local democratic processes and to improve the capacity of local governments to respond to constituent needs, especially those of women and other vulnerable groups. The contract will improve the management capacity and train at least 350 elected entities that comprise Haiti's territorial administration. The contractor will focus the major portion of its efforts in local government institution building, including training and technical assistance and a grants program. USAID anticipates issuing the solicitation for this procurement on/or shortly after April 28, 1995. Copies may be obtained only by written request.

TECHNICAL ASSISTANCE AND MANAGERIAL OVERSIGHT FOR DEMOCRACY ENHANCEMENT PROJECT, NATIONAL ASSEMBLY COMPONENT

USAID is looking for the services of a U.S. firm or institution to implement its national assembly component program under the Democracy Enhancement Project (DEP). The purpose of the contract is to increase the efficiency and efficacy of administrative, operational, and technical systems in both chambers in order to better define and improve the performance of legislative oversight and constituency functions. USAID expects to achieve: a) a streamlined procedure for handling the initiation, review, analysis and approval of legislation; b) to redesign and implement the committee systems and upgrade the technical staff; c) to reorganize the administrative support structures of both chambers and upgrade administrative personnel; d) to establish a small legislative reference service; e) to provide office furniture and information equipment to both chambers; f) to design a mechanism that factors citizen concerns and popular participation into the policy deliberation process; and g) to introduce techniques for better handling internal conflicts. For more information, contact the Contracting Officer.

TECHNICAL ASSISTANCE FOR DEMOCRACY ENHANCEMENT PROJECT, CIVIL SOCIETY COMPONENT

USAID is in search of a U.S. firm or institution to implement its civil society component program under the Democracy Enhancement Project (DEP). The purpose of the contract is to encourage key segments of society to exhibit increased understanding of the rights and responsibilities of citizens; tolerance and respect for the rights of others; and increased participation and collaboration in problem-solving in peaceful fora. The contract will strengthen the institutional and programmatic capabilities of at least 10-15 non-governmental organizations and an additional 4-5 labor organizations that enhance democratic values and pluralism in Haiti. USAID anticipates issuing the solicitation for this procurement on/or after April 24, 1995. Copies may be obtained only by written request.

TECHNICAL ASSISTANCE AND MANAGERIAL OVERSIGHT FOR THE HEALTH SYSTEM 2004 PROJECT

USAID is in search of a U.S. firm or institution to implement its Health Systems 2004 Project. The goal of the project is to protect and develop Haiti's human resource base. This will help Haitian families remain healthy and well-nourished, and to have the number of children they desire. The objectives of this contract are: 1) to assist the Ministry of Public Health and Population in building a consensus and formulating a health reform policy as well as implementing a health information and services delivery monitoring system; 2) to support direct service delivery to approximately one million Haitian families of which approximately 400,000 will have regular access to a full range of basic preventive and curative services. USAID anticipates issuing the solicitation for this procurement on/or shortly after May, 1995. For more information, contact the Contracting Officer.

The Contracting Officer for all four of these projects in Haiti is Clement J. Bucher, who may be reached in Port Au Prince, Haiti (Telephone: 509.22.5500; Fax: 509.23.9603).

The information listed here is condensed from the original synopsis disseminated by USAID, and is meant only to provide a brief, initial point of information for potential contractors who might not otherwise receive the information expeditiously. The Partnership is comprised of the United Negro College Fund, the Hispanic Association of Colleges and Universities and the U.S. Agency for International Development. For more details, please contact The Partnership for International Development Programs, UNCF 700 13th Street, N.W., Washington, D.C., 20005 (Telephone: 202.737.8623; Fax: 202.737.8651).

May 12, 1995

APPENDIX C:
Contracting Organizations Represented
at the
Portfolio Luncheon

**Academy for Educational
Development**
1875 Connecticut Avenue, NW
Washington, DC 20009

Development Alternatives
7250 Woodmont Avenue
Suite 200
Bethesda, MD 20814

African American Labor Center
1925 K Street, NW
Washington, DC 20005

Development Associates
1730 North Lynn Street
Arlington, VA 22209

Akins & Associates
1000 Sixth Street, SW
Suite 115
Washington, DC 20024

Foreign Aide Through Education
1525 Corcoran Street, NW
Washington, DC 20009-3805

Aurora Associates, Inc.
1015 Eighteenth Street, NW
Suite 400
Washington, DC 20036

Futures Group
1050 Seventeenth Street, NW
Suite 1000
Washington, DC 20036

**Center for Development
and Population Activities**
1717 Massachusetts Avenue, NW
Suite 200
Washington, DC 20026

Georgetown University
3520 Prospect Street, NW
Washington, DC 20007

Chemonics International
2000 M Street, NW
Suite 200
Washington, DC 20036

Institute for Intl. Education
1400 K Street, NW
Washington, DC 20005-2403

Creative Associates
5301 Wisconsin Avenue, NW
Suite 700
Washington, DC 20015

International Resources Group
1400 I Street, NW
Suite 700
Washington, DC 20005

Metrica, Inc.
1601 North Kent Street
Rosslyn, VA 22209

The Mitchell Group
1816 Eleventh Street, NW
Washington, DC 20001

**Partners for International Education
and Training**
1900 M Street, NW
Washington, DC 200036

Pragma Corporation
116 East Broad Street
Falls Church, VA 22046

World Learning
1015 Fifteenth Street, NW
Washington, DC 20005

44

APPENDIX D:

Introductory Workshops, # 1 and # 2

March 17 and March 21, 1995

**THE UNITED NEGRO COLLEGE FUND
AND
THE HISPANIC ASSOCIATION OF
COLLEGES AND UNIVERSITIES**

INTRODUCES

**PARTNERSHIP FOR INTERNATIONAL
DEVELOPMENT PROGRAMS**

**FUNDED BY U.S. AGENCY FOR INTERNATIONAL
DEVELOPMENT**

COOPERATIVE LINKAGES WORKSHOP, #1

MARCH 17, 1995

**VENUE: NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS
1875 CONNECTICUT AVENUE, N.W. - SUITE 1000
WASHINGTON, DC**

