

NOTICE OF RECORD

DATE: 12/3/90

CORRECT PROJECT NUMBER IS: 674-0301

CORRECT PROJECT TITLE IS: Community Outreach and Leadership Dev

VERIFIED BY: Cole  
AFR/PD/IPS

DATE: \_\_\_\_\_

CLEARED BY: J. Little To Duer Campbell  
CHIEF, AFR/PD/IPS

DATE: 12/12/90



*Embassy of the United States of America*

Office for Development Affairs

May 16, 1990

Ms. Anne Letsebe  
South African Black Social Workers Association  
P.O. Box 61666  
Marshalltown  
2107

Subject: South African Black Social Workers Association  
Agreement No: ~~874-0301~~ G-SS-0016-00

Dear Ms. Letsebe,

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 Agreement with the South African Black Social Workers Association (hereinafter "SABSWA" or "the Recipient"), and obligates the sum of US \$150,000 to provide support for a program described in Attachment No. 1, entitled "Schedule", and Attachment No. 2, entitled "Program Description", of this Agreement.

This Agreement is effective and obligation is made as of the date of this letter. The Agreement and obligation shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning the date of this letter and ending March 31, 1993.

This Agreement is entered into with SABSWA on condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, "the Schedule", Attachment 2, "Program Description", and Attachment 3, "Standard Provisions". This letter and the three attachments just described, which have been agreed to by your organization, constitute the Agreement.

Please sign the original and one (1) copy of this letter and return the original to USAID/Pretoria.

Sincerely,



Dennis P. Barrett  
Counselor for Development Affairs

ACKNOWLEDGED AND ACCEPTED



By: A.M. Letsebe

Title: National President

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Ninety Day Advance (as applicable)
5. Optional Provisions (as applicable)
6. AID Geographic Code 935

ATTACHMENT NO. 1

SCHEDULE

I. OVERVIEW OF AGREEMENT

A. Purpose of Agreement

This Agreement provides funds to the South African Black Social Workers Association to support its training programs for AIDS education and counselling and youth leadership. The program is more fully described in Attachment 2, Section V., Program Description.

II. PERIOD OF AGREEMENT

The effective date of this Agreement is the date on the cover letter. The expiration date is March 31, 1993, meaning that no USAID funds under this Agreement shall be applicable to goods not furnished or services not performed for the program by this date.

III. AGREEMENT FUNDING AND PAYMENT

USAID hereby obligates the sum of \$150,000 for purposes of this Agreement.

IV. FINANCIAL MANAGEMENT

A. SABSWA shall be responsible for accounting for all funds provided under this Agreement. SABSWA shall maintain a separate bank account for the funds provided under this Agreement. SABSWA shall deposit all USAID cash advances into this separate account and shall make all disbursements for goods and services from this account. Execution of this Agreement constitutes USAID approval of the advance, and for AID's internal purposes, earmarks and commits all funds obligated under the Agreement. Any interest earned from funds provided under this Agreement must be returned to USAID.

Each month after the initial advance, SABSWA will submit to the USAID Project Officer a voucher for reimbursement based on expenses incurred during the previous month. The voucher will consist of three parts:

1. Disbursement Report. A detailed report of disbursements by budget line item. Each report will include (a) a summary sheet listing, in a format compatible with the budget, the purpose and amount of all individual expenses incurred with a sub-total for each budget line-item and a grand total; and (b) copies of paid invoices (not proforma invoices), checks, or other documentary evidence showing that funds were expended and the payee received such funds; e.g. an invoice stamped "paid", a cancelled check, a payroll sheet signed by the employee.
2. Summary of Projected Disbursements. A summary, by budget line item, of projected disbursements for the next reporting period.
3. Cash Advances Status Report in the following format:

**USAID CASH ADVANCE STATUS REPORT**

**SABSWA Agreement 674-0301-G-SS-0016-00**

**A. Period covered by this report:**

From (Month, day, year) \_\_\_\_\_  
 To (Month, day, year) \_\_\_\_\_

**Period covered by next report:**

From (Month, day, year) \_\_\_\_\_  
 To (Month, day, year) \_\_\_\_\_

**B. Cash Advance and Needs:**

1. Cash advance on hand at the beginning of this reporting period R \_\_\_\_\_
2. USAID check advances received during this reporting period R \_\_\_\_\_
3. Interest earned on cash advance during this reporting period R \_\_\_\_\_
4. GROSS cash advance available during this reporting period (total of lines 1, 2 and 3) R \_\_\_\_\_
5. LESS, interest remitted to USAID during this reporting period R \_\_\_\_\_

6. NET cash advance available during this reporting period  
R \_\_\_\_\_

7. Total disbursements during this reporting period  
R \_\_\_\_\_

8. Amount of cash advances available at the end of this reporting period (line 6 minus line 7)  
\_\_\_\_\_

9. Projected disbursements for the next reporting period  
R \_\_\_\_\_

10. Additional cash advance requested for the next reporting period (line 9 minus line 8)  
R \_\_\_\_\_

11. Total interest earned on cash advance from the start of the grant to the end of this reporting period, but not remitted to USAID  
R \_\_\_\_\_

12. Total cash advances to subgrantees, if any, as of the end of this reporting period  
R \_\_\_\_\_

C. The undersigned hereby certifies: (1) that the amount in paragraph B.9 above represents the best estimate of funds needed for the disbursements to be incurred over the period described, (2) that appropriate refund or credit to the Agreement will be made in the event of a disallowance in accordance with the terms of the Agreement, (3) that appropriate refund or credit to the Agreement will be made in the event funds are not expended, and (4) that any interest accrued on the funds made available herein will be refunded to USAID.

Date \_\_\_\_\_

By \_\_\_\_\_

**Attachments:**

1. Disbursement Report
2. Summary of Projected Disbursements

## V. FINANCIAL PLAN

A. The binding Financial Plan for this Agreement is set forth in Table I below. Revisions of this Plan shall be made in accordance with Standard Provision 4 of this Agreement, located in Attachment 3 and entitled "Revision of Agreement Budget". The Grantee is authorized a 15% deviation between line items. However, any deviation above this amount, or any increase in the total Grant, must be approved in advance by the Counselor for Development Affairs or his designee.

Table 1  
Binding Financial Plan  
(SAR)

<u>Item</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
1. Youth Training Program	68,400	78,700	90,000	237,100
2. AIDS Program	39,000	45,500	51,500	135,000
3. Capital Costs	38,000	5,000	5,000	48,000
Total	145,400	128,200	146,500	420,100

## B. Level of Assistance

The financial plan (Table I) in South African Rand is the binding financial plan of the Agreement. The conversion rate from U.S. dollars will be the prevailing rate at the time of conversion by the Controller, USAID/South Africa. Notwithstanding the above, in no event will the total level exceed the obligated dollar amount of \$150,000. Should changes in the exchange rate result in fewer South African Rands being available than budgeted for, SABSWA must finance the shortfall since the U.S. dollar obligation of \$150,000 equals the total amount available for conversion to Rands. Should the exchange rate result in more dollars being available, the USAID may reprogram the extra funds upon written application from the grantee.

## VI. REPORTING

SABSWA will submit semi-annual reports, the content and format of which will be defined at a later date. SABSWA will also submit a final report on all activities performed under the Agreement. The final report will be due within sixty (60) days of the Agreement termination.

VII. OVERHEAD RATE

Not Applicable.

VIII. TITLE OF PROPERTY

Title to all property purchased under this Agreement shall vest in the Recipient in accordance with the terms of Attachment 3, Additional Standard Provision 19, entitled "Title to and Use of Property".

IX. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for all procurement with AID funds under the Agreement is the United States, the Republic of South Africa and A.I.D. Geographic Code 935 countries, meaning that all goods and services financed by this Agreement shall have, with respect to goods, their source and origin and, with respect to services, their nationality in the United States, the Republic of South Africa, or countries in A.I.D. Geographic Code 935. To the extent practicable, goods and services financed under the project shall be procured from the United States. Please refer to Attachment 6 for a list of countries included in Geographic Code 935.

