

PDFBN 577

sent FM 8/13/87

CONTRACT/AGREEMENT DATA SHEET

B 15711

1. M/SER/AAM/A/SUP Action Monitor

2. Date PIO/T Received in M/SER/AAM/A/SUP

DRG

6 ' 5 ' 87

COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS

1. Contract/Agreement/Number

OTR-0287-A-00-7177-00

4. Contractor/Recipient Name
OEF International

5. Contract. Acronym
(OEF)

6. Project Title

Matching Grant

7. Project Number

938-0287

8. Project Officer's Name

M. Poteo

9. Bureau or USAID Symbol

FVA/PVC

10. PIO/T Number

7381312

21. Budget Plan Code EDNA-87-13810-KG11

App. 72-1171021.3 A11. 743-38-099-00-06-71

11. TYPE OF ACTION

A. New Acquisition/Assistance

B. Amendment/Modification

1. New/Revised Scope

2. Funded Extension

3. No Cost Extension

4. Transfer of action from AID/W to Mission/Mission to AID/W

5. Incremental Funding

6. Overhead Rate Adjustment

7. Contract Closeout

8. Other

A

22. Country or Region of Performance

Worldwide

23. A. This Action Increases or Decreases TEC by

\$ 150,000

B. Total Estimated Cost of Contractual Document

\$ 150,000

24. Amount of Non-Federal Funds Pledged to the Project

1,501,605

C.FPR or FAR

FAR

12. Amount of this PIO/T

0b1. U.S. \$ 150,000

25. Effective Date of this Action

6/1/87

13. Amount Obligated Subobligated Deobligated by this Contract or Amendment

U.S. \$ 150,000

26. Estimated Completion/Expiration Date

5/31/90

14. Cumulative Obligation (Life of Contract)

U.S. \$ 150,000

27. Contractor DUNS Number

0405 37458

15. This Action Funded Through

5/31/88

28. Consultant Type Award

YES

NO

16. Date Contractual Documents Signed by AID Official

8/11/87

29. Number of Person Months (PASA/RSSA only)

N/A

17. Incrementally Funded Contracts

YES

NO

ENTERED

30. Number of Persons (PASA/RSSA only)

N/A

18. Host Country/Counterpart Institution (University Contracts)

N/A

AUG 19 1987

31. CONTRACT TYPE

A. Fixed Price (specify: FFP

FPRD FPEPA FPI

B. Cost Reimbursement

(specify: CR CPFF

CS CPAF CPIF)

C. IQC and Requirements Contracts

D. Grant/CA/PASA/RSSA

E. Contracts with Individuals

D

19. Campus Coordinator (University Contracts)

N/A

COORS Section

20. ADVANCE

A. No Advance

B. Advance Non-FRLC

C. Advance FRLC

A

32. Negotiator's Typed Name

C. Bennett

33. Negotiator's Signature

Carlton M. Bennett

34. Date Signed

8/11/87

35. Contract/Grant Officer's Organization Symbol

W/MS

36. Contract/Grant Officer's Signature

Carolyn R. Eldridge

37. Date Signed

8/11/87

38. SUBJECT TO STATUTORY REQUIREMENT

E

- A. Walsh-Healey Act, Manufacturer*
- B. Walsh-Healey Act, Regular Dealer*
- C. Service Contract Act
(U.S. ONLY - Guards, Maintenance, Laborers)
- D. Davis-Bacon Act *(Construction)*
- E. Not subject to Walsh-Bacon Act
(Most AID Contracts)

*Equipment, Supplies, Materials, and Commodities

39. Country of Manufacture

USA

40. CURRENCY INDICATOR

A

- A. U.S. Dollar
- B. Local Currency
- C. Combination
- D. Unfunded

41. SUBCONTRACTS

Is there a provision for a subcontract? *(Contracts only)*

YES NO

42. TYPE OF SERVICE

B

- A. Training of Participants
- B. Technical Assistance to Host Country
(Program, Project related except A&E Services)
- C. A&E Services
- D. Construction
- E. Research
- F. Technical Services to AID
(other than training; usually operating expense)
- G. Training Service for AID
- H. Equipment, Materials, Supplies, Commodities
- I. Translation Service

43. CONTRACT/AGREEMENT SOURCE

A

- A. U.S. Contractor/Grantee
- B. Non-U.S. Contractor/Grantee
- C. Combination of A & B

44. TYPE OF AMERICAN OWNERSHIP

(U.S. Persons or Firms Only)

G

- Minority
- A. Asian/Pacific Islander
 - B. Black American
 - C. American Aleuts or Eskimos
 - D. American Indian
 - E. Hispanic
- G. Non-Minority

45. METHOD OF SOLICITATION

E

- A. Sealed Bid
- B. Competitive Proposal
- C. Combination/Competition
- D. Other Competition
- E. Noncompetitive

46. LABOR SURPLUS AREA PREFERENCE

D

Labor Surplus Area

- A. No Preference
- B. Tie Bid Preference
- C. Total Set Aside
- D. Not a Labor Surplus Area Preference Award

47. TYPE OF BUSINESS

F

- A. Source: Non-U.S. and Used Outside U.S. & Possessions
- B. Source: Non-U.S. and Possessions
(Foreign Purchases Used Inside U.S.)
(If U.S. Source, complete C through Q)
- C. Firm - Profit Making & PSC's

Non-Profit Organizations

- D. Private Educational Organizations
- E. Hospitals
- F. Research Institutions, Foundations, and Laboratories
- G. Other

Private Voluntary Organizations

- H. U.S. Registered
- I. U.S. Non-Registered
- J. Foreign

State/Local Government

- K. Educational Institutions
- L. Hospitals
- M. Research Organizations
- N. Other

O. International Agricultural Research Organizations

- P. Public International Organizations
- Q. U.S. Cooperatives

48. Women Owned Business?

YES NO

49. TYPE OF AWARD

H

Small Business

- A. Not Set Aside
 - B. Partial Set Aside
 - C. Total Set Aside
- Other Than Small Business

- D. Personal Service Contract
- E. Individual Non-Personal Service Contract
- F. U.S. Government
- G. University
- H. Non-Profit Organizations and PVOs
- I. Large Businesses

50. Paying Office.

Payment will be made by

FM/PAFD, AID/W

51. SYNOPSIS PRIOR TO AWARD

- A. Synopsized prior to awards
- B. Not synopsized due to emergency
- C. Not synopsized for other reasons

54. APPLICABILITY OF COMPETITION IN CONTRACT ACT (CICA)

- 1. Pre-CICA
- 2. Post-CICA

52. COMPETITIVE SOLICITATION PROCEDURES

- A. Normal full and open competition *
 - B. Architect - Engineer
 - C. Basic Research Proposal
 - D. Multiple Award Schedule
 - E. Alternate Source - Reduced Cost
 - F. Alternate Source - Mobilization
 - G. Alternate Source - Engineering/R&D Capability
 - H. Small Business Set-Aside
 - J. Labor Surplus Area Set-Aside
 - K. LSA/Small Business Set-Aside
 - L. Other than full and open competition
 - M. Small Purchases
 - N. 8(a) Program
 - P. Otherwise authorized by statute
- * If 'A', block 57 must be completed

55. AUTHORITY FOR OTHER THAN FULL & OPEN COMPETITION

- A. Unique Source
- B. Follow-on Contract
- C. Unsolicited Research Proposal
- D. Patent/Data Rights
- E. Utilities
- F. Standardization
- G. Only One Source - Other
- H. Urgency
- J. Mobilization
- K. Essential R&D Capability
- L. International Agreement
- M. Authorized by Statute *
- N. Authorized Resale
- P. National Security
- Q. Public Interest

* If 'M', block 56 must be completed

53. NUMBER OF OFFERORS

- 1. Only one offeror
- 2. More than one offeror

56. SPECIAL AUTHORITY FOR NON-COMPETITIVE ACTIONS

(Impairment of Foreign AID Programs) Authorized Under AIDAR Sec. 706.302.70(b)(3)

- 1. PSC's Awarded Under Sec. 638(a)(3)
- 2. An Award of \$100,000 or Less by an Overseas Contracting Activity
- 3. Written Determination by Assistant Administrator or Administrator
- 4. None of the above.

57. SPECIAL SELECTION PROCEDURES

- 1. University Selection Procedures
- 2. Collaborative Assistance Procedures
- 3. None of the above

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- L. International Agreement
- M. Authorized by Statute *
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- Q. Public Interest

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*If 'M', block 56 must be completed

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(Impairment of Foreign AID Programs) Authorized Under AIDAR Sec. 706.302.70(b)(3)

- 1. PSC's Awarded Under Sec. 636(a)(3)
- 2. An Award of \$100,000 or Less by an Overseas Contracting Activity
- 3. Written Determination by Assistant Administrator or Administrator
- 4. None of the above.

4

57. SPECIAL SELECTION PROCEDURES

- 1. University Selection Procedures
- 2. Collaborative Assistance Procedures
- 3. None of the above

2

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

JUN 1 1987

ORIGINAL

Ms. Elise F. Smith
Executive Director
OEF International
1815 H Street, N.W. 11th Floor
Washington, D.C. 20006

Subject: Cooperative Agreement No. OTR-0287-A-00-7177-00

Dear Ms. Smith:

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 provides to OEF International (hereinafter referred to as "OEF" or "Recipient"), the sum of \$1,520,000 to provide support for a program in Africa and Central America as described in the Schedule and the Program Description of this Cooperative Agreement.

This Cooperative Agreement is effective June 1, 1987 and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending May 31, 1990.

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

ORIGINAL

Please sign the original and six copies of this letter to acknowledge your receipt of the Cooperative Agreement, and return the original and five copies to the Office of Procurement.

Sincerely yours,
Carolyn R. Eldridge
Carolyn R. Eldridge
Grant Officer
Management Support Branch
Office of Procurement

Enclosures:

- 1. Schedule
- 2. Program Description
- 3. Standard Provisions
- 4. Payment Forms
- 5. Report Guidance

ACKNOWLEDGED:

OEF INTERNATIONAL

BY: *Elise D. Smith*

TITLE: Executive Director

DATE: August 31, 1987

FISCAL DATA

Total Estimated Amount: \$1,520,000
Total Obligated Amount: \$400,000
PIO/T No.:7381501 & 7381312 Project No.:938-0287
Appropriation:72.1171021.5 & 72.1171021.3
Budget Plan Code (BPC):EDEA87-13810-KG11 & EDNA87-13810-KG11
Allotment:745-38-099-00-76-71 & 743-38-099-006-71
Funding Source: AID/W
Financial Management Paying Office: M/FM/PAFD
Grant Administration: OP/W/MS
Recipient DUNS No.:040537458
DOC # 0021x & 0031x

FUNDS AVAILABLE
J. Fuller
AUG 13 1987 o/c
4190
Program Acctg Division
Office of Financial Management

J

ENCLOSURE 1

SCHEDULE

A. Purpose of Cooperative Agreement:

The purpose of this Cooperative Agreement is to provide support for OEF's program to improve the socio-economic condition of low-income women and their families in Africa and Central America, as more specifically described in Enclosure 2 to this Cooperative Agreement entitled "Program Description." and the Recipient's proposal dated October 17, 1986, and the revised proposal dated May 5, 1987 which is incorporated herein by reference. In the event of an inconsistency between the Recipient's proposal, the program description, and this schedule; the schedule and then the program description shall take precedence.

B. Period of Cooperative Agreement:

1. The effective date of this Cooperative Agreement is June 1, 1987. The expiration date of this Cooperative Agreement is May 31, 1990.

2. Funds obligated hereunder are available for program expenditures for the period from June 1, 1987 to May 31, 1988 as shown in D below. In the event there are funds remaining after this date, the Recipient is authorized to utilize them for the purposes of the Agreement as long as they are used within the period shown in B.1 above.

C. Method of Payment and Amount of Cooperative Agreement:

1. The total A.I.D. estimated amount of this Cooperative Agreement for the period shown in B.1 above is \$1,520,000.

2. AID hereby obligates the amount of \$400,000 for program expenditures during the period set forth in B.2. above and as shown in D below.

3. Additional funds up to the total amount of the Cooperative Agreement shown in C.1. above may be obligated by AID subject to the availability of funds, and to the requirements of the Standard Provision of the Cooperative Agreement, entitled "Revision of Budget"

4. Payment shall be made to the Recipient in accordance with procedures set forth in the Standard Provision entitled "Payment-Letter of Credit."

D. BUDGET

The following is the Budget for this Cooperative Agreement.
 Revisions to this Budget shall be made in accordance with the Standard
 Provision of this Cooperative Agreement, entitled "Revision of Budget."

CATEGORY	FROM: 6/1/87	FROM: 6/1/88	FROM: 6/1/89	TOTAL	COST SHARING	
	TO: 5/31/88	TO: 5/31/89	To: 5/31/90	AMOUNT	ARRANGEMENT	
				FROM: 6/1/86	6/1/87-6/30/91	
				TO: 6/30/91	A.I.D.	OEF
TRAINING	\$101,036	\$ 274,316	\$ 275,940	\$ 651,292	\$ 324,849	\$ 326,443
INSTITUTION BUILDING	111,690	197,857	194,543	504,090	252,042	252,048
POLICY ACTIVITIES	92,465	151,313	173,576	417,354	208,677	208,677
EVALUATION & DOCUMENTATION	293,225	157,720	196,956	647,901	323,950	323,951
INDIRECT COSTS	203,189	275,013	302,766	780,968	390,482	390,486
EVALUATION	-0-	-0-	20,000	20,000	20,000	-0-
TOTAL	\$801,605	\$1,056,219	\$1,163,781	\$3,021,605	\$1,520,000	\$1,501,605

NOTES TO BUDGET:

1. Recipient is allowed 15% flexibility among programmatic line items in the budget with the exception of evaluation and indirect cost. No flexibility is authorized for the evaluation and indirect cost line items. The Recipient must obtain written authorization from the Grant Officer to exceed the percentage of flexibility among programmatic line items or to make any changes in the evaluation or indirect cost line items.

2. Cost-Sharing Arrangement: The Recipient has agreed to expend from their non-Federal funds by the end of the life-of-program (LOP) period the amount of total cost-share expenditures specified in the PVO Cost-Sharing Arrangement column of the budget above. The Recipient is required to meet the requirements of the Standard Provision of this Agreement entitled "Cost Sharing/Matching".

The Recipient is required to report in their annual reports and in their incremental funding letters the total amount of cost-sharing to date. Although the Recipient is required to cost share on a life-of-program basis, they are also expected to expend those funds on a pro rata basis per year and not wait until the last year of the agreement to expend their cost share.

3. Procurement: The Recipient will use their own private cost-share funds for all non-U.S. procurement.

E. SUBSTANTIAL INVOLVEMENT:

1. Countries: The following countries are approved for direct in-country program support under the Agreement: Gambia, Niger, Mali, Senegal, Somalia, Honduras, and Costa Rica. Other countries may be approved during the period of the Agreement. Such approval will be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.

2. The scope of work for the project evaluation contract must be developed with, and the evaluator (s) chosen to carry out this activity must be approved in advance by the AID/FVA/PVC Project Officer. The AID/FVA/PVC Project Officer is to participate in the pre and post-evaluation briefings and to receive six (6) copies of the completed evaluation report for FVA/PVC and one copy for each country evaluated.

F. Reporting and Evaluation:

1. Ten copies of the Annual Report plus one copy for the A.I.D. Mission in each target country in the program will be submitted to the A.I.D./FVA/PVC Project Officer 60 days prior to each anniversary date of this Agreement. Annual reports will describe project activities and the Recipient's financial contribution to the project. Guidance for Periodic and Final Reports to FVA/PVC on Accomplishments under this Agreement is provided as Enclosure 5 for illustrative purposes. (A.I.D. is in the process of submitting this guidance format to OMB for their clearance. Once the OMB clearance is obtained, the suggested format will be required.

The Annual Report will also include a country data sheet for each subproject activity and will be furnished in the standard format prescribed by FVA/PVC for its grant information system (A.I.D. Form 1550-11 included in Enclosure 5). Other current grants or cooperative agreements to the Recipient, such as Operational Program Grants (OPGs), will be noted in the report with an explanation of any relationship of such assistance instruments to this Agreement.

2. By the last day of the Cooperative Agreement period, one copy of the final report (last annual report) will be submitted to A.I.D./FVA/PVC and to the Grant Officer whose address appears on the Cooperative Agreement cover letter. The report shall include the following information as well as those items included in Enclosure 5 of this Agreement.:

- a. A comparison of actual accomplishments with the goals established for the Cooperative Agreement period.
- b. Reasons why established goals were not met; and
- c. Other pertinent information including, when appropriate, analysis and explanations of cost overruns, or unusually high expenses.

3. Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the Recipient shall inform the Grant Officer as soon as the following types of conditions become known:

a. Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work activities by the established time period. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.

4. EVALUATION: Self-evaluation will be conducted by the Recipient in accordance with its normal evaluation program as described in its proposal which has been incorporated herein by reference. In addition, from time-to-time A.I.D. officers, with prior notification to the Recipient's headquarters will visit selected project sites.

G. Indirect Cost Rates:

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

Type of Rate: Overhead
Rate: 36%

Base: Total cost excluding equipment, construction, subgrant and participant costs.

Period: July 1, 1985 until amended.

Type of Rate: Fringe Benefits
Rate: 39%

Base: Direct Labor Dollars

Period: July 1, 1985 until amended.

H. Title to Property:

Title to all property purchased under this Cooperative Agreement shall be vested in the Recipient and subject to the Standard Provisions entitled "Title to Property - Grantee".

I. Authorized Geographic Codes for Procurement:

1. Procurement under this project will follow the general order of precedence as necessary to effectively implement the project. No procurement in Code 935 or of restricted commodities is anticipated under this project.

2. Should any unanticipated Code 935 and/or restricted procurement become necessary, the Grantee should use its own private share of the grant match for this purpose. Written verification, when this is Grantee's intention, is to be sent to the A.I.D./FVA/PVC Project Officer for concurrence and forwarding to the Grant Officer.

J. Special Provisions:

Travel: The standard provision requiring advance notification of the Recipient's travel intentions overseas is waived for this Agreement.

PROGRAM DESCRIPTION

I. Program Goal: The goal of the proposed grant is to improve the socio-economic condition of low-income women and their families in seven countries in Africa and Central America through strengthening women's participation in agriculture and small enterprise development.

II. Program Purpose: This program will enhance the capability of indigenous organizations to provide training, implement projects, and affect policy related to low-income women's participation in agriculture and small enterprise development.

III. Principal Activities: To accomplish the goal and purpose, OEF International has agreed to:

A. Training Trainers: Increase the pedagogical and technical skills of extension agents and field workers of private and governmental organizations.

B. Institution Building: Enable a number of key private indigenous organizations to improve and expand their activities related to women's work in agriculture and small enterprise development.

C. Policy Initiatives: Provide regional forums for indigenous organizations to examine policy issues and develop change strategies supportive of women's participation in agriculture and small enterprise development.

Evaluation, Case Studies, Technical Materials: Compile analyses of program effectiveness and "learnings" of use to other development organizations.

The program will be coordinated by OEF headquarters and implemented by regional staff in Senegal (West Africa), Somalia (East Africa), and Costa Rica (Central America).

Training Trainers

Under the Matching Grant, monthly training workshops will be held for field workers from indigenous private and governmental organizations. These might include women's organizations, community development organizations, trade and sectoral associations, artisan associations and Ministries of Rural Development or Education. The goal of the workshops will be to improve the field workers' skills in specific areas, including conducting feasibility studies, marketing, credit mechanisms, small enterprise management and technical areas including food processing and production. The training will be based on OEF's existing training materials (Women Working Together; Navamaga: Training Activities in Group Building,

Health, and Income Generation; and Business Skills for Third World Women: four volumes), as well as materials that are developed in other OEF projects, such as a series on swine care and production from Honduras and agro-forestry materials from Somalia. In addition to the training workshops, OEF will promote the formation of "trainer support groups" that meet on a regular basis to discuss and solve shared training problems.

Institution-Building

In each Matching Grant country, OEF will identify several private organizations with the potential for implementing a sustained program of activities to promote women's participation in agriculture and small enterprise. In addition to training trainers from these organizations, OEF will provide a series of seminars, workshops, and consultations in areas including strategic planning, resource mobilization, project management, and evaluation. Through working with key organizations over a three year period, OEF expects that measurable gains will be achieved in the quality of their programs and in the scale of their operating budgets.

Policy Initiatives

With funds from the Ford Foundation and other private sources, OEF's "Women, Law, and Development" program has begun implementation of the regional action plans that emerged from the WLD Forum in Nairobi in July 1985. Specifically, the plans include: regional meetings of Third World groups working for women's rights, action-oriented research on women's legal status, drafting model legislation, and refining WLD strategies and methodologies.

In the Matching Grant countries, WLD Forum participants will serve as resource people for a series of seminars that enable members of local organizations to analyze their policy environment and determine collective initiatives.

Evaluations, Case Studies, and Technical Materials

OEF's participatory evaluation system, coordinated by a local Steering Committee, will serve as the mechanism for monitoring project implementation and determining outcomes. Evaluation reports will be prepared and disseminated, with an emphasis on "learnings" that are useful to other development agencies.

In addition, several case studies and technical manuals will be produced over the life of the project. OEF is considering a monograph on effective training strategies for field workers and a series on training for institutional effectiveness. OEF's publications service provides a channel for distributing these materials.

Major Outputs: OEF plans that 270 trainers will have been trained in OEF training methods and related technical areas; that 75 organizations will have been assisted in planning, management, and resource mobilization; that 55 members of indigenous organizations will have been assisted in analyzing policy environment and creating action plans for policy reform; and that two major publications will be ready for publication during the LOP.

IV. Program Management: Suzanne Kindervatter, Project Director, of OEF International will be principally responsible for the overall management and implementation of the Matching Grant Program. She will be supervised by the Senior Program Director. OEF's three regional offices in Costa Rica, Senegal and Somalia will carry out the training activities and policy initiatives. They are supervised by two Regional Program Directors (Latin America, Africa) who are, in turn, supervised by the Senior Program Director. The two Regional Directors will work in close collaboration with Dr. Kindervatter.

V. Proposed Evaluation Plan: OEF's overall strategy for the Matching Grant is to enable indigenous organizations to develop and carry out more effective programs for expanding women's participation in agriculture and small enterprise development. Thus, OEF is working through other organizations to reach low-income women, rather than reaching them directly.

Therefore, to assess the outcomes of the Matching Grant, OEF must track a chain of effects: changes in the practices of trainers and organizations; the effect of these changes on projects; and the effect of the projects on low-income beneficiaries.

The framework of the Matching Grant evaluation plan is OEF's "participatory Evaluation System". The system has been in place in OEF programs for six years. It enables indigenous staff and beneficiaries to play a major role in project monitoring and impact analysis, as a means to ensure that evaluation findings are integrated into project management and implementation.

A "Steering Committee," composed of OEF's staff, staff of indigenous organizations, and beneficiaries, meets regularly over the life of a project, carries out data collection and analysis, and considers improvements in project implementation. At project midpoint, the Committee works with an outside evaluation consultant to examine progress to date and to identify weaknesses and strengths in project design. Steering Committees are in place in Senegal, Somalia, and Central America and will coordinate the Matching Grant evaluation activities in the field.

The evaluation plan includes on-going, midpoint, and end-of-project components.