AGENDA

- 9:30 - 9:50** **WELCOME AND PROGRAM OVERVIEW**
MR. LAURANCE BOND, DIRECTOR, PARTNERSHIP FOR
INTERNATIONAL DEVELOPMENT PROGRAMS
- 9:50 - 10:00** **REMARKS**
DR. VALERIE SMITH, MINORITY INSTITUTIONS
COORDINATOR, U.S. AGENCY FOR INTERNATIONAL
DEVELOPMENT
- 10:00 - 10:20** **QUESTIONS AND ANSWERS**
- 10:20 - 10:30** **BREAK**

**10:30 - 11:30 Activity/PROJECT OVERVIEWS:
BUSINESS DEVELOPMENT PARTNERS**

**Ms. MARCIA Ellis
ACADEMY FOR EDUCATIONAL DEVELOPMENT**

**DR. JOSEPH KENNEDY
AFRICARE**

**MR. ROBERT WALKER
AURORA ASSOCIATES, INC.**

**MR. STEPHEN A. HORBLITT
CREATIVE ASSOCIATES INTERNATIONAL INC.**

**Ms. ANN SKELTON
DEVELOPMENT ASSOCIATES, INC.**

**Ms. ELAINE M. SARAO
FOREIGN AIDE THROUGH EDUCATION**

**MR. CALVIN H. RAULERSON
LABAT-ANDERSON, INC.**

**MR. DARREL W. DRURY
METRICA, INC.**

**MR. LLOYD MITCHELL
THE MITCHELL GROUP**

**11:30 - 12:00 Round-Table Discussion
MODERATOR: DR. VALERIE SMITH**

CONCLUSION

COOPERATIVE LINKAGES WORKSHOP, #1

PARTICIPANTS

MARCH 17, 1995

Col. James Sangster
Executive Director, Office
of International Affairs
Central State University

Dr. Joseph Kennedy
Director, International Development
Africare

Mr. Julius E. Coles
Director, International Affairs Center
Howard University

Mr. Calvin Raullerson
Consultant
Labat Anderson, Inc.

Dr. Victor Okereke
Director, International Center for Water
Resources Management
Central State University

Mr. Lloyd Mitchell
President
The Mitchell Group

Mr. Darryl E. Dennis
Senior Project Manager
The Mitchell Group

Dr. Earl Brown, Jr.
Director, International Program
Elizabeth City State University

Dr. Valerie Smith
Minority Institution Coordinator
U.S. Agency for International
Development

Ms. Marcia Ellis
Vice President, International Basic
Education
Academy for Educational Development

Dr. Ally Mack
Director, International Programs
Jackson State University

Ms. Ann Skelton
Vice President, Training Services
Development Associates

Dr. Darrel Drury
Director, Policy & Evaluation Research
Metrica, Inc.

Mr. Helen Easterling Williams
President
Health, Education & Welfare, Int'l

Ms. Elaine M. Sarao
Executive Director
Foreign Aid Through Education

Ms. Pamela J. Whitehurst
Associate Provost and Director
Tuskegee University

**THE UNITED NEGRO COLLEGE FUND
AND
THE HISPANIC ASSOCIATION OF
COLLEGES AND UNIVERSITIES**

INTRODUCES

**THE PARTNERSHIP FOR INTERNATIONAL
DEVELOPMENT PROGRAMS**

**FUNDED BY THE U.S. AGENCY FOR INTERNATIONAL
DEVELOPMENT**

COOPERATIVE LINKAGES WORKSHOP, #2

MARCH 21, 1995

**VENUE: NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS
1875 CONNECTICUT AVENUE, N.W. - SUITE 1000
WASHINGTON, DC**

AGENDA

- 2:00 - 2:10 WELCOME AND PROGRAM OVERVIEW
MR. LAURANCE BOND, DIRECTOR, PARTNERSHIP FOR
INTERNATIONAL DEVELOPMENT PROGRAMS**
- 2:10 - 2:20 REMARKS
RICARDO MARTINEZ, EXECUTIVE DIRECTOR
HISPANIC ASSOCIATION OF COLLEGES & UNIVERSITIES**
- 2:20 - 2:30 REMARKS
DR. VALERIE SMITH, MINORITY INSTITUTIONS
COORDINATOR, U.S. AGENCY FOR INTERNATIONAL
DEVELOPMENT**

2:30 - 3:00 QUESTIONS AND ANSWERS

3:00 - 3:10 BREAK

**3:10 - 4:00 ACTIVITY/PROJECT OVERVIEWS:
BUSINESS DEVELOPMENT PARTNERS**

**Ms. Paula Gubbins
ACADEMY FOR EDUCATIONAL DEVELOPMENT**

**Dr. Joseph Kennedy
AFRICARE**

**Mr. Stephen A. Horblitt
CREATIVE ASSOCIATES INTERNATIONAL INC.**

**Ms. Ann Skelton
DEVELOPMENT ASSOCIATES, INC.**

**Ms. Elaine M. Sarao
FOREIGN AIDE THROUGH EDUCATION**

**Mr. Calvin H. Raulerson
LABAT-ANDERSON, INC.**

**Mr. Darrel W. Drury
METRICA, INC.**

**Mr. Lloyd Mitchell
THE MITCHELL GROUP**

**4:00 - 4:30 Round-Table Discussion
MODERATOR: DR. VALERIE SMITH**

CONCLUSION

COOPERATIVE LINKAGES WORKSHOP, #2

PARTICIPANTS

MARCH 21, 1995

Dr. Enrique Medrano
University of Houston

Dr. Evelyn A. Ellis
Alabama A&M University

Dr. Mattie D. Thomas
Alabama A&M University

Dr. Norman Brammer
Miami-Dade Community College

Ms. Paula Gubbins
Academy for Educational Development

Dr. Rosalyn B. Green
Executive Director, Student Services
University of Health Science Center

Ms. Elaine Sarao
Executive Director
Foreign Aid Through Education

Dr. Regina Colston
Assistant Professor, Telecommunication
Alabama A&M University

Dr. Graham P. Matthews
Vice President for Institutional Research
Dillard University

Dr. Joyce Whitfield
Xavier University

Mr. Darryl E. Dennis
Senior Project Manager
The Mitchell Group

Dr. Tito Guerrero
Provost/Vice President for Academic
Affairs
Texas A&M University

Dr. Valerie Smith
Minority Institutions Coordinator
U.S. Agency for International
Development

Dr. Stephen E. Glover
Director, Information Resource
Management
South Carolina State University

Mr. Lloyd Mitchell
President
The Mitchell Group

Dr. Charles Miller
St. Mary's University

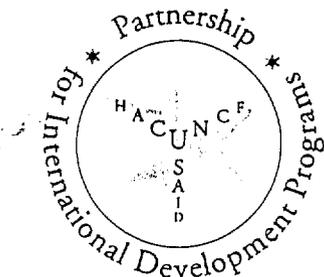
Mr. Steve Homonett
Creative Associates International

Dr. Barbara Prater
Associate Vice President for Academic
Affairs
University of Texas - Pan American

Dr. Darrel Drury
Director, Policy & Evaluation Research
Metrica, Inc.

