

MEMORANDUM OF DISTRIBUTION

PDCBK 384
8/24/94

I. OBLIGATION: This is a partial final award under
PIO/T No. 442-0102-3-1633158. If final obligation, OP
has no objections to the dereferencing of any remaining funds.

II. DOCUMENT IDENTIFICATION/INFORMATION:

- a) Document No.: ANE -0102-6-00-1040-00
- b) Incremental funding action: YES NO
- c) Buy-in: YES NO
- d) Document has been transmitted to recipient/grantee for
signature. Date transmitted: _____
- e) Method of Financing (check one only)
 Letter of Credit
 Periodic Advance
 Direct Reimbursement

III. FM DISTRIBUTION

- One original signed copy to FM for recording
obligation.
- One copy to FM paying office.

IV. TECHNICAL OFFICE/MISSION DISTRIBUTION:

- Technical Office: A/PD/PCAP, Tom Marr, Rm 3327A, N.S.
(office symbol, name, rm & bldg #)

- MISSION _____
(specify) _____

- ~~APRE/PS/SOP copy of all documents including final assistance document signed by all parties.~~
APRE/PD, Carrie Williams, Rm 502 SA-2

V. OP DISTRIBUTION:

- OP/PS/SOP copy of all documents including final
assistance document signed by all parties.

Copy of this form goes with each copy of the document
distributed and one copy remains in the official file.

Contracting Officer: J. Williams Date: _____

Agency for International Development
Washington, D.C. 20523

AUG 27 1991

Dr. Andre Van Chau
Secretary General
International Catholic Migration Commission
37-39, Rue De Vermont
P.O. Box 96, CH-1211 Geneva 20
Switzerland

Subject: Grant No. ANE-0102-G-00-1040-00

Dear Dr. Van Chau:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "AID" or "Grantor") hereby provides to the International Catholic Migration Commission (hereinafter referred to as "ICMC" or "Grantee") the sum of \$515,248 to provide a comprehensive and integrated training and assistance for widows/female war victims and their dependents.

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 November 30, 1992.

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

2

Please sign the original and copy of this Cover Letter to acknowledge your receipt of the grant, retain one copy for your files, and return the remaining copy to the undersigned.

Sincerely,



Judith D. Johnson
Grant Officer
Overseas Division-ANE
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

Acknowledged

International Catholic Migration Commission:

By Dr. André Van Chau



Name/Title Secretary General

Date September 16, 1991

Fiscal Data

PIO/T No.:	442-0102-3-1633158
Appropriation No.:	72-1111021.7
Budget Plan Code:	QDCA-91-33442-IG-15
Total Estimated Grant Amount:	\$515,248
Total Amount Obligated:	\$515,248
Technical Office:	ENE/PCAP, Mike Feldstein

ATTACHMENT I

SCHEDULE

A. PURPOSE OF GRANT

The purpose of this Grant is to provide comprehensive and integrated training and assistance for widows/female war victims and their dependents to:
create awareness through literacy and basic education;
develop initiative and motivation;
reduce dependence, increase self-confidence
improve household economy/income;
improve health, nutrition and hygiene;
increase self management capability;
encourage access to health and social services.

B. PERIOD OF GRANT

1. This Grant is effective as of the date of the Grant Officer's signature on the cover letter of this Grant. The expiration date of this Grant is November 30, 1992.
2. Funds obligated hereunder are available for program expenditures from the effective date of the grant to November 30, 1992.

C. AMOUNT OF GRANT AND PAYMENT

1. The total estimated amount of this grant for the period shown in B.1 above is \$515,248.
2. AID hereby obligates the amount of \$515,248 for program expenditures during the period set forth in B.2. above and as shown in the Financial Plan below.
3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 Standard Provision 1, entitled "Payment - Letter of Credit".

D. FINANCIAL PLAN

The following is the Grant Budget. Revisions of this budget shall be made in accordance with the Standard Provision of this Grant, entitled "Revision of Grant Budget".

Financial Plan

Personnel	\$172,320
Fringe Charges	\$ 29,858
Travel	\$ 22,900
Office/Operating Expenses	\$ 26,940
Physician's Fees	\$ 900
Equipment	\$123,250
Construction/renovation	\$ 50,000
Stipends for Trainees	\$ 27,000
Day care costs including meals and toys	\$ 15,000
Revolving fund (grants for small business development)	\$ 80,000
Indirect Costs 9.62%	<u>\$ 24,330</u>
Subtotal	\$572,498
ICMC contribution 10%	\$ 57,250
TOTAL PROJECT COSTS	<u>\$515,248</u>

The budget estimates for AID funded items are illustrative. In no event will total costs exceed the maximum amount of the Grant, \$515,248.

E. REPORTING AND EVALUATION

1. Project Reports

ICMC shall submit quarterly reports to A/PCAP and A/PD. A standardized report format shall be provided to the Grantee by AID and this format shall be followed. AID may also request special reports on specific topics on occasion.

2. Final Report

A final evaluation report and a final report on the utilization of grant funds shall be submitted by ICMC to A/PCAP within 90 days of the completion date of the Grant as set forth in paragraph B. This report shall summarize all activities undertaken under this grant and give an assessment of program results and achievements.

3. Fiscal Reports

a. Fiscal reports shall be submitted in accordance with the AID Optional Standard Provision 1, "Payment - Letter of Credit".

b. The original and two copies of all financial reports shall be submitted to A.I.D., Office of Financial Management, Program Accounting and Finance Division (PFM/FM/CMPD/DCB), Washington D.C. 20523. In addition, one copy of all financial reports shall be submitted to the Technical Office specified in the Cover Letter of this Grant.

