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Dr. Stephen Yekeson
President
Cuttington University College
Suakoko, Bong County

Subject: Cooperative Agreement
No. 669-0185-A-00-5001-00
AID Project No. 669-0185

Dear Dr. Yekeson:

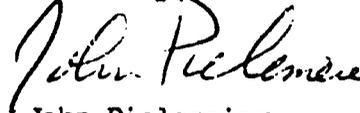
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby grants Cuttington University College (hereinafter referred to as "Recipient"), the sum of \$1,200,000 to provide support to the CUC Rural Development Training (RDI) Program as outlined in Attachment One, "Schedule", and Attachment Two, "Program Background and Description". The above amount represents the total amount obligated by USAID/Liberia at this time. The total estimated amount of the grant is \$5,350,000.

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives for a period beginning with the effective date and ending sixty (60) months thereafter.

This Cooperative Agreement is made to CUC on condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, entitled "Schedule", Attachment 2, entitled "Program Background and Description", and Attachment 3 entitled "Mandatory Standard Provisions" which have been agreed to by your institution.

Please sign the original and seven (7) copies of this letter to acknowledge your receipt of the Cooperative Agreement, and return the original and six (6) copies to the Agriculture and Rural Development Office at USAID/Liberia.

Sincerely,



John Pielemeier
Grant Officer
USAID/Liberia
APO New York 09155

Per Ad Hoc Re-DOA
No. 99.1.85.66

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

Acknowledged:
Cuttington University College

By: Stephen M. Johnson

Title: PRESIDENT

Date: June 27, 1985

Fiscal Data

Appropriation	:	72-1151021
Allotment	:	GDA-85-21669-AG13
PIO/T No.	:	669-0185-3-50023
Project No.	:	669-0185
Total Estimated Amount:		\$5,350,000
Total Obligated Amount:		\$1,200,000
Funding Source	:	USAID/Liberia
Project Officer	:	USAID/Liberia: Gary B. Cohen, ARD

FUNDS AVAILABLE:


 M. Rogal, Controller
 USAID/Liberia

Cooperative Agreement Schedule
Rural Development Training Phase II (669-0185)

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- H. Overhead Rate
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- J. Mandatory Standard Provisions and Applicable Optional Standard Provisions

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ATTACHMENT ONE

SCHEDULE

A. Purpose

The purpose of this Cooperative Agreement is to provide training to help meet Liberia's critical shortage of mid-level agricultural technicians and managers, as more specifically described in Attachment No.2 of this Agreement, entitled "Program Description."

B. Period of Cooperative Agreement and Mandatory Standard Provisions

The effective date of this Cooperative Agreement is the date of its execution, which is the date on which it is signed by the Grant Officer. The date through which commitments can be made on this Cooperative Agreement is the date five years from the effective date. The provisions in Attachment Three, one through thirteen, entitled Mandatory Standard Provisions, are required under this grant. All other clauses in the Optional Standard Provisions are mandatory when applicable.

C. Amount of Cooperative Agreement and Payment

1. AID hereby obligates the amount of \$1,200,000 for purposes of this Cooperative Agreement. AID anticipates the total estimated cost will be \$5,350,000. If sufficient funds are made available at a later date, AID will amend this Agreement to increase the obligation. However, there is no requirement for AID to further obligate above what is presently obligated.
2. The total estimated amount of \$5,350,000, represents the total AID funds estimated to be expended by the Recipient during the period indicated.
3. Quarterly financial reports shall be submitted to the Project Officer listed on the second page of the Cooperative Agreement letter. The format should be such as in Optional Standard Provision 1420-54A. Attached to the Form 1034 should be a detailed accounting by line item with the following columns: (1) budget; (2) billing of current voucher (period covered); (3) prior expenditures; and (4) total expenditures to date. The final "SF-269-Financial Status Report" shall include an attachment that shows expenditures for the Cooperative Agreement by line item.

