

PDBBT.569

**UNITED STATES OF AMERICA**  
**AGENCY FOR INTERNATIONAL DEVELOPMENT**

**REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE**  
**FOR EAST AND SOUTHERN AFRICA (REDSO/ESA)**

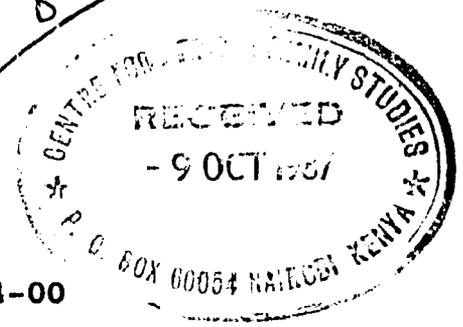
United States Postal Address  
REDSO/ESA  
BOX 221  
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POST OFFICE BOX 30261  
NAIROBI, KENYA

September 30, 1987

698 0462

K. E. de Graft-Johnson, M.A.  
Director  
Centre for African Family Studies  
Mlima House, Upper Hill Road  
P. O. Box 60054  
Nairobi, Kenya



Subject: Grant No. 623-0462-G-00-7034-00

Dear Mr. de Graft-Johnson:

I am pleased to inform you that, pursuant to the authority contained in Section 104 of the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Center for African Family Studies (CAFS) (hereinafter referred to as the "Recipient" or "Grantee) the sum of Two Hundred Seventy One Thousand United States Dollars (\$271,000), to be used for support of the Family Planning Program Management Courses conducted in French as described in the Schedule of this Grant and Attachment 2 entitled Program Description. These will be conducted in conjunction with Grant No. ~~699-0562-G-00-5022-00~~.

The sum granted above constitutes the full amount of A.I.D. funding for CAFS during the one year life of project.

This Grant is made to CAFS on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, "Schedule", Attachment 2, "Program Description", and Attachment 3, "Standard Provision", which have been agreed to by your organization.

Please sign the original and four (4) copies of this letter to

acknowledge your receipt of the Grant, and return the original and three (3) copies to me.

Sincerely,



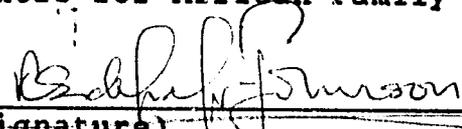
Robert H. Bell  
Grant Officer  
REDSO/ESA

Attachment

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED AND ACCEPTED:

Centre for African Family Studies

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(Signature)

Title: Director, CAFS

Date: October 9, 1987

FISCAL DATA

PIO/T No	:	7624-0462-3-70030
Project No	:	<del>682-0462</del>
Appropriation	:	72-1171021.4
Budget Plan Code	:	GDPA-87-21624-KG12
Total Estimated Amount	:	\$271,000
Total Obligated	:	\$271,000
Funding Source	:	REDSO/WCA

SCHEDULE ATTACHMENT NO. 1

A. PURPOSE OF GRANT

The purpose of this grant is to provide support for the Grantee to enable it to give training courses in operational family planning personnel in family planning program management, information, education, and communication. The project is more fully described in Attachment 2 to this Grant entitled "Program Description and Financial Plan."

B. PERIOD OF GRANT

The effective date of this Grant is the date of signing and the expiration date is September 30, 1988, or such other date as the parties may mutually agree in writing.

C. AMOUNT OF GRANT AND PAYMENT

1. AID hereby obligates the amount of \$271,000 for purposes of this Grant.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Standard Provision 14, entitled "Payment-Periodic Advance".

D. FINANCIAL PLAN

The financial plan for implementing the Project is contained in Attachment 2. The attached financial plan is based on the assumption that funds amounting to US \$271,000 will be expended during on the one year life of the Project.

E. REPORTING AND EVALUATION

(1) Two copies of all reports shall be submitted to AID/REDSO/ESA, Nairobi and AID/REDSO/WCA, Abidjan.

(2) One copy of all financial reports shall be submitted to AID's Regional Financial Management Office (RFMC), Nairobi.

(3) See Section F.F.3 of Attachment No. 2 for additional reports that are required.

F. TITLE TO PROPERTY

The Grantee will take and hold title to all capital goods and equipment acquired with Grant funds.

G. SPECIAL PROVISIONS

1. Conditions precedent

Condition Precedent to first Disbursement: Prior to any disbursement or the issuance of any commitment documents under the Grant, the Grantee will furnish to AID a workplan and budget for the first project year in form and substance acceptable to AID.

2. Covenants

(a) The Grantees agrees to develop and implement a tuition/fee structure for course participants.

(b) Written AID concurrence will be required for the reassignment of hiring of project personnel, personal services contractors and consultants to be funded through the project.

(c) AID approval will be required for all project course participants and course curricula. One month prior to the conduct of each course, a list of proposed participants, their title, country of residence, and work responsibilities will be sent to AID/REDSO/ESA for approval. A copy of the course curriculum will also be submitted at this time.