F. SPECIAL PROVISIONS

1. The Grant Standard Provisions, appended hereto as Attachment 3, are considered applicable to this Grant.

2. The cost principle applicable to this Grant is OMB Circular A-122.

3. Direct compensation of personnel will be reimbursable in accordance with the established policies, procedures and practice of the grantee and the provision of the applicable cost principles, entitled, "Compensation for Personal Services". Such policies, procedures and practices shall be the same as used in contracts and/or grants with other 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, or his/her designated representative, upon request. Compensation (i.e., the employee's base annual 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 approval of the Grant Officer.

4. It is anticipated that AID shall engage the services of a contractor to work in Cambodia and act as fiscal manager over this and other grantees working in the Pnom Penh area. The contractor shall conduct site inspections, review reports, and make recommendations on vouchers. To enable the contractor to perform these functions, the grantee shall make available to the contractor all records, accounts, documentation, inventories, and other relevant materials relating to this grant. The grantee shall also provide the contractor with copies of all reports and vouchers submitted to AID as required under this grant.

5. In signing this grant, the Grantee agrees to directly deliver services funded by AID to intended beneficiaries. The Grantee shall not serve as an intermediary which merely turns its commodity or other assistance over to the government or some other group for delivery to beneficiaries unless this has been specifically approved in writing by AID.

6. Marking Requirements

In accordance with AID policy, the contractor shall mark all AID-financed commodities and shipping containers, and project construction sites and other project locations with the AID red, white, and blue handclasp emblem. Marking is not required for raw materials shipped in bulk (such as coal, grain, etc.), or for semifinished products which are not packaged.

7. AID Eligibility Rules for Goods and Services

a. It is anticipated that the total procurement of goods and services under this grant will be less than \$250,000.

b. All goods and services shall be purchased in accordance with the Optional Grant Standard Provisions #7, entitled "A.I.D. Eligibility Rules for Goods and Services." Priority of purchase shall start with authorized geographic country code 000. Procurement of goods and services shall be accomplished in the following order of precedence:

The United States (Geographic code 000),

Selected Free World (Geographic code 941),

Special Free World (Geographic code 935), Thailand,
and Japan,

Cambodia.

8. Procurement and Shipment of Pharmaceuticals/Medical Supplies

a. The Recipient shall obtain approval from the A.I.D. Grant Officer prior to the shipment of any procured pharmaceuticals/medical supplies or donated pharmaceuticals/medical supplies being shipped at grant expense. The following criteria shall apply:

The list of pharmaceutical/medical supplies submitted for approval shall contain product description, i.e., trade name and/or generic name, dosage form, potency/concentration, and unit package size, lot number, expiration date, and name of manufacturer.

All U.S. source/origin pharmaceuticals and other products regulated by the Food and Drug Administration (FDA) to be procured and/or shipped must be in compliance with all applicable U.S. laws and regulations governing the interstate shipment of these products at the time of shipment. Pharmaceuticals donated from non-U.S. source/origin must meet the standards of the U.S. FDA. All items must be shipped properly packaged to preserve the quality of the product. This includes those products that require special temperature conditions during shipping and storage, e.g., refrigeration.

No product requiring expiration dating shall have less than three months shelf life on receipt in the benefiting country. The Recipient shall be responsible for determining that all dated products procured and/or shipped will have sufficient opportunity to be received, distributed, and used according to labeling directions by the end user prior to product's expiration date.

9. Local Cost Financing

This grant authorizes the use of local cost financing, provided such financing falls within the legitimate needs of the program description applicable to this Grant and does not exceed the following limitations:

1. Procurement locally of items of U.S. origin up to a per transaction limit of the local currency equivalent of \$100,000.

2. Procurement locally of items of non-U.S. origin up to a per transaction limit of the local currency equivalent of \$5,000.

3. Commodities and services available only in the local economy (no specific per transaction value applies to this category). This category includes the following items:

- a. utilities—including fuel for heating and cooking, waste disposal and trash collection;
- b. communications—telephone, telex, fax, postal, and courier services;
- c. rental costs for housing and office space;
- d. petroleum, oils, and lubricants for operating vehicles and equipment;
- e. newspapers, periodicals, and books published in the cooperating country, and
- f. other commodities and services (and related expenses) that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating country.

In cases where local cost procurements are expected to exceed the above limitations, the Grantee must obtain approval from the Grant officer prior to proceeding with the procurement.

Except as otherwise changed by the above limitations, the conditions of the Optional Standard Provision entitled Local Cost Financing (November 1988), hereby incorporated into this Grant, apply, including paragraphs (b), (c), (d), (e), and (f).

The total estimated cost and the obligated amount of this Grant remain unchanged.

All other terms and conditions of this Grant remain unchanged.

G. Indirect Cost Rates

Pursuant to the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates-Provisional," a rate or rates shall be established for each of the Grantee's accounting periods which apply to this Grant. Pending establishment of revised provisional or final indirect cost rates for each of the Grantee's accounting periods which apply to this Grant, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rates(s) applied to the base(s) which are set forth below:

TYPE OF RATE: Provisional

RATE: Indirect Cost 9.62%

BASE: Total direct costs less non-expendable equipment, capital expenditures and other excludable or unallowable expenses.

PERIOD: 8/1/91 Until Amended

H. Title to and Use of Property (Grantee Title)

Title to all property financed under this grant shall vest in the grantee, subject to the conditions under the special provisions herein.