4. USAID/Liberia will be directly responsible for contracting and monitoring project evaluations, all construction and remodeling activities under this agreement. USAID will directly manage, control and disburse all grant funds related to the above activities.

D. Financial Plan

1. Tables one and two present the Financial Plan for this Cooperative Agreement. Revision to this plan shall be made in accordance with Standard Provision Four of this Cooperative Agreement, entitled "Revision of Grant Budget."
2. Budget Adjustments: Budget line items in this Cooperative Agreement may be adjusted up to fifteen (15) per cent between the major categories without prior approval of AID, provided that the total amount of the Cooperative Agreement shall not exceed \$5,350,000. Any adjustment beyond fifteen percent between budget line items must receive prior approval from USAID/Liberia and the written authorization of the Grant Officer.

E. Reporting Requirements and Evaluations

In addition to reporting requirements under Mandatory Standard Provision Two, the Recipient shall prepare and submit to USAID/Liberia two copies of the following reports:

1. An operational workplan covering activities planned toward reaching project objectives will be due September 30, 1985. This workplan will include specific critical events, actions and the agent responsible for each activity. In addition, workplans for subsequent years will be due two weeks before the start of each academic semester.
2. A progress report covering the status of the work under the Cooperative Agreement, comparing actual accomplishments with implementation objectives established for the period in the work plans, and including the implementation of reforms authorized in the project proposal, as well as administrative matters. These will be due semi-annually, within 30 days of the close of each semester. The first progress report will be due November 30, 1985.
3. In addition to the financial reporting described under substantial involvement clause number seven, page 8, a financial report covering expenditures, including a section pointing out any potential financial/budgetary problems and recommended solutions thereto will also be required. These reports are due 30 days after the end of each financial quarter. The first financial report will be due July 31, 1985.

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Table One-USAID FY 1985 Obligation (\$000):

Item	FY 85	FY 86	Total (000)
I. <u>Technical Assistance</u>			
Long Term T.A. (3 PY)			
Financial Advisor		168	168
RDI Advisor		168	168
Animal Science Prof.	11	35	46
Short Term T.A. (4 PM)			
Financial		10	10
Commodities		10	10
Admn./Audit		20	20
Near East Top-off (2 PY)			
Rural Technology	3	11	14
Animal Science Prof.	2	6	8
	<u>16</u>	<u>428</u>	<u>444</u>
II. <u>Training</u>			
Long Term Training (2 PY)			
Animal Science	5	17	22
Soil Science		22	22
Short Term Training (1 PY)			
Administration		4	4
	<u>5</u>	<u>43</u>	<u>48</u>
III. <u>Construction</u>			
Housing Units			
A & E	10	56	66
	<u>10</u>	<u>296</u>	<u>306</u>
IV. <u>Commodities</u>			
Housing/Furniture	5	10	15
Teaching Equipment/Materials	2	5	7
FIP/SEP	2	3	5
Books	3	3	6
Dormitories/Building Supplies	4	3	7
Animal/Crop/Soil Science			
Supplies	4	3	7
	<u>20</u>	<u>27</u>	<u>47</u>

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V. Operating Expenses

Staff Salaries	60	30	90
Labour Salaries	21	10	31
Overhead/Utilities/Food/ General Service	50	30	80
Vehicle Maintenance/Gas/Spare Parts	7	3	10
Staff Rent/Utilities	12	6	18
Local Travel/per diem	3	3	6
Ground/Building Maintenance	3	3	6
Postage/Telephone/Telex	1	1	2
Miscellaneous Operating Costs	3	3	6
Miscellaneous Local Travel	1	1	2
	<u>161</u>	<u>90</u>	<u>251</u>
Total FY 85	212	884	1,096
Contingency 9%	19	80	99
Grand Total	231	964	1,200

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Table Two: USAID - Accrued Expenditures (\$000)

