



UNITED STATES OF AMERICA  
 AGENCY FOR INTERNATIONAL DEVELOPMENT  
 U.S.A.I.D. MISSION TO KENYA

UNITED STATES POSTAL ADDRESS  
 US AID MISSION TO KENYA  
 BOX 201  
 APO NEW YORK, NEW YORK 09675

INTERNATIONAL POSTAL ADDRESS  
 POST OFFICE BOX 30261  
 NAIROBI, KENYA

August 15, 1991

Mrs. Louisa A. Owiti  
 National General Secretary  
 Young Women's Christian Association  
 P.O. Box 40710  
 Nairobi

Subject: Grant No. 615-0236-G-00-1046

Dear Mrs. Owiti:

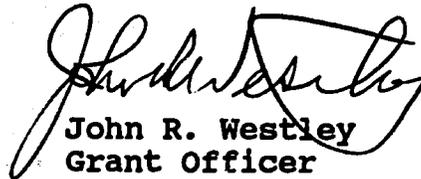
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Young Women's Christian Association of Kenya (hereinafter referred to as "Grantee") the sum of One Hundred Fifty Thousand dollars (\$150,000) to provide support for a project that will strengthen the institutional capability of YWCA to carry out women focussed socio-economic activities. See the detailed Program Description in Attachment 2. The total estimated cost of this agreement is \$335,000 for the agreement period. Additional funding up to the amount of One Hundred Eighty Five Thousand dollars (\$185,000) in support of the project will be provided to the YWCA subject to the availability of funds to A.I.D. for this purpose and the mutual agreement of the parties.

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending on the estimated completion date of August 31, 1994.

This grant is made to the Grantee on condition that funds will be administered in accordance with terms and conditions as set forth in Attachment 1, entitled the "Schedule", Attachment 2, entitled "Program Description", and Attachment 3, entitled "Standard Provisions", 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 of the entire document to the Office of Projects, USAID/Kenya, P.O. Box 30261, Union Towers, Nairobi, Kenya.

Sincerely,



John R. Westley  
Grant Officer

**Attachments:**

1. Schedule
2. Program Description
3. Standard Provisions
4. Cash advance guidance

**Acknowledged:**

Young Women's Christian Association

By: 

Typed Name: Louisa A. Owiti

Title: National General Secretary

Date: August 15, 1991

**FISCAL DATA**

Appropriation : 72-111/21014  
Budget Plan Code : GSS1-91-21615-KG13  
PIO/T No. : 615-0236-3-10093  
Project No. : 615-0236  
Total Estimated Amount : \$335,000  
Total Obligated Amount : \$150,000

Funds Available  
CONT/KENYA  
Initials FWN  
Date 08/15/91

YWCA Grant

Grant No: 615-0236-G-00-1046

Dated: August 15, 1991

ATTACHMENT 1

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for a project in institutional strengthening of the Young Women's Christian Association to make it more effective in carrying out women focussed socio-economic activities. See attachment 2 for a detailed program description.

B. Period of Grant

The effective date of this Grant is the date of signature of the Grant. The estimated expiration of this Grant is August 31, 1994.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$150,000 for purposes of this Grant. It is anticipated that this amount will support the grantee's performance of the Program Description through August 31, 1992. Additional funds will be made available in the amount of \$185,000 subject to the availability of funds to A.I.D. for this purpose and the mutual agreement of the parties.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Optional Standard Provision 2, entitled "Payment - Periodic Advance".

D. Financial Plan

The budget for this Grant is set forth in Annex 1 to this attachment. Revisions to this plan shall be made in accordance with the standard provision of this Grant, entitled "Revision of Grant Budget". The Grantee is fully responsible for financial management and accountability for utilization of Grant funds.

E. REPORTING AND EVALUATION

During the life of the Grant, the Grantee will submit to USAID/Kenya, Office of Projects, the following reports:

1. Technical Reporting

On a quarterly basis, a report will be submitted on project progress and on problems encountered to date in achievement of Grant objectives. The quarterly report will include a general assessment of progress and problems to date; a brief status report on each of the sub-projects and the indicators of outputs achieved to date; a brief summary of actions planned for the next period; a description of all goods and services (including amount and source and origin) whose source and origin are not Kenya or the United States; and a table showing all personnel directly financed under this Grant. These reports will contain both quantitative and qualitative information to the extent possible. The first such report will cover the period ending November 30, 1991. Each such report is due 30 days following the end of the reporting period and will be submitted in three (3) copies.

