

PD BBA 324

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EMBASSY OF THE  
UNITED STATES OF AMERICA

Office of Development Affairs  
June 10, 1987

Ms. Tembi Mbobo, Co-Coordinator  
Centre for Enrichment  
in African Political Affairs  
106/7 Hampstead House  
46 Biccard Street  
BRAAMFONTEIN  
2017

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SUBJECT: CEAPA Planning Support  
Cooperative Agreement 674-0206-A-00-7023

Dear Ms. Mbobo:

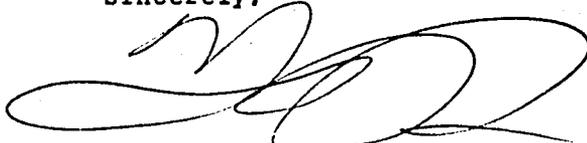
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter "USAID") hereby enters into this Cooperative Agreement with the Centre for Enrichment in African Political Affairs (hereinafter "the Recipient"), and grants the sum of \$30,000 to provide support for a program described in Attachment No. 1, entitled "Schedule", and Attachment No. 2, entitled "Program Description and Financial Plan", of this Cooperative Agreement.

This Cooperative Agreement is effective and obligation is made as of May 20, 1987. The Cooperative Agreement and obligation shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning May 20, 1987 and ending November 30, 1987, provided that all goods and services financed under the Agreement have been received by the Recipient by the latter date.

This Cooperative Agreement is to be implemented in accordance with the terms and conditions set forth in Attachment 1, "the Schedule", Attachment 2, "Program Description and Financial Plan", and Attachment 3, "Standard Provisions". This letter, and the three attachments just described, when agreed upon constitute the Cooperative Agreement.

Please sign the original and six (6) copies of this letter. Please then return the original and five (5) copies of this letter to USAID/Pretoria.

Sincerely,



Timothy J. Bork  
Counselor for Development Affairs

ACKNOWLEDGED AND ACCEPTED

Centre for Enrichment in African Political Affairs



By: Ms. Tembi Mbobo  
Title: Co-Coordinator of Centre

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

Financial Data

Cooperative Agreement No: 674-0206-A-00-7023

Appropriation: 72-117/81037

BPC: GES7-87-21674-KG14

Reservation Control No: B870087

Amount: \$30,000

Drafted: C. Merkling \_\_\_\_\_

Clear: C. Pascual \_\_\_\_\_ *CP*

D. Keene, RLS (DRAFT)

R. Solloway, CONT (DRAFT)

Centre for Enrichment in African Political Affairs  
Planning Support

ATTACHMENT NO. 1

SCHEDULE

I. OVERVIEW OF COOPERATIVE AGREEMENT

A. Purpose of Cooperative Agreement

This Agreement will partly finance the initial institutional development, long-term planning, and community outreach costs of the Centre for Enrichment in African Political Affairs ("the Recipient"), a new educational resource center serving the South African black community. The nature of the program and the terms of the Agreement are fully described in Attachment 2 to this Cooperative Agreement, entitled "Program Description and Financial Plan."

B. Substantial USAID Involvement

The parties expect substantial involvement by USAID in the Recipient's performance of the program, including: (1) review of work at various stages of the program; and (2) monitoring of the Recipient's activities to permit specific adjustments to or redirection of its work.

II. PERIOD OF AGREEMENT

The effective date of this Cooperative Agreement is May 20, 1987. The expiration date is November 30, 1987, meaning that no USAID funds shall be applicable under this Agreement to goods and services not received by the recipient by this date.

III. AMOUNT OF CONTRIBUTION

A. USAID hereby obligates the sum of \$30,000 ("the Contribution") for purposes of this Agreement. In no event shall the costs of the Recipient applicable to the Contribution exceed the U.S. dollar amount obligated, unless a written amendment to this effect is executed by the Grant Officer in accordance with procedures set forth in Attachment 3, Standard Provision 10, entitled "Amendment".

B. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 2, Section VI, entitled "Financial Management".

C. The Financial Plan for this Agreement is provided in Attachment 2, Section VII, entitled "Financial Plan". Revisions of this plan shall be made in accordance with Standard Provision 4 of this Agreement, located in Attachment 3 and entitled "Revision of Grant Budget". All line-item adjustments must receive prior USAID approval.

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IV. REPORTING

Financial reporting requirements are detailed in Attachment 2, Section VI, entitled "Financial Management". Other reporting requirements are detailed in Attachment 2, Section V, entitled "Reporting".

V. OVERHEAD RATE

Not Applicable.

VI. TITLE OF PROPERTY

Title to all property purchased under this Agreement shall vest in the Recipient in accordance with the terms of Attachment 3, Standard Provision 18, entitled "Title to and Uses of Property".

VII. AUTHORIZED GEOGRAPHIC CODE

United States and Republic of South Africa.

VIII. LOCAL COST FINANCING

As required by Standard Provision 15 of this Agreement, located in Attachment 3 and entitled "Local Cost Financing", it is hereby specified that the amount of U.S. dollars authorized to be used for local cost financing is the entire amount obligated under this Agreement.

IX. SPECIAL PROVISIONS

A. Conditions Precedent to Disbursement

1. Accounting - Prior to the disbursement of funds or to the issuance of any commitment documents under the Agreement, the Recipient shall provide, in form and substance satisfactory to USAID, evidence that the Recipient has established a bank account for the proper receipt and handling of all funds provided under this Agreement.

B. Covenants

1. Procurement. The Recipient shall make every reasonable effort to procure with funds provided under this Agreement goods and services from legally disadvantaged individuals or businesses.

Where feasible, procurement of goods and services with funds provided under this Agreement shall be pursuant to a competitive bidding process.

X. STANDARD PROVISIONS

The Standard Provisions applicable to this Agreement are contained in Attachment 3, Standard Provisions.

ATTACHMENT NO. 2

PROGRAM DESCRIPTION AND FINANCIAL PLAN

I. SUMMARY

This Agreement will partly finance the initial institutional development, long-term planning, and community outreach costs of the Centre for Enrichment in African Political Affairs (CEAPA), a new educational resource center serving the South African black community. Financing will be for a period of six months, and will apply to the salaries and related costs of three full-time staff members, the costs of staff travel, and specified administrative expenses. Expected outputs will include CEAPA progress toward planning and, if possible, establishing a library and resource center, in developing productive communication lines with other resource centers and community-based organizations throughout the country, in planning and conducting public seminars on topics relevant to the black community, in pursuing research on such topics, and in training staff in organizational management skills.

In addition to these outputs, the Agreement will result in a planning document prepared by CEAPA, specifying its achievements to date and indicating in detail its future programming activities, plans for institutional development, and financial needs, which document may serve as the basis for further grant proposals to USAID or other donors. The planning document shall be submitted as soon as practicable after financing under the Agreement has ceased on November 30, 1987. Obligations for the May 20 - November 30, 1987 period covered by the Agreement shall not exceed \$30,000.

II. PROBLEM

The problem relevant to this Agreement can be broadly separated into four elements, all of which underly the rationale for the creation of CEAPA. These are as follows:

\* there are relatively few black institutions engaged in systematic analysis of the current situation in South Africa, and of the political links between that situation and others that have transpired in the developing world.

Correspondingly, there is a shortage of interpretations by blacks of their own experiences;

\* those institutions that do exist tend to be inaccessible to the community at large. There is a paucity of community-based think-tanks that both draw on input from the community and provide it with information and access to knowledge; without such centers, the gap between those who interpret black reality and history and those who live it will not be narrowed;

\* currently, the most prominent resource groups for topical information and analysis in the townships are political movements largely antagonistic to one another; the resultant categorization of all information and discussion along parochial political lines tends to inhibit dialogue and the productive exchange of ideas;

\* ' the State of Emergency crackdown has closed off most existing avenues of political communication in black communities, at the very moment that such links have become indispensable. The general lack of independent resource centers weakens the ability of communities to reevaluate and modify strategies of resistance to apartheid.

