



PDBBR-831

UNITED STATES OF AMERICA



AGENCY FOR INTERNATIONAL DEVELOPMENT
REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE, WEST AND CENTRAL AFRICA

UNITED STATES ADDRESS
ABIDJAN (REDSO)
DEPARTMENT OF STATE
WASHINGTON, D. C. 20520

INTERNATIONAL ADDRESS
REDSO/WCA
C/O AMERICAN EMBASSY
01 B P 1712 ABIDJAN 01
COTE D'IVOIRE

August 31, 1989

C. Payne Lucas
Executive Director
AFRICARE
440 R Street, N.W.
Washington, D.C. 20001

Subject: Cooperative Agreement No. 557-0014-A-00-9041-00

Dear Mr. Lucas:

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 enters into a Cooperative Agreement with AFRICARE (hereinafter referred to as "Recipient") for the sum of \$2,000,000.00 to provide support to (1) enhance local efforts in planning and implementing activities which strengthen private sector development through targeted short-term training, and (2) build capacity within training institutions in Guinea Bissau to transfer practical skills to private sector farmers, artisans and entrepreneurs, as fully described in Attachment 1 of this Agreement, entitled "Schedule," Attachment 2, entitled "Program Description", and the Africare Project Proposal of August 8, 1989.

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 project objectives during the period beginning August 31, 1989 and ending not later than October 31, 1993.

This Cooperative Agreement is made to the Recipient on condition that the funds will be administered in accordance with the terms and conditions as set forth in this Cover Letter, Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description", and Attachment 3 entitled "Standard Provisions and Optional Standard Provisions for U.S., Non-governmental Grantees."

Please sign the original and seven (7) copies of this letter to acknowledge your acceptance of the Cooperative Agreement, and return the original and six (6) copies to the A.I.D. Agreement Officer indicated below.

Sincerely,



Gerald C. Render
Agreement Officer
REDSO/WCA/OP

Attachments:

1. Schedule
2. Program Description
3. Mandatory Standard Provisions, and
Optional Standard Provisions for U.S., Non-Governmental Grantees

ACKNOWLEDGED:

AFRICARE

By

: Joseph C. Kennedy

Title

: Director, International Development

Date

: September 5, 1989

FISCAL DATA

Appropriation	:	72-1191014
Budget Plan Code	:	GSSA-89-21657-KG13
RCN	:	M920013
PIO/T No.	:	657-0014-3-90002
Project No.	:	657-0014
Total Estimated Amount:	:	\$2,000,000.00
Total Obligated Amount:	:	\$ 500,000.00
DUNS Number:	:	07-482-5894
IRS Employer Identification Number:	:	23-7116952
Letter of Credit No.	:	72001303
Paying Office	:	AID/W; PFM/FM/OMP/LC
Technical Office	:	USAID/Guinea Bissau

SCHEDULE

I. AUTHORITY, PURPOSE AND PROGRAM DESCRIPTION

This Cooperative Agreement is entered into pursuant to the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224). The purpose of this Agreement is to provide support to implement the Guinea Bissau Vocational Education Project to (1) enhance local efforts in planning and implementing activities which strengthen private sector development through targeted short term training, and (2) build capacity within training institutions in Guinea-Bissau to transfer practical skills to private sector farmers, artisans and entrepreneurs. This program is outlined in Attachment 2 of this Agreement (entitled "Program Description") and more fully described in the Recipient's proposal (dated August 8, 1989), which are hereby incorporated into and made a part of this Agreement.

II. FUNDS OBLIGATED, PAYMENT, AND ESTIMATED COSTS

A. The total estimated amount of this Agreement for the period shown in Article III below is \$2,000,000.00, as shown in the Financial Plan found in Article IV of this Schedule.

B. A.I.D. hereby obligates the amount of \$500,000.00 for program expenditures during the period shown in Article III below.

C. Payment shall be made to the Recipient in accordance with procedures set forth in the Optional Standard Provisions of this Agreement, entitled "Payment - Letter of Credit", as shown in Attachment 3.

III. PERIOD OF AGREEMENT

A. The effective date of this Cooperative Agreement is August 31, 1989. The estimated completion date is October 31, 1993.

B. Funds obligated hereunder are available for program expenditures for the estimated period beginning August 31, 1989 and ending May 31, 1989, as shown in the Agreement budget below.