2. Financial Reporting

Financial reporting by grantee will be in accordance with the procedures set forth in Attachment 4, entitled "Cash Advance Guidance". All financial reports shall be submitted to the Office of the Controller, USAID/Kenya, P.O. Box 30261, Nairobi, Kenya.

The Grantee agrees to consult with the Office of Projects concerning further details for submitting financial reports and estimates.

3. Final Report

A final progress and financial report is required which will include a comprehensive review and discussion of project activities and achievements. This report will be due 30 days after the estimated expiration date of the Grant.

**4. Evaluation**

Two evaluations of the entire project will be conducted during the life of the project. A mid-term evaluation will be conducted during the 6th Quarter, while an end of project evaluation will be conducted in the 12th quarter of the project. Two months prior to conducting each evaluation, a scope of work will be provided to USAID/Kenya for review and comments. USAID reserves the right to participate in both evaluations. The Grantee will submit three (3) copies of the evaluation report to USAID within 30 days of report completion.

**F. Special Provisions**

Within the first 45 days of signing this agreement, the Director and Project Officer of the YWCA will meet with key U.S. PVOs with expertise in leadership training and organizational development. This may involve a trip to the U.S.A. for these YWCA Officers. The PVO Liaison Officer, AID/W will be requested to assist in facilitating these meetings which will include such PVOs as CEDPA, WEI, etc. On the basis of these meetings YWCA will select a PVO to replace the OEF. The cost of travel to the U.S.A has been provided for under this grant but the YWCA must first obtain USAID approval prior to travelling to the U.S.A.

The selected PVO will prepare a plan of action on the proposed technical assistance expected. This plan will be presented to the USAID/Kenya PVO Co-Financing Project Manager for approval within 120 days of the project start date.

USAID will fund the YWCA, initially for one year with the understanding that funding for the second and third years will be provided on an incremental basis after the YWCA has identified a PVO to replace OEF and depending on the availability of funds, the mutual agreement of the parties, and the performance of the project.

**G. Authorized Source and Origin for Goods and Services**

Goods and services financed by A.I.D. under this Grant shall have their source and origin in countries contained in A.I.D. Geographic Code 935 in accordance with the order of preference rules specified in section (b) (1) of the Standard Provision of this Grant entitled, "Eligibility Rules for Goods and Services". (See Annex 2 to this Attachment for details on countries covered in A.I.D. Geographic Codes).

YWCA Grant  
 Grant No: 615-0236-G-00-1046  
 Dated: August 15, 1991

Annex 1 to Attachment 1

Estimated Grant Budget  
 (U.S. \$)  
 From August 15, 1991 to August 31, 1994

Budget Element	U S A I D		YWCA	Total <sup>/1</sup>
	THIS OBLIG.	LOP <sup>/1</sup>		
1. Personnel	36,913	98,200	40,505	138,705
2. Training	7,400	33,911	26,500	60,411
3. Travel & Per Diem	32,770	61,025	37,255	98,280
4. General Administration	7,680	20,807	5,955	26,762
5. Consultants	19,700	51,316	28,465	79,781
6. Equipment/Commodities	33,000	33,000	0	33,000
7. Evaluation	0	4,600	2,320	6,920
8. Pilot Credit Program	0	0	24,000	24,000
9. Contingencies	12,537	32,141	0	32,141
<b>Total Grant</b>	<u>150,000</u> =====	<u>335,000</u> =====	<u>165,000</u> =====	<u>500,000</u> =====

conversion rate for Kenya shillings: Ksh 28.00= US\$ 1.00

<sup>/1</sup>. Subject to availability of funds and to the mutual agreement of the parties on the terms of any amendments.

ANNEX 2  
to ATTACHMENT 1

RELEVANT A.I.D. GEOGRAPHIC CODES

000 UNITED STATES

899 FREE WORLD

Any area or country in the Free World\* excluding the cooperating country itself.

935 SPECIAL FREE WORLD

Any area or country in the Free World\*, including the cooperating country itself.