MANDATORY STANDARD PROVISIONS FOR
U.S., NONGOVERNMENTAL GRANTEE¹

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MANDATORY STANDARD PROVISIONS

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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 (MARCH 1987)

(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:

(1) Accurate, current, and complete disclosure for each AID-sponsored project or program in accordance with the reporting requirements of this grant. While AID requires reporting on an accrual basis, the grantee shall not be required to establish an accrual accounting system but shall develop such accrual data for its reports on the basis of an analysis of the documentation on hand.

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."

- (2) Records that identify adequately the source and application of funds for AID-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income.
- (3) Effective control over and accountability for all funds, property, and other assets. Grantee shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.
- (4) Comparison of actual outlays with budget amounts for each grant. Financial information should be related to performance and unit-cost data whenever appropriate.
- (5) Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the recipient, whenever funds are advanced by the Federal Government.
- (6) Procedures for determining the reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable Federal cost principles and the terms of the grant.
- (7) Accounting records that are supported by documentation that at a minimum will identify, segregate, accumulate, and record all costs incurred under a grant and which fully disclose (i) the amount and disposition by the grantee of the proceeds of such assistance, (ii) the total cost of the project or undertaking in connection with which such assistance is given or used, (iii) the amount of that portion of the cost of the project or undertaking supplied by other sources, and (iv) such other records as will facilitate an effective audit.
- (8) Examinations in the form of audits or internal audits shall be made by qualified individuals that are sufficiently independent of those that authorize the expenditure of AID funds, to produce unbiased opinions, conclusions, or judgments. They shall meet the independence criteria along the lines of Chapter IV, Part B of the U.S. General Accounting Office Publication Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (1981 Revision). These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the grant. It is not intended that each grant awarded to the grantee be examined. Generally, examinations should be conducted on an organization-wide basis to test the fiscal integrity of financial transactions, as well as compliance with the terms and conditions of the AID grant. Such tests would include an appropriate sampling of Federal grants and agreements. Examinations will be conducted with reasonable frequency, on a continuing basis or at scheduled intervals, usually annually, but not less frequently than every two years. A copy of the audit report shall be furnished to the AID grant officer who shall submit it to AID's Regional Inspector General for Audit. The frequency of these examinations shall depend upon the nature,

size, and the complexity of the activity. These grantee self-examinations do not relieve AID of its audit responsibilities, but may affect the frequency and scope of such audits.

(9) A systematic method to ensure timely and appropriate resolution of audit findings and recommendations.

(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) 1 that would require specific financial reporting forms and frequencies in accordance with the payment provisions of the grant.

3. REFUNDS (MAY 1986)

(a) The grantee shall remit to AID all interest earned on funds provided by AID.

(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) If, at any time during the life of the grant, or as a result of final audit, it is determined by AID that funds it provided under this grant have been expended for purposes not in accordance with the terms of this grant, the grantee shall refund such amount to AID.

4. REVISION OF GRANT BUDGET (NOVEMBER 1985)

(a) The approved grant budget is the financial expression of the grantee's program as approved during the grant award process.

(b) The grantee shall immediately request approval from the grant officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for the following reasons:

(1) Changes in the scope or the objectives of the program and/or revisions in the funding allocated among program objectives.

(2) The need for additional funding.

(3) The grantee expects the amount of AID authorized funds to exceed its needs by more than \$5,000 or five percent of the AID award, whichever is greater.

(4) The grantee plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.

(5) The grantee intends to contract or subgrant any of the substantive programmatic work under this grant, and such contracts or subgrants were not included in the approved grant budget.

(6) The grantee plans to incur an expenditure which would require advance approval in accordance with the applicable Federal cost principles and was not included in the approved grant budget.

(7) The grantee plans to transfer funds allotted for training allowances to other categories of expense.

(c) When requesting approval for budget revisions, the grantee shall use the budget formats that were used in the application unless a letter request will suffice.

(d) Within 30 calendar days from the date of the receipt of the request for budget revisions, the grant officer shall review the request and notify the grantee whether the budget revisions have been approved. If the revisions are still under consideration at the end of 30 calendar days, the grant officer shall inform the grantee in writing of the date when the grantee may expect the decision. The grant officer shall obtain the project officer's clearance on all such requests prior to communication with the grantee.

(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.

(d) Termination Procedures. Upon receipt of and in accordance with a termination notice as specified in either paragraph (a) or (b) above, the grantee shall take immediate action to minimize all expenditures and obligations financed by this grant and shall cancel such unliquidated obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination. The grantee shall within 30 calendar days after the effective date of such

termination repay to the Government all unexpended AID funds which are not otherwise obligated by a legally binding transaction applicable to this grant. Should the funds paid by the Government to the grantee prior to the effective date of the termination of this grant be insufficient to cover the grantee's obligations in the legally binding transaction, the grantee may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations. The grant officer shall determine the amount(s) to be paid by the Government to the grantee under such claim in accordance with the applicable cost principles.

6. DISPUTES (March 1987)

(a) Any dispute under this grant shall be decided by the AID grant officer. The grant officer shall furnish the grantee a written copy of the decision.

(b) Decisions of the AID grant officer shall be final unless, within 30 days of receipt of the decision of the grant officer, the grantee appeals the decision to AID's Associate Assistant to the Administrator for Management. Any appeal made under this provision shall be in writing and addressed to the Associate Assistant to the Administrator for Management, Agency for International Development, Washington, D.C. 20523. A copy of the appeal shall be concurrently furnished to the grant officer.

(c) In order to facilitate review on the record by the Associate Assistant to the Administrator for Management, the grantee shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.

(d) A decision under this provision by the Associate Assistant to the Administrator for Management shall be final.

7. INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the AID grant officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

8. NONDISCRIMINATION (MAY 1986)

(This provision is applicable when work under the grant is performed in the U.S. or when employees are recruited in the U.S.)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this grant on the basis of race, color, national origin, age, handicap, or sex.

9. U.S OFFICIALS NOT TO BENEFIT (NOVEMBER 1985)

No member of or delegate to the U.S. Congress or resident U.S. Commissioner shall be admitted to any share or part of this grant or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this grant if made with a corporation for its general benefit.

10. NONLIABILITY (NOVEMBER 1985)

AID does not assume liability for any third party claims for damages arising out of this grant.

11. AMENDMENT (NOVEMBER 1985)

The grant may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the grant officer and an appropriate official of the grantee.

12. NOTICES (NOVEMBER 1985)

Any notice given by AID or the grantee shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows:

To the AID grant officer, at the address specified in the grant.

To grantee, at grantee's address shown in the grant or to such other address designated within the grant.

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

(END OF MANDATORY STANDARD PROVISIONS)

ADDITIONAL STANDARD PROVISIONS FOR
U.S., NONGOVERNMENTAL GRANTEES

The following standard provisions which have been checked are hereby incorporated into the grant/agreement.

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

Payment - Letter of Credit (NOVEMBER 1985)

(This provision is applicable only when the following conditions are met: (i) the total advances under all the grantee's cost-reimbursement contracts and assistance instruments with AID exceed \$120,000 per annum, (ii) AID has, or expects to have, a continuing relationship with the grantee for at least one year; (iii) the grantee has the ability to maintain procedures that will minimize the time elapsing between the transfer of funds and the disbursement thereof; (iv) the grantee's financial management system meets the standards for fund control and accountability required under the standard provision of this grant, entitled "Accounting, Audit, and Records" and, either (v) the foreign currency portion of the total advance under this grant is less than 50% or (vi) the foreign currency portion of the total advance under this grant is more than 50% but more than one foreign currency country is involved.)

(a) Payment under this grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by AID's Office of Financial Management, Program Accounting and Finance Division (M/FM/PAFD).

(b) As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/PAFD constitute payment conditions of this grant, superseding and taking precedence over any other provision of this grant concerning payment.

(c) Reporting:

(1) A "Financial Status Report" SF-269, shall be prepared on an accrual basis and submitted quarterly no later than 30 days after the end of the period, in an original and two copies to AID/M/FM/PAFD, Washington, D.C. 20523. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final report must be submitted within 90 days after the conclusion of the grant to M/FM/PAFD. In cases where grants are Mission funded, the Grantee will forward an information copy to the AID Mission accounting station at the same time the original and one copy are mailed to M/FM/PAFD, AID/Washington.

(2) The grantee shall submit an original and one copy of SF-272, "Federal Cash Transactions Report," within 15 working days following the end of each quarter to M/FM/PAFD. Grantees receiving advances totaling more than \$1 million per year shall submit the SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report all cash advances in the remarks section of SF-272. Those cash advances in excess of immediate disbursement requirements in the hands of subrecipients or the grantee's field organizations shall be supported by short narrative explanations of actions taken by the grantee to reduce the excess balances.

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(d) Revocation of the LOC is at the discretion of the authorized LOC certifying officer of M/FM/PAFD after consultation with the grant officer. Notification of revocation must be in writing and must specify the reason for revocation. M/FM/PAFD shall provide the grant officer a copy of the revocation notice and a recommendation for an alternative method of payment (periodic advance or cost reimbursement) based upon the reasons for the revocation. The grant officer shall immediately amend this agreement to provide for an appropriate alternative method of payment. The recipient may appeal any such revocation to the grant officer.

(END OF STANDARD PROVISION)

PAYMENT - PERIODIC ADVANCE (NOVEMBER 1985)

(This provision is applicable when the conditions for use of letter of credit cannot be met (including those pertaining to mixed dollar and local currency advances) and when the grantee meets the requirements of paragraph 1.0.6 of Handbook 13.)

- (a) Periodic advances shall be limited to the minimum amounts needed to meet current disbursement needs and shall be scheduled so that the funds are available to the grantee as close as is administratively feasible to the actual disbursements by the grantee for program costs. Cash advances made by the grantee to secondary recipient organizations or the grantee's field organizations shall conform substantially to the same standards of timing and amount as apply to cash advances by AID to the grantee.
- (b) Grantees shall submit requests for advances at least monthly on SF-270, "Request for Advance or Reimbursement," in an original and two copies, to the address specified in the Schedule of this grant.
- (c) The grantee shall submit one copy of SF-272, "Federal Cash Transactions Report," 15 working days following the end of each quarter to the payment office address specified in the schedule. Grantees receiving advances totaling more than \$1 million per year shall submit SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report in the Remarks section of SF-272 the amount of cash advances in excess of thirty days requirement in the hands of subrecipients or the grantee's overseas field organizations and shall provide short narrative explanations of actions taken by the grantee to reduce the excess balances.
- (d) A "Financial Status Report," SF-269, shall be prepared on an accrual basis by the grantee and submitted quarterly no later than 30 days after the end of the period in an original and two copies to the payment office specified in the schedule. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final SF-269 must be submitted to the payment office within 90 days after the conclusion of the grant.
- (e) If at any time, the AID Controller determines that the grantee has demonstrated an unwillingness or inability to: (1) establish procedures that will minimize the time elapsing between cash advances and the disbursement thereof, (2) timely report cash disbursements and balances as required by the terms of the grant, and (3) impose the same standards of timing of advances and reporting on any subrecipient or any of the grantee's overseas field organizations; the AID Controller shall advise the grant officer who may suspend or revoke the advance payment procedure.

(END OF STANDARD PROVISION)

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PAYMENT - COST REIMBURSEMENT (NOVEMBER 1985)

(This provision is applicable to grants for construction, or to grants where the grantee does not meet the conditions for either a letter of credit or periodic advance payment.)

- (a) At the end of each month of this grant, the grantee shall submit an original and two copies of SF-270, "Request for Advance or Reimbursement," to the payment office address specified in the schedule of this grant.
- (b) A final SF-270, shall be submitted within 60 days after the conclusion of the grant to the payment office.
- (c) The reports will be prepared on a cash basis. However, if the grantee's accounting records are not normally kept on a cash basis, the grantee shall not be required to convert its accounting system to meet this requirement.
- (d) Assignment of Claims (otherwise known as assignment of proceeds) is authorized under this grant and will be processed by the payment office.

(END OF STANDARD PROVISION)

AIR TRAVEL AND TRANSPORTATION (NOVEMBER 1985)

(This provision is applicable when any costs for air travel or transportation are included in the budget.)

(a) The grantee is required to present to the project officer for written approval an itinerary for each planned international trip financed by this grant, which shows the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel, as far in advance of the proposed travel as possible, but in no event at least three weeks before travel is planned to commence. At least one week prior to commencement of approved international travel, the grantee shall notify the cognizant U.S. Mission or Embassy, with a copy to the project officer, of planned travel, identifying the travelers and the dates and times of arrival.

(b) Travel to certain countries shall, at AID's option, be funded from U.S.-owned local currency. When AID intends to exercise this option, AID will, after receipt of advice of intent to travel required above, either issue a U.S. Government S.F. 1169, Transportation Request (GTR) which the grantee may exchange for tickets, or AID will issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this grant.

(c) All air travel and shipments under this grant are required to be made on U.S. flag air carriers to the extent service by such carriers is available. A U.S. flag air carrier is defined as an air carrier which has a certificate of public convenience and necessity issued by the U.S. Civil Aeronautics Board authorizing operations between the United States and/or its territories and one or more foreign countries.

(d) Use of foreign air carrier service may be deemed necessary if a U.S. flag air carrier otherwise available cannot provide the foreign air transportation needed, or if use of such service will not accomplish the agency's mission. Travel and transportation on non-free world air carriers are not reimbursable under this grant.

(e) U.S. flag air carrier service is considered available even though:

(1) Comparable or a different kind of service can be provided at less cost by a foreign air carrier;

(2) Foreign air carrier service is preferred by or is more convenient for the agency or traveler; or

(3) Service by a foreign air carrier can be paid for in excess foreign currency, unless U.S. flag air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of such monies.

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5f) Except as provided in paragraph (b) of this section, U.S. flag air carrier service must be used for all Government-financed commercial foreign air travel if service provided by such carriers is available. In determining availability of a U.S. flag air carrier, the following scheduling principles should be followed unless their application results in the last or first leg of travel to or from the United States being performed by foreign air carrier:

(1) U.S. flag air carrier service available at point of origin should be used to destination or in the absence of direct or through service to the farthest interchange point on a usually traveled route;

(2) Where an origin or interchange point is not served by U.S. flag air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or

(3) Where a U.S. flag air carrier involuntarily reroutes the traveler via a foreign air carrier the foreign air carrier may be used notwithstanding the availability of alternative U.S. flag air carrier service.

(g) For travel between a gateway airport in the United States (the last U.S. airport from which the traveler's flight departs or the first U.S. airport at which the traveler's flight arrives) and a gateway airport abroad (that airport from which the traveler last embarks enroute to the U.S. or at which the traveler first debarks incident to travel from the U.S.), passenger service by U.S. flag air carrier will not be considered available:

(1) Where the gateway airport abroad is the traveler's origin or destination airport, and the use of U.S. flag air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by foreign air carrier:

(2) Where the gateway airport abroad is an interchange point, and the use of U.S. flag air carrier service would require the traveler to wait six hours or more to make connections at that point, or delayed departure from or accelerated arrival at the gateway airport in the U.S. would extend the time in a travel status by at least six hours more than travel by foreign air carrier.

(h) For travel between two points outside the U.S. the rules in paragraphs (d) through (f) of this section will be applicable, but passenger service by U.S. flag air carrier will not be considered to be reasonably available:

(1) If travel by foreign air carrier would eliminate two or more aircraft changes enroute;

(2) Where one of the two points abroad is the gateway airport (as defined in paragraph (g) of this section) enroute to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by foreign air carrier

including accelerated arrival at the overseas destination or delayed departure from the overseas origin as well as delay at the gateway airport or other interchange point abroad; or

(3) Where the travel is not part of a trip to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by foreign air carrier including delay at origin, delay enroute and accelerated arrival at destination.

(i) When travel under either paragraph (g) or (h) of this section involves three hours or less between origin and destination by a foreign air carrier, U.S. flag air carrier service will not be considered available when it involves twice such travel time or more.

(j) Nothing in the above guidelines shall preclude and no penalty shall attend the use of a foreign air carrier which provides transportation under an air transport agreement between the United States and a foreign government, the terms of which are consistent with the international aviation policy goals set forth at 49 U.S.C. 1502(b) and provide reciprocal rights and benefits.

(k) Where U.S. Government funds are used to reimburse the grantee's use of other than U.S. flag air carriers for international transportation, the grantee will include a certification on vouchers involving such transportation which is essentially as follows:

"CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS. I hereby certify that the transportation service for personnel (and their personal effects) or property by certificated air carrier was unavailable for the following reason(s)." (State appropriate reason(s) as set forth above).

(1) International Travel

(1) As used herein, the term "international travel" means travel to all countries other than those within the home country of the traveler. Travel outside the United States includes travel to the U.S. Trust Territories of the Pacific Islands.

(2) The grantee will be reimbursed for travel and the reasonable cost of subsistence, post differentials and other allowances paid to employees in an international travel status in accordance with the grantee's established policies and practices which are uniformly applied to federally financed and other activities of the grantee. The standard for determining the reasonableness of reimbursement for overseas allowance is the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current subsistence, post differentials, and other allowances may be obtained from the grant officer.

(m) This provision will be included in all subgrants and contracts which require air travel and transportation under this grant.

(END OF STANDARD PROVISION)

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OCEAN SHIPMENT OF GOODS (MAY 1986)

(This provision is applicable when goods purchased with funds provided under this grant are transported to cooperating countries on ocean vessels.)

(a) At least 50% of the gross tonnage of all goods purchased under this grant and transported to the cooperating countries shall be made on privately owned U.S. flag commercial ocean vessels, to the extent such vessels are available at fair and reasonable rates for such vessels.

(b) At least 50% of the gross freight revenue generated by shipments of goods purchased under this grant and transported to the cooperating countries on dry cargo liners shall be paid to or for the benefit of privately owned U.S. flag commercial ocean vessels to the extent such vessels are available at fair and reasonable rates for such vessels.

(c) When U.S. flag vessels are not available, or their use would result in a significant delay, the grantee may request a determination of non-availability from the AID Transportation Division, Office of Procurement, Washington, D.C. 20523, giving the basis for the request which will relieve the grantee of the requirement to use U.S. flag vessels for the amount of tonnage included in the determination. Shipments made on non-free world ocean vessels are not reimbursable under this grant.

(d) Vouchers submitted for reimbursement which include ocean shipment costs shall contain a certification essentially as follows:

"I hereby certify that a copy of each ocean bill of lading concerned has been submitted to the U.S. Department of Transportation, Maritime Administration, Division of National Cargo, 400 7th Street, S.W., Washington, D.C. 20590, and that such bills of lading state all of the carrier's charges including the basis for calculation such as weight or cubic measurement."

(e) Shipments by voluntary nonprofit relief agencies (i.e., PVOs) shall be governed by this standard provision and by AID Regulation 2, "Overseas Shipments of Supplies by Voluntary Nonprofit Relief Agencies" (22 CFR Part 202).

(END OF STANDARD PROVISION)

PROCUREMENT OF GOODS AND SERVICES (November 1985)

(This provision is applicable when goods or services are procured under the grant.)

The grantee may use its own procurement policies and practices for the procurement of goods and services under this grant, provided they conform to all of AID's requirements listed below and the standard provision entitled "AID Eligibility Rules for Goods and Services."

(a) General Requirements:

(1) The recipient shall maintain a code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the awarding and administration of contracts using AID funds. No employee, officer or agent shall participate in the selection, award or administration of a contract in which AID funds are used, where, to that individual's knowledge, the individual or the individual's immediate family, partners, or organization in which the individual or the individual's immediate family or partners has a financial interest or with whom that individual is negotiating or has any arrangement concerning prospective employment. The recipients' officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. Such standards shall provide for disciplinary actions to be applied for violations of such standards by the recipients' officers, employees or agents.

(2) All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals should be excluded from competing for such procurements. Awards shall be made to the bidder/offeree whose bid/offer is responsive/responsible to the solicitation and is most advantageous to the recipient, price and other factors considered. Solicitations shall clearly set forth all requirements that the bidder/offeree must fulfill in order to be evaluated by the recipient. Any and all bids/offers may be rejected when it is in the recipient's interest to do so.

(3) All grantees shall establish procurement procedures that provide for, at a minimum, the following procedural requirements:

(i) Proposed procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical practical procurement.

(ii) Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand-name or equal" descriptions may be used as a means to define the performance of other salient requirements of a procurement and when so used the specific features of the named brand which must be met by bidders/offerors shall be clearly specified.

(iii) Positive efforts shall be made by the recipients to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts utilizing AID funds. To permit AID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under this grant, the grantee shall to the maximum extent possible provide the following information to the Office of Small Disadvantaged Business Utilization, AID, Washington, D.C. 20523, at least 45 days prior (except where a shorter time is requested of and granted by the Office of Small and Disadvantaged Business Utilization) to placing any order or contract in excess of \$25,000:

- (A) Brief general description and quantity of goods or services;
- (B) Closing date for receiving quotations, proposals, or bids; and
- (C) Address where solicitations or specifications can be obtained.

(iv) The type of procuring instruments used, e.g. fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts, shall be determined by the recipient but must be appropriate for the particular procurement and for promoting the best interest of the program involved. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.

(v) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

(vi) All proposed sole source contracts or where only one bid or proposal is received in which the aggregate expenditure is expected to exceed \$5,000 shall be subject to prior approval by an appropriate official within the grantee's organization.

(vii) Some form of price or cost analysis should be made in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

(viii) Procurement records and files for purchases in excess of \$10,000 shall include the following:

(A) Basis for contractor selection;

(B) Justification for lack of competition when competitive bids or offers are not obtained;

(C) Basis for award cost or price.

(ix) A system for contract administration shall be maintained to ensure contractor conformance with terms, conditions and specifications of the contract, and to ensure adequate and timely followup of all purchases.

(b) Each contract shall contain, in addition to provisions to define a sound and complete contract, the following contract provisions, if applicable, as well as any provision within this grant which requires such inclusion of that provision. Whenever a provision is required to be inserted in a contract under this grant, the grantee shall insert a statement in the contract that in all instances where the U.S. Government or AID is mentioned the grantee's name shall be substituted.

(1) Contracts in excess of \$10,000 shall contain contractual provisions or conditions that will allow for administrative, contractual or legal remedies in instances in which contractors violate or breach contract terms, and provide for such remedial actions as may be appropriate.

(2) All contracts in excess of \$10,000 shall contain suitable provisions for termination by the recipient including the manner by which termination will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(3) In all contracts for construction or facility improvement awarded for more than \$100,000, recipients shall observe generally accepted bonding requirements.

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(4) All contracts awarded by the grantee or subgrantee to be performed in the United States having a value of more than \$10,000, shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended, and as supplemented in Department of Labor Regulations (41 CFR, Part 60).

(5) All contracts and subgrants in excess of \$2,000 for construction or repair to be performed in the United States awarded by the grantee or subgrantee shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor Regulations (29 CFR, Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which that individual is otherwise entitled. The grantee shall report all suspected or reported violations to AID.

(6) Where required by the Federal program legislation, all construction contracts to be performed in the United States awarded by the grantee or subgrantee of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The grantee shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The grantee shall report all suspected or reported violations to AID.

(7) Where applicable, all contracts awarded by the grantee or subgrantees in excess of \$2,000 for construction contracts to be performed in the United States and its territories and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers, shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to the worker's health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies of materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(8) Contracts, the principal purpose of which is to create, develop or improve products, processes or methods; or for exploration into fields that directly concern public health, safety or welfare; or contracts in the fields of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions and materials generated under the contract are subject to the regulations included in these grant provisions. The contractor shall be advised as to the source of additional information regarding these matters.

(9) All negotiated contracts over \$10,000 awarded by the grantee shall include a provision to the effect that the grantee, AID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(10) Contracts in excess of \$100,000 to be performed in the United States shall contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 7401) and the Federal Water Pollution Control Act (40 CFR 15) as amended. Violations shall be reported to AID and the Regional Office of the Environmental Protection Agency.