Dr. Roberto E. Villarrull
Associate Vice President for Academic
Affairs
University of Texas at El Paso

APPENDIX E:
Proposal Writing Seminar
March 22 - 24, 1995



**PARTNERSHIP SEMINAR: PROPOSAL WRITING I
MAY 22-24, 1995**

Monday, May 22

- | | |
|---------------|--|
| 8:00 - 8:15 | Introductions and Brief Orientation |
| 8:15 - 8:20 | Mr. Alan Kirschner
Vice President, Programs & Public Policy
United Negro College Fund (UNCF) |
| 8:20 - 8:25 | Dr. Valerie Smith
Minority Institutions Coordinator
U.S. Agency for International Development
(USAID) |
| 8:25 - 8:30 | Mr. Ricardo Martinez
Executive Director
Hispanic Association of Colleges
and Universities (HACU) |
| 8:30 - 10:00 | Mr. John Pielemeier, Consultant
<u>Topic: Overview of USAID Project Planning</u> |
| 10:00 - 10:15 | Break |
| 10:15 - 12:30 | Mr. Robert Bell and Ms. Margaret Bush-Ware
Consultants
Akins and Associates, Inc.
<u>Topic: Analysis and Review of the Request for
Proposal (RFP)</u> |
| 12:30 - 1:30 | Working Lunch
Mr. Bell and Ms. Bush-Ware
<u>Topic: Analysis and Review of the RFP</u> |
| 1:30 - 1:45 | Break |
| 1:45 - 3:30 | Mr. Bell and Ms. Bush-Ware
<u>Topic: Analysis and Review of the RFP</u> |
| 3:30 - 3:45 | Break |
| 3:45 - 5:00 | Mr. Bell and Ms. Bush-Ware
<u>Topic: Analysis and Review of the RFP</u> |

**Partnership Seminar:
Proposal Writing I**

Tuesday, May 23

8:00 - 10:00	Mr. Bell and Ms. Margaret Bush-Ware <u>Topic: Introduction to Proposal Writing</u>
10:00 - 10:15	Break
10:15 - 12:30	Mr. Bell and Ms. Bush-Ware <u>Topic: Proposal Writing Exercise</u>
12:30 - 1:30	Working Lunch Mr. Bell and Ms. Bush-Ware <u>Topic: Review of Writing Exercise</u>
1:30 - 1:45	Break
1:45 - 3:00	Mr. Bell and Ms. Bush-Ware <u>Topic: Analysis and Discussion of Proposal Costs and Fees</u>
3:00 - 3:15	Break
3:15 - 3:45	Mr. David Rakes Coordinator Research Grant Program for HBCUs USAID Center for Human Capacity Development <u>Topic: A Review of Recent USAID Proposal Issues</u>
3:45 - 5:15	Mr. Ron Stanley Contract Specialist USAID Office of Procurement <u>Topic: Technical Services Negotiated</u>

Wednesday, May 24

8:00 - 9:00	Dr. Gloria Braxton Director Center for International Development Programs Southern University, Baton Rouge <u>Topic: Institutional Perspectives on Project Implementation</u>
9:00 - 10:00	Ms. Miriam Cruz President Equity Research Corporation <u>Topic: Bridging Institutional Cultures: HSIs and HBCUs Working Together</u>

54

**Partnership Seminar:
Proposal Writing I**

10:00 - 11:00	Mr. Leo Sarla President Metametrics <u>Topic: Developing Corporate and Higher Education Partnerships</u>
11:00 - 11:15	Break
11:15 - 12:30	Mr. Bell and Ms. Bush-Ware <u>Topic: Assessing an Institution's Unique Capabilities for Project Implementation</u>
12:30 - 1:15	Mr. Bell and Ms. Bush-Ware <u>Topic: A Review of the Evaluation Factor</u>
1:15 - 1:30	Break
1:30 - 2:00	Mr. Bell and Ms. Bush-Ware <u>Topic: Concluding Remarks</u>
3:00 - 4:30	Dr. Joan M. Claffey Director Association Liaison Office American Council on Education Round-table <u>Topics: 1) A Brief Survey of Relevant International Initiatives; 2) Future Trends and Opportunities in International Education; and 3) Building Programmatic and Financial Bridges Among Minority-Serving Institutions</u>
5:30 - 7:00	Reception

55

PARTNERSHIP FOR INTERNATIONAL DEVELOPMENT PROGRAMS

**PARTNERSHIP SEMINAR: PROPOSAL WRITING I
PARTICIPANTS
MAY 22-24, 1995**

**University of Texas,
Pan American**

1201 West University Dr.
Edinburg, TX 78539-2999
Phone: 210-381-2011
Fax: 210-381-2114

Dr. James B. Williams
Director
Office of Sponsored
Projects

Mr. Bret L. Mann
Associate Director
Center for
Entrepreneurship
and Economic Development

