

AGREEMENT No. 698-0474.96-G-00-8025-00

**INTER-AGENCY APPROPRIATION REIMBURSEMENT**

**BETWEEN**

**THE UNITED STATES INFORMATION SERVICE, KIGALI, RWANDA**

**AND**

**THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT, KIGALI, RWANDA**

The following agreement applies to English language instruction of USAID-sponsored students in the U.S.I.S.-U.S.A.I.D. English-Language Training Program for Rwandan government AIDS and medical researchers in the Kigali and Butare regions. Instruction will be provided by the U.S.I.S. English Teaching Center (ETC).

**ARTICLE I - DESCRIPTION OF TRAINING**

A. Rwandan AIDS and medical researchers nominated by the Government of Rwanda will receive a maximum of 44 hours of instruction per term under this agreement. Classes will meet approximately four hours per week during normal office hours, on a schedule determined by the ETC Director. Students will be provided testing to determine their level of English proficiency before entering the program, and at the end of each section of the course to measure their progress over the period.

B. Students from the Minister of Public Health and Social Affairs (MINISAPASO) or government hospitals nominated by the Government of Rwanda will receive 44 hours of instruction per term under this agreement. This instruction will be provided under the ETC Regular Program, which is open to the general public or under the ETC AIDS and Medical Researchers English Language Instruction Program, which is organized in collaboration with the Ministry of Public Health and Social Affairs. Classes will meet three hours per week, after normal office hours for the general public English language program and during normal office hours for the special AIDS English language program, on a schedule to be determined by the ETC Director.

**ARTICLE II - PERIOD OF THE AGREEMENT**

The period of this agreement will be from 10/01/88 through 09/30/89.

**ARTICLE III - SCOPE OF SERVICES**

A. ETC will provide a training program to develop students' communicative and reading skills in English for Government employees working in the medical field, particularly AIDS researchers. The course will concentrate on medical terminology, scientific research, computer usage, and other concentrations as agreed upon between the students and the ETC.

B. Teaching materials will be provided by ETC.

C. ETC will maintain student progress reports and will inform U.S.A.I.D. at the end of each term of students' results and attendance.

D. U.S.A.I.D. will be given prompt notification if at any time it is felt that any student(s) in the program is (are) unable or unwilling to make normal progress.

ARTICLE IV - STUDENT APPROVAL PROCEDURES

U.S.A.I.D. and ETC will, at the beginning of each term, jointly review and consult on a potential list of students to be approved for that term. U.S.A.I.D. may also request ETC to add other students to classes if space is available. USAID will approve a student list for each term using Annex A as the approval for student registration. The ETC Director will submit this form to the U.S.A.I.D. Director, or designee. Amendments to the list may be approved in the same manner or submitted by the U.S.A.I.D. Director to ETC for approval.

ARTICLE V - REIMBURSEMENT IN U.S. DOLLARS

A. Agreement Budget

For general English classes, the ETC will be reimbursed in U.S. dollars at a rate of \$59 per term, per student when new study materials are provided, and at a rate of \$52 per term, per student when they are not provided.

Reimbursement for special English classes will be made in U.S. dollars at a rate of \$45 per class hour. There will be eleven hours of special English per term in each class.

The total budget for these services in U.S. dollars is as follows:

|                                   |                    |
|-----------------------------------|--------------------|
| Level 1 - Kigali                  |                    |
| + 1 supplementary class/per week  | \$ 2,678.00        |
| Level 2 - Kigali                  |                    |
| + 1 supplementary class/per week  | \$ 3,632.00        |
| English language classes - Butare | \$ 3,690.00        |
|                                   |                    |
| <b>TOTAL</b>                      | <b>\$10,000.00</b> |
|                                   | =====              |

B. Total Agreement Budget

The ceiling amount for this contract is not to exceed, except by formal amendment of this agreement, \$10,000. Funds are expected to be expended in roughly even tranches throughout the four school terms of this agreement.

ETC will submit billings at the end of each school term for the services provided in that period. Annex B provides the form to be prepared for billing purposes.

**C. Billing Procedures**

Billings should be submitted for payment to U.S.A.I.D. on Standard Form 1081 immediately to effect transfer of funds and include the completed form as contained in Annex B and the approved student registration forms for the period of billing.

Billings for services rendered under this agreement will be addressed to:

Office of the Controller  
U.S.A.I.D./Rwanda  
B.P. 28  
Kigali, Rwanda

D. The maximum amount payable under this agreement is \$10,000. The ETC shall keep a close account of all costs incurred and accrued hereunder and shall promptly notify the USAID Director whenever in its opinion the said maximum will not be sufficient to cover all reimbursable costs anticipated under this agreement.

FOR U.S.I.S.

FOR U.S.A.I.D.

Kathleen A. Torney  
Kathleen A. Torney  
Public Affairs Officer

Emerson J. Melaven  
Emerson J. Melaven  
USAID Director

Date: 9/1/88

Date: 9/1/88

**FISCAL DATA:**

PIO/T NO. 698-0474.96-3-80009  
Appropriation: 72-1181014  
Budget Plan Code: GSSA-88-21696-KG12  
Reservation Control No.: R280032  
Amount: \$10,000

Funds Available:

FUNDS AVAILABLE *100*  
OFFICE OF THE CONTROLLER  
O A R / RWANDA  
DATE 9/10/88 *At*

Harry M. Lightfoot Controller