(11) Contracts which require performance outside the United States shall contain a provision requiring Workmen's Compensation Insurance (42 U.S.C. 1651, et seq.). As a general rule, Department of Labor waivers will be obtained for persons employed outside the United States who are not United States citizens or residents provided adequate protection will be given such persons. The grantee should refer questions on this subject to the AID grant officer.

(END OF STANDARD PROVISION)

AID ELIGIBILITY RULES FOR GOODS AND SERVICES (NOVEMBER 1985)

(This provision is applicable when goods or services are procured under the grant.)

(a) Ineligible and Restricted Goods and Services: If AID determines that the grantee has procured any of the restricted or ineligible goods and services specified below, or has procured goods and services from unauthorized sources, and has received reimbursement for such purpose without the prior written authorization of the grant officer, the grantee agrees to refund to AID the entire amount of the reimbursement. AID's policy on ineligible and restricted goods and services is contained in Chapter 4 of AID Handbook 1, Supplement B, entitled "Procurement Policies".

(1) Ineligible Goods and Services. Under no circumstances shall the grantee procure any of the following under this grant:

- (i) Military equipment,
- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

(2) Ineligible Suppliers. Funds provided under this grant shall not be used to procure any goods or services furnished by any firms or individuals whose name appears on the AID Consolidated List of Debarred, Suspended, and Ineligible Awardees under AID Regulation 8, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208). AID will provide the grantee with a copy of this list upon request.

(3) Restricted Goods. The grantee shall not procure any of the following goods and services without the prior written authorization of the grant officer:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Rubber compounding chemicals and plasticizers,
- (vi) Used equipment,
- (vii) U.S. Government-owned excess property, or
- (viii) Fertilizer.

(b) Source, Origin, and Nationality: The eligibility rules for goods and services are based on source, origin, and nationality and are divided into two categories. One applies when the total procurement during the life of the grant is over \$250,000 and the other applies when the total procurement element during the life of the grant is not over \$250,000. The total procurement element includes procurement of all goods (e.g., equipment, materials, supplies) and services. Guidance on the eligibility of specific goods or services may be obtained from the grant officer. AID policies and definitions on source, origin, and nationality are contained in Chapters 4 and 5 of AID Handbook 1, Supplement B, entitled "Procurement Policies".

(1) When the total procurement element during the life of this grant is valued at \$250,000 or less, the following rules apply:

(i) All goods and services, the costs of which are to be reimbursed under this grant and which will be financed with U. S. dollars, shall be purchased in and shipped from only "Special Free World" countries (i.e., AID Geographic Code 935) in accordance with the following order of preference:

- (A) The United States (AID Geographic code 000),
- (B) The Cooperating Country,
- (C) "Selected Free World" countries (AID Geographic Code 941), and
- (D) "Special Free World" countries (AID Geographic Code 935).

(ii) Application of Order of Preference: When the grantee procures goods and services from other than U.S. sources, under the order of preference in paragraph b(1)(i) above, the grantee shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the grantee's documentation:

- (A) The procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,
- (B) The price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,
- (C) Impelling local political considerations precluded consideration of U.S. sources,
- (D) The goods or services were not available from U.S. sources, or
- (E) Procurement of locally available goods and services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance program under the grant.

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(2) When the total procurement element exceeds \$250,000, the following rule applies: Except as may be specifically approved or directed in advance by the grant officer, all goods and services, which will be reimbursed under this grant and financed with U. S. dollars, shall be procured in and shipped from the U. S. (Code 000) and from any other countries within the authorized geographic code as specified in the schedule of this grant.

(c) Marine Insurance: The eligibility of marine insurance is determined by the country in which it is placed. Insurance is placed in a country if payment of the insurance premium is made to, and the insurance policy is issued by an insurance company located in that country. Eligible countries for placement are governed by the authorized geographic code, except that if Code 941 is authorized, the Cooperating Country is also eligible. Section 604(d) of the Foreign Assistance Act requires that if a recipient country discriminates by statute, decree, rule, or practice with respect to AID-financed procurement against any marine insurance company authorized to do business in the U. S., then any AID-financed commodity shipped to that country shall be insured against marine risk and the insurance shall be placed in the U. S. with a company or companies authorized to do marine insurance business in the U. S.

(d) Ocean and air transportation shall be in accordance with the applicable provisions contained within this grant.

(e) Printed or Audio-Visual Teaching Materials: If the effective use of printed or audio-visual teaching materials depends upon their being in the local language and if such materials are intended for technical assistance projects or activities financed by AID in whole or in part and if other funds including U.S.-owned or U.S.-controlled local currencies are not readily available to finance the procurement of such materials, local language versions may be procured from the following sources, in order of preference:

- (1) The United States (AID Geographic Code 000),
- (2) The Cooperating Country,
- (3) "Selected Free World" countries (AID Geographic Code 941), and
- (4) "Special Free World" countries (AID Geographic Code 899).

(f) Special Restrictions on the Procurement of Construction or Engineering Services: Section 604(g) of the Foreign Assistance Act provides that AID funds may not be used for "procurement of construction or engineering services from advanced developing countries, eligible under Geographic Code 941, which have attained a competitive capability in international markets for construction services or engineering services." In order to insure eligibility of a Code 941 contractor for construction or engineering services, the grantee shall obtain the grant officer's prior approval for any such contract.

(END OF STANDARD PROVISION)

SUBAGREEMENTS (NOVEMBER 1985)

(This provision is applicable when subgrants or cooperative agreements are financed under the grant.)

(a) Funds provided under this grant shall not be used to support any subrecipient whose name appears on the AID Consolidated List of Debarred, Suspended, or Ineligible Awardees under AID Regulation 8, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208). AID will provide the grantee with a copy of this list upon request.

(b) All subagreements shall as a minimum contain, in addition to provisions to define a sound and complete agreement, the following provisions as well as any that are specifically required by any other provision in this grant. Whenever a provision within this grant is required to be inserted in a subagreement, the grantee shall insert a statement in the subagreement that in all instances where the U.S. Government is mentioned, the grantee's name will be substituted.

(1) Subagreements in excess of \$10,000 shall contain provisions or conditions that will allow for administrative or legal remedies in instances where subrecipients violate subagreement terms and provide for such remedial action as may be appropriate.

(2) All subagreements in excess of \$10,000 shall contain suitable provisions for termination by the recipient including the manner by which termination will be effected and the basis for settlement. In addition, such subagreements shall describe conditions under which the subagreement may be terminated for default as well as conditions where the subagreement may be terminated because of circumstances beyond the control of the subrecipient.

(3) Subagreements, the principal purpose of which is to create, develop or improve products, processes or methods; or for exploration into fields that directly concern public health, safety or welfare; or subagreements in the field of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions and materials generated under the subagreement are subject to the regulations contained in the provisions of this grant. The subrecipient shall be advised as to the source of additional information regarding these matters.

(4) All subagreements over \$10,000 issued by recipients shall include a provision to the effect that the recipient, AID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the subrecipient which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(END OF STANDARD PROVISION)

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LOCAL COST FINANCING (MAY 1986)

(This provision applies only when local costs are authorized by the grant, and must be used with the standard provision entitled "Procurement of Goods and Services.")

(a) Costs qualifying as local costs are eligible for financing under the grant in accordance with the terms of this standard provision. Local costs are defined as (1) indigenous goods, (2) imported shelf items, and (3) services provided by suppliers meeting the requirements contained in subparagraph (b). Indigenous goods are those that have been mined, grown or produced in the cooperating country through manufacture, processing or assembly. In the case of produced goods containing imported components, to qualify as indigenous a commercially recognized new commodity must result that is substantially different in basic characteristics or in purpose or utility from its components. Imported shelf items are goods that are normally imported and kept in stock, in the form in which imported, for sale to meet a general demand in the country for the item.

Imported shelf items are eligible in unlimited quantities if they have their origin in a country included in AID Geographic Code 941. Imported shelf items having their origin in any country included in Code 899 but not in Code 941 are eligible if the price of one unit does not exceed \$5,000. For goods sold by units of quantities; e.g., tons, barrels, etc., the unit to which the local currency equivalent of \$5,000 is applied that which is customarily used in quoting prices. The total amount of imported shelf items purchased from countries included in Code 899 but not in Code 941 may not exceed \$25,000 or 10% of the total local costs financed by AID for the grant, whichever is higher; however, in no case may the total amount of such purchases exceed \$250,000 without first obtaining a specific geographic source waiver. Imported shelf items produced in or imported from countries not included in Geographic Code 899 are ineligible for AID financing.

(b) To qualify as local costs, goods and services must also meet the following additional requirements:

- (1) They must be paid for in local currency.
- (2) They must not be specifically imported for this grant.
- (3) The supplier must be located in the cooperating country and must be of cooperating country nationality as defined in AID Handbook 1B, Chapter 5.
- (4) Any component from a country not included in AID geographic code 935 renders a commodity ineligible for financing.

(c) Ineligible Goods and Services: Under no circumstances shall the grantee procure any of the following under this grant:

- (1) Military equipment,
- (2) Surveillance equipment,
- (3) Commodities and services for support of police or other law enforcement activities,
- (4) Abortion equipment and services,
- (5) Luxury goods and gambling equipment, or
- (6) Weather modification equipment.

(d) Ineligible Suppliers: Funds provided under this grant shall not be used to procure any goods or services furnished by any firm or individual whose name appears on AID's Consolidated List of Debarred, Suspended, or Ineligible Awardees (AID Regulation 8, (22 CFR 208)). AID will provide the grantee with this list upon request.

(e) Restricted Goods: The grantee shall not procure any of the following goods and services without the prior written authorization of the grant officer:

- (1) Agricultural commodities,
- (2) Motor vehicles,
- (3) Pharmaceuticals,
- (4) Pesticides,
- (5) Rubber compounding chemicals and plasticizers,
- (6) Used equipment,
- (7) U.S. Government-owned excess property, or
- (8) Fertilizer.

(f) If AID determines that the grantee has procured any of the restricted or ineligible goods and services specified in subparagraphs (c) through (e) above, or has received reimbursement for such purpose without the prior written authorization of the grant officer, the grantee agrees to refund to AID the entire amount of the reimbursement.

(END OF STANDARD PROVISION)

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PATENT RIGHTS (NOVEMBER 1985)

(This provision is applicable whenever patentable processes or practices are financed by the grant.)

(a) Definitions.

(1) Invention means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the United States Code.

(2) Subject invention means any invention of the recipient conceived or first actually reduced to practice in the performance of work under this agreement.

(3) Practical application means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or Government regulations, available to the public on reasonable terms.

(4) Made when used in relation to any invention means the conception or first actual reduction to practice of such invention.

(5) Small business firm means a domestic small business concern as defined at Section 2 of Public Law 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in Government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, shall be used.

(6) Nonprofit organization means a domestic university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under Section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)) or any domestic nonprofit scientific or any educational organization qualified under a state nonprofit organization statute.

(b) Allocation of Principal Rights: The recipient may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the recipient retains title, the Federal Government shall have a non-exclusive, non-transferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

(c) Invention Disclosure, Election of Title, and Filing of Patent Applications by Recipient:

(1) The recipient shall disclose each subject invention to AID within two months after the inventor discloses it in writing to recipient personnel responsible for patent matters. The disclosure to AID shall be in the form of a written report and shall identify the agreement under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to AID the recipient shall promptly notify AID of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the recipient.

(2) The recipient shall elect in writing whether or not to retain title to any such invention by notifying AID within twelve months of disclosure to the recipient, provided that in any case where publication, on sale, or public use has initiated the one-year statutory period wherein valid patent protection can still be obtained in the United States, the period of election of title may be shortened by AID to a date that is no more than 60 days prior to the end of the statutory period.

(3) The recipient shall file its initial patent application on an elected invention within two years after election or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. The recipient shall file patent applications in additional countries within either ten months of the corresponding initial patent application or six months from the date permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) Requests for extension of the time for disclosure to AID, election, and filing may, at the discretion of AID, be granted.

(d) Conditions When the Government May Obtain Title: The recipient shall convey to AID upon written request, title to any subject invention:

(1) If the recipient fails to disclose or elect the subject invention within the times specified in (c) above, or elects not to retain title. AID may only request title within sixty days after learning of the recipient's failure to report or elect within the specified times.

(2) In those countries in which the recipient fails to file patent applications within the times specified in (c) above; provided, however, that if the recipient has filed a patent application in a country after the times specified in (c) above, but prior to its receipt of the written request of AID the recipient shall continue to retain title in that country.

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(3) In any country in which the recipient decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in reexamination or opposition proceeding on a patent on a subject invention.

(e) Minimum Rights to Recipient:

(1) The recipient shall retain a nonexclusive, royalty-free license throughout the world in each subject invention to which the Government obtains title except if the recipient fails to disclose the subject invention within the times specified in (c) above. The recipient's license extends to its domestic subsidiaries and affiliates, if any, within the corporate structure of which the recipient is a party and includes the right to grant sublicenses of the same scope to the extent the recipient was legally obligated to do so at the time the agreement was awarded. The license is transferable only with the approval of AID except when transferred to the successor of that party of the recipient's business to which the invention pertains.

(2) The recipient's domestic license may be revoked or modified by AID to the extent necessary to achieve expeditious practical application of the subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions in the Federal Property Management Regulations and agency licensing regulations (if any). This license shall not be revoked in that field of use or the geographical areas in which the recipient has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of AID to the extent the recipient, its licensees, or its domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

(3) Before revocation or modification of the license, AID shall furnish the recipient written notice of its intention to revoke or modify the license, and the recipient shall be allowed thirty days (or such other time as may be authorized by AID for good cause shown by the recipient) after the notice to show cause why the license should not be revoked or modified. The recipient has the right to appeal, in accordance with applicable agency licensing regulations (if any) and the Federal Property Management Regulations concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of its license.

(f) Recipient Action to Protect the Government's Interest:

(1) The recipient agrees to execute or to have executed and promptly deliver to AID all instruments necessary to (i) establish or conform the rights the Government has throughout the world in those subject inventions to which the recipient elects to retain title, and (ii) convey title to AID when requested under paragraph (d) above, and to enable the Government to obtain patent protection throughout the world in that subject invention.

(2) The recipient agrees to require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the recipient each subject invention made under agreement in order that the recipient can comply with the disclosure provisions of paragraph (c) above, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by (c)(1) above. The recipient shall instruct such employees through employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) The recipient shall notify AID of any decision not to continue the prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response period required by the relevant patent office.

(4) The recipient agrees to include, within the specification of any United States patent application and any patent issuing thereon covering a subject invention, the following statement: "This invention was made with Government support under (identify the agreement awarded by AID). The Government has certain rights in this invention."

(g) Subagreements and Contracts: The recipient shall include this standard provision suitably modified to identify the parties, in all subagreements and contracts, regardless of tier, for experimental, developmental, or research work to be performed by a small business firm or nonprofit organization. The subrecipient or contractor shall retain all rights provided for the recipient in this standard provision, and the recipient shall not, as part of the consideration for awarding the contract or subagreement, obtain rights in the contractor's or subrecipient's subject inventions.

(h) Reporting Utilization of Subject Inventions: The recipient agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the recipient or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the recipient, and such other data and information as AID may reasonably specify. The recipient also agrees to provide additional reports as may be requested by AID in connection with any march-in proceedings undertaken by AID in accordance with paragraph (j) of this provision. To the extent data or information supplied under this section is considered by the recipient, its licensee or assignee to be privileged and confidential and is so marked, AID agrees that, to the extent permitted by law, it shall not disclose such information to persons outside the Government.

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(i) Preference for United States Industry: Notwithstanding any other provision of this clause, the recipient agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject invention in the United States unless such person agrees that any products embodying the subject invention shall be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by AID upon a showing by the recipient or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

(j) March-in Rights: The recipient agrees that with respect to any subject invention in which it has acquired title, AID has the right to require the recipient, an assignee or exclusive licensee of a subject invention to grant a non-exclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the recipient, assignee, or exclusive licensee refuses such a request, AID has the right to grant such a license itself if AID determines that:

(1) Such action is necessary because the recipient or assignee has not taken or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use;

(2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the recipient, assignee, or their licensees;

(3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the recipient, assignee, or licensees; or

(4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a license of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.

(k) Special Provisions for Agreements with Nonprofit Organizations: If the recipient is a nonprofit organization, it agrees that:

(1) Rights to a subject invention in the United States may not be assigned without the approval of AID, except where such assignment is made to an organization which has as one of its primary functions the management of inventions and which is not, itself, engaged in or does not hold a substantial interest in other organizations engaged in the manufacture or sale of products or the use of processes that might utilize the invention or be in competition with embodiments of the invention provided that such assignee shall be subject to the same provisions as the recipient.

(2) The recipient may not grant exclusive licenses under the United States patents or patent applications in subject inventions to persons other than small business firms for a period in excess of the earlier of:

(i) Five years from first commercial sale or use of the invention;
or

(ii) Eight years from the date of the exclusive license excepting that time before regulatory agencies necessary to obtain premarket clearance, unless on a case-by-case basis, AID approves a longer exclusive license. If exclusive field of use licenses are granted, commercial sale or use in one field of use shall not be deemed commercial sale or use as to other fields of use and a first commercial sale or use with respect to a product of the invention shall not be deemed to end the exclusive period to different subsequent products covered by the invention.

(3) The recipient shall share royalties collected on a subject invention with the inventor; and

(4) The balance of any royalties or income earned by the recipient with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, shall be utilized for the support of scientific research or education.

(1) Communications: Communications concerning this provision shall be addressed to the grant officer at the address shown in this agreement.

(END OF STANDARD PROVISION)

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PUBLICATIONS (NOVEMBER 1985)

(This provision is applicable when publications are financed under the grant.)

(a) If it is the grantee's intention to identify AID's contribution to any publication resulting from this grant, the grantee shall consult with AID on the nature of the acknowledgement prior to publication.

(b) The grantee shall provide the AID project officer with one copy of all published works developed under this grant and with lists of other written work produced under the grant.

(c) In the event grant funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the grant unless the schedule of the grant has identified the profits or royalties as program income.

(d) Except as otherwise provided in the terms and conditions of the grant, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this grant, but AID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

(END OF STANDARD PROVISION)

NEGOTIATED INDIRECT COST RATES - PREDETERMINED (MAY 1986)

(This provision is applicable to organizations whose indirect cost rate(s) under this grant are on a predetermined basis.)

(a) The allowable indirect costs under this grant shall be obtained by applying predetermined indirect cost rate(s) to the base(s) agreed upon by the parties, as specified in the schedule of this grant.

(b) Not later than 90 days after the close of the grantee's fiscal year, the grantee shall submit to the cognizant Government Audit Activity in accordance with OMB Circular A-88 a proposed predetermined indirect cost rate(s) and supporting cost data. In the event AID is the cognizant agency or no cognizant agency has been designated, the grantee shall submit a copy of the proposed predetermined indirect cost rate(s) and supporting cost data to the AID Inspector General, Washington, D.C. 20523, and to the Overhead and Special Costs - Contract Closeout Branch, Office of Procurement, Washington, D.C. 20523. The proposed rate(s) shall be based on the grantee's actual cost experience during that fiscal year. Negotiations of predetermined indirect cost rate(s) shall begin as soon as practical after receipt of the grantee's proposal.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the provisions of the applicable cost principles in effect on the date of this grant.

(d) Rates for subsequent periods shall be negotiated and the results of each negotiation shall be set forth in a written indirect cost rate agreement executed by both parties. Such agreement shall be automatically incorporated into this grant upon execution and shall specify (1) the agreed upon predetermined rate(s), (2) the base(s) to which the rate(s) apply, (3) the fiscal year (unless the parties agree to a different period) for which the rate(s) apply, and (4) the specific items treated as direct costs or any changes in the items previously agreed to be direct costs. The indirect cost rate agreement shall not change any monetary ceiling, grant obligation, or specific cost allowance or disallowance provided for in this grant.

(e) Pending establishment of predetermined indirect cost rate(s) for any fiscal year or different period agreed to by the parties, the grantee shall be reimbursed either at the rate(s) fixed for the previous fiscal year or other period or at billing rate(s) acceptable to the AID grant officer subject to appropriate adjustment when the final rate(s) for the fiscal year or other period are established.

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(f) Any failure by the parties to agree on any predetermined indirect cost rate(s) under this provision shall not be considered a dispute within the meaning of the "Disputes" provision of this grant. If for any fiscal year or other period specified in the grant the parties fail to agree on a predetermined indirect cost rate(s), it is agreed that the allowable indirect costs under this grant shall be obtained by applying negotiated final indirect cost rate(s) in accordance with the terms of the standard provision of this grant entitled "Negotiated Indirect Cost Rates - Provisional".

(END OF STANDARD PROVISION)

NEGOTIATED INDIRECT COST RATES - PROVISIONAL (MAY 1986)

(This provision is applicable to any organization which does not have predetermined indirect cost rate(s); however, it shall also be included when the NEGOTIATED INDIRECT COST RATES - PREDETERMINED standard provision is used.)

(a) A provisional indirect cost rate(s) shall be established for each of the grantee's accounting periods during the term of this grant. Pending establishment of a final rate(s), the parties have agreed that provisional payments on account of allowable indirect costs shall be at the rate(s), on the base(s), and for the periods shown in the schedule of this grant.

(b) Not later than 90 days after the close of the grantee's fiscal year, the grantee shall submit to the cognizant Government Audit Activity in accordance with OMB Circular A-88 proposed final indirect cost rate(s) and supporting cost data. In the event AID is the cognizant agency or no cognizant agency has been designated, the grantee shall submit a copy of the proposed final indirect cost rate(s) and supporting cost data to the AID Inspector General, Washington, D.C. 20523, and to the Overhead and Special Costs - Contract Closeout Branch, Office of Procurement, Washington, D.C. 20523. The proposed rate(s) shall be based on the grantee's actual cost experience during that fiscal year. Negotiations of final indirect cost rate(s) shall begin as soon as practical after receipt of the grantee's proposal.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the applicable cost principles in effect on the date of this grant.

(d) The results of each negotiation shall be set forth in a written indirect cost rate agreement executed by both parties. Such agreement shall specify (1) the agreed upon final rate(s), (2) the base(s) to which the rate(s) apply, and (3) the period for which the rate(s) apply. The indirect cost rate agreement shall not change any monetary ceiling, grant obligation, or specific cost allowance or disallowance provided for in this grant.

(e) Pending establishment of final indirect cost rate(s) for any period, the grantee shall be reimbursed either at negotiated provisional rate(s) as provided above or at billing rate(s) acceptable to the grant officer, subject to appropriate adjustment when the final rate(s) for that period are established. To prevent substantial over or under payment, the provisional or billing rate(s) may, at the request of either party, be revised by mutual agreement, either retroactively or prospectively. Any such revision of negotiated provisional rate(s) provided in this standard provision shall be set forth in a modification to this grant.

(f) Any failure by the parties to agree on final rate(s) under this standard provision shall be considered a dispute within the meaning of the standard provision of this grant entitled "Disputes" and shall be disposed of in accordance therewith.

(END OF STANDARD PROVISION)

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REGULATIONS GOVERNING EMPLOYEES (NOVEMBER 1985)

(The following applies to the grantee's employees who are not citizens of the cooperating country.)

(a) The grantee's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this grant.

(b) The sale of personal property or automobiles by grantee employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire AID personnel employed by the Mission except as this may conflict with host government regulations.