PROGRAM DESCRIPTION

POLICY CONCERNS

The program will do its own outreach and selection of families and individuals for the different training and service components. Since the beneficiaries are war victims, and the services will be to the individuals involved, none of the educational or humanitarian assistance rendered would be conceived as benefitting the Khmer Rouge organization.

The program is aimed to benefit the poorest and most vulnerable groups in Cambodian society: widows and female victims whose husbands were neither civil servants nor army personnel. In order to gain access to these groups, ICMC will need operating permission from the Phnom Penh regime. However, due to the grass roots nature of the program and its distance from Phnom Penh, contact with the regime will be minimal.

P A R T I

SUMMARY

In line with its mission to provide assistance to the most needy and vulnerable groups, ICMC purposes to set up a program in favor of widows/female war victims and their families in Cambodia. The plight and needs of these women and their families which is described in detail in part II of this proposal are intense. Unless given help, they are doomed to a life of destitution. Simple relief aid will not improve the situation of these women. Action needs to be taken to assure their long-term well-being. Consequently, the objective of ICMC's action will be to enhance their capabilities as child raisers, homemakers, and breadwinners. To attain these objectives, ICMC proposes to set up an integrated training and assistance program. The focus of the action will be on war widows and female war victims and their dependents living in Battambang city, located in Western Cambodia - an area particularly affected by war and hostilities which have raged in the country for over three decades.

The proposed program not only aims at providing appropriate training for the widows and female war victims but takes into account constraints which may make it difficult for them to derive full benefits from the training. The program therefore envisages the provision of a child-care facility, medical care and social counseling. In addition to these, a credit scheme is envisaged to facilitate economic self-reliance.

In order that the beneficiaries derive maximum benefit from ICMC's action, an integrated program has been designed, with various program components seen as complementing one another. The following are the program components or sub-projects:

Literacy and numeracy training

Vocational/entrepreneurship training
Credit scheme
Practical education
Child day care center
Counseling service
Medical referral service

The initial duration of the program will be for one year, including a three-month start-up period. The total budget is US\$ 575,498. ICMC requests 90% funding from A.I.D. ICMC will cover the remaining 10%, initially from its own budget, but will seek reimbursement from its affiliated organizations.

P A R T II

1. SITUATION AND NEEDS

Cambodia, one of the world's poorest nations, has an unfortunate history of three decades of war and civil disturbances, and an international image of horror because of the genocidal policies of the Pol Pot period from 1975-1979. Well over one million Cambodians lost their lives, including most of the educated members of the society. Social, educational, and cultural institutions were also obliterated. Every family lost someone during the Khmer Rouge era; virtually every family has struggled to survive during the ensuing Vietnamese occupation of the country and the guerrilla war which has further weakened local infrastructure and economic development. The widespread use of land mines during the last 12 years has produced one of the world's highest per capita ratios of handicapped and disabled. Current estimates indicate that some 800 or more Cambodians each month lose limbs and face permanent disfigurement and disability. The extreme poverty of the country coupled with the continued costs of the war have made few services or resources available for the victims of the war, particularly the widows and their orphaned mal-nourished children, some of whom are also handicapped and disabled. In what some have described as a nation of widows and crippled, humanitarian projects are needed to attempt to provide these war victims with the basic skills that may make it possible for them to become productive members of their communities, actively seeking a better life for themselves and their children.

Twenty years of serious turmoil has resulted in an imbalance in the male/female ratio of Cambodia's population. Surveys conducted in the camps on the Thai-Cambodia border, as well as those carried on within Cambodia, indicate that the tragic events of 1970-1979 and the on-going hostilities have left the country with a population in which adult women (above 18 years of age) account for 60% to 65% of the population. Women head 30 to 35% of households, one out of three, with a far higher female ratio in war affected areas.

As in many countries, women in Cambodia have a major role in society as child raisers, homemakers, food producers and economic providers. The

imbalance of the female/male ratio in the population means that their burden is even greater. In spite of the important role Cambodian women will need to play in the reconstruction and development of Cambodia, the country lacks the resources to provide them with education, training and social services which would enable them to face the challenges of assuring the well-being of their families and becoming effective participants in reconstruction and development.

While the whole population suffers from the ills of the devastated economy, surveys conducted by UN agencies and NGOs presently working in Cambodia indicate that female-headed families or those with handicapped male heads are worse-off than other families on all accounts. Female heads of households engaging in economic activities face a number of constraints such as lack of time, credit, skills, employment opportunities and child care facilities. Women's level of education is lower than men's because girls drop out of school early for cultural and economic reasons. Preoccupation with daily survival prevents women in the poorest segments of society from attending literacy classes or other educational activities.

Frequent pregnancies, overwork, poor nutrition, the lack of knowledge of basic preventive health measures, inadequate hygiene practices and the absence of health services contribute to bad health among the poorest women and children in the society. Cambodia has the highest maternal death rate in the world. The trauma of the 1970s and the precariousness of the present situation have resulted in women suffering from psychological problems. This is particularly the case among women who have lost their families, husbands and some or all of their children. Finding meaning in life is difficult for these women. They suffer from depression. Their memory and ability to concentrate and to learn have diminished.

Most female heads of household are widows, either from the Lon Nol or Pol Pot periods, or because of the on-going hostilities. Due to the imbalanced women/men ratio in the population, many women are abandoned by their husbands. Since in Cambodian society these women are also considered to be widows, they may be considered potential beneficiaries of the proposed program.

While the majority of the widows and female war victims are found in the rural areas, the proposal focuses on widows and female war victims in urban areas. The majority of these women originated from the rural areas but migrated to the towns in search of better living conditions.