**Miami-Dade Community College,
Wolfson Campus**

300 N.W. 2nd Avenue
Miami, FL 33167
Phone: 305-237-1899
Fax: 305-237-3724

Mr. Ted Levitt
Director
Academic Conferences

Dr. Bernard Fils-Aime
Assistant Dean
Student Affairs

**Interamerican University of
Puerto Rico, San Germán**

Call Box 511
San Germán, PR 00683
Phone: 809-264-1912, ext.208
Fax: 809-892-6350

Mr. Pierre Joseph Devaris
President
Academic Senate of
San Germán

Dr. Zulma Quiñones
Dean
Professional Programs

Jackson State University

1331 Lynch Street
Jackson, MS 39217
Phone: 601-973-3791
Fax: 601-973-3388

Mr. Jesse Lutibingwa
Director
Projects Development
and Marketing

Ms. Leah Newell
Associate Director
International Programs

Shaw University

118 E. South Street
Raleigh, NC 27601
Phone: 919-546-8330
Fax: 919-546-8301

Dr. Collie Coleman
Vice President
Academic Affairs

Dr. Emmanuel Amadife
Assistant Professor
International Studies

Kentucky State University

East Main Street
Frankfort, KY 40601
Phone: 502-227-6260
Fax: 502-227-6490

Dr. Don Anthony Woods
Professor
School of Public Administration

Dr. Neville Morgan
Dean
College of Arts and Sciences

Bowie State University

14000 Jericho Park Road
Bowie, MD 20715-9465
Phone: 301-464-6500
Fax: 301-464-7574

Dr. Frederick B. Mills
Assistant Professor
History, Politics & International
Studies

Dr. Abdul Bangura
Assistant Professor
History, Politics & International
Studies

Turabo University

Road 189, Km. 3.3
Carretera Caguas a Gurabo
Gurabo, PR 00788
Phone: 809-743-7979
Fax: 809-744-5394

Dr. Marcelino Rivera
Professor
Business Administration Department

Dr. Nydia Marini
Chairperson
Education Department

Howard University

P.O. Box HU-232
Washington, DC 20059
Phone: 202-806-4363
Fax: 202-806-4476

Dr. Michael Frazier
Associate Director
Academic Affairs & Research
International Center

Dr. Lorenzo Morris
Associate Professor
Political Science

Morgan State University

Cold Spring Lane & Hillen Rd.
Truth Hall Room 434
Baltimore, MD 21239
Phone: 410-319-3268
Fax: 410-319-3299

Dr. Jay Chunn
Associate Vice President
Academic Affairs

Dr. Glenn Phillips
Associate Professor
History

59

APPENDIX F:
Regional Workshop Participants

Regional Workshop, I

PARTICIPANT

Mr. John Cornish
Mr. Ricardo Dow y Anaya
Mr. Paul Huntsberger
Mr. Richard Jones
Ms. Mary Reynolds
Mr. Leo G. Dominguez
Ms. Florence Dick
Ms. Jan Hartman

INSTITUTION

Albuquerque Technical
New Mexico Highland University
New Mexico State University
New Mexico State University
New Mexico State University
Sul Ross State University
Univ. of Texas, El Paso
Univ. of Texas, El Paso

Regional Workshop, II

PARTICIPANT

Dr. Franklin D. Jackson
Dr. Ann Green
Dr. James E. Tilton
Dr. William Smialek
Dr. Blas Castaneda
Dr. William T. Primus
Dr. Bertha T. Escoffery
Mr. Howard Jones
Mr. Juan Armendariz
Ms. Cecilia Gonzales
Mr. William Kester
Ms. Veterine Simpson
Ms. Lyndia Washington
Dr. James B. Williams
Ms. Mauia Henríguez
Dr. George Hampton
Dr. Mat Castillo
Dr. Eunique Medrano

INSTITUTION

Alcorn State University
Bee County College
Incarnate Word College
Jarvis Christian College
Laredo Community College
Miami-Dade Com. College
Norfolk State University
Our Lady of the Lake Univ.
Palo Alto College
San Antonio College
San Jose City College
Southern Univ., Shreveport
Univ. of Arkansas, Pine Bluff
Univ. of Texas, Pan American
Alamo Comm. College District
University of Houston, Downtown
University of Houston, Downtown
University of Houston, Downtown

Regional Workshop, III
Atlanta, GA

PARTICIPANT	INSTITUTION
Mr. David A. Iyegha	Alabama State University
Dr. Cynthia Davis	Barry University
Dr. Glenda Suber	Benedict College
Ms. Tia H. Hunter	Bennett College
Dr. Sheila Y. Flemming	Bethune-Cookman College
Ms. Mary Oling Ottoo	City College of New York
Dr. Ife Williams	Clark Atlanta University
Dr. Cheryl Benton	Clinton Junior College
Dr. Habtu Braha	Coppin State College
Mr. Gene A. Mason	Fayetteville State University
Dr. Solomon Smith	Fisk University
Ms. Patricia J. Barton	Harris-Stowe State College
Ms. Hattie Weaver	Harris-Stowe State College
Dr. Olga A. Benitez	Inter-Amer. Univ., San Juan
Ms. F. LaVerne Truitt	Knoxville College
Mrs. Fannie B. Burnett	LeMoyne-Owen College
Dr. George Kieh	Morehouse College
Dr. Glenn O. Phillips	Morgan State University
Dr. Kokahrah Zauditu-Selassie	Morris Brown College
Dr. Robert Adams	Morris Brown College
Dr. Vera L. Benton	Morris Brown College
Dr. Don Blair	Morris Brown College
Dr. Joe Brown, Jr.	Morris Brown College
Dr. McClellon Cox	Morris Brown College
Dr. Priscilla Jenkins	Morris Brown College
Dr. Juliana Lancaster	Morris Brown College
Dr. Debra Lankea	Morris Brown College
Dr. Patrice Lee	Morris Brown College
Dr. Robert Lee	Morris Brown College
Dr. Clifton Mair	Morris Brown College
Dr. Johnnie Myers	Morris Brown College
Dr. Mabiengwa Namuzeja	Morris Brown College
Dr. Jeanee Stahl	Morris Brown College
Dr. William Amponsah	North Carolina A&T University
Dr. Ronald Smith	North Carolina A&T University
Ms. Christine L. Ratcliff	Rust College
Dr. A. J. Stovall	Rust College
Dr. James B. Gunnell	Saint Paul's College
Dr. Tsehai Alemayehu	Savannah State College
Mr. Clarence Johnson	Spelman College
Dr. Lois B. Moreland	Spelman College
Ms. Susan Mathews	Talladega College
Dr. Suchet L. Louis	Tuskegee University
Dr. Maria E. Cora de Block	Univ. of Puerto Rico, Medical Science
Dr. Alberto Beale	Univ. of Puerto Rico, Mayaguez
Dr. Emeka Morah	Wilberforce University
Dr. Everette L. Witherspoon	Winston-Salem State University
Dr. Rafael Cruz	Plytechnic University of PR
Mr. Rafael Leon	Plytechnic University of PR
Ms. Noemi Rivera	Plytechnic University of PR