(c) Other than work to be performed under this grant for which an employee is assigned by the grantee, no employee of the grantee shall engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned, nor shall the individual make loans or investments to or in any business, profession or occupation in the foreign countries to which the individual is assigned.

(d) The grantee's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

(e) In the event the conduct of any grantee employee is not in accordance with the preceding paragraphs, the grantee's chief of party shall consult with the AID Mission Director and the employee involved and shall recommend to the grantee a course of action with regard to such employee.

(f) The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this grant of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

(g) If it is determined, under either (e) or (f) above, that the services of such employee shall be terminated, the grantee shall use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

(END OF STANDARD PROVISION)

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PARTICIPANT TRAINING (MAY 1986)

(This provision is applicable when any participant training is financed under the grant.)

(a) Definition: A participant is any non-U.S. individual being trained under this grant outside of that individual's home country.

(b) Application of Handbook 10: Participant training under this grant is to be conducted according to the policies established in AID Handbook 10, Participant Training, except to the extent that specific exceptions to Handbook 10 have been provided in this grant with the concurrence of the Office of International Training. (Handbook 10 may be obtained by submitting a request to the Office of International Training (S&T/IT), Agency for International Development, Washington, D.C. 20523.) Except for paragraph (h) on orientation, the following paragraphs in this standard provision are not subject to waiver except as specifically stated.

(c) Participant Training Information System: All grantees shall ensure that participants trained in the United States or in a third country are included in the Agency's Participant Training Information System.

The grantee shall fill out form AID 1381-4 entitled "Participant Data" and send it to the addresses indicated on the back of the form. The grantee can obtain a supply of these forms and additional instructions for completing them from the Office of International Training. Data should be submitted prior to the initiation of participant travel. If this is not possible, the forms should be prepared and submitted immediately after arrival of the participant(s). The grantee shall also submit to the Office of International Training a blue copy of the form when subsequent changes in the participant's training program are made and at termination of participant's training program, ensuring that the original participant number (pre-printed on the form) is used.

(d) Visa Requirements for Training Within The United States:

(1) Under the authority of Section 635(f) of the Foreign Assistance Act, AID-sponsored participants are admitted to the United States under the Department of State/USIA Exchange Visitor Program and are issued J-1 visas. The program identification number is G-2-0263.

(2) J-1 visas are issued by the U.S. Embassy or Consulate for AID-sponsored participants upon submission by the participant of Form IAP-66A which may be obtained only from the AIF Mission. The Mission retains one copy of the IAP-66A and forwards one copy to AID/S&T/IT.

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(i) The enrollment fee shall be accompanied by a letter which lists the names of the participants (identical to that on the Participant Data Form), participant I.D. numbers from the Participant Data Form, period of coverage, fee amount paid, grant number, name of grantee, host country, and the U. S. Government appropriation number as shown on the grant.

(ii) The enrollment fees shall be calculated on the basis of fixed rates per participant per each 30 day period. The enrollment fees may not be prorated for fractional periods of less than 30 days and should cover the current training period for which funds are obligated under the grant. Current rates are found in Handbook 10 Participant Training Notices.

(4) The grantee shall assure that enrollment begins immediately upon the participant's departure for the United States for the purpose of participating in a training program financed or sponsored by AID, and that enrollment continues in full force and effect until the participant returns to his or her country of origin or is released from AID's responsibility, whichever occurs first. The grantee shall continue enrollment coverage for participants whose departure is delayed due to medical or other compelling reasons, with the written concurrence of the grant officer.

(5) The grantee shall provide each participant with a copy of the HAC brochure, copies of which are available from S&T/IT at the address indicated in section (b) above.

(6) If the grantee has a mandatory, nonwaivable health and accident insurance program for participants, the costs of such insurance will be allowable under this grant. Any claims eligible under such insurance will not be payable under AID's HAC plan or under this grant. However, even though the participant is covered by the grantee's mandatory, nonwaivable health and accident insurance program, the participant must be enrolled in AID's HAC Program. In addition, a copy of the mandatory insurance policy must be forwarded to the HAC Claims Office.

(7) Medical costs not covered by the grantee's health service program or mandatory, nonwaivable health and accident insurance program, or AID's HAC Program shall not be reimbursable under this grant unless specific written approval from the grant officer has been obtained.

(g) Participant Counseling For Training Within The United States: Problems involving participants such as serious physical or emotional illness, accident or injury, arrest, death, the voluntary or involuntary early termination of a program, and the refusal of a participant to return to the home country upon completion of the program should be referred to the AID Participant Counselor at the Office of International Training.

The Counselor can be reached by calling the Office of International Training during workdays and the AID Duty Officer (202-647-1512) at other times. In referring cases, give the Counselor the name, country, and current location of

the participant as well as a brief description of the problem with names and telephone numbers of hospitals, physicians, attorneys, etc. Following verbal referral, the participant's name, home address, and next of kin, and location of training should be sent to the grant officer, who will transmit the information to the S&T/IT Counselor.

(h) Orientation: In addition to the above mandatory requirements for all participants, grantees are strongly encouraged to provide, in collaboration with the Mission training officer, predeparture orientation (see Chapter 13 of Handbook 10) and orientation in Washington at the Washington International Center (see Chapter 18D of Handbook 10). The latter orientation program also provides the opportunity to arrange for home hospitality in Washington and elsewhere in the United States through liaison with the National Council for International Visitors (NCTV). If the Washington orientation is determined not to be feasible, home hospitality can be arranged in most U.S. cities if a request for such is directed to the grant officer, who will transmit the request to NCTV through S&T/IT.

(END OF STANDARD PROVISION)

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VOLUNTARY POPULATION PLANNING (AUGUST 1986)

(This provision is applicable to all grants involving any aspect of voluntary population planning activities.)

(a) Voluntary Participation:

(1) The grantee agrees to take any steps necessary to ensure that funds made available under this grant will not be used to coerce any individual to practice methods of family planning inconsistent with such individual's moral, philosophical, or religious beliefs. Further, the grantee agrees to conduct its activities in a manner which safeguards the rights, health and welfare of all individuals who take part in the program.

(2) Activities which provide family planning services or information to individuals, financed in whole or in part under this agreement, shall provide a broad range of family planning methods and services available in the country in which the activity is conducted or shall provide information to such individuals regarding where such methods and services may be obtained.

(b) Voluntary Participation Requirements For Sterilization Programs:

(1) None of the funds made available under this grant shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any person to practice sterilization.

(2) The grantee shall ensure that any surgical sterilization procedures supported in whole or in part by funds from this grant are performed only after the individual has voluntarily gone to the treatment facility and has given informed consent to the sterilization procedure. Informed consent means the voluntary, knowing assent from the individual after being advised of the surgical procedures to be followed, the attendant discomforts and risks, the benefits to be expected, the availability of alternative methods of family planning, the purpose of the operation and its irreversibility, and the option to withdraw consent anytime prior to the operation. An individual's consent is considered voluntary if it is based upon the exercise of free choice and is not obtained by any special inducement or any element of force, fraud, deceit, duress, or other forms of coercion or misrepresentation.

(3) Further, the grantee shall document the patient's informed consent by (i) a written consent document in a language the patient understands and speaks, which explains the basic elements of informed consent, as set out above, and which is signed by the individual and by the attending physician or by the authorized assistant of the attending physician; or (ii) when a patient is unable to read adequately a written certification by the attending physician or by the authorized assistant of the attending physician that the basic elements of informed consent above were orally presented to the patient, and that the patient thereafter consented to the performance of the operation. The receipt of the oral explanation shall be acknowledged by the patient's mark on the certification and by the signature or mark of a witness who shall be of the same sex and speak the same language as the patient.

(4) Copies of informed consent forms and certification documents for each voluntary sterilization procedure must be retained by the grantee for a period of three years after performance of the sterilization procedure.

(c) Prohibition on Abortion-Related Activities:

(1) No funds made available under this grant will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to women to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for abortion.

(2) No funds made available under this grant will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

(d) Ineligibility of Foreign Nongovernmental Organizations That Perform or Actively Promote Abortion As A Method of Family Planning:

(1) The recipient agrees that it will not furnish assistance for family planning under this grant to any foreign nongovernmental organization which performs or actively promotes abortion as a method of family planning in AID-recipient countries or which provides financial support to any other foreign nongovernmental organization that conducts such activities. For purposes of this paragraph (d), a foreign nongovernmental organization is a nongovernmental organization which is not organized under the laws of any State of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

(2) Prior to furnishing funds provided under this grant to another nongovernmental organization organized under the laws of any State of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, the recipient shall obtain the written agreement of such organization that the organization shall not furnish assistance for family planning under this grant to any foreign nongovernmental organization except under the conditions and requirements that are applicable to the recipient as set forth in this paragraph (d).

(3) The recipient may not furnish assistance for family planning under this grant to a foreign nongovernmental organization (the subrecipient) unless;

(i) the subrecipient certifies in writing that it does not perform or actively promote abortion as a method of family planning in AID-recipient countries and does not provide financial support to any other foreign nongovernmental organization that conducts such activities, and

(ii) the recipient obtains the written agreement of the subrecipient containing the undertakings described in subparagraph (4), below.

(4) Prior to furnishing assistance for family planning under this grant to a subrecipient, the subrecipient must agree in writing that:

(i) The subrecipient will not, while receiving assistance under this grant, perform or actively promote abortion as a method of family planning in AID-recipient countries or provide financial support to other foreign nongovernmental organizations that conduct such activities.

(ii) The recipient and authorized representatives of AID may, at any reasonable time, (A) inspect the documents and materials maintained or prepared by the subrecipient in the usual course of its operations that describe the family planning activities of the subrecipient, including reports, brochures and service statistics; (B) observe the family planning activity conducted by the subrecipient; (C) consult with family planning personnel of the subrecipient; and (D) obtain a copy of the audited financial statement or report of the subrecipient, if there is one.

(iii) In the event the recipient or AID has reasonable cause to believe that a subrecipient may have violated its undertaking not to perform or actively promote abortion as a method of family planning, the recipient shall review the family planning program of the subrecipient to determine whether a violation of the undertaking has occurred. The subrecipient shall make available to the recipient such books and records and other information as may be reasonably requested in order to conduct the review. AID may also review the family planning program of the subrecipient under these circumstances, and AID shall have access to such books and records and information for inspection upon request.

(iv) The subrecipient shall refund to the recipient the entire amount of assistance for family planning furnished to the subrecipient under this grant in the event it is determined that the certification provided by the subrecipient under subparagraph (3), above, is false.

(v) Assistance for family planning provided to the subrecipient under this grant shall be terminated if the subrecipient violates any undertaking in the agreement required by subparagraphs (3) and (4), and the subrecipient shall refund to the recipient the value of any assistance furnished under this grant that is used to perform or actively promote abortion as a method of family planning.

(vi) The subrecipient may furnish assistance for family planning under this grant to another foreign nongovernmental organization (the sub-subrecipient) only if (A) the sub-subrecipient certifies in writing that it does not perform or actively promote abortion as a method of family planning in AID-recipient countries and does not provide financial support to any other foreign nongovernmental organization that conducts such activities and (B) the subrecipient obtains the written agreement of the sub-subrecipient that contains the same undertakings and obligations to the subrecipient as those provided by the subrecipient to the recipient as described in subparagraphs (4)(i)-(v), above.

(5) Agreements with subrecipients and sub-subrecipients required under subparagraphs (3) and (4) shall contain the definitions set forth in subparagraph (10) of this paragraph (d).

(6) The recipient shall be liable to AID for a refund for a violation of any requirement of this paragraph (d) only if (i) the recipient knowingly furnishes assistance for family planning to a subrecipient who performs or actively promotes abortion as a method of family planning, or (ii) the certification provided by a subrecipient is false and the recipient failed to make reasonable efforts to verify the validity of the certification prior to furnishing assistance to the subrecipient, or (iii) the recipient knows or has reason to know, by virtue of the monitoring which the recipient is required to perform under the terms of this grant, that a subrecipient has violated any of the undertakings required under subparagraph (4) and the recipient fails to terminate assistance for family planning to the subrecipient, or fails to require the subrecipient to terminate such assistance to a sub-subrecipient which violates any undertaking of the agreement required under subparagraph (4)(vi), above. If the recipient finds, in exercising its monitoring responsibility under this grant, that a subrecipient or sub-subrecipient receives frequent requests for the information described in subparagraph (10)(iii)(A)(II), below, the recipient shall verify that this information is being provided properly in accordance with subparagraph (10)(iii)(A)(II) and shall describe to AID the reasons for reaching its conclusion.

(7) In submitting a request to AID for approval of a recipient's decision to furnish assistance for family planning to a subrecipient, the recipient shall include a description of the efforts made by the recipient to verify the validity of the certification provided by the subrecipient. AID may request the recipient to make additional efforts to verify the validity of the certification. AID will inform the recipient in writing when AID is satisfied that reasonable efforts have been made. If AID concludes that these efforts are reasonable within the meaning of subparagraph (6) above, the recipient shall not be liable to AID for a refund in the event the subrecipient's certification is false unless the recipient knew the certification to be false or misrepresented to AID the efforts made by the recipient to verify the validity of the certification.

(8) It is understood that AID also may make independent inquiries, in the community served by a subrecipient or sub-subrecipient, regarding whether it performs or actively promotes abortion as a method of family planning.

(9) A subrecipient must provide the certification required under subparagraph (3) and a sub-subrecipient must provide the certification required under subparagraph (4)(vi) each time a new agreement is executed with the subrecipient or sub-subrecipient furnishing assistance for family planning under the grant.

(10) The following definitions apply for purposes of this paragraph (d):

(i) Abortion is a method of family planning when it is for the purpose of spacing births. This includes, but is not limited to, abortions performed for the physical or mental health of the mother but does not include abortions performed if the life of the mother would be endangered if the fetus were carried to term or abortions performed following rape or incest (since abortion under these circumstances is not a family planning act).

(ii) To perform abortions means to operate a facility where abortions are performed as a method of family planning. Excluded from this definition are clinics or hospitals which do not include abortion in their family planning programs.

(iii) To actively promote abortion means for an organization to commit resources, financial or other, in a substantial or continuing effort to increase the availability or use of abortion as a method of family planning.

(A) This includes, but is not limited to, the following:

(I) Operating a family planning counseling service that includes, as part of the regular program, providing advice and information regarding the benefits and availability of abortion as a method of family planning;

(II) Providing advice that abortion is an available option in the event other methods of family planning are not used or are not successful or encouraging women to consider abortion (passively responding to a question regarding where a safe, legal abortion may be obtained is not considered active promotion if the question is specifically asked by a woman who is already pregnant, the woman clearly states that she has already decided to have a legal abortion, and the family planning counselor reasonably believes that the ethics of the medical profession in the country require a response regarding where it may be obtained safely);

(III) Lobbying a foreign government to legalize or make available abortion as a method of family planning or lobbying such a government to continue the legality of abortion as a method of family planning;

(IV) Conducting a public information campaign in AID-recipient countries regarding the benefits and/or availability of abortion as a method of family planning.

(B) Excluded from the definition of active promotion of abortion as a method of family planning are referrals for abortion as a result of rape, incest or if the life of the mother would be endangered if the fetus were carried to term.

(C) Action by an individual acting in the individual's capacity shall not be attributed to an organization with which the individual is associated, provided that the organization neither endorses nor provides financial support for the action and takes reasonable steps to ensure that the individual does not improperly represent that the individual is acting on behalf of the organization.

(iv) To furnish assistance to a foreign nongovernmental organization means to provide financial support under this grant to the family planning program of the organization, and includes the transfer of funds made available under this grant or goods or services financed with such funds, but does not include the purchase of goods or services from an organization or the participation of an individual in the general training programs of the recipient, subrecipient or sub-subrecipient.

(v) To control an organization means the possession of the power to direct or cause the direction of the management and policies of an organization.

(11) In determining whether a foreign nongovernmental organization is eligible to be a subrecipient or sub-subrecipient of assistance for family planning under this grant, the action of separate nongovernmental organizations shall not be imputed to the subrecipient or sub-subrecipient, unless, in the judgment of AID, a separate nongovernmental organization is being used as a sham to avoid the restrictions of this paragraph (d). Separate nongovernmental organizations are those that have distinct legal existence in accordance with the laws of the countries in which they are organized. Foreign organizations that are separately organized shall not be considered separate, however, if one is controlled by the other. The recipient may request AID's approval to treat as separate the family planning activities of two or more organizations, which would not be considered separate under the preceding sentence, if the recipient believes, and provides a written justification to AID therefor, that the family planning activities of the organizations are sufficiently distinct as to warrant not imputing the activity of one to the other.

(12) Assistance for family planning may be furnished under this grant by a recipient, subrecipient or sub-subrecipient to a foreign government even though the government includes abortion in its family planning program, provided that no assistance may be furnished in support of the abortion activity of the government and any funds transferred to the government shall be placed in a segregated account to ensure that such funds may not be used to support the abortion activity of the government.

(13) The requirements of this paragraph are not applicable to family planning assistance furnished to a foreign nongovernmental organization which is engaged primarily in providing health services if the objective of the assistance is to finance integrated health care services to mothers and children and birth spacing or family planning is one of several health care services being provided by the organization as part of an integrated system of health service delivery.

(e) The grantee shall insert paragraphs (a), (b), (c), and (e) of this provision in all subsequent subagreements and contracts involving family planning or population activities which will be supported in whole or part from funds under this grant. Paragraph (d) shall be inserted in subagreements and sub-subagreements in accordance with the terms of paragraph (d). The term subagreement means subgrants and subcooperative agreements.

(END OF STANDARD PROVISION)

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PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (NOVEMBER 1985)

(This provision is applicable when human subjects are involved in research financed by the grant.)

(a) Safeguarding the rights and welfare of human subjects involved in research supported by AID is the responsibility of the organization to which support is awarded. It is the policy of AID that no work shall be initiated under any grant for the support of research involving human subjects unless the research is given initial and continuing review and approval by an appropriate committee of the applicant organization. This review shall assure that (1) the rights and welfare of the individuals involved are adequately protected, (2) the methods used to obtain informed consent are adequate and appropriate, and (3) the risks and potential medical benefits of the investigation are assessed.

(b) The organization must provide written assurance to AID that it will abide by this policy for all research involving human subjects supported by AID. This assurance shall consist of a written statement of compliance with the requirements regarding initial and continuing review of research involving human subjects and a description of the organization's review committee structure, its review procedures, and the facilities and personnel available to protect the health and safety of human subjects. In addition to providing the assurance, the organization must also certify to AID for each proposal involving human subjects that its committee has reviewed and approved the proposed research before any work may be initiated.

(c) Since the welfare of the subject individual is a matter of concern to AID as well as to the organization; AID advisory groups, consultants, and staff may independently review all research involving human subjects, and prohibit research which presents unacceptable hazards. This provision, however, shall not derogate in any manner from the responsibility of the organization set forth herein.

(d) All of the above provisions apply to any research involving human subjects conducted outside of the United States and, in addition, such overseas research will conform to legal and other requirements governing human research in the country where they are conducted.

(e) In addition to the procedures set forth above, studies with unmarketed drugs will be carried out in accordance with provisions applicable in the country where the study is conducted. In the United States, the regulations of the Food and Drug Administration will be followed and evidence of such compliance provided to AID.

(f) Guidance on procedures to safeguard human subjects involved in research is found in Title 45, Part 46, of the Code of Federal Regulations. Compliance with these procedures, except as modified above, is required.

(END OF STANDARD PROVISION)

CARE OF LABORATORY ANIMALS (NOVEMBER 1985)

(This provision is applicable when laboratory animals are involved in research financed by the grant.)

- (a) Before undertaking performance of any grant involving the use of laboratory animals, the grantee shall register with the Secretary of Agriculture of the United States in accordance with Section 6, Public Law 89-544, Laboratory Animal Welfare Act, August 24, 1966, as amended by Public Law 91-579, Animal Welfare Act of 1970, December 24, 1970. The grantee shall furnish evidence of such registration to the grant officer.
- (b) The grantee shall acquire animals used in research under this grant only from dealers licensed by the Secretary of Agriculture, or from exempted sources in accordance with the Public Laws enumerated in (a) above.
- (c) In the care of any live animals used or intended for use in the performance of this grant, the grantee shall adhere to the principles enunciated in the Guide for Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animals Resources, National Academy of Sciences - National Research Council, and in the United States Department of Agriculture's (USDA) regulations and standards issued under the Public Laws enumerated in (a) above. In case of conflict between standards, the higher standard shall be used. The grantee's reports on portions of the grant in which animals were used shall contain a certificate stating that the animals were cared for in accordance with the principles enunciated in the Guide for Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animal Resources, NAS-NRC, and/or in the regulations and standards as promulgated by the Agricultural Research Service, USDA, pursuant to the Laboratory Animal Welfare Act of 24 August 1966, as amended (P.L. 89-544 and P.L. 91-579). NOTE: The grantee may request registration of the grantee's facility and a current listing of licensed dealers from the Regional Office of the Animal and Plant Health Inspection Service (APHIS), USDA, for the region in which the grantee's research facility is located. The location of the appropriate APHIS Regional Office as well as information concerning this program may be obtained by contracting the Senior Staff Office, Animal Care Staff, USDA/APHIS, Federal Center Building, Hyattsville, Maryland 20782.

(END OF STANDARD PROVISION)

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GOVERNMENT FURNISHED EXCESS PERSONAL PROPERTY (NOVEMBER 1985)

(This provision applies when personal property is furnished under the grant.)

The policies and procedures of Handbook 16, "Excess Property," and the appropriate provisions of 41 CFR 101-43 apply to the Government furnished excess property under this grant.

(END OF STANDARD PROVISION)

TITLE TO AND USE OF PROPERTY (GRANTEE TITLE) (NOVEMBER 1985)

(This provision is applicable when the Government vests title to property in the grantee only.)

Title to all property financed under this grant shall vest in the grantee, subject to the following conditions:

(a) The grantee shall not charge for any depreciation, amortization, or use of any property, title to which remains in the grantee under this provision under this grant or any other U.S. Government agreement, subagreement, contract, or subcontract.

(b) The grantee agrees to use and maintain the property for the purpose of the grant in accordance with the requirements of paragraphs (c), (d), (e), and (f) below.

(c) Real Property:

(1) Real property means land, including land improvements, structures and appurtenances thereto, but excluding movable machinery and equipment.

(2) Use of Real Property:

(i) The grantee shall use the real property for the authorized purpose of the project, as long as it is needed.

(ii) The grantee shall obtain approval from AID for the use of real property in other projects when the grantee determines that the property is no longer needed for the purpose of the original program. Use in other programs shall be limited to those under other federally sponsored programs (i.e., grants or other agreements) that have purposes consistent with those authorized for support by AID.

(3) Disposition of Real Property: When the real property is no longer needed as provided in (2) above, the grantee shall request disposition instructions from AID or its successor Federal sponsoring agency. AID or the successor Federal sponsoring agency shall observe the following rules in the disposition instructions:

(i) The grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original program to the fair market value of the property.

(ii) The grantee may be directed to sell the property under guidelines provided by the Federal sponsoring agency and pay the Federal Government an amount computed by applying the Federal percentage of participation in the cost of the original program to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any,

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from the sales proceeds). When the grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

(iii) The grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the grantee shall be entitled to compensation computed by applying the grantee's percentage of participation in the cost of the program to the current fair market value of the property.

(d) Nonexpendable Property:

(1) Nonexpendable personal property means tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit.

(2) Use of Nonexpendable Personal Property:

(i) The grantee shall use the property in the program for which it was acquired as long as needed, whether or not the program continues to be supported by Federal funds. When no longer needed for the original program, the grantee shall use the property in connection with its other federally sponsored activities in the following order of priority:

(A) Activities sponsored by AID.