### III. PURPOSE

The purpose of this Agreement is to enable CEAPA to begin establishing itself as an information and analysis resource center for the black community, and to help CEAPA evaluate the long-term informational needs of the community and structure its programs and priorities accordingly. The rationale is that initiatives such as CEAPA address a critical need in black areas and serve to enrich black political thinking and strategies at a particularly opportune moment.

CEAPA's goals are both immediate and long-term. Over the next year it aims to establish a library and resource center for the community, host seminars and lectures on timely issues confronting black South Africans, commence formal research activities, and start publishing a newsletter on CEAPA's activities. As important as such programmatic efforts will be establishing institutional feasibility, consulting with the community, developing links with other resource centers and community-based organizations, and setting CEAPA's course for the future.

Subject to its experiences over the coming year, CEAPA's longer-term objectives are to become a significant and valuable voice within the community by: (1) producing topical books and research papers for consumption by the media, political and other organizations, and township residents. Issues scrutinized would eventually extend beyond South Africa's borders and into the rest of the continent and the developing world; (2) expanding dialogue and information exchanges with members of the community; and (3) possibly publishing a quarterly journal on contemporary issues. The ultimate goal is to become a bridge between those with access to knowledge and empowering resources on the one hand and the rest of the community on the other, as well as to contribute to the process of change towards a just society by fostering dialogue among blacks and enhancing the quality of black political analysis.

### IV. PROGRAM DESCRIPTION

This Agreement will finance specified staff, travel, office and training expenses incurred as part of an initial feasibility assessment period which will help CEAPA formulate plans for its long-term development and establish itself as a resource center for the black community. Items funded are as follows:

Staff Costs. USAID will fund the salaries of one full-time coordinator, one full-time librarian, one part-time administrative secretary, and one part-time library assistant including the costs of contributions for medical aid, unemployment insurance, workmen's compensation, an established and approved pension fund, and the West Rand Development Board levy. USAID financing for these shall not exceed the levels set out in Section VII, below.

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\* Travel Costs. USAID will fund the costs of domestic travel undertaken by CEAPA staffers in pursuit of CEAPA business. Agency financing for this shall not exceed the levels set out in Section VII, below.

\* Office Equipment and Expenses. USAID will fund such office equipment and expenses which CEAPA deems critical in establishing its feasibility. Financing for this shall not exceed the levels set out in Section VII, below.

\* Short-Term Training. USAID will finance training for CEAPA staff in administrative and organizational topics which will enhance CEAPA's long-term viability and facilitate producing a long-term planning document that will receive community and donor support. Financing for this shall not exceed the levels set out in Section VII, below.

Expected outputs of this Agreement are as follows:

\* a CEAPA planning document, to be used as a developmental tool and to be submitted to USAID as soon as practicable after the November 30, 1987 date on which financing under the Agreement will cease. The document shall specify CEAPA's achievements to date, and shall indicate in detail the center's future programming activities, plans for institutional development, and financial needs, as well as any anticipated obstacles to be overcome in reaching such targets;

\* substantial progress towards planning and, if possible, establishing a comprehensive library/resource center for use by the community;

\* progress in the development of productive communication lines with the community, community-based organizations, and other resource centers nationwide. Indications of such progress would include the planning and execution of programs and seminars involving guest speakers, township residents, and community-based organizations;

\* progress in establishing a significant research capability, as indicated by the planning of research papers and the securing of commitments from individuals to produce them; and

\* progress in establishing long-term institutional viability.