APPENDIX G:

MCID Participant Training Workshop

October 31 - November 4, 1995

62

TECHNICAL TRAINING WORKSHOP:
"VIRTUAL REALITY"
FOR
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES
AND
HISPANIC SERVING INSTITUTIONS
October 31 - November 4, 1995

Mississippi Consortium for International Development

ADDRESSES FOR WORKSHOP PARTICIPANTS

Bowie State University

Gilbert McDonald
14000 Jericho Park Road
Bowie, MD 20715
301- 464-6580
g_McDonald@BOEEO.MINC.UMD.
EDU

Jane Stokes
14000 Jericho Park Road
Bowie, MD 20715
301- 464-7582

Central State University

Sabrina Stewart-Thomas
1400 Brush Row Road
Wilberforce, OH 45384
513-376-6180

Patricia Pearson
1400 Brush Row Road
Wilberforce, OH 45384
513-376-6412

LeMoyne-Owen College

Phillip Adams
807 Walker Avenue
Memphis, TN 39126
901-942-7346

Olusoji Akomolafe
807 Walker Avenue
Memphis, TN 39126
901-942-7397

***Miami-Dade Community College,
Wolfson***

Bernard Fils-Aimé
300 N.E. Second Avenue
Miami, FL 33132-2297
305-237-3130
305-237-7596 (fax)
Bernard@mdcc.edu

Ana María Bradley-Hess
300 N.E. Second Avenue
Miami, FL 33132-2297
305-237-3652
305-237-3724 (fax)
AnaMaria@mdcc.edu

Rio Hondo College

Tony Nevarez
3600 Workman Mill Road
Whittier, CA 90601-1699
310-692-0921 X3940
310-908-3430

Frank Patino
3600 Workman Mill Road
Whittier, CA 90601-1699
310-908-3406

8 310-692-2557 (fax)

Mississippi Consortium for International Development

TECHNICAL TRAINING WORKSHOP DAILY SCHEDULE

(OCTOBER 31 - NOVEMBER 4, 1995)

Note: Administrative sessions in the morning refer to a fifteen minute briefing session for announcements, suggestions and identification of problems relating to the training program.

Day/Date	Morning	Afternoon	Evening
Tuesday October 31		Arrival Jackson, Mississippi MCID Staff	7:00 p.m. Welcome, Preliminary Food/Lodging Orientation L. Newell T. Berry
Wednesday November 1	<p>8:10 a.m. Pickup</p> <p>8:30 a.m. General Orientation L. Newell</p> <p>9:30 a.m. Needs Assessments J. Colon</p> <p>10:30 a.m. Break</p> <p>10:45 a.m. Cross-Cultural Orientation J. Colon</p> <p>12:00 p.m.- 1:30 P.M. Lunch with the "Business for Russia" Training Participants L. Newell T. Berry</p>	<p>2:00 p.m. - 4:30 p.m. Overview of Short- Term Training Forum: * Finding RFP's * RFP's * Proposal Dev. * Institutional Resources * Networking with Contractor A. Mack J. Colon</p> <p>3:30 p.m. Break</p> <p>5:00 p.m. Airport Welcome: Nicaraguans L. Newell T. Berry</p>	<p>6:30 p.m. Cultural and Networking Activity: Dinner: Cock of the Walk T. Berry</p>

Rust College

Christine Ratcliff
150 Rust Avenue
Holly Springs, MS 38635-2330
601-252-8000, X4008

Santa Fe Community College

Valerie Ingram
P.O. Box 4187
Santa Fe, NM 87502
505-438-1230
505-438-1237 (fax)

Sheila Ortego
P.O. Box 4187
Santa Fe, NM 87502
505-438-1309
sortego@sfcc.nm.us
505-438-1237 (fax)

Spelman College

Lois B. Moreland
350 Spelman Lane, NW
Atlanta, GA 30314
Box 359, 404-223-1492

Dianne Alexander-Richey
350 Spelman Lane, NW
Atlanta, GA 30314
Box 1543, 404-215-7750

Talladega College

Susan G. Matthews
627 West Battle Street
Talladega, AL 35160
205-761-6347/6266

Yakini Kemp
627 West Battle Street
Talladega, AL 35160
205-761-6260/6266

Universidad Politecnico de Puerto Rico (Polytechnic University)

Rafael León
377 Ponce de Leon Avenue,
Box 192017
San Juan, PR 00919-2017
809-754-8000 X291
809-763-8919 (fax)
rleon@pupr.edu

Annie M. Arroyo
377 Ponce de Leon Avenue,
Box 192017
San Juan, PR 00919-2017
809-754-8000 X420/X228

University of Puerto Rico, Medical Sciences Campus

María Cora-Block
P.O. Box 365067
San Juan, PR 00936-5067
809-751-3284

Daisy M. Gely-Rodriguez
P.O. Box 365067
San Juan, PR 00936-5067
809-759-6528
809-764-2470 (fax)

University of Texas, Pan American

Bret Mann
1201 West University Drive
Edinburg, TX 78539-2999
210-381-2302
210-381-2322
mann@panam.edu

Suzanne Johnson
1201 West University Drive
Edinburg, TX 78539-2999
210-384-5900
210-384-5912
sjohnson@panam.edu

Day/Date	Morning	Afternoon	Evening
<p>Thursday November 2</p>	<p>8:20 Pick-up</p> <p>8:45 a.m. Administrative Session L. Newell</p> <p>9:00 a.m. Short-Term Training: Do I Know Enough? P. Moore</p> <p>10:45 a.m. Break</p> <p>11:00 a.m. Proposal Design: * Training Outline * Schedule * Approach * Staffing * Costs J. Colon</p> <p>11:45 a.m. Budget Development A. Mack</p>	<p>12:30 - 1:30 p.m. Lunch</p> <p>1:40 p.m. Administrative Session L. Newell J. Colon P. Moore B. Thomas E. Huergo</p> <p>2:00 p.m. Analysis of RFP's: * Elements * Between Lines * Costs * Contractor Preferences P. Moore</p> <p>3:30 p.m. Break</p> <p>3:45 - 5:15 p.m. Analysis of RFP's (continued) P. Moore</p>	<p>5:30 p.m. Cultural and Networking Activity: Welcome Reception - JSU President's Home, T. Berry</p> <p>7:00 p.m. Tour of The International House MCID Staff</p> <p>7:20 p.m. Evening Session: (Optional) Proposal Development P. Moore</p>