(B) Activities sponsored by other Federal agencies.

(ii) Shared use - During the time that nonexempt nonexpendable personal property is held for use on the program for which it was acquired the grantee shall make it available for use on other programs if such other use will not interfere with the work on the program for which the property was originally acquired. First preference for such other use shall be given to other programs sponsored by AID; second preference shall be given to programs sponsored by other Federal agencies. User charges should be considered if appropriate.

(3) Disposition Of Nonexpendable Personal Property - With A Unit Acquisition Cost Of Less Than \$1,000: The grantee may use the property for other activities without reimbursement to the Federal Government or sell the property and retain the proceeds.

(4) Disposition Of Nonexpendable Personal Property With A Unit Acquisition Cost Of \$1,000 Or More:

(i) The grantee agrees to report such items to the grant officer from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

(ii) The grantee may retain the property for other uses provided that compensation is made to AID or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original program to the current fair market value of the property. If the grantee has no need for the property and the property has further use value, the grantee shall request disposition instructions from AID.

(iii) AID shall determine whether the property can be used to meet AID requirements. If no requirement exists within AID the availability of the property shall be reported to the General Services Administration by AID to determine whether a requirement for the property exists in other Federal agencies. AID shall issue instructions to the recipient no later than 120 days after the grantee's request and the following procedures shall govern:

(A) If so instructed or if disposition instructions are not issued within 120 calendar days after the grantee's request, the grantee shall sell the property and reimburse AID an amount computed by applying to the sales proceeds that percentage of Federal participation in the cost of the original program. However, the grantee shall be permitted to deduct and retain from the Federal share \$100 or ten percent of the proceeds, whichever is greater, for the grantee's selling and handling expenses.

(B) If the grantee is instructed to ship the property elsewhere, the grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the recipient's participation in the cost of the original grant program to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred.

(C) If the grantee is instructed to otherwise dispose of the property, the grantee shall be reimbursed by AID for such costs incurred in its disposition.

(e) Expendable Personal Property:

(1) Expendable personal property means all tangible personal property other than nonexpendable property.

(2) The grantee shall use the expendable personal property for the authorized purpose of the grant program, as long as it is needed.

(3) If there is a residual inventory of such property exceeding \$1,000 in total aggregate fair market value, upon termination or completion of the grant and the property is not needed for any other federally sponsored program, the grantee shall retain the property for use on nonfederally sponsored activities, or sell it, but must in either case, compensate the Federal Government for its share. The amount of compensation shall be computed in the same manner as nonexpendable personal property.

(f) The grantee's property management standards for nonexpendable personal property shall include the following procedural requirements:

- (1) Property records shall be maintained accurately and shall include:
 - (i) A description of the property.
 - (ii) Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
 - (iii) Source of the property, including grant or other agreement number.
 - (iv) Whether title vests in the grantee or the Federal Government.
 - (v) Acquisition date and cost.
 - (vi) Percentage (at the end of the budget year) of Federal participation in the cost of the project or program for which the property was acquired.
 - (vii) Location, use, and condition of the property and the date the information was reported.
 - (viii) Unit acquisition cost.
 - (ix) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where the grantee compensates AID for its share.
- (2) A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The grantee shall in connection with the inventory, verify the existence, current utilization, and continued need for the property. The inventory listing shall be retained as documentation in accordance with the standard provision of this grant entitled "Accounting, Audit, and Records "
- (3) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of nonexpendable property shall be investigated and fully documented.
- (4) Adequate maintenance procedures shall be implemented to keep the property in good condition.
- (5) Where the grantee is authorized or required to sell the property, proper sales procedures shall be established which would provide for competition to the extent practicable and result in the highest possible return.

(END OF STANDARD PROVISION)

TITLE TO AND CARE OF PROPERTY (U.S. GOVERNMENT TITLE) (NOVEMBER 1985)

(This provision is applicable when title to property is vested in the U.S. Government.)

(a) Property, title to which vests in the Government under this grant, whether furnished by the Government or acquired by the grantee, is subject to this provision and is hereinafter collectively referred to as "Government property." Title to Government property shall not be affected by the incorporation or attachment thereof to any property not owned by the Government, nor shall such Government property, or any part thereof, be or become a fixture or lose its identity as personal property by reason of affixation to any real property.

(b) Use of Government Property: Government property shall, unless otherwise provided herein or approved by the grant officer, be used only for the performance of this grant.

(c) Control, Maintenance and Repair of Government Property:

(1) The grantee shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The grantee shall take all reasonable steps to comply with all appropriate directions or instructions which the grant officer may prescribe as reasonably necessary for the protection of the Government property.

(2) The grantee shall submit, for review and written approval of the grant officer, a records system for property control and a program for orderly maintenance of Government property; however, if the grantee's property control and maintenance system has been reviewed and approved by another Federal department or agency pursuant to Attachment N of OMB Circular No. A-110, the grantee shall furnish the grant officer proof of such approval in lieu of another approval submission.

(3) Property Control: The property control system shall include but not be limited to the following:

(i) Identification of each item of Government property acquired or furnished under the grant by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of U.S. Government."

(ii) The price of each item of property acquired or furnished under this grant.

(iii) The location of each item of property acquired or furnished under this grant.

(iv) A record of any usable components which are permanently removed from items of Government property as a result of modification or otherwise.

(v) A record of disposition of each item acquired or furnished under the grant.

(vi) Date of order and receipt of any item acquired or furnished under the grant.

(vii) The official property control records shall be kept in such condition that at any stage of completion of the work under this grant, the status of property acquired or furnished under this grant may be readily ascertained. A report of current status of all items of property acquired or furnished under the grant shall be submitted yearly concurrently with the annual report.

(4) Maintenance Program: The grantee's maintenance program shall be consistent with sound business practice, the terms of the grant, and provide for:

(i) disclosure of need for and the performance of preventive maintenance,

(ii) disclosure and reporting of need for capital type rehabilitation, and

(iii) recording of work accomplished under the program:

(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The grantee's maintenance program shall provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.

(C) A report of status of maintenance of Government property shall be submitted annually concurrently with the annual report.

(d) Risk of Loss:

(1) The grantee shall not be liable for any loss of or damage to the Government property, or for expenses incidental to such loss or damage except that the grantee shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the grantee's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the grantee's business, or all or substantially all of the grantee's operation at any one plant, laboratory, or separate location in which this grant is being performed;

(ii) Which results from a failure on the part of the grantee, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:

(A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of Government property as required by (i) above, or

(B) to take all reasonable steps to comply with any appropriate written directions of the grant officer under (c) above;

(iii) For which the grantee is otherwise responsible under the express terms designated in the schedule of this grant;

(iv) Which results from a risk expressly required to be insured under some other provision of this grant, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(vi) Provided, that, if more than one of the above exceptions shall be applicable in any case, the grantee's liability under any one exception shall not be limited by any other exception.

(2) The grantee shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the Government property, except to the extent that the Government may have required the grantee to carry such insurance under any other provision of this grant.

(3) Upon the happening of loss or destruction of or damage to the Government property, the grantee shall notify the grant officer thereof, shall take all reasonable steps to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the Government property in the best possible order, and furnish to the grant officer a statement of:

- (i) The lost, destroyed, or damaged Government property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the Government property is a part; and
- (iv) The insurance, if any, covering any part of or interest in such commingled property.

(4) The grantee shall make repairs and renovations of the damaged Government property or take such other action as the grant officer directs.

(5) In the event the grantee is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the Government property, it shall use the proceeds to repair, renovate or replace the Government property involved, or shall credit such proceeds against the cost of the work covered by the grant, or shall otherwise reimburse the Government, as directed by the grant officer. The grantee shall do nothing to prejudice the Government's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the grant officer, shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

(e) Access: The Government, and any persons designated by it, shall at all reasonable times have access to the premises wherein any Government property is located, for the purpose of inspecting the Government property.

(f) Final Accounting and Disposition of Government Property: Upon completion of this grant, or at such earlier dates as may be fixed by the grant officer, the grantee shall submit, in a form acceptable to the grant officer, inventory schedules covering all items of Government property not consumed in the performance of this grant or not theretofore delivered to the Government, and shall prepare, deliver, or make such other disposition of the Government property as may be directed or authorized by the grant officer.

(g) Communications: All communications issued pursuant to this provision shall be in writing.

(END OF STANDARD PROVISION)

TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)

(This provision is applicable to property titled in the name of the cooperating country or such public or private agency as the cooperating country government may designate.)

(a) Except as modified by the schedule of this grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the grantee by AID or by the cooperating country, shall at all times be in the name of the cooperating country or such public or private agency as the cooperating country may designate, unless title to specified types or classes of equipment is reserved to AID under provisions set forth in the schedule of this grant. All such property shall be under the custody and control of grantee until the owner of title directs otherwise or completion of work under this grant or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers shall be taken in the name of the title owner.

(b) The grantee shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The grantee shall take all reasonable steps to comply with all appropriate directions or instructions which the grant officer may prescribe as reasonably necessary for the protection of the Government property.

(c) The grantee shall prepare and establish a program, to be approved by the appropriate AID Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The grantee shall be guided by the following requirements:

(1) Property Control: The property control system shall include but not be limited to the following:

(i) Identification of each item of cooperating country property acquired or furnished under the grant by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of (insert name of cooperating country)."

(ii) The price of each item of property acquired or furnished under this grant.

(iii) The location of each item of property acquired or furnished under this grant.

(iv) A record of any usable components which are permanently removed from items of cooperating country property as a result of modification or otherwise.

(v) A record of disposition of each item acquired or furnished under the grant.

(vi) Date of order and receipt of any item acquired or furnished under the grant.

(vii) The official property control records shall be kept in such condition that at any stage of completion of the work under this grant, the status of property acquired or furnished under this grant may be readily ascertained. A report of current status of all items of property acquired or furnished under the grant shall be submitted yearly concurrently with the annual report.

(2) Maintenance Program: The grantee's maintenance program shall be consistent with sound business practice, the terms of the grant, and provide for:

(i) disclosure of need for and the performance of preventive maintenance,

(ii) disclosure and reporting of need for capital type rehabilitation, and

(iii) recording of work accomplished under the program:

(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The grantee's maintenance program shall provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.

(C) A report of status of maintenance of cooperating country property shall be submitted annually concurrently with the annual report.

(d) Risk of Loss:

(1) The grantee shall not be liable for any loss of or damage to the cooperating country property, or for expenses incidental to such loss or damage except that the grantee shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the grantee's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the grantee's business, or all or substantially all of the grantee's operation at any one plant, laboratory, or separate location in which this grant is being performed;

(ii) Which results from a failure on the part of the grantee, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:

(A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of cooperating country property as required by (i) above, or

(B) to take all reasonable steps to comply with any appropriate written directions of the grant officer under (b) above;

(iii) For which the grantee is otherwise responsible under the express terms designated in the schedule of this grant;

(iv) Which results from a risk expressly required to be insured under some other provision of this grant, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(vi) Provided, that, if more than one of the above exceptions shall be applicable in any case, the grantee's liability under any one exception shall not be limited by any other exception.

(2) The grantee shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the cooperating country property, except to the extent that AID may have required the grantee to carry such insurance under any other provision of this grant.

(3) Upon the happening of loss or destruction of or damage to the cooperating country property, the grantee shall notify the grant officer thereof, shall take all reasonable steps to protect the cooperating country property from further damage, separate the damaged and undamaged cooperating country property, put all the cooperating country property in the best possible order, and furnish to the grant officer a statement of:

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- (i) The lost, destroyed, or damaged cooperating country property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the cooperating country property is a part; and
- (iv) The insurance, if any, covering any part of or interest in such commingled property.

(4) The grantee shall make repairs and renovations of the damaged cooperating country property or take such other action as the grant officer directs.

(5) In the event the grantee is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the cooperating country property, it shall use the proceeds to repair, renovate or replace the cooperating country property involved, or shall credit such proceeds against the cost of the work covered by the grant, or shall otherwise reimburse AID, as directed by the grant officer. The grantee shall do nothing to prejudice AID's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the grant officer, shall, at the Government's expense, furnish to AID all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

(e) Access: AID, and any persons designated by it, shall at all reasonable times have access to the premises wherein any cooperating country property is located, for the purpose of inspecting the cooperating country property.

(f) Final Accounting and Disposition of Cooperating Country Property: Within 90 days after completion of this grant, or at such other date as may be fixed by the grant officer, the grantee shall submit to the grant officer an inventory schedule covering all items of equipment, materials and supplies under the grantee's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this grant. The grantee shall also indicate what disposition has been made of such property.

(g) Communications: All communications issued pursuant to this provision shall be in writing.

(END OF STANDARD PROVISION)

COST SHARING (MATCHING) (NOVEMBER 1985)

(This provision is applicable when the recipient is required to cost share or provide a matching share.)

(a) For each year (or funding period) under this grant, the grantee agrees to expend from non-Federal funds an amount at least equal to the percentage of the total expenditures under this grant specified in the schedule of the grant. The schedule of this grant may also contain restrictions on the application of cost sharing (matching) funds. The schedule takes precedence over the terms of this provision.

(b) Eligibility of non-Federal funds applied to satisfy cost sharing (matching) requirements under this grant are set forth below:

(1) Charges incurred by the grantee as project costs. Not all charges require cash outlays by the grantee during the project period; examples are depreciation and use charges for buildings and equipment.

(2) Project costs financed with cash contributed or donated to the grantee by other non-Federal public agencies (may include public international organizations or foreign governments) and institutions, and private organizations and individuals, and

(3) Project costs represented by services and real and personal property, or use thereof, donated by other non-Federal public agencies and institutions, and private organizations and individuals.

(c) All contributions, both cash and in-kind, shall be accepted as part of the grantee's cost sharing (matching) when such contributions meet all of the following criteria:

(1) Are verifiable from the grantee's records;

(2) Are not included as contributions for any other Federally assisted program;

(3) Are necessary and reasonable for proper and efficient accomplishment of project objectives;

(4) Are types of charges that would be allowable under the applicable Federal cost principles;

(5) Are not paid by the Federal Government under another grant or agreement (unless the grant or agreement is authorized by Federal law to be used for cost sharing or matching);

(6) Are provided for in the approved budget when required by AID; and

(7) Conform to other provisions of this paragraph.

(d) Values for grantee in-kind contributions will be established in accordance with the applicable Federal cost principles.

(e) Specific procedures for the grantee in establishing the value of in-kind contributions from non-Federal third parties are set forth below:

(1) Valuation of volunteer services: Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program:

(i) Rates for volunteer services: Rates for volunteers should be consistent with those paid for similar work in the grantee's organization. In those instances in which the required skills are not found in the grantee's organization, rates should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved.

(ii) Volunteers employed by other organizations: When an employer other than the grantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead costs) provided these services are of the same skill for which the employee is normally paid.

(2) Valuation of donated expendable personal property: Donated expendable personal property includes such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to expendable personal property included in the cost share (match) should be reasonable and should not exceed the market value of the property at the time of the donation.

(3) Valuation of donated nonexpendable personal property, buildings, and land or use thereof:

(i) The method used for charging cost sharing or matching for donated nonexpendable personal property, buildings and land may differ according to the purpose of the grant as follows:

(A) If the purpose of the grant is to assist the recipient in the acquisition of equipment, buildings or land, the total value of the donated property may be claimed as cost sharing or matching.

(B) If the purpose of the grant is to support activities that require the use of equipment, buildings, or land; depreciation or use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be allowed provided that AID has approved the charges.

(ii) The value of donated property will be determined in accordance with the usual accounting policies of the grantee with the following qualifications:

(A) Land and buildings: The value of donated land and buildings may not exceed its fair market value, at the time of donation to the grantee as established by an independent appraiser; and certified by a responsible official of the grantee.

(B) Nonexpendable personal property: The value of donated nonexpendable personal property shall not exceed the fair market value of equipment and property of the same age and condition at the time of donation.

(C) Use of space: The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

(D) Borrowed equipment: The value of borrowed equipment shall not exceed its fair rental value.

(f) The following requirements pertain to the grantee's supporting records for in-kind contributions from non-Federal third parties:

(1) Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the grantee for its employees.

(2) The basis for determining the valuation for personal services, material, equipment, buildings and land must be documented.

(g) Individual expenditures do not have to be shared or matched provided that the total expenditures incurred during the year (or funding period) are shared or matched in accordance with the agreed upon percentage set forth in the schedule of the grant.

(h) If at the end of any year (or funding period) hereunder, the grantee has expended an amount of non-Federal funds less than the agreed upon percentage of total expenditures, the difference may be applied to reduce the amount of AID funding the following year (or funding period), or, if this grant has expired or been terminated, the difference shall be refunded to AID.

(i) Failure to meet the cost sharing (matching) requirements set forth in paragraph (a) above shall be considered sufficient reasons for termination of this grant for cause in accordance with paragraph (a) entitled "For Cause" of the standard provision of this grant entitled "Termination and Suspension".

(j) The restrictions on the use of AID grant funds set forth in the standard provisions of this grant are applicable to expenditures incurred with AID funds provided under this grant. The grantee will account for the AID funds in accordance with the standard provision of this grant entitled "Accounting, Audit, and Records".

(k) Notwithstanding paragraph (b) of the standard provision of this grant entitled "Refunds", the parties agree that in the event of any disallowance of expenditures from AID grant funds provided hereunder, the grantee may substitute expenditures made with funds provided from non-Federal sources provided they are otherwise eligible in accordance with paragraph (b) of this provision.

(END OF STANDARD PROVISION)

USE OF POUCH FACILITIES (NOVEMBER 1985)

(This provision is applicable when activities under the grant will take place outside of the United States.)

(a) Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for AID grantees and their employees as a general policy, as detailed in items (1) through (6) below. However, the final decision regarding use of pouch facilities rest with the Embassy or AID Mission. In consideration of the use of pouch facilities, the grantee and its employees agree to indemnify and hold harmless, the Department of State and AID for loss or damage occurring in pouch transmission:

(1) Grantees and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of two pounds per shipment of correspondence and documents needed in the administration of assistance programs.

(2) U.S. citizen employees are authorized use of the pouch for personal mail up to a maximum of one pound per shipment (but see (a)(3) below).

(3) Merchandise, parcels, magazines, or newspapers are not considered to be personal mail for purposes of this standard provision and are not authorized to be sent or received by pouch.

(4) Official and personal mail pursuant to (a)(1) and (2) above sent by pouch should be addressed as follows:

Name of individual or organization (followed by
letter symbol "G")
Name of post (USAID/_____)
Agency for International Development
Washington, D.C. 20523

(5) Mail sent via the diplomatic pouch may not be in violation of U.S. Postal laws and may not contain material ineligible for pouch transmission.

(6) AID grantee personnel are not authorized use of military postal facilities (APO/FPO). This is an Adjutant General's decision based on existing laws and regulations governing military postal facilities and is being enforced worldwide. Posts having access to APO/FPO facilities and using such for diplomatic pouch dispatch, may, however, accept the grantee's official and personal mail for pouch, provided of course, adequate postage is affixed.

(b) The grantee shall be responsible for advising its employees of this authorization, these guidelines, and limitations on use of pouch facilities.

(c) Specific additional guidance on grantee use of pouch facilities in accordance with this standard provision is available from the Post Communication Center at the Embassy or AID Mission.

(END OF STANDARD PROVISION)

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CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOVEMBER 1985)

(This provision is applicable when activities under the grant will take place outside of the United States.)

Upon arrival in the Cooperating Country, and from time to time as appropriate, the grantee's chief of party shall consult with the Mission Director who shall provide, in writing, the procedure the grantee and its employees shall follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

(END OF STANDARD PROVISION)

AID 1280-1 (10-79)

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

1. Cooperating Country
Centrally Funded

2. PIO/T No.
See Att. I

3. Original or Amendment No.
X00

4. Project/Activity No. and Title
938-0287
OEF International - Matching Grant

DISTRIBUTION

5. Appropriation Symbol
See Att. I

6. Allotment Symbol and Charge
See Att. I

7. Obligation Status
 Administrative Reservation
 Implementing Document

8. Authorized Agent
AID/W

9. Project Assistance Completion Date (Mo., Day, Yr.)

10. This PIO/T is in full performance with PRO/AG
Date

11a. Type of Action and Governing AID Handbook
 AID Contract (HB 14)
 PABA/RSSA (HB 12)
 AID Grant (HB 13)
 Other

11b. Contract/Grant/PABA/RSSA Reference Number (if this is an Amendment)

12. Estimated Financing (A detailed budget in support of column (8) is attached as attachment no. _____)

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
					400,000
	B. U.S. Owned Local Currency				

13. Mission Reference

14a. Instructions to Authorized Agent
 SER/OP/W/MS is requested to execute a 3-year grant agreement with OEF International (OEF) effective from 1 June 1987 through May 31, 1990. Initial funding of \$400,000 is provided for expenditures during the first 12 months. Depending on availability of funds and progress in the program satisfactory to A.I.D., additional annual increments of funding will be provided up to a total of \$1,520,000. PIO/T attachments: #1 Statement of Work, #2 Program Description, #3 Proposed Budget, #6 OEF's Proposal, #5 AA/FVA Authorization Memo, #4 PVC/ARS OEF International Financial Profile for FY 6/30/85, #7 Guidance for Periodic and Final Reports.

14b. Address of Voucher Paying Office
 AID/M/TM/PAFD, Washington, D.C. 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the description of work are technically adequate

FVA/PVC, Marguerite Poteu Phone No. 235-1684 Date 5/22/87

B. The statement of work lies within the purview of the initiating and approved agency programs

FVA/PVC, Karen Poe K Poe Date 5/22/87

C. Funds for this contract re. used are available

FVA/PVC, Lenora Wallington Date 5/22/87

FVA/PIM, Kathy Kosar

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

17. For the Agency for International Development

Signature _____ Date _____

Signature Louis C. Stenberg Date 5/29/87
 Title Deputy Director, FVA/DEM

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AAAZ

OEF Fiscal Data: Project No. 938-0287

Appro: 72-1171021.6	72-1171021.3
Allot: 745-38-099-00-76-71	743-38-099-006-71
BPC: EDEA87 13810 KG11	EDNA87 13810 KG11
Oblig.#: 7381501	7381312
Amount \$250,000	\$160,000

FUNDS RESERVED BY
Stoddard
POSTED 5/27/87
N/TM/PAYD

AID 1350-1 (10-79)	UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country	Page 1 of 3 Pages
		Centrally Funded	
		2. PIO/T No. See Att. I	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
PIO/T	PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	4. Project/Activity No. and Title 938-0287 OEF International - Matching Grant	

DISTRIBUTION	5. Appropriation Symbol See Att. I	6. Allotment Symbol and Charge See Att. I
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	
	8. Project Assistance Completion Date (Mo., Day, Yr.)	
	9. Authorized Agent AID/W	10. This PIO/T is in full conformance with PRO/AG Date _____
11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HS 14) <input type="checkbox"/> PASA/RSSA (HS 12) <input checked="" type="checkbox"/> AID Grant (HS 13) <input type="checkbox"/> Other		11b. Contract/Grant/PASA/RSSA Reference Number (if this is an Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)					
Maximum AID Financing	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
	B. U.S. Owned Local Currency		400,000		400,000

13. Mission References	14a. Instructions to Authorized Agent SER/OP/W/MS is requested to execute a 3-year grant agreement with OEF International (OEF) effective from 1 June 1987 through May 31, 1990. Initial funding of \$400,000 is provided for expenditures during the first 12 months. Depending on availability of funds and progress in the program satisfactory to A.I.D., additional annual increments of funding will be provided up to a total of \$1,520,000. PIO/T attachments: #1 Statement of Work, #2 Program Description, #3 Proposed Budget, #6 OEF's Proposal, #5 AA/FVA Authorization Memo, #4 PVC/ARS OEF International Financial Profile for FY 6/30/85, #7 Guidance for Periodic and Final Reports.
	14b. Address of Voucher Paying Office AID/M/FM/PAFD, Washington, D.C. 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate FVA/PVC, Marguerite Potee	Phone No. 235-1684 Date 5/22/87	B. The statement of work lies within the purview of the initiating and approved agency programs FVA/PVC, Karen Poe	Date 5/22/87
C. FVA/PVC, Lenora Watlington	Date 5/22/87	D. Funds for the services requested are available	
E. FVA/PPM, Kathy Kosar	Date		

18. For the cooperating country: The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development
Signature _____ Date _____	Signature <u>Louis C. Stamberg</u> Date <u>5/29/87</u>
Title _____	Title <u>Deputy Director, FVA/PPM</u>

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OEF Fiscal Data: Project No. 938-0287

Appro:	72-1171021.5	72-1171021.3
Allot:	745-38-099-00-76-71	743-38-099-006-71
BPC:	EDEA87 13810 KG11	EDNA87 13810 KG11
Oblig.#:	7381501	7381312
Amount	\$250,000	\$150,000

AID 1350-1 (10-79) PIO/T	1. Cooperating Country <u>Centrally Funded</u>	2. PIO/T No.	Page 2 of 3 Pages
	4. Project/Activity No. and Title <u>938-0287</u> <u>OEF International - Matching Grant</u>		

SCOPE OF WORK

18. THE SCOPE OF TECHNICAL SERVICES REQUIRED FOR THIS PROJECT ARE DESCRIBED IN ATTACHMENT NUMBER _____ HERETO ENTITLED "STATEMENT OF WORK".