941 SELECTED FREE WORLD

Any independent country in the Free World\*, excluding the cooperating country itself and the following:

<u>Europe</u>		<u>Other</u>	
Andorra	Luxembourg	Angola	Mozambique
Austria	Malta	Australia	New Zealand
Belgium	Monaco	Bahamas	Qatar
Denmark	Netherlands	Bahrain	Saudi Arabia
Finland	Norway	Canada	Singapore
France	Portugal	China, Republic of (Taiwan)	South Africa
Germany, Federal Republic of (including West Berlin)	San Marino	Cyprus	United Arab Emirates
Ireland	Spain	Gabon	
Italy	Sweden	Greece	
Iceland	Switzerland	Hong Kong	
Liechtenstein	United Kingdom	Iraq	
	Vatican City	Japan	
	Yugoslavia	Kuwait	

\*"Free World" excludes the following areas or countries:

Afghanistan, Albania, Bulgaria, Cambodia, Cuba, Czechoslovakia, Estonia, German Democratic Republic, Hungary, Iran, Laos, Latvia, Libya, Lithuania, Mongolia, North Korea, People's Democratic Republic of Yemen (South Yemen or Aden), People's Republic of China, Poland, Romania, Syria, Union of Soviet Socialist Republics, Viet Nam.

## ATTACHMENT 2

### YOUNG WOMEN'S CHRISTIAN ASSOCIATION

#### PROGRAM DESCRIPTION

##### INTRODUCTION:

The purpose of this grant is to assist the Young Women's Christian Association (YWCA) to improve the socio-economic conditions of low-income women and their families in the five YWCA branches in the country.

This will be achieved through two major activities:

- . Institutional strengthening of the YWCA to make it more effective in carrying out its activities with the 171 women's groups with total membership of 120 women.
- . Providing business training and credit to four women's groups with total membership of 120 women at one of its branches at Meru on a pilot basis for an 18 months period. At the end of the 18 months period, an assessment of the pilot credit activity will be done and recommendations regarding expansion will be made.

The YWCA will collaborate with two organizations, namely, the Kenya Rural Enterprise Program (KREP) and a U.S. PVO specializing in leadership training and organizational development yet to be identified. These organizations will provide technical assistance and training in institutional strengthening and the pilot credit program.

##### THE PROJECT:

Since 1985, the YWCA has become increasingly aware of the importance of promoting sustainable community development efforts and providing women with the skills and resources that would enable them to become more self-sufficient economically. In the YWCA's needs assessment carried out in 1990, it identified key areas of institutional strengthening that the organization needed to address if it was to become an effective organization in promoting sustainable development. The proposed three-year project will address the concerns raised by the assessment and assist the YWCA in making this transition. The areas of strengthening are:

- . training and income generation activity program delivery,
- . long range planning,
- . evaluation and documentation, and
- . resource mobilization.

The specific project objectives are as follows:

1. Institutional development of the YWCA

- . To formulate and implement an integrated program for small enterprise development, and carry out a pilot project to assist businesses run by individuals, as opposed to groups.
- . To develop an internal training capacity at the national and branch levels.
- . To strengthen the YWCA's ability to do long-term planning and to effectively carry out and monitor these plans.
- . To strengthen the YWCA's ability to monitor, evaluate and document programs and their impact.
- . To strengthen the YWCA's ability to mobilize and manage resources.
- . To computerize aspects of the YWCA's programming and administrative operations.

2. Village-level activities

- . To continue to provide leadership and business skills training to 171 women's groups in all of the YWCA's five branches.
- . To provide business skills training and credit to four (4) women's groups with a total membership of 120 women in the Meru branch on a pilot basis.

END OF PROJECT STATUS:

By the end of the project, successful achievement of these objectives will be measured against the following targets:

17 staff drawn from the headquarters and the five branches trained in participatory training techniques and design.

- . Small enterprise strategy paper written.
- . Long-range program and annual program plans developed at the headquarters.
- . 17 members of staff drawn from the headquarters and the five branches trained in evaluation, monitoring, reporting, data collection and analysis, fund-raising strategies, and computerized program management.
- . 120 women trained in new credit system.
- . 120 businesses established/functioning under the pilot credit program.
- . 2 articles/case studies produced.

**FUNDING:**

This grant will be for a three-year period. The total project cost is estimated at \$500,000 over a three year period with USAID's contribution estimated at \$335,000. USAID financing will cover local costs including personnel, commodities and equipment, training and administration expenses. USAID will also fund personnel costs and consultancy services to be provided by the U.S. PVO and KREP under this grant.