Day/Date	Morning	Afternoon	Evening
<p>Friday November 3</p>	<p>8:20 a.m. Pick-up</p> <p>8:45: a.m. Administrative Session: L. Newell</p> <p>9:00 a.m. Management of Training Process J. Colon</p> <p>10:00 a.m. Project Management * Logistics E. Maradiaga</p> <p>11:00 a.m. Break</p> <p>11:15 a.m. Analysis of a Winning Proposal A. Mack P. Moore</p> <p>1:00 p.m. - 2:00 p.m. Lunch with International Visitors Center of Jackson Representatives T. Berry</p>	<p>2:00 - 4:15 p.m. (30 Minutes per Workshop)</p> <p>Workshop # 1 Managing Individual Scholars H. Fraizer M. Jackson</p> <p>Workshop # 2 Marketing and Networking A. Mack</p> <p>Workshop # 3 Short-Term Training Facilitation * Troubleshooting L. Newell</p> <p>Workshop # 4 Staffing J. Colon</p> <p>4:00 - 4:15 p.m. Break</p> <p>4:15 p.m. Roundtable * Weekly Debriefing * Evaluation J. Colon L. Newell T. Berry B. Thomas</p>	<p>7:00 p.m. Cultural Activity * Closing Ceremonies T. Berry</p>
<p>Saturday November 4</p>	<p>Various Times Departure to Airport MCID Staff</p>		

SUMMARY OF ACTIVITIES

TUESDAY, OCTOBER 31, 1995 Twenty-three administrators from six Historically Black Colleges and Universities and six Hispanic Serving Institutions arrived in Jackson, Mississippi, at various times throughout the day and evening. They were greeted by MCID's escort services, then transported to the Harvey Hotel (Downtown) where the participants were given hotel packets that included a key to their room, a dinner ticket for that evening, four breakfast tickets, and Harvey Hotel information.

Preliminary Orientation

At 8:00 p.m., the training process began with orientation to participants who had arrived in Jackson by this time. Participant handbooks were issued to enable participants follow along as the program schedule was reviewed by Leah Newell, Program Coordinator. Together, they briefly examined the contents of the participant handbook and discussed its usefulness to participants.

WEDNESDAY, NOVEMBER 1, 1995

General Orientation

Leah Newell, MCID Deputy Director and Program Coordinator, led the General Orientation which consisted of a more in-depth examination of the upcoming program activities. She reviewed the program schedule, explaining the goals of each session and why it had been included in the training. She also discussed the goal and objectives of the training program and the "virtual reality" concept. There were many questions, some of which were deferred due to the existence of a session that would cover the mentioned topic. The participants were excited about the workshop to come, but some expressed concern over whether or not the workshop would satisfy their specific needs.

Needs Assessments

Johnny Colon, MCID Director of Training, conducted a needs assessment of the participant needs for the current program. He stated that although conducting a needs assessment is best done before a group arrives, many times that is not possible. In this case, it would be the responsibility of the institution to restructure the program based on the stated participant needs, if possible. Mr. Colon conducted a needs assessment of the group while explaining the necessary steps and the importance of each step. Many participants expressed the interest in learning as much as possible about the needs assessment process as they saw it as a very important part of the training process and

had not had the opportunity to learn about it first hand. This fact resulted in a lot of questions being directed to Mr. Colon.

Cross-Cultural Orientation by Johnny Colon

Johnny Colon walked the participants through an example of a cross-cultural orientation, pausing throughout to address important aspects of the orientation. He began by eliciting ideas from the participants on what they thought the purpose of a cross-cultural orientation might be. Functional awareness was discussed leading to the importance of developing skills to help scholars deal with cultural situations on their own. He presented the challenges surrounding cross-cultural orientations along with what should be included in these orientations. Mr. Colon spoke about the importance of including a cross-cultural orientation in all training programs, listing some of his and MCID's experiences before and after orientations were included into the MCID training model. He also discussed the use of the experiential learning model in connection with redesigning and designing orientations.

Lunch with Business for Russian Participants and Staff

At noon, the UNCF participants had lunch with participants of the "Business for Russia" Training Program. A pleasant atmosphere was generated as the different cultures networked amongst themselves. The lunch gave the UNCF participants the opportunity to ask questions of scholars who were presently engaged in a program. The coordinators of the group were also available for questions. With the organized tour of the Jackson State University campus canceled due to rain, the UNCF participants took the opportunity to ask questions of the Siberian Business for Russia participants. The participants did have a chance to see the campus via their walking to and from the cafeteria. Training continued with the Overview of Short-Term Training Forum conducted by Dr. Ally Mack.

Overview of Short-Term Training

Dr. Ally Mack, MCID Executive Director, dealt with the many facets of short-term training. She began by sharing ways of finding RFP's, listing the Federal Register (USIA, Dept of Education; International) , contacts with contractors (mailing list), Commerce and Business Daily (direct USAID contracts), as some of the ways of finding out what is available. She stressed the point that, in regard to RFP's, each entity has a different format they follow and of course this format should be closely followed. In relation to the development of a proposal, she focused in on the importance of determining the resources available at one's institution and assessing these resources. She also spoke about the logistics of putting together a program in accordance with the training design.

Airport Welcome

Later that evening, we departed for the Jackson International Airport for the arrival of 30 Women Leaders from Nicaragua. Upon the women's arrival, the UNCF participants joined MCID staff in welcoming the new arrivals. They showed great enthusiasm in participating in the greeting MCID gives its groups. As pictures were taken, bonds were made; it was truly a "Virtual Reality" experience.

Dinner at Cock of the Walk Restaurant

The evening continued with dinner at the "Cock of the Walk" a fine Southern restaurant where many of our groups go to experience southern food. This theme restaurant, walls filled with fishing memorabilia, serves catfish and other southern "fixins" such as, greens, corn bread (dramatically tossed through the air for effect) and their famed fried pickles. The group really enjoyed the Southern experience.