19. SPECIAL PROVISIONS

- A. LANGUAGE REQUIREMENTS (SPECIFY) N/A
(IF MARKED, TESTING MUST BE ACCOMPLISHED BY AID/ TO ASSURE DESIRED LEVEL OF PROFICIENCY)
- B. ACCESS TO CLASSIFIED INFORMATION WILL WILL NOT BE REQUIRED BY TECHNICIAN(S).
- C. DUTY POST(S) AND DURATION OF TECHNICIANS' SERVICES AT POST(S) (MONTHS) N/A
- D. DEPENDENTS WILL WILL NOT BE PERMITTED TO ACCOMPANY TECHNICIAN, N/A
- E. WAIVER(S) HAVE BEEN APPROVED TO ALLOW THE PURCHASE OF THE FOLLOWING ITEM(S) (COPY OF APPROVED WAIVER IS ATTACHED)
- F. COOPERATING COUNTRY ACCEPTANCE OF THIS PROJECT (APPLICABLE TO AID/W PROJECTS ONLY)
 - HAS BEEN OBTAINED HAS NOT BEEN OBTAINED
 - IS NOT APPLICABLE TO SERVICES REQUIRED BY PIO/T
- G. OTHER (SPECIFY)

20. BACKGROUND INFORMATION (ADDITIONAL INFORMATION USEFUL TO AUTHORIZED AGENT)

Additional information on the Project is contained in the attached Action Memo to the AA/FVA authorizing this program, and the PVO's proposal.

21. SUMMARY OF ATTACHMENTS ACCOMPANY THE PIO/T (INDICATE ATTACHMENT NUMBER IN BLANK)

- _____ DETAILED BUDGET IN SUPPORT OF INCREASED FUNDING (BLOCK 12) #3 Proposed Budget
- _____ EVALUATION CRITERIA FOR COMPETITIVE PROCUREMENT (BLOCK 14) #6 OEF's Proposal
- _____ JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT (BLOCK 14) #5 AA/FVA Authorization Memo
- 1 STATEMENT OF WORK (BLOCK 18) #4 PVC/ARS OEF Financial Profile for FY 6/30/85
- _____ WAIVER(S) (BLOCK 19) (SPECIFY NUMBER) #7 Guidance for Periodic and Final Reports.
- 2 Program Description

AID 1350-1 (10-79)	1. Cooperating Country Centrally Funded	2. PIO/T No.	Page 3 of 3 Pages
	4. Project/Activity No. and Title 938-0287		
PIO/T	OEF International - Matching Grant		

22. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities

See Attached Program Description

B. Cooperating Country Liaison Official

N/A

C. AID Liaison Officials

FVA/PVC Project Officer, Marguerite Potee

LOGISTIC SUPPORT

23. Provisions for Logistic Support

A. Specific Items /Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
(1) Office Space					
(2) Office Equipment					X
(3) Housing and Utilities					X
(4) Furniture					X
(5) Household Equipment (Stoves, Refrig., etc.)					X
(6) Transportation in Cooperating Country					X
(7) Transportation To and From Country					X
(8) Interpreter Services/Secretarial					X
(9) Medical Facilities					X
(10) Vehicles (official)					X
(11) Travel Arrangements/Tickets					X
(OTHER SPECIFY) (12)					X
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

- APO/FPO
 PX
 COMMISSARY
 OTHER (Specify, e.g., duty free entry, tax exemption)

N/A

- A. PURPOSE: The purpose of this Cooperative Agreement is to provide support for OEF International to improve the socio-economic condition of low-income women and their families in seven countries in Africa and Central America through strengthening women's participation in agriculture and small enterprise development.

The above is more specifically described in Attachment 2. "Program Description," and OEF's proposal (Attachment 6) dated October 17, 1986, which is incorporated in Grant Agreement. In the event of an inconsistency, the Program Description shall take precedence over OEF's proposal.

- B. REPORTING AND EVALUATION: Ten copies of the Annual Report plus one copy for the A.I.D. Mission in each target country in program will be submitted to the AID/FVA/PVC Project Officer 60 days prior to each anniversary date of the grant. Annual reports will describe project activities and SCI's financial contribution to the project.

The Annual Report will also include a country data sheet for each subproject activity and will be furnished in the standard format prescribed by FVA/PVC for its grant information system (AIDFORM 1550-11). Other current A.I.D. grants to OEF, such as OPGs, will be noted in the report with an explanation of any relationship of such grants to this grant supported program.

- C. EVALUATION: Self-evaluation will be conducted by OEF in accordance with its normal evaluation program as described in its 10/17/86 grant proposal (Attachment 6). In addition, from time-to-time A.I.D. officers will, with prior notification to the PVO's headquarters, visit selected project sites. The Grant Program Budget includes funds to contract for a project evaluation in the final year of the grant. Special requirements for this project evaluation are delineated under No. 2. of Section D, "Substantial Involvement" below.

D. SUBSTANTIAL INVOLVEMENT

1. Countries: The following countries are approved for direct in-country program support under the agreement: The Gambia, Niger, Mali, Senegal, Somalia, Honduras and Costa Rica. Other countries may be approved during the period of the grant. Such approval will be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.
2. The scope of work for the project evaluation contract must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the AID/FVA/PVC Project Officer. The A.I.D./FVA/PVC Project Officer is to participate in the pre and post-evaluation briefings and to receive six (6) copies of the completed evaluation report for FVA/PVC and one copy for each country evaluated.

E. AUTHORIZED GEOGRAPHIC CODES FOR PROCUREMENT

1. Procurement under this project will follow the general order of precedence as necessary to effectively implement the project. No procurement in Code 935 or of restricted commodities is anticipated under this project.
2. Should any unanticipated Code 935 and/or restricted procurement become necessary, the Grantee should use its own private share of the grant match for this purpose. Written verification, when this is Grantee's intention, is to be sent to the A.I.D./FVA/PVC Project Officer for concurrence and forwarding to the Grant Officer.

F. TRAVEL

The Standard Provision requiring advance notification of the Grantee's travel intentions overseas is waived for all Matching Grants by the Action Memo cleared by the AA's of all A.I.D. bureaus and signed by the Administrator of A.I.D. on August 20, 1979. Copy of this memo is on file in SER/OP/W/MS and FVA/PVC.

PROGRAM DESCRIPTION

I. Program Goal: The goal of the proposed grant is to improve the socio-economic condition of low-income women and their families in seven countries in Africa and Central America through strengthening women's participation in agriculture and small enterprise development.

II. Program Purpose: This program will enhance the capability of indigenous organizations to provide training, implement projects, and affect policy related to low-income women's participation in agriculture and small enterprise development.

III. Principal Activities: To accomplish the goal and purpose, OEF International has agreed to:

A. Training Trainers: Increase the pedagogical and technical skills of extension agents and field workers of private and governmental organizations.

B. Institution Building: Enable a number of key private indigenous organizations to improve and expand their activities related to women's work in agriculture and small enterprise development.

C. Policy Initiatives: Provide regional forums for indigenous organizations to examine policy issues and develop change strategies supportive of women's participation in agriculture and small enterprise development.

Evaluation, Case Studies, Technical Materials: Compile analyses of program effectiveness and "learnings" of use to other development organizations.

The program will be coordinated by OEF headquarters and implemented by regional staff in Senegal (West Africa), Somalia (East Africa), and Costa Rica (Central America).

Training Trainers

Under the Matching Grant, monthly training workshops will be held for field workers from indigenous private and governmental organizations. These might include women's organizations, community development organizations, trade and sectoral associations, artisan associations and Ministries of Rural Development or Education. The goal of the workshops will be to improve the field workers' skills in specific areas, including conducting feasibility studies, marketing, credit mechanisms, small enterprise management and technical areas including food processing and production. The training will be based on OEF's existing training materials (Women Working Together; Navamaga: Training Activities in Group Building,

Health, and Income Generation; and Business Skills for Third World Women: four volumes), as well as materials that are developed in other OEF projects, such as a series on swine care and production from Honduras and agro-forestry materials from Somalia. In addition to the training workshops, OEF will promote the formation of "trainer support groups" that meet on a regular basis to discuss and solve shared training problems.

Institution-Building

In each Matching Grant country, OEF will identify several private organizations with the potential for implementing a sustained program of activities to promote women's participation in agriculture and small enterprise. In addition to training trainers from these organizations, OEF will provide a series of seminars, workshops, and consultations in areas including strategic planning, resource mobilization, project management, and evaluation. Through working with key organizations over a three year period, OEF expects that measurable gains will be achieved in the quality of their programs and in the scale of their operating budgets.

Policy Initiatives

With funds from the Ford Foundation and other private sources, OEF's "Women, Law, and Development" program has begun implementation of the regional action plans that emerged from the WLD Forum in Nairobi in July 1985. Specifically, the plans include: regional meetings of Third World groups working for women's rights, action-oriented research on women's legal status, drafting model legislation, and refining WLD strategies and methodologies.

In the Matching Grant countries, WLD Forum participants will serve as resource people for a series of seminars that enable members of local organizations to analyze their policy environment and determine collective initiatives.

Evaluations, Case Studies, and Technical Materials

OEF's participatory evaluation system, coordinated by a local Steering Committee, will serve as the mechanism for monitoring project implementation and determining outcomes. Evaluation reports will be prepared and disseminated, with an emphasis on "learnings" that are useful to other development agencies.

In addition, several case studies and technical manuals will be produced over the life of the project. OEF is considering a monograph on effective training strategies for field workers and a series on training for institutional effectiveness. OEF's publications service provides a channel for distributing these materials.

Major Outputs: OEF plans that 270 trainers will have been trained in OEF training methods and related technical areas; that 75 organizations will have been assisted in planning, management, and resource mobilization; that 55 members of indigenous organizations will have been assisted in analyzing policy environment and creating action plans for policy reform; and that two major publications will be ready for publication during the LOP.

IV. Program Management: Suzanne Kindervatter, Project Director, of OEF International will be principally responsible for the overall management and implementation of the Matching Grant Program. She will be supervised by the Senior Program Director. OEF's three regional offices in Costa Rica, Senegal and Somalia will carry out the training activities and policy initiatives. They are supervised by two Regional Program Directors (Latin America, Africa) who are, in turn, supervised by the Senior Program Director. The two Regional Directors will work in close collaboration with Dr. Kindervatter.

V. Proposed Evaluation Plan: OEF's overall strategy for the Matching Grant is to enable indigenous organizations to develop and carry out more effective programs for expanding women's participation in agriculture and small enterprise development. Thus, OEF is working through other organizations to reach low-income women, rather than reaching them directly.

Therefore, to assess the outcomes of the Matching Grant, OEF must track a chain of effects: changes in the practices of trainers and organizations; the effect of these changes on projects; and the effect of the projects on low-income beneficiaries.

The framework of the Matching Grant evaluation plan is OEF's "participatory Evaluation System". The system has been in place in OEF programs for six years. It enables indigenous staff and beneficiaries to play a major role in project monitoring and impact analysis, as a means to ensure that evaluation findings are integrated into project management and implementation.

A "Steering Committee," composed of OEF's staff, staff of indigenous organizations, and beneficiaries, meets regularly over the life of a project, carries out data collection and analysis, and considers improvements in project implementation. At project midpoint, the Committee works with an outside evaluation consultant to examine progress to date and to identify weaknesses and strengths in project design. Steering Committees are in place in Senegal, Somalia, and Central America and will coordinate the Matching Grant evaluation activities in the field.

The evaluation plan includes on-going, midpoint, and end-of-project components.

May 22, 1987

MEMORANDUM FOR: SER/OP/W/MS, Carolyn Eldridge
FROM: FVA/PVC, ^{MP}Marguerite Potee
SUBJECT: OEF International Grant Program Budget

This budget (Summary of Detailed Project Budget in Proposal) is in process of being prepared in collaboration with the PVO and will be sent to you shortly.

NOTES TO BUDGET: Please include the following Grant Agreement.

1. (PVO) has agreed to cost share this agreement by the end of the life-of-program (LOP) period by at least 1 to 1 cash match with A.I.D. under this agreement. Only exception to the above is the Evaluation Contract amount of \$20,000 which is A.I.D. initiated and does not require any Grantee match.

1. PART I. TOTAL PROGRAM COSTS

2. (MG SUM)

BUDGET SUMMARY

	Year 1	Year 2	Year 3	TOTAL	AID Grant	Private
5. DIRECT PROGRAM COSTS						
6.						
7.1. Training of Trainers						
8. Senegal	44,826	119,923	108,769	273,518	136,759	136,759
9. Gambia	4,600	13,210	11,806	29,616	14,808	14,808
10. Niger	4,650	13,265	11,867	29,782	14,891	14,891
11. Mali	4,650	13,265	11,867	29,782	14,891	14,891
12. Somalia	23,909	78,881	92,526	195,316	96,862	98,454
13. Costa Rica	15,901	32,947	36,685	85,533	42,766	42,767
14. Honduras	2,500	2,825	2,420	7,745	3,872	3,873
15.						
16.2. Institution Building						
17. Senegal	45,933	76,846	65,806	188,585	94,292	94,293
18. Gambia	5,900	11,990	7,139	25,029	12,514	12,515
19. Niger	5,950	12,045	7,200	25,195	12,598	12,598
20. Mali	5,950	12,045	7,200	25,195	12,598	12,598
21. Somalia	26,826	55,277	64,138	146,241	73,120	73,121
22. Costa Rica	19,181	28,884	42,213	90,278	45,139	45,139
23. Honduras	1,950	770	847	3,567	1,783	1,784
24.						
25.3. Policy Activities						
26. Senegal	41,108	48,021	70,300	159,429	79,714	79,715
27. Gambia	1,700	1,870	2,057	5,627	2,814	2,814
28. Niger	1,700	1,870	2,057	5,627	2,814	2,814
29. Mali	1,700	1,871	2,057	5,628	2,814	2,814
30. Somalia	23,751	57,282	57,567	138,600	69,300	69,300
31. Costa Rica	22,506	40,399	39,538	102,443	51,221	51,222
32. Honduras						
33.						
34.4. Evaluation & Documentation of Learnings						
35. Senegal	107,158	60,705	71,318	239,181	119,590	119,591
36. Gambia	8,600	2,640	2,904	14,144	7,072	7,072
37. Niger	8,100	2,640	2,904	13,644	6,822	6,822
38. Mali	8,100	2,640	2,904	13,644	6,822	6,822
39. Somalia	92,551	52,556	70,253	215,360	107,680	107,680
40. Costa Rica	56,016	35,439	45,463	136,918	68,459	68,459
41. Honduras	12,700	1,100	1,210	15,010	7,505	7,505
42. AID evaluation	-	-	20,000	20,000	20,000	
43. INDIRECT COSTS						
44. Senegal	81,729	104,038	113,830	299,597	149,798	149,799
45. Gambia	7,488	10,696	8,606	26,790	13,395	13,395
46. Niger	7,344	10,735	8,650	26,729	13,364	13,365
47. Mali	7,344	10,735	8,650	26,729	13,364	13,365
48. Somalia	52,213	87,558	102,414	242,185	121,092	121,093
49. Costa Rica	40,897	49,561	59,004	149,462	74,731	74,731
50. Honduras	6,174	1,690	1,612	9,476	4,738	4,738
51.						
52. TOTAL MG PROGRAM						
53. Senegal	320,754	409,533	430,023	1,160,310	580,153	580,157
54. Gambia	28,288	40,406	32,512	101,206	50,603	50,604
55. Niger	27,744	40,555	32,678	100,977	50,488	50,489
56. Mali	27,744	40,556	32,678	100,978	50,489	50,490
57. Somalia	219,250	331,554	386,898	937,702	468,054	469,648
58. Costa Rica	154,501	187,230	222,903	564,634	282,316	282,318
59. Honduras	23,324	6,385	6,089	35,798	17,898	17,900
60.						
61. TOTAL MG PROGRAM	801,605	1,056,219	1,143,781	3,001,605	1,500,000	1,501,605
62.						
63. PART II: SOURCES OF FUNDS						
64.						
65. AID Matching Grant	400,000	528,110	571,890	1,500,000		
66. PVO Private Match	401,605	528,110	571,891	1,501,606		
67. TOTAL	801,605	1,056,219	1,143,781	3,001,605		
68.						
69.						

1 PART I. TOTAL PROGRAM COSTS BY FUNCTION - YEAR I

2 (MGFUNCI)

3	4	5	6	7	8	9	10	11	12	13
	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	AOSTA RICA	HONDURAS	TOTAL	USAID	
4 DIRECT PROGRAM COSTS										
5										
6 1. Training of Trainers										
7 -Personnel	31,725				17,408	12,101		61,234	30,617	
8 -Consultants	3,500				1,000	1,750	1,250	7,500	3,750	
9 -Travel & Per Diem	5,700	3,200	3,250	3,250	3,000	1,550	1,250	21,200	10,600	
10 -Other Direct Cost	3,900	1,400	1,400	1,400	2,500	500		11,100	5,550	
11										
12 2. Institution Building										
13 -Personnel	27,703				11,996	12,101		51,800	25,900	
14 -Consultants	4,500				2,000	2,250	1,250	10,000	5,000	
15 -Travel & Per Diem	9,030	3,700	3,750	3,750	8,830	3,630		32,690	16,345	
16 -Other Direct Costs	4,700	2,200	2,200	2,200	4,000	1,200	700	17,200	8,600	
17										
18 3. Policy Activities										
19 -Personnel	33,158				17,451	17,556		68,165	34,083	
20 -Consultants	2,000				2,000	2,000		6,000	3,000	
21 -Travel & Per Diem	2,350	600	600	600	2,350	1,500		8,000	4,000	
22 -Other Direct Cost	3,600	1,100	1,100	1,100	1,950	1,450		10,300	5,150	
23										
24 4. Evaluation & Documentation of Learnings										
25 -Personnel	38,528				22,821	28,485		89,834	44,917	
26 -Consultants	15,000				10,000	8,500	2,500	36,000	18,000	
27 -Travel & Per Diem	34,630	5,100	5,100	5,100	32,430	14,330	7,000	103,690	51,845	
28 -Equipment	12,000				22,000			34,000	17,000	
29 -Other Direct Cost	7,000	3,500	3,000	3,000	5,300	4,700	3,200	29,700	14,850	
30										
31 TOTAL DIRECT COSTS	239,024	20,800	20,400	20,400	167,036	113,603	17,150	593,413	299,207	
32										
33 INDIRECT COSTS	81,729	7,488	7,344	7,344	52,213	40,897	6,174	203,189	101,594	
34										
35 TOTAL MG PROGRAM	320,753	28,288	27,744	27,744	219,249	154,500	23,324	801,602	400,801	
36										
37 PART II: SOURCES OF FUNDS										
38										
39 AID Matching Grant	400,801									
40 PVO Private Match	400,801									
41										
42 TOTAL MG PROGRAM	801,602									

100

	TOTAL	TRAINING	INST.	POLICY	EVAL.
38					
44 PERSONNEL					
56					
60 Proj. Dir. (DC)-67%	31,956	7,989	7,989	7,989	7,989
76 Sr. Prog. Dir. (DC)-40%	18,067	4,517	4,517	4,517	4,517
86 Secretary - (DC) - 50%	8,201	2,050	2,050	2,050	2,050
94 Mats. Dev. - (DC) - 50%	13,076	3,269	3,269	3,269	3,269
104 Dir./Africa (DC) - 20%	8,520	2,130	2,130	2,130	2,130
114 Prog. Assoc./Africa (DC) - 20%	3,390	847	847	847	847
124 Dir./Lat. Amer. (DC) - 20%	7,596	1,899	1,899	1,899	1,899
134 Prog. Assoc./LA (DC) - 20%	3,458	865	865	865	865
144 Dir./WLD - (DC) - 20%	7,731				
154 Prog. Assoc./WLD (DC) - 20%	4,042				
164 Small Ent. Spec.-DC-100%	31,150	7,788		4,042	
174 Field Econ-Costa Rica-20%	4,000				23,363
184 Field Reps.	9,400	1,600	2,600	2,600	4,000
194 Field Trainers - 1 at 100%	35,000	8,750	8,750	8,750	2,600
204 Field Admin. (Bookkeeper)	6,000	1,500	1,500	1,500	8,750
214 Field Sec.	3,400	850	850	850	1,500
224					850
234 TOTAL PERSONNEL	194,988	44,053	37,266	49,010	64,628
244					
254 FRINGE BENEFITS (39%)	76,045	17,181	14,534	19,125	25,205
264					
274 CONSULTANTS:					
284					
294 Evaluation	8,000				8,000
304 Case Studies	8,000				8,000
314 Local Trainers	20,000	5,000	5,000		10,000
324 WLD Technical					
334 Translators	23,500	2,500	5,000	6,000	10,000
344					
354 TOTAL CONSULTANTS	59,500	7,500	10,000	6,000	36,000
364					
374 TOTAL PERSONNEL COSTS	330,533	68,734	61,800	74,165	125,834
384					
394 OFFICE SPACE	11,600	2,600	2,600	3,800	2,600
404					
414 TRAVEL					
424					
434 Airfare:					
444 DC - Sites	53,000	10,000	10,000	3,000	30,000
454 OEF Workshop	10,000		5,000		5,000
464 Field Workshop	5,000		2,500		2,500
474					
484 Per Diem:					
494 DC - Site - Headqtrs.	21,600	3,200	3,200	2,000	13,200
504 DC - OEF Workshop	7,980		3,990		3,990
514 Field Workshop (Part.)	16,000	5,000	5,000		6,000
524					
534 Ground Transportation:					
544 DC	2,000	500	500	500	500
554 Field	10,000	2,500	2,500	2,500	2,500
564 Shipping/Storage	6,000				6,000
574 Housing	18,000				18,000
584 Vehicle Maint./Gas	16,000				16,000
594					
604 TOTAL TRAVEL/PER DIEM	165,580	21,200	32,690	8,000	103,690
614					
624 SUPPLIES					
634 DC	5,500	500	500	500	4,000
644 Field	14,000	2,500	2,500	2,500	6,500
654					
664 TOTAL SUPPLIES	19,500	3,000	3,000	3,000	10,500
674					
684 PRINTING					
694 DC	5,500	500	500	500	4,000
704 Field	10,000	2,500	2,500	1,000	4,000
714					
724 TOTAL PRINTING	15,500	3,000	3,000	1,500	8,000
734					
744 POSTAGE					
754 DC	2,000	500	500	500	500
764 Field	3,000	500	1,000	500	1,000
774					
784 TOTAL POSTAGE	5,000	1,000	1,500	1,000	1,500
794					
804 TEL/TELEX					
814 DC	8,000		4,000		4,000
824 Field	3,200		1,600		1,600
834					
844 TOTAL TEL/TELEX	11,200		5,600		5,600
854					
864 EQUIPMENT					
874 Vehicle	15,000				15,000
884 Computers	10,000				10,000
894 Copiers	5,000				5,000
904 Office Furniture	4,000				4,000
914					
924 TOTAL EQUIPMENT	34,000				34,000
934					
944 MISCELLANEOUS	5,500	1,500	1,500	1,000	1,500
954					
964 TOTAL DIRECT COST	598,413	101,034	111,690	92,465	293,224
974					
984 INDIRECT COST	203,189	36,372	40,208	33,287	93,320
994					
1004 TOTAL COST	801,601	137,407	151,898	125,752	386,544