(d) All travel supported under this project must be cleared in advance by the REDSO/ESA Project Officer and the relevant USAID mission.

(e) All training materials and publications developed by the Grantee under this project are the property of AID and are not proprietary materials of the Grantee.

(f) The Grantee shall agree to deposit all grant funds received from A.I.D. for this project into separate account.

(g) Unless otherwise approved by the AID Grant Officer, no AID funds will be expended for costs incurred for activities involving countries ineligible for assistance under the Foreign Assistance Act of 1961, as amended, or under Acts appropriating funds for foreign assistance.

3. Definitions

As used herein, except as AID may otherwise agree in writing.

(a) Project year means the year beginning on the date of the initial obligation of the Grant (first project year) or on the anniversary thereof (a subsequent project year).

**4. Authorized Source, Origin and Nationality of Goods and Services**

The portion of Standard Provision 17 relating to procurement of goods and services where the total procurement element exceeds \$250,000 is applicable to the Grant. The authorized Geographic Code is 000 (US Only). Ocean shipping financed by AID shall be on flag vessels of the United States.

**5. Compensation of CAFS Employees and Consultants**

Direct compensation of personnel will be reimbursable in accordance with the established policies, procedures and practices of the Grantee. Such policies, procedures and practices shall be the same as those used in contracts and grants with other U.S. Government agencies and accepted by the cognizant U.S. Government agency assigned primary audit responsibility, shall be in writing and shall be made available to the Grant Officer upon request. Compensation (i.e., the employee's base salary) which exceeds the maximum level of the Foreign Service 1 (FS-1) or the equivalent daily rate, as from time to time amended, will be reimbursed only with the written approval of the Grant Officer.

**6. Benefits, Allowances and Privileges**

The Grantee agrees to furnish the Grant Officer one copy (in English) of its established policies concerning benefits, allowances and privileges that receivable by its employees and consultants. The Grantee further agrees to furnish copies of all revisions to such policies during the life of this Grant.

**H. STANDARD PROVISIONS**

1. The Standard Provisions applicable to this Grant are contained in AID Forms 1420-53 and 54 (1-85), Attachment 3.

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PROGRAM DESCRIPTION AND FINANCIAL PLAN

A. Objectives

- i) To strengthen and improve family planning delivery systems through the training of operational family planning personnel in program management, and information, education and communication (IEC).
- ii) To support four additional training workshops in family planning program management and IEC, conducted in French in West Africa, that will supplement the training activities under the existing CAFS Family Planning Training Support (FPTS) Project (698-0662.29).

B. Scope of Work

CAFS will conduct two courses in family planning (FP) program management and two courses in IEC in FP, to be implemented before 30 September 1988. Courses will be conducted in French at locations in West Africa.

Course descriptions are as follows:

1. Management Course

Course Objectives: To increase the knowledge, aptitudes and capability in management and administration of family planning programs

The participants will, at the end of the course, be able to:

- a. demonstrate an understanding of the processes and how to apply them to their organizations;
- b. identify and suggest solutions to the management problems their organizations face;
- c. describe the management processes and the three principal elements of planning, monitoring and evaluation;
- d. develop techniques in problem-solving and decision-making;
- e. describe and explain the principles relative to supervision;

- f. demonstrate the ability to apply evaluation techniques to programs and staff performance; and
- g. develop a program/project applying the knowledge and skills acquired during the course.

## 2. IEC Course

Course objectives: To strengthen the capability and working relations of IEC personnel from government and private FP organizations.

The participants will, at the end of the course, be able to:

- a. explain the scope, role and functions of IEC in FP programs;
- b. describe the management of IEC elements of FP programs, examining critically the training needs, the organization and administrative structure, the monitoring, motivation of the client, service delivery and reporting;
- c. analyze systematically the major steps in communications in FP and relate them to the socio-cultural context and to the community;
- d. demonstrate an understanding of the role of inter-personal communication and the relationship with the media in the dissemination of FP information, motivation of the client, and training of service providers.
- e. organize audience research to identify problems and needs; based on which messages are to be developed; and
- f. develop and FP IEC strategy, including the objectives, implementation stages, monitoring and evaluation, duration of the project, service delivery and budget.

## C. Participant Profile

Fifteen to twenty participants will be selected to attend each course. The participants should be mid to high level professional personnel involved in implementation of FP programs from private or government organizations engaged in family planning activities. Participants should be fluent in French.

Technical Assistance

REDSO will continue to provide the technical assistance (TA) for the development, implementation of each course. Specialists in the areas of family planning program management and IEC will assist the CAFS staff in conducting and coordinating the training.

A CAFS staff member will be present at each training session, including those conducted by consultants, in order to benefit from it as a learning experience. By the end of the project, CAFS will assume the leading role and responsibility for the technical aspects of the training.