Rural families lacking male labor and draught animals have been further impoverished by two factors: the dismantling of the "krom samaki" or solidarity groups, which had provided heavy labor support at no cost to widowed farmers and thus to a certain extent replaced the manpower traditionally assured by the extended family; and by privatization of land. Since land is no longer considered state property, widows seek a solution to their economic plight by selling their land in order to try other economic activities. Conditions in the rural areas are such that survival is practically impossible for impoverished, illiterate and unskilled women. Many widows have thus tended to migrate to the cities.

Once in the cities, the widows discover that cities provide little opportunity for them to improve their economic situation. Being illiterate and lacking skills, the widows barely scratch out a living in the informal sector as manual laborers, restaurant helpers, or street vendors. They work long hours for very low wages. In a country where the whole population struggles for economic survival, the condition of vulnerable groups such as widows and female headed households is particularly aggravated. One Cambodian explaining the extent of impoverishment noted: "Women now must walk behind the plow" - the hardest physical labor imagined. Unless provided assistance, widows and female war victims and their families are doomed to destitution and hardship.

The proposal describes actions ICMC wishes to undertake in an urban area on behalf of widows and female war victims, who as heads of their households not only have to fulfil the role of mothers but also that of breadwinners. The program falls within ICMC's overall objective of providing assistance to the most needy, disadvantaged and vulnerable groups in society, to assure greater self-reliance and participation in the development process.

2. PROGRAM PURPOSE

Provide a comprehensive and integrated training and assistance for widows/female war victims and their dependents to:

- create awareness through literacy and basic education;
- develop initiative and motivation;
- reduce dependence, increase self-confidence;
- improve household economy/income;
- improve health, nutrition and hygiene;
- increase self management capability;
- encourage access to health and social services.

3. TARGET GROUP

- war widows;
- minor children or dependents of war widows;
- female war victims, directly or including those whose husbands or children are war victims;
- children and husbands of these female war victims.

4. SPECIFIC OBJECTIVES

- raise the basic educational level of widows/female war victims;
- provide skills and entrepreneurship training;

- establish a revolving fund to provide small loans for selected economic activities;
- provide basic education in hygiene, preventive health measures and nutrition;
- ensure access to child care facilities;
- promote access to state social and health services;
- provide appropriate vocational and social services counseling;
- encourage enrollment and attendance of children at schools.

5. GEOGRAPHIC LOCATION

ICMC has identified the city of Battambang as the location for the training and assistance program. The reason for choosing Battambang is twofold. First, most of the Khmer presently residing in camps on the Thai-Cambodia border originate from the province of Battambang. It is therefore likely that when hostilities end, they will opt to return to this province. Families whose heads are widows account for a high proportion of the camp population (33.8% in Site 2, 23.2% in Site 8, and 12% in Site B). Upon return, these families will need the types of assistance outlined in this proposal and thus efforts should be made to have the assistance in place. Secondly, though the needs of the population in western provinces are great, few agencies have set up programs there. Battambang is a key province which has suffered greatly from the conflict, and Phnom Penh has been increasingly willing to permit international NGO activity there. In our view more agencies should focus attention on the western provinces which may receive the major influx of returnees when peace is restored.

In view of the continuing hostilities raging in the western provinces as well as the general socio-economic situation in Cambodia, progress in program implementation may be difficult. Security, communication and transportation are major considerations. When identifying Battambang for the location of the program, ICMC was aware of the need to show flexibility and patience.

6. PROGRAM SITE

The actual program site within the city has not yet been identified. A major consideration in the choice of the site will be its accessibility. It should be centrally located and within walking distance for the beneficiaries. ICMC will negotiate with the Ministry of Social Action the rental or construction of suitable facilities. Cost estimates for the budget have been based on advice given by agencies already working in Cambodia.

7. PROGRAM ACTIVITIES

Literacy and Numeracy Training

An appropriate curriculum, training aids and educational material will be developed. To this end, ICMC will consult with its affiliated agencies in Thailand, the Office for Emergency Relief and Refugees as well as the Khmer Women's Association, which run literacy programs for Cambodian refugees. Moreover, ICMC will draw from its experience in literacy training provided under its English-as-a-second Language & Cultural Orientation (ESL/CO) program for Indochinese refugees in Bataan, Philippines. ICMC will also consult with UNICEF, which provides the Phnom Penh regime with substantial assistance in this field.

Vocational/Entrepreneurship Training

Training may be provided in the following areas and in others identified by the participants:

- hand and machine sewing;
- embroidery;
- knitting and crocheting;
- cotton weaving;
- pottery;
- ceramics;
- handicrafts;
- bakery and food processing;
- basket weaving;
- palm-leaf weaving;
- market gardening - including simple irrigation schemes;
- small animal husbandry;
- silk weaving / silk screen printing;
- bicycle repair;
- shoe making;
- radio repair.

Credit Scheme

The state credit system is very limited. Furthermore, banks reportedly do not lend to the poor. Those wishing to start up an activity therefore have to resort to private money lenders who charge very high interest. Instead of the economy of the family improving, repayment becomes a major burden. To avoid or overcome this problem confronting the beneficiaries, a revolving loan fund scheme will be established from which they can obtain necessary funding for ventures they may wish to undertake. The credit scheme could additionally lay the groundwork for the establishment of self-help groups and cooperatives.

The basic program component will be the class of 20 where, in addition to the passing on of information and rudimentary skills, the advantages of small cooperatives will be demonstrated.

Thus in the food processing area, several women working together may be better able to ensure the development of markets and the reliable supply of items, with perhaps one assuming more of the managerial aspects, another the actual product or development of new products role.