YEAR Item	CALENDAR YEAR (June 30-July 1)					Total
	1	2	3	4	5	
Long - Term T.A.	382	382	351	168		1283
Near East Top-off	22	8	15			45
Short-Term TA	70	50	125	50	45	340
Long-Term Training	88	110	44			242
Short-Term Training	24	40	12			76
Construction/A&E	510					510
Commodities	100	107	41	34	30	312
Operating Expenses	543	387.8	351.2	261.2	231.2	1774.4
Sub-Total	1739	1084.8	939.2	513.2	306.2	4582.4
Contingency 10%	174	108	94	51	31	458
Sub-Total	(1913)	(1192.8)	(1033.2)	(564.2)	(337.2)	(5040.4)
Inflation 5%	-	59.6	105.9	88.9	72.7	327.1
Sub-Total	1913	1252.4	1139.1	653.1	409.9	5367.5
Rounded to:						5400.0
Minus evaluation costs:						50.0
USAID Grand Total						<u>5350.0</u>

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Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient will inform USAID as soon as the following types of conditions become known:

- a) Problems, delays, or adverse conditions that will materially affect the Recipient's ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of the project objective within the period of the Agreement. Such reports should include a statement of action taken or contemplated, and any USAID assistance needed to resolve the situation.
- b) Favorable developments or events which enable schedules to be met sooner than originally anticipated.

The Recipient shall prepare and submit to USAID/Liberia four copies of the final report on August 30, 1990, which summarizes the accomplishments of the project, and presents recommendations regarding unfinished work and/or project continuation.

The Recipient shall submit the final report and any other report of a technical nature to the Development Information Utilization Service (DIU), Bureau for Program and Policy Coordination, Agency for International Development, Washington, D.C. 20523. The title page of all reports forwarded to DIU shall include the Cooperative Agreement number, project number and project title as set forth in the schedule of this Agreement.

A mid project evaluation will be conducted two and one half years into the project, or approximately December, 1987. USAID will contract directly for services of the evaluation team. However, RDI and CUC will be expected to participate in the evaluation, providing full access to all relevant documents, records and personnel, assist in the collection of data, and participate in the review of the evaluation. The evaluation will examine the performance of the Recipient in meeting the objectives of this Agreement; the extent to which RDI graduates meet the project goal of transforming Liberia agriculture through their work of extending new agricultural technology and methods; Liberianization of the faculty; status of construction; curriculum changes and the nature of the RDI/CUC relationship. The final evaluation is scheduled for two years after the mid project evaluation (December 1989), and will concentrate more specifically on achievement of final project outputs and whether the project purpose was attained.

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F. Special Provisions

The following Special Provisions are part of this Agreement:

1. RDI vehicles that have been financed by USAID in the past, will be used only for purposes relating to the project financed by this Agreement, and not for any personal use. Except in emergencies with proper authorization from the RDI administration, CUC agrees that all vehicles will be parked after working hours in a designated area, that it will submit evidence to USAID on a periodic basis of satisfactory compliance therewith, and that vehicle logs will be maintained and submitted to the USAID Project Manager on a quarterly basis.
2. All support services for RDI will be merged into the appropriate section of CUC. CUC will offer the same level of service which is now in existence at RDI. CUC will submit for USAID approval a plan for the above merger within six months after project approval.
3. Although support services for RDI will be integrated into the appropriate section of CUC, CUC and RDI agree that during the project life separate accounts will be maintained for all transactions involving USAID funds, and at no time will CUC and USAID funds be commingled.
4. The Recipient will make its best effort to sign technical assistance contracts no later than August 1985 to facilitate the timely arrival of the CUC and RDI advisors, and will advise USAID beforehand of any major impediments in reaching this deadline.
5. Pursuant to optional standard provision 1420-54E, procurement of goods and services under this Agreement shall be limited to the United States (code 000) and the cooperating country (Liberia).
6. Pursuant to optional standard provision 1420-54E, the following deviations from USAID procedures are authorized:
 - (a) Written approval of the Grant Officer is not required for local currency purchases of fertilizer within Liberia;
 - (b) In accordance with the original OPG with the Protestant Episcopal Church for this project, any pesticide used as part of the training program will not require written approval of the Grant Officer, so long as such pesticides are used in accordance with USAID environmental regulation 216 and are on the USAID approved list of pesticides.