THURSDAY, NOVEMBER 2, 1995

Administrative Session

After a great evening at the "Cock of the walk," the morning started with an Administrative Session. Leah Newell began the session by explaining the purpose and content of an administrative session. She also covered the history of the development and inclusion of the session in all MCID training programs. Ms. Newell then engaged the group in their own administrative session, discussing logistical concerns and answering general questions about the coming day's agenda. After all concerns and questions were addressed, Ms. Newell introduced the first presenter of the day, Ms. Pamela Moore, former MCID Deputy Director and present independent consultant.

Short-Term Training: Do I know Enough?; Pamela Moore

Ms. Moore began her presentation by providing an overview of the kinds of educational, training, and technical assistance opportunities available in the international arena. These included programs sponsored by USIA, USAID, other federal agencies, and foreign governments. Additionally, she noted that opportunities exist for universities to sponsor their own study abroad programs. The purpose of this discussion was three-fold: (1) To encourage participants to think strategically about their respective institutional missions and how such missions could be enhanced through involvement in international programs; (2) To encourage them to explore the various options and approaches which could be taken to enhance an institution's involvement in the international arena; and (3) To draw participants' attention to the fact that the workshop was designed to focus on USAID technical training initiatives in particular. Subsequent

to this overview, Ms. Moore used the selected sample Request for Proposal to initiate discussion on the issues and dynamics which have to be taken into account when competing for short-term technical training projects. Topics discussed included the following: (1) Differences in mission and philosophy among various USAID contractors; (2) How to assess the human and other resources required for the effective implementation of a given project; (3) Targeting projects of strategic importance (or relevance) to a particular institution's mission and service population; and (4) Understanding the basic components of a USAID Request for Proposal and the expectations (explicitly or implicitly) communicated.

Proposal Design: Training Outline, Schedule, Approach, Staffing, Costs

Johnny Colon presented the extensive aspects of the training specific area of proposal development. He covered the importance of beginning with a training outline to enable the proposal writer to complete the other components of the training specific areas of the proposal. Mr. Colon covered what goes into the designing of a short-term training model/outline. Through the use of overheads, he presented models outlining the many components that surround the "Pre-Training" phase, the "Needs Assessment" phase, and the "Pre-Departure Orientation" phase. Mr. Colon demonstrated the connection between the experiential learning approach and how it's utilized in the development of the training component. He addressed MCID's dedication to having its scholars experience and do versus just listening and taking notes on a lecture. MCID's approach being...classroom work should be an interactive exchange between trainer and trainees, and this work should be complemented by field visits and seminars. Mr. Colon also spoke about the importance of including the proper balance of "social and cultural" activities in the training design. The scheduling of activities was presented as a major component leading toward the overall satisfaction and disposition of the scholars.

Budget Development: Dr. Mack

Dr. Mack began by explaining how one comes up with the figures which appear in a budget. She explained the importance of these figures being accurate and therefore contacting individuals and businesses who will provide services (i.e. hotels, trainers, recreational locations) directly. She also covered negotiation of service costs and finding the best service for the lowest cost. Dr. Mack covered what exactly goes into a budget and what is considered a realistic budget. She explained that mentally walking through the project implementation process aids in determining what needs to be included in the budget. This act also aids in visualizing what costs need to be included when determining costs for participant activities. The participants found this session very helpful in its experienced insights.

71

Lunch

Lunch took place, once again in the pay dining area. This is the same location where our participants eat lunch.

Analysis of RFP's: Elements, Between Lines, Costs, Contractor: Pamela Moore

Ms. Moore passed out copies of RFP's from various USAID sub-contractors. She walked the participants through the intricacies of the different models of RFP's, showing them which areas to "zero in" on. She covered how to read between the lines and how costs requirements are outlined in the RFP. Ms. Moore also examined the relationship with contractors, and how this relationship effects the RFP's that are made directly available to the training institutions. She then returned to the selected RFP, identifying specific components then discussing each component in detail. She followed by suggesting strategies as to how each component could be presented within the context of a proposal. Topics addressed included: Organizing the Proposal Development Team, Executive Summary/Introduction, Implementation Plan (Orientation, Training Format; Outline and Schedule, Debriefing Activities, Experience America, Evaluation Process), Project Personnel, and Capability Statement.

Welcome Reception

A Reception was held for the HBCU and HSI representatives along with the MCID group of Nicaraguan Women Leaders and Dr. Owyne E. Hodgson, President of Bluefield's Indiana and Caribbean University in Managua, Nicaragua who was visiting to finalize a Memorandum of Understanding between Bluefield's, and Jackson State University. The reception was held at the home of Dr. James Lyons, President of Jackson State University. The reception offered the perfect opportunity for UNCF participants to converse with another MCID training group (new arrivals), community guests, and their fellow UNCFers. An added bonus for the group of Nicaraguan women, was the large percentage on UNCF participants who spoke Spanish, in addition to JSU's President. President Lyons, Dr. Ally Mack, Dr. Hodgson, and Ms. Brenda Thomas all addressed the congregation. The abundance of food, people, and conversation lead to the creation of a most enjoyable reception for everyone present.

Evening Session

The entire group was transported to MCID's office *The International House*. The group toured the facility in two groups, asking questions of the guide/staff member as they proceeded. Each individual was given a copy of the short-term "off the shelf" course booklet that details the select specialized programs that MCID offers throughout the year. Interested individuals remained at the office for a session with Ms. Pamela Moore

on the basics of proposal development, while the more experienced individuals headed to the hotel.

FRIDAY, NOVEMBER 3, 1995

Administrative Sessions: Leah Newell

The Administrative session was held by Leah Newell.

Management of Training Process: Johnny Colon

Johnny Colon began by introducing a scheduling/management model to be used in the management of the training process. The model outlines areas toward which the training director must be cognizant; program uniqueness, RFP directives, activities, learning styles and speed, and commitment to this model. He discussed the complexities of working with a partner institution, stressing the importance of informing them of your goals and philosophy surrounding training implementation. Mr. Colon outlined the responsibilities of a Director of Training, or other assigned individual, in monitoring adherence to the RFP directives; cost outlay (i.e. training supplies, and trainers), percentage of theory versus application, actual training time, and topics covered. Consistency of subject and advancement toward the training goal, especially when utilizing numerous trainers and a partner institution, is also the responsibility of the training manager. Monitoring the affects of the overall training style and each individual trainer's style on the participant group along with their progress toward their educational goal. Mr. Colon finished by stating that a model is only good if it is utilized, and utilized properly; it is a good way to aid you in making sure all areas are being monitored. And to remember that the training should always have some degree of fun as a part of the plan, and this too must be monitored.