The provision of small loans and or grants for program graduates would enable them to put into practice the skills they have learned by perhaps equipping them with the basic tools needed for bicycle repair, carpentry or vegetable production. Repayment into a revolving loan fund would increase the capital availability for additional program participants and their families. Program managers and staff will have to carefully differentiate such systems as capitalistic - i.e. they lead to the development and formation of capital for the benefit of all of the members vs. the discredited "collective schemes".

Amounts of loans are to be determined in consultation with the beneficiaries and according to the type of activity to be undertaken.

Practical Education

- personal and oral hygiene;
- introduction of useful preventive health measures (family health care);
- sanitation;
- nutritional education for adults and children;
- home economics;
- child development.

Child/Day-Care Facility

In Cambodia the few child care facilities that exist are attached to government offices and factories. Consequently, access to them is limited to government employees. Other mothers either have to leave their young children with older family members or take them around with them. To facilitate the participation of mothers with young children in the program, a child/day-care facility will be set up. Apart from permitting mothers to participate in the program, the child/day care center can provide stimulating conditions favorable to the overall development of the children. Women in the program will take turns in looking after children on a rotating basis. Under the supervision of a health worker, the mothers will practice what they learn in the "practical education" component of the program.

Counseling Service

A counseling service for the following purpose:

- identify services and assistance provided by other agencies which may be beneficial for the program participants, their dependents or walk-in clients;
- provide appropriate advice on employment opportunities;
- advise on other training opportunities;

advise on the use of the loans provided under the credit scheme.

Medical Referral Service

To facilitate access of the program participants and their dependents to medical health care, arrangements will be made for physicians from the nearest hospital or ICRC dispensary to visit the program every two weeks.

8. SCOPE OF THE PROGRAM

ICMC proposes a 12 month program, including a three months start-up period required to recruit staff, identify buildings and facilities to house the program, carry out a base-line survey, select beneficiaries, and purchase and install equipment.

Training

1. Twelve weeks of comprehensive training including literacy, vocational and entrepreneurship courses. Training would be given to 100 women (five classes of 20 each) per term, resulting in a nine-month intake of 300. The training would last five hours per day.
2. A three-week practical education would be provided to 600 women over a nine-month period, two hours a day, three days per week.

Day Care Center

The day care center would accommodate 100 children between ages 1 to 4. It would have kitchen facilities and would provide the children with a meal at noon, and a snack before they go home. The day care center would be open from 8:00 a.m. to 5:00 p.m.

Counseling Service

Counseling services would be open to the public two days a week. Access to the social and job counseling service would not be limited to program participants alone but would be available to walk-in clients belonging to the target groups. Individual files would be kept on participants for referral and follow-up on job and self-employment opportunities.

The counseling service is considered the "outreach component" of the program. During the other three working days of the week, it will contact families of the widows/female war victims and other members of the community. The counseling service could also assist participants and their dependents in identifying possibilities for on-the-job apprenticeships, with local traders or businesses.

Medical Health Service

Fortnightly visits by a physician from the nearest hospital or ICRC dispensary will be assured. The health service will be available to the whole family. Apart from assuring the availability of medical care, the service will allow an assessment of the extent the participants adopt hygiene and sanitation practices taught in the Practical Education Courses. This aspect is particularly important as many of the health problems reported are directly or indirectly associated with the lack of hygiene, sanitation and malnutrition.

9. BASE-LINE SURVEY

The situation and problems of widows/female war victims and their families have been studied in general. However, before commencing the proposed program, a survey will be conducted to identify the beneficiaries, obtain detailed information on their environment, living conditions, skills, sources of income, capabilities and needs. The survey will be carried out by means of a questionnaire. Bearing in mind that the success of the program will depend on the degree the beneficiaries are motivated and interested in the activities and services planned, a process of consultation through individual interviews is considered essential. Briefly, the following will be some of the specific types of information sought by the survey:

1. Family composition
sex - age - marital status - education - main occupation.
2. Adult education/literacy. Ability to read, write and count.
3. Division of labor in the family. Male/female, boy/girl.
Family garden, animal raising, food processing, arts and crafts, business, domestic work.
4. Skills: sewing, weaving, cooking.
5. Time/labor issues. Identification of difficult and time consuming tasks.
6. Pre-school child care.
 - looked after by relative or older child;
 - accompanying the mother wherever she goes;
 - staying alone in the house.
7. Access to garden/plot of land.
8. Access to gardening tools/agricultural implements.
9. Access to credit.
10. Access to water and fuel.

11. Resources/equipment.
Living space, animals, tools, tables, bicycles, sewing machines.
12. Family budget.
Income: garden products, hired labor, small animal husbandry, loans, prepared food, crafts.
Expenditures: food, health, clothes, transport, reimbursement of debts, household items, tools, equipment and materials to produce income.
13. Food and nutrition.
Percentage of food consumed, produced, bought. Rice, vegetables, meat, fish, eggs.
Preparation of food.
14. Child care
Diet, including questions about breast feeding, illness, immunization, hygiene practiced by mother, schooling.
15. Women's health and hygiene practices.

The survey will allow the selection of beneficiaries. While priority will be given to the most needy widows/female war victims, the survey will also be used to identify those who possess skills and with further training could act as assistant trainers/counterparts. The aim would be for the most outstanding participants to join the core of the training staff and replace the expatriates. The social worker who will be in charge of the counseling service should conduct the survey. The social worker will thus gain a greater insight into the problems faced by the families and will be better equipped to provide the necessary advice and counseling to the widows/female war victims and their dependents.