IV. FINANCIAL PLAN

The following is the Agreement budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with Standard Provisions of the Agreement, entitled "Revision of Agreement Budget."

Illustrative Budget
(89/08/31)-(93/10/31)

<u>Category</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
<u>USAID Contribution</u>					
Salaries	82,000	122,000	92,000	62,000	358,000
Benefits/Recruitment	23,540	35,840	28,380	16,080	103,840
Travel & Relocation	63,000	24,500	22,000	22,000	131,500
Training	35,000	31,000	19,000	19,000	104,000
Other Direct Costs	41,200	38,075	19,950	26,825	126,050
Equipment	84,000	55,000	20,500	20,500	180,000
Supplies	13,600	21,600	23,700	23,694	82,594
Construction	90,000	-0-	-0-	-0-	90,000
Indirect Cost/Level I (32.41%)	79,320	81,483	58,769	47,288	266,860
Indirect Cost/Level II (16.21%)	30,410	12,417	7,165	7,164	57,156
Training	174,000	163,000	163,000	-0-	500,000
Total Estimated Agreement cost	716,070	584,915	454,464	244,551	2,000,000
<u>Africare Contribution</u>	51,000	63,000	63,000	45,000	222,000
<u>Grand Total</u>	767,070	647,915	517,464	289,551	2,222,000

V. REPORTS AND EVALUATION

A. Program Performance Reporting

The Recipient is required to provide the following reports to AID:

- (a) An Annual Country-Wide Participant Training Plan,
- (b) Quarterly Reports on project activities and project progress, and,
- (c) Annual Reports which include complete discussions of project activities, problems and progress. A work plan must also be included in the Annual Report. The Annual Country-Wide Participant Training Plan and the Annual Reports are subject to the review, approval and acceptance of AID and shall serve as the basic for on-going discussions between the GOGB, Africare and AID.

B. Financial Reporting

1. Financial Status Report

- (a) A Letter of Credit is used for this Cooperative Agreement, and the Recipient is required to use the "Financial Status Report", SF 269, at the time the Recipient submits this report to PFM/FM/CMP/LC in Washington.

(b) The report shall be on an accrual basis. If the Recipient's accounting records are not normally kept on the accrual basis, the Recipient shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand.

(c) The Recipient shall also submit the Financial Status Report SF 269 (original and two copies) not later than 30 days after the completion of this Cooperative Agreement.

(2) Federal Cash Transactions Report

(a) The Recipient shall submit a Federal Cash Transactions Report and its continuation form (SF 272 and 272A) for all funds advanced to the Recipient through either a letter of credit or periodic Treasury check. A.I.D. will use this report to monitor cash advanced to the Recipient and to obtain disbursement information for the Agreement from the Recipient.

(b) The Recipient shall forecast Federal cash requirements in the "Remarks" section of the report.

(c) The Recipient shall report in the "Remarks" section the amount of cash advances in excess of three days' requirements in the hands of subRecipients and the amount of cash advances in excess of 30 days' requirements in the hands of non-U.S. subRecipients. The Recipient shall provide short narrative explanations of actions taken by the Recipient to reduce the excess balances.

(d) Recipients shall submit not more than an original and one copy of the Federal Cash Transactions Report within 15 working days following the end of each quarter.

(3) Request for Advance or Reimbursement

(a) The Request for Advance or Reimbursement, SF 270, shall be a standardized form for all nonconstruction programs when letter of credit or periodic treasury check advance methods are not used.

(b) Recipients are authorized to submit requests for advances and reimbursement at least monthly when letters of credit and periodic Treasury check advances are not used. Recipients are not required to submit more than the original and two copies of the request for Advance or Reimbursement.

(4) The Recipient shall submit copies of all documents sent to PFM/FM/CMP/LC, AID/Washington, 20523 to:

Controller

REDSO/WCA/WAAC
01 B.P. 1712
Abidjan 01, Cote d'Ivoire

&

Project Officer

USAID/Guinea Bissau
Washington, D.C. 20520-2080

VI. NEGOTIATED OVERHEAD RATES

Pursuant to the Clause No. 13 entitled, "Negotiated Indirect Cost Rates - Provisional," of the Optional Standard Provisions of this Agreement, an indirect cost rate or rates shall be established for each of the Recipient's accounting periods which apply to this Agreement. Pending establishment of revised provisional or final indirect cost rates for each of the Recipient's accounting periods which apply to this Agreement, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base which is (are) set forth below:

<u>Type</u>	<u>Overhead-Rate</u>	<u>Period</u>	<u>Base</u>
Provisional	32.41%	7/1/1988 until amended	Personnel, travel and allowances, training, and other direct costs
Provisional	16.21%	7/1/1988 until amended	Supplies, equipment, and construction costs

VII. SUBSTANTIVE INVOLVEMENT

The approval rights reserved to AID in the section above on reports and evaluation requirements are considered to be one part of AID's substantial involvement in this Cooperative Agreement. As a result of this approval process, the Recipient will necessarily work closely with AID and the GOGB to coordinate and focus project activities as they are implemented. This constant collaboration and involvement by AID is in accordance with the precepts of the collaborative assistance procedure as discussed in AID Handbook 13, Chapter 6.

The other aspect of AID's involvement shall be related to the on-going activities under the participant training component. As specific training opportunities become known to A.I.D. (through cables and mailings from the U.S.), Africare and the Government shall be consulted (via the GOGB's "Interministerial Committee") in order to match qualified candidates with appropriate targeted training courses. All parties shall collaborate to ensure the goals of the participant training project component are met.

Finally, AID reserves the right to approve the long-term employees proposed by Africare to work under this program.

VIII. SPECIAL PROVISIONS

A. Language Requirement:

Portuguese speaking capability of team members is considered crucial to project success: (1) Portuguese at R-3/S-3 level, (French at S-3/R-3 level is acceptable as back up), and (2) fluency in English reading and writing are required. (See Exhibit 1 for Definitions of Absolute Language Proficiency Ratings.)

B. Cost Sharing/Matching

A 10% Recipient contribution will be required under this Cooperative Agreement towards the total cost of the proposed program.

C. Title to and Use of Property

Standards provisions related to title to and use of property are included in Attachment 3, Optional Standard Provisions: "Title to and Use of Property (Cooperative Country Title)" (November 1985).

D. Authorized Geographic Code for Procurement

The Recipient shall procure goods and services financed by this Agreement in accordance with Attachment 4, Optional Standard Provisions: "Procurement of Goods and Services" (November 1985) and "A.I.D. Eligibility Rules for Goods and Services" (November 1985). All goods and services shall have their source origin and nationality only in "Special Free World Countries" (A.I.D. Geographic Code 935), except as specifically approved by the A.I.D. Agreement Officer or as A.I.D. may otherwise agree in writing.

E. Logistic Support

All logistical support for this implementation phase shall be provided or arranged by the Recipient. Duty free and tax exemption benefits shall be authorized in accordance with agreements between AFRICARE and the GOGB.

F. Relationship and Responsibilities

The Recipient shall coordinate and make reports to the A.I.D. Representative/Guinea Bissau or her designee.

G. Cooperating Country Liaison Officials

Cooperating country liaison officials in the Ministry of Education, the Ministry of Plan, Solidame, and other relevant GOGB ministries.

H. A.I.D. Liaison Officials

Mr. Paul Neifert, General Development Officer
Mrs. Anne Williams, A.I.D. Representative

IX. STANDARD PROVISIONS

The Mandatory Standard Provisions applicable to this Cooperative Agreement, and the Optional Standard Provisions which may apply, subject to negotiations with the Recipient, are included as Attachment 3.

When the Standard Provisions are applicable for Cooperative Agreements, the following terms apply:

"Grantee" means "Recipient"

"Grant" means "Cooperative Agreement"

"A.I.D. Grant Officer" means "A.I.D. Agreement Officer"

"Subgrant" means "Sub-cooperative Agreement"

"Subgrantee" means "Sub-Recipient"

PROGRAM DESCRIPTION

The goal of the Vocation Education Training Project is to promote sustained economic growth and enhanced social welfare for Guinea Bissau's rural population by supporting the development of a strong and dynamic private sector, particularly in the Southern Province.

The specific purpose of the project is to enhance the ability of the Government of Guinea Bissau (GOGB) to support national economic development through the training of upper and mid-level personnel in the technical and management skills required to further private sector production and finance; and through the training of rural artisans, agricultural producers and entrepreneurs in skills relevant to the promotion of increased market activity in the villages and small towns of the Southern Province.

A complete description of this project is contained in the Recipient's proposal dated August 8, 1989, which is hereby incorporated into and made a part of this Cooperative Agreement.