Project Management: Logistics: E. Maradiaga

Enrique Maradiaga began by depicting an "average" MCID project, and defining our approach. He also discussed the teamwork concept and who these team members are. Mr. Maradiaga presented the primary staff members for a project then described their responsibilities; Project Director, Logistics Coordinator, Facilitator and Experience America Coordinator. A logistics checklist was presented to the group as an example of important points that must be addressed before the group arrives. The session ended with a helpful pointers list that boosts the quality of a project.

Workshop #3

Short-Term Training, Facilitation, Troubleshooting; L. Newell

A session on Troubleshooting was conducted by Leah Newell, MCID Deputy Director. She began by engaging the small group in an exercise on availability of resources, assigning different figures to individuals in the group. She then proceeded to discuss how one can utilize different people and resources in regard to the solving of problems. She continued by presenting a case study of an actual situation, allowing the participants to offer their solutions and then walking them through the process of what questions should be asked and what procedures would be helpful to follow. There were many questions centering on "the best way" to solve a problem. Ms. Newell stressed the fact that there are usually many solutions and experience will help one develop the ability to create the best solution.

Workshop #4

Staffing; J. Colon

Johnny Colon covered the importance of hiring staff that best fits the specific project, the organizational goals and environment, and has the proper educational and language level. He also touched on the importance of finding staff in one's institution who also fit the above criteria. He addressed the need for staff members to possess the skills in their position area as well as to be willing and able to help out in other areas. Mr. Colon also discussed the possibility of filling one's needs by teaming up with another organization or institution. A person who loves what they are doing, was stated as a strong plus for any staff member. He covered utilizing personal references, such as classmates or people you've met through networking, are an excellent source of finding people to staff projects. Calling people or places that work in the needed area or advertising in certain publications was also covered by Mr. Colon.

Roundtable

Johnny Colon led the Roundtable discussion. It consisted of both an oral and a written evaluation, mimicking one of the models used for the MCID participant roundtables. The group was asked to divide into groups to discuss certain topics relevant to the training workshop then to return to the larger group to share their thoughts. Logistics, trainers, positive and negative aspects of the program, learning achieved, and overall satisfaction with the workshop were some of the general topics explored. The session ended with time being allotted for group members to complete the evaluation forms found in their participant handbook.

The group was returned to the hotel to give them time to prepare for the closing ceremony.

Closing Ceremony

The evening ended with the closing ceremony for the UNCF Training Workshop, held at the Thai House restaurant. We were joined by staff and family members to acknowledge the participants' completion of the workshop. Remarks were made by Brenda Thomas; The College Fund/UNCF, Leah Newell; Program Coordinator, and Dr. Ally Mack, Executive Director of MCID, who along with other MCID staff members presented certificates and gifts to participants. Also attending the ceremony was Dr. Owyne E. Hodgson, and guest speaker Ms. Julie Robles of AED who shared valuable information on developing programs and grant Contractor expectations in Washington. She also answered a few questions. The participants thanked the staff for their hard work and hospitality during this training workshop.

APPENDIX H:

Financial Report

U.S. AGENCY FOR INT'L DEVELOPMENT
 GRANT #: PCE-5055-G-00-4024
 GRANT PERIOD: 10/1/94-9/30/98
 A/C #: 231-04-4001

BUDGET ITEM	BUDGET AMOUNT YEAR 1	BUDGET AMOUNT YEAR 2*	Expenses Thru 3/31/95	Expenses Thru 4/30/95	Expenses Thru 5/30/95	Expenses Thru 6/30/95	Expenses Thru 7/31/95
Salaries	\$221,000	\$80,740					
Fringe	44,200	16,148	\$29,167	\$13,154	\$15,954	\$9,692	\$10,614
Consultants	5,000	1,774	5,962	3,683	3,683	2,714	2,068
Workshop	24,000	13,833				6,349	
HACU Coordinator	7,500	2,660				19,273	3,614
Travel	20,000	1,774					
Office Expenses	6,000	2,128					
Audit fees	0	0	2,669	0	1,076	1,948	1,252
Overhead 5%	16,385	5,953	1,891	842		5,628	2,398
TOTAL	\$344,085	\$125,010	\$39,709	\$17,679	\$21,749	\$47,884	\$20,944

US AID only approved 125,000 for year 2

U.S. AGENCY FOR INT'L DEVELOPMENT
 GRANT #: PCE-5055-G-00-4024
 GRANT PERIOD: 10/1/94-9/30/98
 A/C #: 231-04-4001

BUDGET ITEM	BUDGET AMOUNT YEAR 1	BUDGET AMOUNT YEAR 2*	Expenses Thru 8/31/95	Expenses Thru 9/30/95	Expenses Thru 10/31/95	Expenses Thru 11/30/95	Expenses Thru 12/31/95	TOTAL	(OVER) UNDER BUDGET
Salaries	\$221,000	\$80,740	\$16,828	\$19,800	\$12,621	\$13,816	\$14,300	\$155,966	\$145,775
Fringe	44,200	16,148	2,740	4,600	3,534	3,715	3,816	36,514	23,834
Consultants	5,000	1,774		3,222	1,241		728	11,541	(4,768)
Workshop	24,000	13,833	927					49,501	(11,668)
HACU Coordinator	7,500	2,660	7,500					7,500	2,660
Travel	20,000	1,774		12,342	1,191	1,056		17,788	3,985
Office Expenses	6,000	2,128	1,489	1,423	694	3,582	1,561	20,822	(12,494)
Audit fees	0	0				1226		1,226	(1,226)
Overhead 5%	16,385	5,953	1,474	2,069	964	2,878	801	15,033	7,305
TOTAL	\$344,085	\$125,010	\$30,959	\$43,456	\$20,245	\$56,239	\$16,829	315,691	153,404
							Expenses 10/1/95 - 12/31/95	93,312	

US AID only approved 125,000 for year 2

18