10. PROGRAM MANAGEMENT

Organization

Expatriate Staff: Project Director
Training Coordinator
Vocational Training Advisor
Finance and Administrative Officer
Social Worker/Counselor

Local Staff: Language and Numeracy Instructors (6)
Vocational Instructors
Practical Education Specialist
Bicycle Repair Technician
Radio Repair Technician
Sewing and Weaving Specialist
Handicraft Specialist
Shoemaker
Agricultural Specialist

Liaison Assistant (Phnom Penh)
Administrative Clerk
Secretaries (3)
Interpreters (3)
Drivers (3)
Cooks (3)
Guards (4)
Cleaners (2)

Project Director

Qualifications:

Graduate degree in development economics or a related field;
Fluency in English and French;
Ability to speak or willingness to learn Khmer;
At least five years experience in liaison, coordination, or project administration, preferably abroad;
Work experience with non-governmental organizations;
Previous work with refugees, displaced persons, or the poor;
Cultural and gender sensitivity;
Leadership ability.

Main responsibilities:

Coordinate project activities;
Establish and cultivate contact with other humanitarian agencies operating locally;
Identify, recruit, and nourish local staff;
Develop a monitoring and evaluation system;
Alert ICMC Geneva about problems in project implementation;
Submit to ICMC Geneva quarterly progress reports.

Training Coordinator

Qualifications:

University degree in languages or education;
At least five years work experience in language or vocational training programs;
Knowledge of Khmer or willingness to learn;
Experience in work with refugees, displaced persons, or the poor;

Main responsibilities:

Develop the curriculum;
Identify and bring into use low cost teaching aids;
Develop timetables for teachers and classes;
Supervise literacy and numeracy instruction, and vocational and practical education;
Monitor student attendance and prepare monthly attendance statistics;
Write quarterly narrative reports on training;
Establish lists of students eligible for stipends.

Vocational Training Advisor

Qualifications:

University degree or diploma in vocational training;
At least five years experience in design and implementation of vocational or technical education programs;
Work experience with refugees, displaced persons, or the poor;
Knowledge of appropriate technology.

Main responsibilities:

Develop curriculum in consultation with the Training Coordinator;
Advise on appropriate teaching methods and materials;
Train and supervise technical instructors.

Finance/Administrative Officer

Qualifications:

University degree in accounting or business administration;
At least five years practical experience in accounting and office administration;
Experience in working on assistance programs;
Experience in procurement of equipment and materials.

Main responsibilities:

Maintain daily accounts;
Manage cash flow;
Contact banks and auditors;
Pay staff salaries;
Monitor use of the revolving fund;
Procure equipment and materials;
Run the motor pool;
Prepare monthly and quarterly financial reports.

Social Work Counselor

Qualifications:

University degree in social work, counseling, or related fields;
At least five years work experience with refugees, displaced persons, or the poor;
Good knowledge of Khmer or previous work in Cambodia.

Main responsibilities:

Conduct a baseline survey of target groups;
Work with Training Coordinator and the Vocational Training Advisor on curriculum, teaching methodologies and materials for practical education courses;
Provide direct services including job counseling;
Establish contact with training institutions and small industries for apprenticeship and job referral;

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Supervise the Child Day Care Center;
Write monthly statistical and quarterly narrative reports.

Attached please find curricula vitae of three prospective candidates for international staff positions (see Annex 1).

11. IMPLEMENTATION PLAN

<u>Activity</u>	<u>Month</u>
1. Recruit expatriate staff	1
2. Obtain Phnom Penh regime permission to operate in Battambang	1
3. Consult with humanitarian agencies operating locally	1
4. Select program site in Battambang	1
5. Arrange with a bank to handle project expenses and the credit scheme	1
6. Refurbish the site or construct on it	1-3
7. Select local administrative staff	1-2
8. Identify and hire teachers and technical staff	2-3
9. Survey potential beneficiaries	2-3
10. Develop training aids and educational material	2-3
11. Contract with a doctor for periodic visits to treat beneficiaries	3
12. Establish and continue child day care center	4-12
13. Establish and continue counseling service	4-12
14. Conduct and complete literacy and numeracy courses and vocational training for 100 beneficiaries per three-month term	4-6 7-9 10-12
15. Conduct and complete nine three-week practical education courses	4-12

12. EVALUATION/REPORTING

Quantative and qualitative evaluation of project activities will be assured through a requirement for monthly statistical and quarterly narrative reports. A particular additional need will be to evaluate the social consequences of the program since the program objective is to

enhance the capability of widows and female war victims to achieve self-reliance. The inclusion of the counseling and credit scheme components is designed to assure this kind of evaluation. More specifically, the program staff will be required to follow the attached "ICMC Guidelines for Project Evaluation" when preparing their reports. Outside evaluation will be assured by visits from ICMC and AID headquarters, and by an outside evaluator agreeable to both parties.

13. CONTEXT OF PROGRAM IN RELATION TO ACTIONS BY OTHER AGENCIES

Among the more experienced of various Catholic organizations that are part of the ICMC network work in Cambodia, is Australian Catholic Relief (ACR). It supports activities in agriculture, rural development, health, industry, and education, as well as women's programs. ACR funds the Technical Training Center in Battambang. Also working in Cambodia are Catholic umbrella organizations such as the National Catholic Development Agencies (CIDSE) and Caritas Internationalis. The former has been working in Cambodia since 1979 when it began an emergency assistance operation after the fall of the Khmer Rouge regime. To day, CIDSE is involved in reconstruction and development activities in various economic and social sectors. Caritas Internationalis has begun supporting some reconstruction and development activities. ICMC is collaborating with Caritas Internationalis to provide funds for the establishment of a reception and training center for orphans in the district of Stoeung Mean Chey, Phnom Penh. The aim of the center is to provide skills training and educational opportunities to orphans so as to equip them with the necessary know-how for future employment. The establishment of a similar center is being considered for Battambang, where training in agricultural skills will initially be provided to some 50 orphans.