	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	COSTA RICA	HONDURAS
2% (MOTRAIN)								
3%								
4% PERSONNEL								
5%								
6% Proj. Dir. (DC)-67%	7,989	2,663						
7% Sr. Prog. Dir. (DC)-	4,517	1,506						
8% Secretary - (DC) - 5	2,050	683				2,663	2,663	
9% Mats. Dev. -(DC)- 50	3,269	1,090				1,506	1,506	
10% Dir./Africa (DC) - 2	2,130	1,065				683	683	
11% Prog. Assoc./Africa	847	424				1,090	1,090	
12% Dir./Lat.Amer.(DC) -	1,899					1,065		
13% Prog.Assoc./LA (DC)	865					424		
14% Dir/WLD - (DC) - 20%							1,899	
15% Prog. Assoc./WLD (DC)							865	
16% Small Ent. Spec.-DC	7,788	3,894						
17% Field Reps.	1,600	1,000				3,894		
18% Field Trainer - 1 at	8,750	8,750				600		
19% Field Admin.(Bookkee	1,500	1,200						
20% Field Sec.	850	550				300		
21%						300		
22% TOTAL PERSONNEL	44,054	22,824						
23%						12,524	8,706	
24% FRINGE BENEFITS (39%	17,181	8,901						
25%						4,884	3,395	
26% CONSULTANTS:								
27%								
28% Evaluation								
29% Case Studies								
30% Local Trainers	5,000	2,500						
31% WLD Technical						1,250	1,250	
32% Translators	2,500	1,000						
33%						1,000	500	
34% TOTAL CONSULTANTS	7,500	3,500						
35%						1,000	1,750	1,250
36% TOTAL PERSONNEL COST	68,735	35,226						
37%						18,409	13,851	1,250
38% OFFICE SPACE	2,600	2,000				600		
39%								
40% TRAVEL								
41%								
42% Airfare:	10,000	2,000	2,000	2,000	2,000	2,000		
43% DC - Sites								
44% OEF Workshop								
45% Field Workshop								
46%								
47% Per Diem:								
48% DC - Site - Headqtrs	3,200	600	600	650	650	400	300	
49% DC - OEF Workshop								
50% Field Workshop (Part	5,000	2,500						
51%							1,250	1,250
52% Ground Transportatio								
53% DC	500	100	100	100	100	100		
54% Field	2,500	500	500	500	500	500		
55% Shopping/Storage								
56% Housing								
57% Vehicle Maint./Gas								
58%								
59% TOTAL TRAVEL/PER DIE	21,200	5,700	3,200	3,250	3,250	3,000	1,550	1,250
60%								
61% SUPPLIES								
62% DC	500	100	100	100	100	100		
63% Field	2,500	500	500	500	500	500		
64%								
65% TOTAL SUPPLIES	3,000	600	600	600	600	600		
66%								
67% PRINTING								
68% DC	500	100	100	100	100	100		
69% Field	2,500	500	500	500	500	500		
70%								
71% TOTAL PRINTING	3,000	600	600	600	600	600		
72%								
73% POSTAGE								
74% DC	500	100	100	100	100	100		
75% Field	500	100	100	100	100	100		
76%								
77% TOTAL POSTAGE	1,000	200	200	200	200	200		
78%								
79% TEL/TELEX								
80% DC								
81% Field								
82%								
83% TOTAL TEL/TELEX								
84%								
85% EQUIPMENT								
86% Vehicle								
87% Computers								
88% Copiers								
89% Office Furniture								
90%								
91% TOTAL EQUIPMENT								
92%								
93% MISCELLANEOUS	1,500	500				500	500	
94%								
95% TOTAL DIRECT COST	101,035	44,826	4,600	4,650	4,650	23,909	15,901	2,500
96%								
97% INDIRECT COST	36,373	16,137	1,656	1,674	1,674	8,607	5,724	900
98%								
99% TOTAL COST	137,408	60,963	6,256	6,324	6,324	32,516	21,625	3,400

	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	COSTA RICA	HONDURAS
2% (MGINST)								
3% PERSONNEL								
4% Proj. Dir. (DC)-67%	7,989	2,663				2,663	2,663	
7% Sr. Prog. Dir. (DC)-	4,517	1,506				1,506	1,506	
8% Secretary - (DC) - 5	2,050	683				683	683	
9% Mats. Dev. -(DC)- 50	3,269	1,090				1,090	1,090	
10% Dir./Africa (DC) - 2	2,130	1,065				1,065		
11% Prog. Assoc./Africa	847	424				424		
12% Dir/Lat.Amer.(DC) -	1,899						1,899	
13% Prog.Assoc./LA (DC)	865						865	
14% Dir/WLD - (DC) - 20%								
15% Prog. Assoc./WLD (DC)								
16% Small Ent. Spec.-DC								
17% Field Reps.	2,600	2,000				600		
18% Field Trainer - 1 at	8,750	8,750						
19% Field Admin.(Bookkee	1,500	1,200				300		
20% Field Sec.	850	550				300		
21%								
22% TOTAL PERSONNEL	37,266	19,930				8,630	8,706	
23%								
24% FRINGE BENEFITS (39%	14,534	7,773				3,366	3,395	
25%								
26% CONSULTANTS:								
27%								
28% Evaluation								
29% Case Studies								
30% Local Trainers	5,000	2,500					1,250	1,250
31% LD Technical								
32% Translators	5,000	2,000			2,000	1,000		
33%								
34% TOTAL CONSULTANTS	10,000	4,500			2,000	2,250	1,250	
35%								
36% TOTAL PERSONNEL COST	61,800	32,203				13,996	14,351	1,250
37%								
38% OFFICE SPACE	2,600	2,000				600		
39%								
40% TRAVEL								
41%								
42% Airfare:								
43% DC - Sites	10,000	2,000	2,000	2,000	2,000	2,000		
44% OEF Workshop	5,000	2,000				2,000	1,000	
45% Field Workshop	2,500	500	500	500	500	500		
46%								
47% Per Diem:								
48% DC - Site - Headqtrs	3,200	600	600	650	650	400	300	
49% DC - OEF Workshop	3,990	1,330				1,330	1,330	
50% Field Workshop (Part	5,000	2,000				2,000	1,000	
51%								
52% Ground Transportatio								
53% DC	500	100	100	100	100	100		
54% Field	2,500	500	500	500	500	500		
55% Shopping/Storage								
56% Housing								
57% Vehicle Maint./Gas								
58%								
59% TOTAL TRAVEL/PER DIE	32,690	9,030	3,700	3,750	3,750	8,830	3,630	
60%								
61% SUPPLIES								
62% DC	500	100	100	100	100	100		
63% Field	2,500	500	500	500	500	500		
64%								
65% TOTAL SUPPLIES	3,000	600	600	600	600	600		
66%								
67% PRINTING								
68% DC	500	100	100	100	100	100		
69% Field	2,500	500	500	500	500	500		
70%								
71% TOTAL PRINTING	3,000	600	600	600	600	600		
72%								
73% POSTAGE								
74% DC	500	100	100	100	100	100		
75% Field	1,000	200	200	200	200	200		
76%								
77% TOTAL POSTAGE	1,500	300	300	300	300	300		
78%								
79% TEL/TELEX								
80% DC	4,000	500	500	500	500	1,000	500	500
81% Field	1,600	200	200	200	200	400	200	200
82%								
83% TOTAL TEL/TELEX	5,600	700	700	700	700	1,400	700	700
84%								
85% EQUIPMENT								
86% Vehicle								
87% Computers								
88% Copiers								
89% Office Furniture								
90%								
91% TOTAL EQUIPMENT								
92%								
93% MISCELLANEOUS	1,500	500				500	500	
94%								
95% TOTAL DIRECT COST	111,690	45,933	5,900	5,950	5,950	26,826	19,181	1,950
96%								
97% INDIRECT COST	40,208	16,536	2,124	2,142	2,142	9,657	6,905	702
98%								
99% TOTAL COST	151,898	62,469	8,024	8,092	8,092	36,483	26,086	2,652

25 (NGPJ:IC)	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	OSTA RICA	HONDURAS
34 PERSONNEL								
54								
64 Proj. Dir. (DC)-674	7,999	2,663				2,663	2,663	
74 Sr. Prog. Dir. (DC)-	4,517	1,506				1,506	1,506	
84 Secretary - (DC) - 5	2,050	683				683	683	
94 Mats. Dev. -(DC)- 50	3,269	1,090				1,090	1,090	
104 Dir./Africa (DC) - 2	2,130	1,065				1,065	1,065	
114 Prog. Assoc./Africa	847	424				424		
124 Dir/Lat.Amer.(DC) -	1,899						1,899	
134 Prog.Assoc./LA (DC)	865						865	
144 Dir/WLD - (DC) - 204	7,731	2,577				2,577	2,577	
154 Prog. Assoc./WLD (DC)	4,042	1,347				1,347	1,347	
164 Small Ent. Spec.-DC								
174 Field Reps.	2,600	2,000				600		
184 Field Trainer - 1 at	8,750	8,750						
194 Field Admin.(bookkee	1,500	1,200				300		
204 Field Sec.	850	550				300		
214								
224 TOTAL PERSONNEL	49,039	23,855				12,555	12,630	
234								
244 FRINGE BENEFITS (394	19,125	9,303				4,896	4,926	
254								
264 CONSULTANTS:								
274								
284 Evaluation								
294 Case Studies								
304 Local Trainers								
314 WLD Technical								
324 Translators	6,000	2,000				2,000	2,000	
334								
344 TOTAL CONSULTANTS	6,000	2,000				2,000	2,000	
354								
364 TOTAL PERSONNEL COST	74,164	35,158				19,451	19,556	
374								
384 OFFICE SPACE	3,800	2,000				600	1,200	
394								
404 TRAVEL								
414								
424 Airfare:								
434 DC - Sites	3,000	1,000				1,000	1,000	
444 OEF Workshop								
454 Field Workshop								
464								
474 Per Diem:								
484 DC - Site - Headqtrs	2,000	750				750	500	
494 DC - OEF Workshop								
504 Field Workshop (Part								
514								
524 Ground Transportatio								
534 DC	500	100	100	100	100	100		
544 Field	2,500	500	500	500	500	500		
554 Shopping/Storage								
564 Housing								
574 Vehicle Maint./Gas								
584								
594 TOTAL TRAVEL/PER DIE	8,000	2,350	600	600	600	2,350	1,500	
604								
614 SUPPLIES								
624 DC	500	100	100	100	100	100		
634 Field	2,500	500	500	500	500	500		
644								
654 TOTAL SUPPLIES	3,000	600	600	600	600	600		
664								
674 PRINTING								
684 DC	500	100	100	100	100	100		
694 Field	1,000	200	200	200	200	200		
704								
714 TOTAL PRINTING	1,500	300	300	300	300	300		
724								
734 POSTAGE								
744 DC	500	100	100	100	100	100		
754 Field	500	100	100	100	100	100		
764								
774 TOTAL POSTAGE	1,000	200	200	200	200	200		
784								
794 TEL/TELEX								
804 DC								
814 Field								
824								
834 TOTAL TEL/TELEX								
844								
854 EQUIPMENT								
864 Vehicle								
874 Computers								
884 Copiers								
894 Office Furniture								
904								
914 TOTAL EQUIPMENT								
924								
934 MISCELLANEOUS	1,000	500				250	250	
944								
954 TOTAL DIRECT COST	92,464	41,108	1,700	1,700	1,700	23,751	22,506	
964								
974 INDIRECT COST	33,287	14,799	612	612	612	8,550	8,102	
984								
994 TOTAL COST	125,751	55,907	2,312	2,312	2,312	32,301	30,608	

30 (MGEVAL)	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	COSTA RICA	HONDURAS
41 PERSONNEL								
50								
60 Proj. Dir. (DC)-C7	7,989	2,663				2,663	2,663	
70 Sr. Prog. Dir. (DC)-	4,517	1,506				1,506	1,506	
80 Secretary - (DC) - 5	2,050	683				683	683	
90 Mats. Dev. -(DC)- 50	3,269	1,090				1,090	1,090	
100 Dir./Africa (DC) - 2	2,130	1,065				1,065		
110 Prog. Assoc./Africa	847	424				424		
120 Dir/Lat.Amer.(DC) -	1,899						1,899	
130 Prog.Assoc./LA (DC)	665						665	
140 Dir/WLD - (DC) - 20								
150 Prog. Assoc./WLD (DC)								
160 Small Ent. Spec.-DC	23,363	7,788				7,788	7,788	
170 Field Econ.-Costa Ri	4,000						4,000	
180 Field Reps.	2,600	2,000				600		
190 Field Trainer - 1 at	8,750	8,750						
200 Field Admin.(Bookkee	1,500	1,200				300		
210 Field Sec.	850	550				300		
220								
230 TOTAL PERSONNEL	64,629	27,718				16,418	20,493	
240								
250 FRINGE BENEFITS (39%	25,205	10,810				6,403	7,992	
260								
270 CONSULTANTS:								
280								
290 Evaluation	8,000	3,000				3,000	2,000	
300 Case Studies	8,000	3,000				3,000	2,000	
310 Local Trainers	10,000	5,000					2,500	2,500
320 WLD Technical								
330 Translators	10,000	4,000				4,000	2,000	
340								
350 TOTAL CONSULTANTS	36,000	15,000				10,000	8,500	2,500
360								
370 TOTAL PERSONNEL COST	125,834	53,528				32,821	36,986	2,500
380								
390 OFFICE SPACE	2,600	2,000				600		
400								
410 TRAVEL								
420								
430 Airfare:								
440 DC - Sites	30,000	6,000	3,000	3,000	3,000	5,000	5,000	5,000
450 OEF Workshop	5,000	2,000				2,000	1,000	
460 Field Workshop	2,500	500	500	500	500	500		
470								
480 Per Diem:								
490 DC - Site - Headqtrs	13,200	1,200	1,000	1,000	1,000	2,000	5,000	2,000
500 DC - OEF Workshop	3,990	1,330				1,330	1,330	
510 Field Workshop (Part	6,000	2,000				2,000	2,000	
520								
530 Ground Transportatio								
540 DC	500	100	100	100	100	100		
550 Field	2,500	500	500	500	500	500		
560 Shopping/Storage	6,000	3,000				3,000		
570 Housing	18,000	10,000				8,000		
580 Vehicle Maint./Gas	16,000	8,000				8,000		
590								
600 TOTAL TRAVEL/PER DIE	103,690	34,630	5,100	5,100	5,100	32,430	14,330	7,000
610								
620 SUPPLIES								
630 DC	4,000	1,000	500	500	500	500	500	500
640 Field	6,500	1,500	1,000	500	500	1,000	1,000	1,000
650								
660 TOTAL SUPPLIES	10,500	2,500	1,500	1,000	1,000	1,500	1,500	1,500
670								
680 PRINTING								
690 DC	4,000	500	500	500	500	500	1,000	500
700 Field	4,000	500	500	500	500	500	1,000	500
710								
720 TOTAL PRINTING	8,000	1,000	1,000	1,000	1,000	1,000	2,000	1,000
730								
740 POSTAGE								
750 DC	500	100	100	100	100	100		
760 Field	1,000	200	200	200	200	200		
770								
780 TOTAL POSTAGE	1,500	300	300	300	300	300		
790								
800 TEL/TELEX								
810 DC	4,000	500	500	500	500	1,000	500	500
820 Field	1,600	200	200	200	200	400	200	200
830								
840 TOTAL TEL/TELEX	5,600	700	700	700	700	1,400	700	700
850								
860 EQUIPMENT								
870 Vehicle	15,000					15,000		
880 Computers	10,000	5,000				5,000		
890 Copiers	5,000	5,000						
900 Office Furniture	4,000	2,000				2,000		
910								
920 TOTAL EQUIPMENT	34,000	12,000				22,000		
930								
940 MISCELLANEOUS	1,500	500				500	500	
950								
960 TOTAL DIRECT COST	293,224	107,158	8,600	8,100	8,100	92,551	56,016	12,700
970								
980 INDIRECT COST	93,321	34,257	3,096	2,916	2,916	25,398	20,166	4,572
990								
1000 TOTAL COST	386,545	141,415	11,696	11,016	11,016	117,949	76,181	17,272

	A	B	C	D	E	F	G	H	I	J
1 PART I. TOTAL PROGRAM COSTS BY FUNCTION - YEAR II										
2 (MGFUNCII)										
3		SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	COSTA RICA	ONDURAS	TOTAL	USAZ
4 DIRECT PROGRAM COSTS										
5										
6 1. Training of Trainers										
7 -Personnel	51,103					19,543	23,626		94,272	47,130
8 -Consultants	8,000	4,750	4,750	4,750	8,000	1,625	1,125		33,000	16,500
9 -Travel & Per Diem	35,330	6,820	6,875	6,875	43,000	5,296	1,700		105,896	52,942
10 -Equipment	16,500								16,500	8,250
11 -Other Direct Costs	8,990	1,640	1,640	1,640	7,560	2,400			23,870	11,935
12										
13 2. Institution Building										
14 -Personnel	54,780					34,201	22,108		111,089	55,544
15 -Consultants	7,700	5,500	5,500	5,500	7,700	1,100			33,000	16,500
16 -Travel & Per Diem	9,196	4,070	4,125	4,125	8,976	4,356			34,848	17,420
17 -Other Direct Costs	5,170	2,420	2,420	2,420	4,400	1,320	770		18,920	9,460
18										
19 3. Policy Activities										
20 -Personnel	30,201					40,202	28,109		98,512	49,256
21 -Consultants	7,700					7,700	7,700		23,100	11,550
22 -Travel & Per Diem	6,160	660	660	660	6,960	2,720			17,820	8,910
23 -Other Direct Costs	3,960	1,210	1,210	1,210	2,420	1,870			11,880	5,940
24										
25 4. Evaluation & Documentation of Learnings										
26 -Personnel	38,732					33,443	23,626		95,801	47,900
27 -Consultants	9,950					7,200	4,850		22,000	11,000
28 -Travel & Per Diem	7,293	660	660	660	8,723	4,213			22,209	11,104
29 -Other Direct Costs	4,730	1,980	1,980	1,980	3,190	2,750	1,100		17,710	8,855
30										
31 TOTAL DIRECT COSTS	305,495	29,710	29,820	29,820	243,218	137,669	4,695		780,427	390,213
32										
33 INDIRECT COSTS	104,038	10,696	10,735	10,735	87,558	49,561	1,690		275,014	137,507
34										
35 TOTAL MG PROGRAM	409,533	40,406	40,555	40,555	330,776	187,230	6,385		1,055,441	527,720
36										
37 PART II: SOURCES OF FUNDS										
38										
39 AID Matching Grant	527,720									
40 PVO Private Match	527,720									
41										
42 TOTAL MG PROGRAM	1,055,441									

	TOTAL	TRAINING	INST.	POLICY	EVAL.
1 PERSONNEL UNIT - COMBINED - Item 1					
2 (MCOOMBILL)					
3					
4 PERSONNEL					
5					
6 Proj. Dir. (DC)-100%	35,152	8,788	8,788	8,788	8,788
7 Sr. Prog. Dir. (DC)-60%	29,814	7,454	7,454	7,454	7,454
8 Secretary - (DC) - 50%	9,020	2,255	2,255	2,255	2,255
9 Mats. Dev. -(DC)- 50%	14,384	3,596	3,596	3,596	3,596
10 Dir./Africa (DC) - 20%	9,272	2,343	2,343	2,343	2,343
11 Prog. Assoc./Africa (DC) - 20%	3,727	932	932	932	932
12 Dir./Lat.Amer.(DC) - 20%	8,356	2,089	2,089	2,089	2,089
13 Prog.Assoc./LA (DC) - 20%	3,806	952	952	952	952
14 Dir./WLD - (DC) - 20%	8,504			8,504	
15 Prog. Assoc./WLD (DC) - 20%	4,446			4,446	
16 Agro-Economist - Africa - 100%	34,267	8,567	8,567	8,567	8,567
17 Field Econ.-Costa Rica 100%	22,000	5,500	5,500	5,500	5,500
18 Field Reps./Trainer	50,340	11,760	12,860	12,860	12,860
19 Field Trainer - 1 at 100%	44,000	11,000	22,000		11,000
20 Field Admin.(Bookkeeper)	6,600	1,650	1,650	1,650	1,650
21 Field Sec.	3,740	935	935	935	935
22					
23 TOTAL PERSONNEL	287,527	67,819	79,919	70,870	68,919
24					
25 FRINGE BENEFITS (39%)	112,136	26,449	31,168	27,639	26,078
26					
27 CONSULTANTS:					
28					
29 Evaluation	6,875				6,875
30 Case Studies	6,875				6,875
31 Local Trainers	55,000	27,500	27,500		
32 WLD Technical	16,500			16,500	
33 Translators	25,850	5,500	5,500	6,600	8,250
34					
35 TOTAL CONSULTANTS	111,100	33,000	33,000	23,100	22,000
36					
37 TOTAL PERSONNEL COSTS	510,763	127,269	144,088	121,609	117,798
38					
39 OFFICE SPACE	12,760	2,860	2,860	4,180	2,860
40					
41 TRAVEL					
42					
43 Airfare:					
44 DC - Sites	44,000	11,000	11,000	11,000	11,000
45 OEF Workshop	11,000	5,500	5,500		
46 Field Workshop	5,500	2,750	2,750		
47					
48 Per Diem:					
49 DC - Site - Headqtrs.	14,080	3,520	3,520	3,520	3,520
50 DC - OEF Workshop	11,704	2,926	4,389		4,389
51 Field Workshop (Parts.)	25,289	20,900	4,389		
52					
53 Ground Transportation:					
54 DC	2,200	550	550	550	550
55 Field	11,000	2,750	2,750	2,750	2,750
56 Shopping/Storage	6,600	6,600			
57 Housing	31,800	31,800			
58 Vehicle Maint./Gas	17,600	17,600			
59					
60 TOTAL TRAVEL/PER DIEM	180,773	105,896	34,848	17,820	22,209
61					
62 SUPPLIES					
63 DC	2,200	550	550	550	550
64 Field	11,000	2,750	2,750	2,750	2,750
65					
66 TOTAL SUPPLIES	13,200	3,300	3,300	3,300	3,300
67					
68 PRINTING					
69 DC	11,000	5,500	550	550	4,400
70 Field	11,000	2,750	2,750	1,100	4,400
71					
72 TOTAL PRINTING	22,000	8,250	3,300	1,650	8,800
73					
74 POSTAGE					
75 DC	2,200	550	550	550	550
76 Field	3,300	1,100	1,100	550	550
77					
78 TOTAL POSTAGE	5,500	1,650	1,650	1,100	1,100
79					
80 TEL/TELEX					
81 DC	8,800	4,400	4,400		
82 Field	3,520	1,760	1,760		
83					
84 TOTAL TEL/TELEX	12,320	6,160	6,160		
85					
86 EQUIPMENT					
87 Vehicle	16,500	16,500			
88 Computers					
89 Copiers					
90 Office Furniture					
91					
92 TOTAL EQUIPMENT	16,500	16,500			
93					
94 MISCELLANEOUS	6,600	1,650	1,650	1,650	1,650
95					
96 TOTAL INDIRECT COST	780,416	273,535	197,856	151,309	157,717
97					
98 INDIRECT COST	275,010	92,532	71,228	54,471	56,778
99					