The YWCA will provide the Kenya shilling equivalent, in cash or in kind, of \$165,000 for a portion of personnel costs, office space, training, evaluation and the pilot credit fund.

**NOTE:** A more complete project description is contained in the YWCA's project proposal dated May 31, 1991, available in the Office of Projets, USAID/Kenya. However, if any provisions of the grant document conflict with those in the final proposal (with revisions, if any), the grant provisions govern.

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ATTACHMENT 3

STANDARD PROVISIONS

The Standard Provisions set forth as attachment 3 of this Grant consist of the following Mandatory and Optional Standard Provisions marked by an "X", copies of which are attached and incorporated as part of this Grant.

1. MANDATORY STANDARD PROVISIONS FOR NON-U.S., NONGOVERNMENTAL GRANTEES

- (x) 1. Allowable Costs (May 1986)
- (x) 2. Accounting, Audit, and Records (May 1991)
- (x) 3. Refunds (September 1990)
- (x) 4. Revision of Grant Budget (May 1986)
- (x) 5. Termination and Suspension (May 1986)
- (x) 6. Disputes (November 1985)
- (x) 7. Ineligible Countries (May 1986)
- (x) 8. Debarment Suspension, and Other Responsibility Matters (March 1989)
- (x) 9. U.S. Officials Not to Benefit (November 1985)
- (x) 10. Nonliability (November 1985)
- (x) 11. Amendment (November 1985)
- (x) 12. Notices (November 1985)

2. OPTIONAL STANDARD PROVISIONS FOR NON-U.S., NONGOVERNMENTAL GRANTEES

- (x) 1. Payment - Periodic Advance (November 1985)
- ( ) 2. Payment - Cost Reimbursement (May 1986)
- (x) 3. Air Travel and Transportation (May 1986)

- (x) 4. Ocean Shipment of Goods (May 1986)
- (x) 5. Procurement of Goods and Services (May 1986)
- (x) 6. AID Eligibility Rules for Goods and Services (May 1986)
- (x) 7. Subagreements (May 1986)
- (x) 8. Local Cost Financing (November 1988)
- ( ) 9. Patent Rights (May 1986)
- ( ) 10. Publications (May 1986)
- (x) 11. Nondiscrimination (May 1986)
- (x) 12. Regulations Governing Employees (May 1986)
- ( ) 13. Participant Training (May 1986)
- ( ) 14. Voluntary Population Planning (August 1986,
- ( ) 15. Protection of the Individual as a Research Subject (November 1984)
- ( ) 16. Negotiated Overhead Rates - Provisional (November 1984)
- ( ) 17. Government Furnished Excess Personal Property (November 1984)
- (x) 18. Title to and Use of Property (Grantee Title) (May 1986)
- ( ) 19. Title to and Care of Property (U.S. Government Title) (May 1986)
- ( ) 20. Title to and Care of Property (Cooperating Country Title) (November 1984)
- (x) 21. Cost Sharing (Matching) (May 1986)

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CASH ADVANCE GUIDANCE

General Policy

USG cash advance policy, consistent with AID's cash management procedures, is premised on the principle that advances should not be granted unless absolutely essential since the cost of Treasury borrowing is a considerable burden on the U.S. taxpayer. When deemed to be essential, the amount of advances should not exceed the immediate minimum needs of the recipient. Treasury has defined minimum needs as being no more than a 30 day requirement of cash on hand. The time that it takes for the recipient to liquidate the advance is of no consequence when considering immediate disbursing needs.

Guidelines

The following guidelines should be used when considering the need for an advance to not-for-profit recipients.

- When an activity commences, the grantee will provide a projection of cash requirements over a specified period (normally 3 months/by month).
- Based on an analysis of this projection, the amount of the initial advance will be determined based on a 30 days' need from the date the advance is received by the grantee.
- Subsequent monthly advance requests should be submitted with enough lead time for processing within AID and delivery of a check to the recipient. The new request should include an updated cash requirement projection as long as 'the 30 days' cash on hand' requirement is met.
- It may take AID as long as 30 days to process this request and deliver a check. Therefore, for example the grantee should submit a request for an advance by the last week of August for cash needs of October. The check would be put in the grantee's account as close to October 1 as possible. Therefore, at that point in time the grantee would have 30 days' cash on hand. By the end of October the grantee would be running out of cash but would soon receive the November advance requested at the end of September. The key is that 30 days' needs are not exceeded.