Apart from collaborating with Catholic organizations, ICMC will seek close cooperation with other agencies such as UNICEF which supports nationwide education, literacy, income-generation, health education, home-based child care, and food-production programs.

While activities carried out by various organizations may directly or indirectly benefit women, none give particular focus to widows/female war victims. Furthermore, most NGOs work in Eastern Cambodia. Therefore, the program proposed by ICMC will complement activities undertaken by other organizations. The needs are so great in Cambodia, that there is scant chance of duplication.

14. GROUPS ICMC WOULD LIKE TO WORK WITH IN CAMBODIA

While the closest structure of our own to Cambodia is our Office in Thailand, we have been in constant touch with organizations which have a presence in Cambodia such as World Vision, Caritas Internationalis, and Jesuit Refugee Services. ICMC also has an affiliate in Thailand, the Catholic Office for Emergency Relief and Refugees, whose projects

with female and handicapped Khmer refugees along the border we have supported. Our staff and consultants have made many trips to Cambodia in recent months. We expect to come into contact with the Government of the State of Cambodia, particularly the Ministry of Social Action whose assistance will be needed to obtain permission to work in Battambang and to secure appropriate building facilities for the program.

15. ICMC TRACK RECORD

ICMC is registered with AID as an international PVO. Since its creation in 1951, ICMC has assisted hundreds of thousands of refugees, migrants and victims of war around the world. Its loan funds have permitted the transportation of more than 600,000 people needing the means to emigrate. It has assisted countless refugees, migrants and war victims, especially the women and children among them, in their rehabilitation, and in their efforts toward self-sufficiency.

Mini-projects that ICMC has funded or co-funded, along with those it has sponsored, dot various continents, while 1600 of its employees are currently working for Indochinese, Iranians and Afghans in three Asian countries. Earlier, ICMC implemented a large program in the Sudan for the benefit of vulnerable groups - women, children and the handicapped - in various areas like Khartoum, Gedaref, Tawawa, Umgulga, Tenedba and Anwad Es Sid. Another large program in Zambia aimed at constructing over 1200 fishponds to benefit both displaced persons and Zambian citizens who had been impacted by the war.

Although, if approved, this would be its initial project funded by AID, ICMC has benefited from substantial funding from the State Department's Bureau for Refugee Programs, and from the United Nations High Commissioner for Refugees (UNHCR). For example, the State Department funded over \$ 20 million for an assistance program for Pentecostals, and has extended \$ 9 to \$ 10 million annually over the last several years for a training program in Bataan in the Philippines. ICMC additionally works in tandem with the International Organization for Migration (IOM). At the same time, ICMC has focused brought as much attention on micro projects as it has on large programs. (Please see the attached Description of Operations).

With an excellent record of fiscal management, as verified annually by comprehensive Price Waterhouse audits, ICMC correctly lays claim to fiscal competency, while its world-wide programs testify to its operational skills.

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APPENDIX 4C
OMB Control No. 0412-0510
Expiration Date: 12/31/89

**MANDATORY STANDARD PROVISIONS FOR
U.S., NONGOVERNMENTAL GRANTEE¹**

**INDEX OF
MANDATORY STANDARD PROVISIONS**

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| 1. Allowable Costs | 8. Debarment, Suspension, and other
Responsibility Matters |
| 2. Accounting, Audit, and Records | 9. Nondiscrimination |
| 3. Refunds | 10. U.S. Officials Not to Benefit |
| 4. Revision of Grant Budget | 11. Nonliability |
| 5. Termination and Suspension | 12. Amendment |
| 6. Disputes | 13. Notices |
| 7. Ineligible Countries | |

1. ALLOWABLE COSTS (NOVEMBER 1985)

The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant which are determined by the grant officer to be reasonable, allocable, and allowable in accordance with the terms of this grant, any negotiated advance understanding on particular cost items, and the applicable* cost principles in effect on the date of this grant.

* NOTE: For Educational Institutions use OMB Circular A-21; for all other non-profits use OMB Circular A-122; and for profit making firms use FAR 31.2. and AIDAR 731.2.

*** 2. ACCOUNTING, AUDIT, AND RECORDS (SEPTEMBER 1990) ***

(a) The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The grantee's financial management system shall provide for the following:

¹When these Standard Provisions are used for cooperative agreements, the following terms apply: "Grantee" means "Recipient," "Grant" means "Cooperative Agreement," and "AID Grant Officer" means "AID Agreement Officer."

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(b) The grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives:

(1) until the expiration of three years from the date of termination of the grant;

(2) for such longer period, if any, as is required to complete an audit to resolve all questions concerning expenditures unless written approval has been obtained from the grant officer to dispose of the records. AID follows generally accepted accounting practices in determining that there has been proper accounting and use of grant funds. The grantee agrees to make available any further information requested by AID with respect to any questions arising as a result of the audit; and

(3) If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.

(c) The grantee shall require subrecipients to adopt the standards in paragraphs (a) and (b) above except that portion of subparagraph (a) that would require specific financial reporting forms and frequencies in accordance with the payment provisions of the grant.

* 3.

REFUNDS (SEPTEMBER 1990)

(a) The grantee shall remit to AID all interest earned on funds provided by AID at least quarterly, except that interest amounts up to \$100 per year may be retained by the grantee for administrative expense.