X. 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.

XI. SPECIAL PROVISIONS

1. Procurement

(a) Scope. This provision is applicable to the extent that local cost financing is otherwise authorized by the Agreement. It does not require procurement in South Africa where off-shore procurement could otherwise occur.

(b) Policy. In the procurement of goods and services in South Africa, the Recipient shall, to the maximum extent practicable, award contracts to individuals or organizations which are disadvantaged by apartheid and which are responsive and appropriate providers of goods and services.

(c) Definitions. Individuals and organizations disadvantaged by apartheid shall mean (1) South African individuals of black, "colored" or Asian descent whose principal place of business is in the Republic of South Africa; and (2) private partnerships or commercial firms which are incorporated in or organized under the laws of the Republic of South Africa, whose principal place of business is in the Republic of South Africa, and which are more than 50 percent beneficially owned by South African persons of black, "colored" or Asian descent. The Republic of South Africa includes the so-called "independent" and "self-governing" homelands.

2. Except as provided in Section B.1. above, all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

3. SABSWA agrees that all staff recruitment for positions funded by USAID will be carried out through an appropriate competitive process and that salary levels will be in accordance with community and professional standards.

4. Travel and Per diem SABSWA will provide for USAID approval a copy of its travel and per diem policy which shall not exceed U.S. rates and shall cover domestic travel for its staff and for program participants. In the event SABSWA does not establish a policy, U.S. Government regulations governing travel and per diem will be applied.

5. Self-Sufficiency. SABSWA agrees to exercise its best efforts to identify other donors for its programs. It is the understanding of the parties that AID funding is limited in its duration and amount.

## XII. STANDARD PROVISIONS

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

## ATTACHMENT NO. 2

### PROGRAM DESCRIPTION

#### I. SUMMARY

This Agreement provides funds to the South African Black Social Workers Association to enable it to provide leadership training programs for young people in the black community and to develop a training program on AIDS education and counselling. Specific activities to be funded are more fully described in Section V., Program Description.

#### II. BACKGROUND

SABSWA was established in 1945 for the purpose of meeting the professional needs of black social workers. It currently has 30 branches throughout the country. As a professional association, SABSWA's primary responsibility is to its members. However, due to the nature of South African society, which makes differentiated provision of resources and services according to race, SABSWA finds itself compelled to respond to various needs which result from both material and skills deprivation in black communities. SABSWA has thus been engaged in community development activities through its branches. The main thrust of these programs is the development of human resources within the black community through training. For several years SABSWA has supported leadership training and other programs for young people. Expansion of these programs to additional branches has only been limited by a lack of funds. Also, in response to the growing threat of AIDS, SABSWA is developing a program to train its members in AIDS education and counselling.

#### III. PROBLEM

The services provided to youth in South Africa are inadequate both in terms of quality and quantity. There is also an imbalance of the urban-rural spread of youth services. A high number of young people in black communities receive little guidance either at home or at school to adequately prepare them to face challenges of adult life and work. As a result, peer groups have become a source of support and guidance for youth. There is a need for well structured and coordinated programs to meet the needs of young people. SABSWA aims to establish youth projects where they are not available and to strengthen those that already exist. Training is provided for youth leaders, social workers and other community workers through regional SABSWA branches.

The second problem which SABSWA seeks to address is the need to disseminate information about the threat of AIDS and to train social worker and other professionals in AIDS counselling. At this stage, the AIDS/HIV problem is only beginning to receive attention in South Africa and the problem is, by and large, not being adequately addressed in the black communities. There is still a great deal of ignorance and denial of the problem and this requires an extensive education program.

#### IV. PURPOSE

The purpose of this Agreement is to provide SABSWA with funds to enable it to provide leadership training and other programs for young people in the black community. Funds are also provided for SABSWA to develop a training program in AIDS education and counselling. Specific activities and items to be funded under this Agreement are described in Section V, Program Description, and enumerated in Table 2, Illustrative Financial Plan.

#### V. PROGRAM DESCRIPTION

This Agreement provides funds to SABSWA to support its training programs for youth leadership and AIDS education and counselling.