D. Inputs and Financial Plan

CAFS will use project assistance to provide for the costs of personnel, 15 participants, course materials, the logistical support for each course. Up to 5 more participants, funded through order sources, may be accepted for each course.

The financing method used will be direct payment/cash advance.

E. Outputs

The quantifiable outputs of the subproject are:

1. two courses on management of FP programs and two courses on IEC in French; and
2. thirty French-speaking participants trained in management, and thirty participants trained in IEC.

F. Implementation

a) Implementation Schedule

- |                          |          |
|--------------------------|----------|
| 1. 1st management course | Nov. 87  |
| 2. 2nd management course | May. 87  |
| 3. 1st IEC course        | Feb. 88  |
| 4. 2nd IEC course        | Aug. 88  |
| 5. Project evaluation    | Sept. 88 |

b) Project Management

RFMC will take responsibility for the financial management of the project, and will verify the budgets for advances,

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including staff salaries. REDSO/ESA Regional Population Officer, assisted by the Population Assistant, will manage and monitor the subproject in coordination with the existing CAFS Project (698-0662.29). REDSO/WCA will participate in the review and approval of annual work plans, curricula, course reports, and participant selection. The annual work plans will contain the following:

- budget appropriations;
- type, content and schedule of courses;
- assignment of trainers;
- selection of venues;
- assignment of support staff;
- scheduling/allocation/securing of facilities;
- securing of materials/equipment;
- establishment of committee membership and criteria for participant screening and selection.

c) Grantee Management

The Center for African Family Studies is the implementing agency and as such will assume overall responsibility to plan and conduct all training courses; handle administrative, enrollment, scheduling, procurement, and financial matters; and arrange and coordinate instructors, consultants and participants including logistical support for them. The Director and Deputy Director of CAFS will be the responsible offices for coordinating all project activities. A CAFS staff member will be assigned as course coordinator for the development and implementation of individual courses. The course coordinator will be present throughout the entire course. A second staff member will be assigned to each course to assist in the course coordination and training.

d) Participant Selection

CAFS will notify USAID missions in the region of the course calendar and program. Announcement of the courses may be made also through other channels. Nominations from each country will be made through the local mission. CAFS will have primary responsibility for selecting candidates; but AID reserves the right to approve/disapprove the candidates who are supported by AID funding (15 per course).

e) Evaluation

1. Project Evaluation. This subproject will be evaluated as part of the larger CAFS FPTS Project, and the same evaluation plan will be followed. The final evaluation of the project is scheduled for 1988.

2. Course Evaluations. Each course will be evaluated at the trainee level and at the training activity level. The trainee evaluation will include observations during the course of the trainee's applications of skills, standard pre and post tests, and follow-up site visits to selected trainees to assess the impact of the training on job performance.

The training activity will be evaluated through daily feedback from the participants and a formal evaluation at the end of the course contents, training methods, logistics, etc., so that changes can be made as necessary.

3. Reports. CAFS will submit one copy of course reports each to REDSO/ESA and REDSO/WCA within one month of course completion. They will indicate numbers and types of personnel trained, topical outline, curriculum, and trainee evaluation results. CAFS will provide a copy of the course report to each mission in each country represented.

CAFS will also submit quarterly and annual reports giving a composite picture of training conducted and its expenditures for any in-country or international travel, and any other information determined to be necessary by the REDSO project manager, in a format acceptable to REDSO/ESA Project Manager. All reports will also be sent to REDSO/WCA. Other reports may be requested, as mutually agreed upon by AID and the grantee.

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CAFS Contribution will cover the following:

	<u>U.S. Dollars</u>
Director's salary (10%)	5,000
Deputy Director's salary (50%)	25,000
Information & Documentation Officer's salary (25%)	3,000
Support Staff salaries	15,000
Center Operational and Administrative Costs	<u>20,000</u>
	<u>\$68,000</u>
	=====

BUDGET

	<u>Costs per Course</u>	<u>Total Cost for Four Courses</u>
<b>1. <u>USAID Contribution</u></b>		
<b>a. <u>Management IEC Personnel</u></b>		
Instructor - 2 person months	7,208	
Co-instructor - 1.5 person months	5,342	
Secretarial and Administrative support - 2 person months	<u>1,470</u>	
Sub-total	14,020	56,080
<b>b. <u>CAFS Staff Travel</u></b>		
Travel: 2 trips x 800	1,600	
Per diem: 2 trips x 35 days x 114	<u>7,980</u>	
Sub-total	9,580	38,320
<b>c. <u>Participant Travel</u></b>		
International: 15x\$500	7,500	
Per diem: 15x30 days x \$75	33,750	
Local travel: 15x\$50	<u>750</u>	
Sub-total	42,000	168,000
<b>d. <u>Training Materials and Supplies</u></b>		
	1,100	4,400
<b>e. <u>Conference Room Rental</u></b>		
Conference room rental 30 days x 35	1,050	<u>4,200</u>
<b>TOTAL</b>	<b>\$67,750</b>	<b>\$271,000</b>