## V. REPORTING REQUIREMENTS

As noted in Section IV, above, a CEAPA planning document shall be submitted to USAID as soon as practicable after financing under the Agreement has ceased on November 30, 1987. There are no other programmatic reporting requirements.

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## VI. FINANCIAL MANAGEMENT

### A. Accounting Responsibilities

CEAPA shall be responsible for accounting for all funds provided under this Agreement. Based upon review of CEAPA's accounting procedures and capabilities, USAID has determined that the Center can maintain adequate records and accounts. Financial reporting shall be in the form of monthly submission of invoices, as described in part B of this Section, below; there shall be no other financial reporting requirements.

### B. Funding

Disbursement from USAID to CEAPA will be made through an advance and monthly reimbursements. Upon executing this Agreement, CEAPA will submit to USAID a request for a 90-day advance based upon expected expenditures covered by the Agreement over a three month period. Upon review and approval of the advance request, USAID will advance the approved amount as well as earmark funds for the entire Agreement.

Each month, CEAPA will submit invoices for all expenditures covered by the Agreement. For recurring project costs, USAID will replenish the advance by the level of expenditure; USAID will not replenish the advance for expenditures on line items that are one-time costs such as equipment purchases. Any interest earnings from funds provided under the Agreement will be returned to USAID.

Should there be a need to increase the level of the advance, either for a specific item or for recurrent expenditures, USAID should be notified in writing at least 90 days before the required increase. USAID will advise, in writing, of any approved increases. Likewise, USAID reserves the right to decrease the level of the advance should expenditures fall below projected levels.

## VII. FINANCIAL PLAN

### A. Length of Assistance

This Agreement will provide funding for the items enumerated in Section IV of this document from May 20, 1987, through November 30, 1987, provided that all goods and services financed under the Agreement have been received by CEAPA by the latter date. An illustration of the financial assistance plan is set out below, in Table 1.

B. Level of Assistance

Funding for the activities financed under this Agreement is at a level of \$30,000. The line-item budgets provided in Table 1 have been calculated by taking the amounts required by CEAPA in South African Rands and then converting these to U.S. Dollars at an exchange rate of R2/US\$1. While the Rand amounts are included in Table 1 for illustrative purposes, the U.S. Dollar totals, and not their Rand equivalents, constitute the binding level of USAID assistance.

Due to exchange rate fluctuations, South African Rands available under any individual item financed under the Agreement may exceed levels budgeted for by CEAPA, and thus allow other items to be financed as well. In such an event, CEAPA will consult with USAID on the priority use of these funds, and arrangements may be made to amend the Agreement to provide for their expenditure. However, should changes in the exchange rate result in fewer South African Rands being available than had been budgeted for, CEAPA must finance the shortfall.

TABLE 1

Illustrative Financial Plan \*

<u>Item</u>	<u>Six month budget (S.A. Rands)</u>	<u>USAID obligation * (\$ U.S.)</u>
1. <u>Staff Costs</u>	<u>34,600</u>	<u>17,300</u>
a. Co-Coordinator	12,000	6,000
b. Librarian	10,800	5,400
c. Administrative Secretary	4,200	2,100
d. Library Assistant	3,000	1,500
e. Combined Medical Aid & Pension Fund	3,600	1,800
f. Combined UIF/WRDB/WC	1,000	500
2. <u>Travel Costs</u>	<u>5,000</u>	<u>2,500</u>
a. Domestic Business Travel	5,000	2,500
3. <u>Office Equipment/Supplie</u>	<u>10,400</u>	<u>5,200</u>
4. <u>Short-Term Training</u>	<u>10,000</u>	<u>5,000</u>
TOTAL	60,000	30,000

\* Figures budgeted are drawn from CEAPA proposal submitted to USAID on April 27, 1987.

\* \* Rand totals are illustrative only and will fluctuate due to exchange rate vagaries; the U.S. Dollar totals, and not their Rand equivalents, represent the binding level of USAID assistance.