(b) Funds obligated by AID but not disbursed to the grantee at the time the grant expires or is terminated shall revert to AID, except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant. Any funds advanced to but not expended by the grantee and not encumbered by a legally binding transaction applicable to this grant at the time of expiration or termination of the grant shall be refunded to AID

(c) AID reserves the right to require refund by the grantee of any amount which AID determines to have been expended for purposes not in accordance with the terms and conditions of this grant, including but not limited to costs which are not allowable in accordance with the applicable Federal cost principles or other terms and conditions of this grant. In the event that a final audit has not been performed prior to the closeout of this grant, AID retains the refund right until all claims which may result from the final audit have been resolved between AID and the grantee. *

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Revised

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(e) If the requested budget revision requires the obligation of additional funding, and, if after notification pursuant to this standard provision, AID determines not to provide additional funds, the AID grant officer will, upon written request of the grantee, terminate this grant pursuant to the standard provision of this grant, entitled "Termination and Suspension."

(f) Except as required by other provisions of this grant specifically stated to be an exception from this provision, the Government shall not be obligated to reimburse the grantee for costs incurred in excess of the total amount obligated under the grant. The grantee shall not be obligated to continue performance under the grant (including actions under the "Termination and Suspension" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the grant officer has notified the grantee in writing that such obligated amount has been increased and has specified in such notice the new obligated grant total amount.

5. TERMINATION AND SUSPENSION (MAY 1986)

(a) For Cause. This grant may be terminated for cause at any time, in whole or in part, by the grant officer upon written notice to the grantee, whenever it is determined that the grantee has failed to comply with the conditions of the grant.

(b) For Convenience. This grant may be terminated for convenience at any time by either party, in whole or in part, if both parties agree that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The agreement to terminate shall be set forth in a letter from the grant officer to the grantee.

(c) Suspension; Termination for Changed Circumstances. If at any time AID determines that continuation of funding for a program should be suspended or terminated because such assistance is not in the national interest of the United States or that it would be in violation of an applicable law, then AID may, following notice to the grantee, suspend this grant and prohibit the grantee from incurring additional obligations chargeable to this grant other than necessary and proper costs in accordance with the terms of this grant during the period of suspension. If the situation causing the suspension continues for 60 days or more, then AID may terminate this grant on written notice to the grantee and cancel that portion of this grant which has not been disbursed or irrevocably committed to third parties.

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8. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (MARCH 1989)

(1) The grantee certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) The grantee agrees that, unless authorized by the Grant Officer, it will not knowingly enter into any subagreements or contracts under this grant with a person or entity that is included on the "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs". The grantee further agrees to include the following provision in any subagreements or contracts entered into under this grant:

DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (MARCH 1989)

The recipient/contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(3) The policies and procedures applicable to debarment, suspension and ineligibility under AID-financed transactions are set forth in 22 CFR Part 208.

**OPTIONAL STANDARD PROVISIONS FOR
U.S., NONGOVERNMENTAL GRANTEES**

The following standard provisions are required to be used when applicable. Applicability statements are contained in the parenthetical statement preceding the standard provision. When a standard provision is determined to be applicable in accordance with the applicability statement, the use of such standard provision is mandatory unless a deviation has been approved in accordance with Paragraph 1E of Chapter 1 of Handbook 13. Each grant is required to have a payment provision. Check off the optional standard provisions which are included in the grant. Only those standard provisions which have been checked off are included physically within this grant.

- | | |
|---|-------------------------------------|
| 1. Payment - Letter of Credit | <input checked="" type="checkbox"/> |
| 2. Payment - Periodic Advance | <input type="checkbox"/> |
| 3. Payment - Cost Reimbursement | <input type="checkbox"/> |
| 4. Air Travel and Transportation | <input checked="" type="checkbox"/> |
| 5. Ocean Shipment of Goods | <input checked="" type="checkbox"/> |
| 6. Procurement of Goods and Services | <input checked="" type="checkbox"/> |
| 7. AID Eligibility Rules for Goods and Services | <input type="checkbox"/> |
| 8. Subagreements | <input checked="" type="checkbox"/> |
| 9. Local Cost Financing | <input checked="" type="checkbox"/> |
| 10. Patent Rights | <input type="checkbox"/> |
| 11. Publications | <input type="checkbox"/> |
| 12. Negotiated Indirect Cost Rates - Predetermined | <input type="checkbox"/> |
| 13. Negotiated Indirect Cost Rates - Provisional | <input checked="" type="checkbox"/> |
| 14. Regulations Governing Employees | <input type="checkbox"/> |
| 15. Participant Training | <input type="checkbox"/> |
| 16. Voluntary Population Planning | <input type="checkbox"/> |
| 17. Protection of the Individual as a Research Subject | <input type="checkbox"/> |
| 18. Care of Laboratory Animals | <input type="checkbox"/> |
| 19. Government Furnished Excess Personal Property | <input type="checkbox"/> |
| 20. Title to and Use of Property (Grantee Title) | <input checked="" type="checkbox"/> |
| 21. Title to and Care of Property (U.S. Government Title) | <input type="checkbox"/> |
| 22. Title to and Care of Property (Cooperating Country Title) | <input type="checkbox"/> |
| 23. Cost Sharing (Matching) | <input type="checkbox"/> |
| 24. Use of Pouch Facilities | <input checked="" type="checkbox"/> |
| 25. Conversion of United States Dollars to Local Currency | <input checked="" type="checkbox"/> |

(INCLUDE THIS PAGE IN THE GRANT)

(Appendix Continues on Page 4C-9)