Within 30 days following the end of each month, a Grant Financial report is required. This report will include a consolidated report of grant expenditures which shows by budget line item: amount budgeted per the financial plan, amount expended for the monthly period under consideration, total cumulative amount expended, and remaining balance per line item. See sample format attached entitled "Expenditure Report". Failure to submit such a report as required may preclude the issuance of further advances.

### Documentation

The following is a list of what is required prior to approving a cash advance and should be circulated with the initial advance voucher:

- A written request every month from the entity desiring the advance which would include:
  - a detailed budget of eligible project activities covering the period of the proposed advance (see sample format attached entitled "Statement of Certified Cash Needed"),
  - identification of the separate bank account where the advance will be placed,
  - a properly executed Standard Form 1034 (Public Voucher for Purchases and Services other than Personal). Copies of SF1034 are attached.

(Name of PVO/NGO)

REQUEST FOR CASH ADVANCE

PERIOD: \_\_\_\_\_ TO \_\_\_\_\_  
GRANT NO: \_\_\_\_\_

	<b>KSHS.</b>
1. Amount Authorized	_____
2. Total Cash Advances Received	_____
3. Total Disbursements to Date	_____
4. Accrued Payables to Date	_____
5. Unexpended Cash Advances (2-(3+4))	_____
6. Cash Requirement for this period	_____
7. Cash Advance Requested (6-5)	_____

Details of Projected Expenditures  
for the Period:  
(as per approved budget line items\*)

MONTHLY BREAKDOWN

	<b>1</b>	<b>2</b>	<b>3</b>
A. Personnel Costs	_____	_____	_____
B. Equipment & Commodities	_____	_____	_____
C. Training	_____	_____	_____
D. Administrative Costs	_____	_____	_____

Total Required for the Period \_\_\_\_\_  
=====

The undersigned hereby certifies: 1) that the above represents the best estimates of funds needed for expenditures to be incurred over the period described; 2) that expenses under any previous advances are progressing in accordance with projections; 3) that appropriate refund or credit to the grant will be made in the event funds are not expended; 4) that appropriate refund will be made in the event of disallowance in accordance with the terms of this grant and, 5) that any interest accrued on the funds made available herein will be refunded to USAID.

By: \_\_\_\_\_

Signed: \_\_\_\_\_  
Project Officer/Authorized Representative

Date: \_\_\_\_\_

NOTE: One (1) copy of the Request for Cash Advance should be submitted to the Office of the Controller, USAID/Kenya thirty (30) days before the start of the period of the advance described.

\*The breakdown of budget line items should be as per the approved budget. The categories shown above are illustrative only. Details supporting the individual line item should be provided on a separate page(s).

PVO/NGO FORM 4

\_\_\_\_\_  
(Name of PVO/NGO)

MONTHLY EXPENDITURE REPORT

PERIOD \_\_\_\_\_ TO \_\_\_\_\_  
GRANT NO \_\_\_\_\_

Budget Items*	Approved Budget L O P	GRANT FUNDS			Unexpended Balance	COUNTERPART FUNDS		Total Disbursement
		Advances Cummulative	Disbursements This period	Total Disbursement		Approved Budget L O P	Disbursements This Period	
1. Personnel Costs								
2. Equipment & Commodities								
3. Training								
4. Admin. Costs								

I, the undersigned, hereby certify that: 1) the expenditures claimed under the cited agreement are proper and due and that appropriate refund to USAID will be made promptly upon request of USAID in the event of non-performance, in whole or in part, under the terms of the agreement; 2) that the information on the Fiscal Report is correct and such detailed supporting information as USAID may require will be furnished at the grantee's home office, as appropriate; and 3) that all requirements called for by the agreement to date of this certification have been met.

By: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Project Officer/Authorized Representative

NOTE: One (1) copy of the Expenditure Report should be submitted to the Office of the Controller, USAID/Kenya within thirty (30) days after the end of the period covered by the advance.

\*The breakdown of budget line items should be as per the approved budget. The categories shown above are illustrative only. Details supporting individual line item should be provided on a separate page(s).