##### A) Youth Programs

The youth program will consist of two components:  
1) leadership training and other programs organized around the needs of disadvantaged young people and 2) training for individuals in the black community interested in working with young people. Under the first component, a youth program coordinator will be appointed to organize training programs for youth leaders. The coordinator will work through local SABSWA branches to identify youth groups. The coordinator will visit youth groups to assess their needs and then develop programs in such areas as leadership skills, career guidance, job placement, self-awareness and communication skills, etc.

The training of trainers will be provided primarily to social workers so they can better deal with problems facing young people today. The training, which will focus on basic principles in youth work, youth program design and planning, and the social, political and economic environment as it affects black youth, will be conducted through SABSWA branches throughout South Africa. It is anticipated that approximately 180 social workers, youth leaders and other interested individuals will receive this training.

Funds under the Youth Program are provided for the coordinator's salary, trainer's fees, materials and equipment, transportation and accommodation, administration and program evaluation costs.

**B) AIDS Education and Counselling Program**

Funds will be provided to support the development of a training program in AIDS education and counselling. Training for social workers and other health care and community development professionals will be conducted in all SABSWA regions. The trained counsellors will then conduct similar training with community groups. Training will last one week in each region and will cover AIDS counselling skills and the psycho-social aspects of AIDS. Trainees will engage in simulated counselling exercises and tests will be administered to ensure participants are adequately trained. Each SABSWA branch will incorporate AIDS education as part of its core program to facilitate the community education process.

Funds are provided for trainer fees, materials and equipment, travel, administration and program evaluation

**VI. ILLUSTRATIVE FINANCIAL PLAN**

The following financial tables are provided in support of the Agreement Financial Plan found in Attachment 1, Section V, which is the binding plan for purposes of this Agreement.

Table 2

**Illustrative Financial Plan  
(SAR)**

<u>Item</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
<b>1. <u>Youth Program</u></b>				
Coordinator Salary	14,400	16,200	18,000	48,600
Training Costs <sup>1/</sup>	25,000	28,000	32,000	85,000
Youth Programs <sup>2/</sup>	12,000	14,000	16,000	42,000
Administration <sup>3/</sup>	9,000	10,000	11,000	30,000
Travel/Accommodation <sup>4/</sup>	6,000	8,000	10,000	24,000
Evaluation	2,000	2,500	3,000	7,500
Subtotal	68,400	78,700	90,000	237,100

2. AIDS Program

Training Costs 1/	25,000	28,000	32,000	85,000
Administration 3/	8,500	9,000	10,000	27,500
Travel/Accommodation 4/	3,500	5,000	6,500	15,000
Evaluation	2,000	2,500	3,000	7,500
Subtotal	39,000	44,500	51,500	135,000

3. Capital Expenses

Office Equipment 5/	38,000			38,000
Maintenance	-	5,000	5,000	10,000
Subtotal	38,000	5,000	5,000	48,000
Total	145,400	128,200	146,500	420,100

1. Includes trainer's fees, venue rental, materials.
2. Includes materials and equipment, transportation and venue rental.
3. Includes secretarial support, telephone, postage, printing, stationary.
4. To be based on established domestic per diem rates, not to exceed prevailing U.S. Government rates for South Africa.
5. Includes purchase of video equipment, overhead projector and screen, photocopier, computer with printer, fax machine. Please note that SABSWA must obtain three price quotes for the purchase of any capital equipment. These quotes must be presented with the reimbursement request to the USAID. If the most competitive price quote is not chosen, a written justification is also required.

NB: This Agreement does not provide funds for the purchase of vehicles or liquor.

Attachment 4

Quarterly Cash Flow for Year 1  
and Advance Request

<u>Item</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>Total</u>
1.Youth Program	17,100	17,100	17,100	17,100	68,400
2.AIDS Program	9,750	9,750	9,750	9,750	39,000
3.Capital Costs	9,500	9,500	9,500	9,500	38,000
<b>Total</b>	<b>36,350</b>	<b>36,350</b>	<b>36,350</b>	<b>36,350</b>	<b>145,400</b>

Advance: A 30-day advance of R12,117 is provided under the Agreement.