7. The Receptient agrees that RDI will not become a four year Bachelor of Science Agriculture program.
8. The Receptient agrees to provide housing for the financial advisor until such time as construction of housing at RDI is completed.

G. Substantial Involvement

1. Contracting and monitoring for all project evaluations, architectural and engineering services, supervision and construction will be carried out by USAID using AID contracting procedures. Funding for above services will be controlled and disbursed by USAID. Procedures will be spelled out in a Project Implementation Letter.
 2. USAID will make available funding for the operating expenses and maintenance of six vehicles at RDI and will use funds under this Agreement to finance such.
 3. If the European Economic Community (EEC) provides RDI with vehicles and in addition, spare parts or financing thereof, RDI will immediately inform USAID. In such event, USAID project funds may not be used to purchase spare parts for the EEC vehicles. If the particular spare part is not in stock or financing of spare parts thereof by the EEC has ended, USAID funds may be used for purchasing of said spare parts upon approval by USAID.
 4. All commitments already entered into by RDI and CUC which directly or indirectly commit USAID to finance activities under this Agreement, shall be submitted immediately to USAID for review. USAID will notify RDI and CUC in writing not later than 60 days thereafter of those commitments which it will or will not finance.
 5. Prior to any disbursements in year 2 of this Agreement, CUC shall submit to USAID for approval a time phased plan for reducing RDI's dependence on AID for operating expenses. The plan will include specific targets for increasing income generating activities and decreasing operating expenses over the project life. Progress toward achieving those targets will be reviewed by AID on an annual basis, and further disbursement will be contingent upon CUC's meeting of established targets.
 6. A vehicle use policy will be submitted to the USAID Project Manager within 4 months of project approval.
 7. CUC shall submit to the USAID Project Manager, on a quarterly basis preferably as an addendum to Form 1034, a detailed accounting of all project generated income including livestock and produce sales, in-service training fees, rental fees and student tuition fees. The accounting must state the use of these project generated funds and receipts must be included as background documentation.
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H. Overhead Rate

There will be no overhead rate charged in this agreement by the Recipient. Instead, the cost of the Recipient's administration of the project will be calculated as a portion of the actual costs of the relevant administrative offices of the Recipient. The portion of these costs to be charged to RDI will be determined by the ratio of RDI students to the Recipient's total enrollment.

I. Title To Property and Commodities

Upon termination of this Cooperative Agreement, title to vehicles and commodities purchased with AID funds shall be retained by the Recipient for implementation of its on-going program for as long as the Recipient shall remain an actively operational private voluntary organization in Liberia. In the event that the Recipient should terminate its presence and active program in Liberia, or in the event that it should cease using the vehicles and commodities for their intended general purposes, title to them shall be turned over to an appropriate agency of the Government of the Republic of Liberia.

J. MANDATORY STANDARD PROVISIONS AND APPLICABLE OPTIONAL STANDARD PROVISIONS

The Mandatory Standard Provisions for Non-U.S., Non-Governmental Grantees dated January 1985 and attached as Attachment Three constitute the Mandatory Standard Provisions of this Cooperative Agreement. All Optional Standard Provisions attached as Attachment Three are hereby deemed applicable and mandatory except the following:

- AID 1420-54G (Local Cost Financing with U.S. Dollars)
- AID 1420-54I (Patent Rights)
- AID 1420-54L (Voluntary Population Planning)
- AID 1420-54M (Protection of the Individual as a Research Subject)
- AID 1420-55N (Negotiated Overhead Rates-Provisional)
- AID 1420-54S (Cost sharing)

When these provisions are used for Cooperative Agreements, the following terms apply:

- "Grantee" means "Recipient"
- "Grant" means "Cooperative Agreement"
- "AID Grant Officer" means "AID Agreement Officer"

ATTACHMENT TWO

PROGRAM BACKGROUND AND DESCRIPTION

The Rural Development Training Phase II Project is a follow-on to a previous, seven-year \$5,880,000 Phase I project to provide training to help meet Liberia's shortage of mid-level agricultural technicians and managers. Under the Phase I project, the Rural Development Institute was established at Cuttington University College, providing a two-year para-professional training program in plant and animal science and rural technology. The Phase I project partially funded the construction of RDI's physical plant, provided technical assistance to develop the curriculum and conduct training, procured commodities and provided participant training for some of the faculty and operating costs. The Institute, with its 200-student capacity, has graduated five classes totaling 314 students.

Under the Phase II program, specific measures will be undertaken to reduce RDI's operating expenses and increase its revenue base, thereby lessening its dependence on USAID and ensuring the Institute's self-sustainability. These measures will include localizing positions, combining RDI and CUC administrative and support functions where appropriate, refining the curriculum and reducing staff, increasing sales of livestock and produce, offering short term and in-service training courses at RDI for a profit, and developing a program to attract other sources of support. To assist CUC/RDI in this effort, USAID will finance long-term technical assistance in financial management and vocational education (7 person years) and short-term technical assistance in specific subject matter areas (34 person months). The project will also finance 11.5 years of long-term training and 19 person months of short-term training.

Because facilities constructed under the Phase I project are not adequate to serve the projected 200 member student body, the project will also finance a modest expansion of RDI's physical plant. Specifically, four additional staff houses (2 duplexes), office space and a library will be constructed. Because teaching and office equipment is in short supply, the project will finance a limited number of commodities. USAID will contract directly for architectural and engineering services and construction.

The project contains the following major outputs which are outlined below:

1. Increasing RDI's management efficiency and implementing a financial strategy to increase RDI's revenue and substantially reduce its operating costs. In addition to focussing on improved financial management to cut costs, there will be significant reductions in support personnel and Liberianization of the Director and teaching staff. The project will

gradually phase out many of the administrative functions of RDI where the same service can be provided by the Recipient. More specifically, the RDI registrar, financial and business offices and all RDI support and maintenance functions will be merged with those of the Recipient within the first year of the project. The project will provide the Recipient with a long-term financial advisor to provide training, assure adherence to newly established financial management procedures and assist the Recipient in conforming with conditions associated with this Agreement.

2. Developing RDI staff and providing technical assistance to the RDI Director so that the Institute will be completely Liberianized before the end of the project. The RDI Director position will eventually be Liberianized. To assist in this transition an advisor to the Director will be provided for the first three years of the project. The long term RDI advisor will assist the Liberian Director in all aspects of professional responsibility including: 1) developing an in-service training program; 2) assisting in developing the plan for the merger of RDI's administrative functions with those of the Recipient; 3) increasing the profitability of sales of RDI livestock and produce; and 4) developing a campaign to secure financial support for RDI from external donors and the Liberian private sector. The project will finance 11.5 person years of long-term training of the Liberian teaching staff in animal science, agriculture extension, soil conservation and agriculture communications. All expatriate positions will be replaced by qualified Liberians by the end of the project.

3. Refining the RDI Curriculum. The Phase II project will finance short-term curriculum technical assistance for twelve man-months. Recommendations will be made on the refining and consolidation of the RDI curriculum. Short term technical assistance will be provided to RDI staff in areas such as pest management, animal health, library science and administration.

4. Completing Construction and Equipping the Physical Plant.

The project will finance the construction of two 3-bedroom duplexes for staff housing, a new administration building and library and additional classroom and office space. The project will also finance limited kitchen renovation and equipment to the Recipient to assist in accomodating RDI students more easily. The project will provide basic commodities including laboratory and teaching equipment, furniture for housing and offices and library books and equipment.