2. ESTIMATED COSTS - 1981

25 (MGT/RAIII)	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	COSTA RICA	HONDURAS
34 PERSONNEL								
54								
64 Proj. Dir. (DC)-674	8,700	2,929				2,929	2,929	
74 Sr. Prog. Dir. (DC)-	7,454	2,485				2,485	2,485	
84 Secretary - (DC) - 5	2,255	752				752	752	
94 Mats. Dev. -(DC)- 50	3,596	1,199				1,199	1,199	
104 Dir./Africa (DC) - 2	2,343	781				781	781	
114 Prog. Assoc./Africa	932	311				311	311	
124 Dir./Lat.Amer.(DC) -	2,089						2,089	
134 Prog.Assoc./LA (DC)	952						952	
144 Dir/WLD - (DC) - 204								
154 Prog. Assoc./WLD (DC)								
164 Agro-Economist - Afr	8,567	4,284				4,284		
174 Field Econ.-Costa Ri	5,500						5,500	
184 Field Reps./Trainer	11,760	11,100				660		
194 Field Trainer - 1 at	11,000	11,000						
204 Field Admin.(Bookkee	1,650	1,320				330		
214 Field Sec.	935	605				330		
224								
234 TOTAL PERSONNEL	67,021	36,765				14,060	16,997	
244								
254 FRINGE BENEFITS (394	26,450	14,338				5,483	6,629	
264								
274 CONSULTANTS:								
284								
294 Evaluation								
304 Case Studies								
314 Local Trainers	27,500	5,500	4,750	4,750	4,750	5,500	1,125	1,125
324 WLD Technical								
334 Translators	5,500	2,500				2,500	500	
344								
354 TOTAL CONSULTANTS	33,000	8,000	4,750	4,750	4,750	8,000	1,625	1,125
364								
374 TOTAL PERSONNEL COST	127,271	59,103	4,750	4,750	4,750	27,543	25,251	1,125
384								
394 OFFICE SPACE	2,860	2,200				660		
404								
414 TRAVEL								
424								
434 Airfare:	11,000	2,200	2,200	2,200	2,200	2,200		
444 DC - Sites	5,500	2,200					1,100	
454 OEF Workshop	2,750	1,100				1,100	550	
464 Field Workshop								
474								
484 Per Diem:								
494 DC - Site - Headqtrs	3,520	660	660	715	715	440	330	
504 DC - OEF Workshop	2,926	1,210				1,100	616	
514 Field Workshop (Part	20,900	3,300	3,300	3,300	3,300	3,300	2,700	1,700
524								
534 Ground Transportatio								
544 DC	550	110	110	110	110	110		
554 Field	2,750	550	550	550	550	550		
564 Shopping/Storage	6,600	3,300				3,300		
574 Housing	31,800	11,900				19,900		
584 Vehicle Maint./Gas	17,600	8,800				8,800		
594								
604 TOTAL TRAVEL/PER DIE	105,896	35,330	6,820	6,875	6,875	43,000	5,296	1,700
614								
624 SUPPLIES								
634 DC	550	110	110	110	110	110		
644 Field	2,750	550	550	550	550	550		
654								
664 TOTAL SUPPLIES	3,300	660	660	660	660	660		
674								
684 PRINTING								
694 DC	5,500	2,500	100	100	100	2,500	200	
704 Field	2,750	550	550	550	550	550		
714								
724 TOTAL PRINTING	8,250	3,050	650	650	650	3,050	200	
734								
744 POSTAGE								
754 DC	550	110	110	110	110	110		
764 Field	1,100	220	220	220	220	220		
774								
784 TOTAL POSTAGE	1,650	330	330	330	330	330		
794								
804 TEL/TELEX								
814 DC	4,400	1,650				1,650	1,100	
824 Field	1,760	550				660	550	
834								
844 TOTAL TEL/TELEX	6,160	2,200				2,310	1,650	
854								
864 EQUIPMENT								
874 Vehicle	16,500	16,500						
884 Computers								
894 Copiers								
904 Office Furniture								
914								
924 TOTAL EQUIPMENT	16,500	16,500						
934								
944 MISCELLANEOUS	1,650	550				550	550	
954								
964 TOTAL DIRECT COST	273,537	119,523	13,210	13,265	13,265	78,103	32,947	2,825
974								
984 INDIRECT COST	92,533	37,232	4,756	4,775	4,775	28,117	11,861	1,017
994								
TOTAL COST	366,071	157,255	17,966	18,040	18,040	106,220	44,808	3,842

106

	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOHALIA	COSTA RICA	HONDURAS
4% PERSONNEL								
5%								
6% Proj. Dir. (DC)-G7%	8,788	2,929				2,929	2,929	
7% Sr. Prog. Dir. (DC)-	7,454	2,485				2,485	2,485	
8% Secretary - (DC) - 5	2,255	752				752	752	
9% Mats. Dev. -(DC)- 50	3,596	1,199				1,199	1,199	
10% Dir./Africa (DC) - 2	2,343	1,172				1,172		
11% Prog. Assoc./Africa	932	466				466		
12% Dir./Lat.Amer.(DC) -	2,009						2,009	
13% Prog.Assoc./LA (DC)	952						952	
14% Dir./WLD - (DC) - 20%								
15% Prog. Assoc./WLD (DC)								
16% Agro-Economist - Afr	8,567	4,284				4,204		
17% Field Econ.-Costa Ri	5,500						5,500	
18% Field Reps./Trainer	12,860	2,200				10,660		
19% Field Trainer - 1 at	22,000	22,000						
20% Field Admin.(Bookkee	1,650	1,320					330	
21% Field Sec.	935	605					330	
22%								
23% TOTAL PERSONNEL	79,921	39,410				24,605	15,905	
24%								
25% FRINGE BENEFITS (39%	31,169	15,370				9,596	6,203	
26%								
27% CONSULTANTS:								
28%								
29% Evaluation								
30% Case Studies								
31% Local Trainers	27,500	5,500	5,500	5,500	5,500	5,500		
32% WLD Technical								
33% Translators	5,500	2,200				2,200	1,100	
34%								
35% TOTAL CONSULTANTS	33,000	7,700	5,500	5,500	5,500	7,700	1,100	
36%								
37% TOTAL PERSONNEL COST	144,090	62,480	5,500	5,500	5,500	41,901	23,208	
38%								
39% OFFICE SPACE	2,860	2,700				660		
40%								
41% TRAVEL								
42%								
43% Airfare:								
44% DC - Sites	11,000	2,200	2,200	2,200	2,200	2,200		
45% OEF Workshop	5,500	2,200				2,200	1,100	
46% Field Workshop	2,750	550	550	550	550	550		
47%								
48% Per Diem:								
49% DC - Site - Headqtrs	3,520	660	660	715	715	440	330	
50% DC - OEF Workshop	4,389	1,463				1,463	1,463	
51% Field Workshop (Part	4,389	1,463				1,463	1,463	
52%								
53% Ground Transportatio								
54% DC	550	110	110	110	110	110		
55% Field	2,750	550	550	550	550	550		
56% Shopping/Storage								
57% Housing								
58% Vehicle Maint./Gas								
59%								
60% TOTAL TRAVEL/PER DIE	34,848	9,196	4,070	4,125	4,125	8,976	4,356	
61%								
62% SUPPLIES								
63% DC	550	110	110	110	110	110		
64% Field	2,750	550	550	550	550	550		
65%								
66% TOTAL SUPPLIES	3,300	660	660	660	660	660		
67%								
68% PRINTING								
69% DC	550	110	110	110	110	110		
70% Field	2,750	550	550	550	550	550		
71%								
72% TOTAL PRINTING	3,300	660	660	660	660	660		
73%								
74% POSTAGE								
75% DC	550	110	110	110	110	110		
76% Field	1,100	220	220	220	220	220		
77%								
78% TOTAL POSTAGE	1,650	330	330	330	330	330		
79%								
80% TEL/TELEX								
81% DC	4,400	550	550	550	550	1,100	550	550
82% Field	1,760	220	220	220	220	440	220	220
83%								
84% TOTAL TEL/TELEX	6,160	770	770	770	770	1,540	770	770
85%								
86% EQUIPMENT								
87% Vehicle								
88% Computers								
89% Copiers								
90% Office Furniture								
91%								
92% TOTAL EQUIPMENT								
93%								
94% MISCELLANEOUS	1,650	550				550	550	
95%								
96% TOTAL DIRECT COST	197,858	76,846	11,990	12,045	12,045	55,277	28,884	770
97%								
98% INDIRECT COST	71,229	27,665	4,316	4,336	4,336	19,900	10,398	277
99%								
TOTAL COST	269,087	104,511	16,306	16,381	16,381	75,177	39,283	1,047

1 MATCHING GRANT POLICY - YEAR 11

2 (KCPOL11)

3	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	COSTA RICA	HONDURAS
4 PERSONNEL								
5								
6 Proj. Dir. (DC)-67	8,788	2,929				2,929	2,929	
7 Sr. Prog. Dir. (DC)-	7,454	2,485				2,485	2,485	
8 Secretary - (DC) - 5	2,255	752				752	752	
9 Mats. Dev. -(DC) - 50	3,596	1,199				1,199	1,199	
10 Dir./Africa (DC) - 2	2,343	1,172				1,172		
11 Prog. Assoc./Africa	932	466				466		
12 Dir./Lat.Amer.(DC) -	2,009							2,089
13 Prog.Assoc./LA (DC)	952							952
14 Dir./WLD - (DC) - 20	8,504	2,835				2,835	2,835	
15 Prog. Assoc./WLD (DC)	4,446	1,482				1,482	1,482	
16 Agro-Economist - Afr	8,567	4,284				4,284		
17 Field Econ.-Costa Ri	5,500							5,500
18 Field Reps./Trainer	12,860	2,200				10,660		
19 Field Trainer - 1 at								
20 Field Admin.(Bookkee	1,650	1,320				330		
21 Field Sec.	935	605				330		
22								
23 TOTAL PERSONNEL	70,871	21,727				28,922	20,222	
24								
25 FRINGE BENEFITS (3%	27,640	8,474				11,280	7,807	
26								
27 CONSULTANTS:								
28								
29 Evaluation								
30 Case Studies								
31 Local Trainers								
32 WLD Technical	16,500	5,500				5,500	5,500	
33 Translators	6,600	2,200				2,200	2,200	
34								
35 TOTAL CONSULTANTS	23,100	7,700				7,700	7,700	
36								
37 TOTAL PERSONNEL COST	121,611	37,901				47,902	35,809	
38								
39 OFFICE SPACE	4,180	2,200				660	1,320	
40								
41 TRAVEL								
42								
43 Airfare:								
44 DC - Sites	11,000	4,400				4,400	2,200	
45 OEF Workshop								
46 Field Workshop								
47								
48 Per Diem:								
49 DC - Site - Headqtrs	3,520	1,100				1,900	520	
50 DC - OEF Workshop								
51 Field Workshop (Part								
52								
53 Ground Transportatio								
54 DC	550	110	110	110	110	110		
55 Field	2,750	550	550	550	550	550		
56 Shopping/Storage								
57 Housing								
58 Vehicle Maint./Gas								
59								
60 TOTAL TRAVEL/PER DIE	17,820	6,160	660	660	660	6,960	2,720	
61								
62 SUPPLIES								
63 DC	550	110	110	110	110	110		
64 Field	2,750	550	550	550	550	550		
65								
66 TOTAL SUPPLIES	3,300	660	660	660	660	660		
67								
68 PRINTING								
69 DC	550	110	110	110	110	110		
70 Field	1,100	220	220	220	220	220		
71								
72 TOTAL PRINTING	1,650	330	330	330	330	330		
73								
74 POSTAGE								
75 DC	550	110	110	110	110	110		
76 Field	550	110	110	110	110	110		
77								
78 TOTAL POSTAGE	1,100	220	220	220	220	220		
79								
80 TEL/TELEX								
81 DC								
82 Field								
83								
84 TOTAL TEL/TELEX								
85								
86 EQUIPMENT								
87 Vehicle								
88 Computers								
89 Copiers								
90 Office Furniture								
91								
92 TOTAL EQUIPMENT								
93								
94 MISCELLANEOUS	1,650	550				550	550	
95								
96 TOTAL DIRECT COST	151,311	48,021	1,870	1,870	1,870	57,282	40,399	
97								
98 INDIRECT COST	54,472	17,287	673	673	673	20,621	14,543	
99								

	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	OSTA RICA	HONDURAS
25 (MGEVAL!!!)								
34 PERSONNEL								
54								
64 Proj. Dir. (DC)-C/A	8,788	2,929				2,929	2,929	
74 Sr. Prog. Dir. (DC)-	7,454	2,485				2,485	2,485	
84 Secretary - (DC) - 5	2,255	752				752	752	
94 Mats. Dev. - (DC) - 50	3,596	1,199				1,199	1,199	
104 Dir./Africa (DC) - 2	2,343	781				781	781	
114 Prog. Assoc./Africa	932	311				311	311	
124 Dir./Lat.Amer.(DC) -	2,089						2,089	
134 Prog.Assoc./LA (DC)	952						952	
144 Dir/WLD - (DC) - 204								
154 Prog. Assoc./WLD (DC)								
164 Agro-Economist - Afr	8,567	4,284				4,284		
174 Field Econ.-Costa Ri	5,500						5,500	
184 Field Reps./Trainer	12,860	2,200						
194 Field Trainer - 1 at	11,000	11,000				10,660		
204 Field Admin.(Bookkee	1,650	1,320					330	
214 Field Sec.	935	605					330	
224								
234 TOTAL PERSONNEL	68,921	27,865				24,060	16,997	
244								
254 FRINGE BENEFITS (39%	26,879	10,867				9,383	6,629	
264								
274 CONSULTANTS:								
284								
294 Evaluation	6,875	2,500				2,500	1,875	
304 Case Studies	6,875	2,500				2,500	1,875	
314 Local Trainers								
324 WLD Technical								
334 Translators	8,250	4,950				2,200	1,100	
344								
354 TOTAL CONSULTANTS	22,000	9,950				7,200	4,850	
364								
374 TOTAL PERSONNEL COST	117,800	48,682				40,643	28,476	
384								
394 OFFICE SPACE	2,860	2,200				660		
404								
414 TRAVEL								
424								
434 Airfare:								
444 DC - Sites	11,000	4,400				4,400	2,200	
454 OEF Workshop								
464 Field Workshop								
474								
484 Per Diem:								
494 DC - Site - Headqtrs	3,520	770				2,200	550	
504 DC - OEF Workshop	4,389	1,463				1,463	1,463	
514 Field Workshop (Part								
524								
534 Ground Transportatio								
544 DC	550	110	110	110	110	110		
554 Field	2,750	550	550	550	550	550		
564 Shopping/Storage								
574 Housing								
584 Vehicle Maint./Gas								
594								
604 TOTAL TRAVEL/PER DIE	22,209	7,293	660	660	660	8,723	4,213	
614								
624 SUPPLIES								
634 DC	550	110	110	110	110	110		
644 Field	2,750	550	550	550	550	550		
654								
664 TOTAL SUPPLIES	3,300	660	660	660	660	660		
674								
684 PRINTING								
694 DC	4,400	550	550	550	550	550	1,100	550
704 Field	4,400	550	550	550	550	550	1,100	550
714								
724 TOTAL PRINTING	8,800	1,100	1,100	1,100	1,100	1,100	2,200	1,100
734								
744 POSTAGE								
754 DC	550	110	110	110	110	110		
764 Field	550	110	110	110	110	110		
774								
784 TOTAL POSTAGE	1,100	220	220	220	220	220		
794								
804 TEL/TELEX								
814 DC								
824 Field								
834								
844 TOTAL TEL/TELEX								
854								
864 EQUIPMENT								
874 Vehicle								
884 Computers								
894 Copiers								
904 Office Furniture								
914								
924 TOTAL EQUIPMENT								
934								
944 MISCELLANEOUS	1,650	550				550	550	
954								
964 TOTAL DIRECT COST	157,719	60,705	2,640	2,640	2,640	52,556	35,439	1,100
974								
984 INDIRECT COST	56,779	21,854	950	950	950	18,920	12,758	396
994								
1004 TOTAL COST	214,498	82,558	3,590	3,590	3,590	71,476	48,197	1,496

PART I. TOTAL PROGRAM COSTS BY FUNCTION - YEAR III (NGFUNIII)	TOTAL PROGRAM COSTS BY FUNCTION - YEAR III										TOTAL	
	A	B	C	D	E	F	G	H	I	J		
	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	RICA	HONDURAS					
31 DIRECT PROGRAM COSTS												
51 Training of Trai												
71 -Personnel	39,467											103,846
81 -Consultants	11,750	2,500	2,500	2,500	2,500		550					31,550
91 -Travel & Per Diem	47,663	7,502	7,563	7,563	7,563		1,870					114,287
101 -Other Direct Cost	9,889	1,804	1,804	1,804	1,804							26,257
111												
121. Institution Building												
131 -Personnel	39,454											103,847
141 -Consultants	10,550											31,550
151 -Travel & Per Diem	10,116	4,477	4,538	4,538	4,538							38,335
161 -Other Direct Costs	5,687	2,662	2,662	2,662	2,662		847					20,812
171												
1813. Policy Activities												
191 -Personnel	46,748											123,646
201 -Consultants	12,420											17,260
211 -Travel & Per Diem	6,776	726	726	726	726							19,602
221 -Other Direct Cost	4,356	1,331	1,331	1,331	1,331							13,068
231												
2414. Evaluation & Documentation of Learnings												
251 -Personnel	40,149											103,847
261 -Consultants	17,945											49,200
271 -Travel & Per Diem	8,022	726	726	726	726							24,429
281 -Other Direct Cost	5,203	2,178	2,178	2,178	2,178		1,210					19,481
291												
30 TOTAL DIRECT COSTS	316,195	23,906	24,028	24,028	24,028	284,484	163,899	4,477				841,017
31												
32 INDIRECT COSTS	113,830	8,606	8,650	8,650	8,650	102,414	59,004	1,612				302,766
33												
34 TOTAL MG PROGRAM	430,025	32,512	32,678	32,678	32,678	386,898	222,903	6,089				1,143,783
35												
36 PART II: SOURCES OF FUNDS												
37												
38 AID Matching Grant												571,892
39 PVO Private Match												571,892
40												
41 TOTAL MG PROGRAM												1,143,783

20(MGCOM.III)

	TOTAL	TRAINING	INST.	POLICY	EVAL.
30 PERSONNEL					
50 Proj. Dir. (DC)-60%	38,667	9,667	9,667	9,667	9,667
70 Sr. Prog. Dir. (DC)-60%	32,796	8,199	8,199	8,199	8,199
80 Secretary - (DC) - 100%	19,848	4,962	4,962	4,962	4,962
90 Mats. Dev. -(DC)-50%	15,824	3,956	3,956	3,956	3,956
100 Dir./Africa (DC) - 20%	10,309	2,577	2,577	2,577	2,577
110 Prog. Assoc./Africa (DC)	4,101	1,025	1,025	1,025	1,025
120 Dir/Lat.Amer.(DC) - 20%	9,192	2,298	2,298	2,298	2,298
130 Prog.Assoc./LA (DC) - 20	4,189	1,047	1,047	1,047	1,047
140 Dir/WLD - (DC) - 20%	9,354			9,354	
150 Prog. Assoc./WLD (DC) -	4,891			4,891	
160 Agro-Economist - Africa	37,695	9,424	9,424	9,424	9,424
170 Field Econ.-Costa Rica	24,200	6,050	6,050	6,050	6,050
180 Field Reps./Trainer	52,144	13,036	13,036	13,036	13,036
190 Field Trainer - 1 at 100	38,500	9,625	9,625	9,625	9,625
200 Field Admin.(Bookkeeper)	7,260	1,815	1,815	1,815	1,815
210 Field Sec.	4,114	1,029	1,029	1,029	1,029
220					
230 TOTAL PERSONNEL	313,083	74,710	74,710	80,955	74,710
240					
250 FRINGE BENEFITS (39%)	122,103	29,137	29,137	34,692	29,137
260					
270 CONSULTANTS:					
280					
290 Evaluation	7,563				7,563
300 Case Studies	7,563				7,563
310 Local Trainers	52,000	15,500	15,500		21,000
320 WLD Technical					
330 Translators	62,435	16,050	16,050	17,260	13,075
340					
350 TOTAL CONSULTANTS	129,561	31,550	31,550	17,260	49,201
360					
370 TOTAL PERSONNEL COSTS	564,746	135,396	135,396	140,907	153,047
380					
390 OFFICE SPACE	14,036	3,146	3,146	4,598	3,146
400					
410 TRAVEL					
420					
430 Airfare:					
440 DC - Sites	48,400	12,100	12,100	12,100	12,100
450 OEF Workshop	12,100	6,050	6,050		
460 Field Workshop	6,050	3,025	3,025		
470					
480 Per Diem:					
490 DC - Site - Headqtrs.	15,488	3,872	3,872	3,872	3,872
500 DC - OEF Workshop	12,875	3,219	4,828		4,828
510 Field Workshop (Parts.)	27,818	22,990	4,828		
520					
530 Ground Transportation:					
540 DC	2,420	605	605	605	605
550 Field	12,100	3,025	3,025	3,025	3,025
560 Snopping/Storage	7,260	7,260			
570 Housing	32,780	32,780			
580 Vehicle Maint./Gas	19,360	19,360			
590					
600 TOTAL TRAVEL/PER DIEM	196,651	114,286	38,333	19,602	24,430
610					
620 SUPPLIES					
630 DC	2,420	605	605	605	605
640 Field	12,100	3,025	3,025	3,025	3,025
650					
660 TOTAL SUPPLIES	14,520	3,630	3,630	3,630	3,630
670					
680 PRINTING					
690 DC	12,100	6,050	605	605	4,840
700 Field	12,100	3,025	3,025	1,210	4,840
710					
720 TOTAL PRINTING	24,200	9,075	3,630	1,815	9,680
730					
740 POSTAGE					
750 DC	2,420	605	605	605	605
760 Field	3,630	1,210	1,210	605	605
770					
780 TOTAL POSTAGE	6,050	1,815	1,815	1,210	1,210
790					
800 TEL/TELEX					
810 DC	9,680	4,840	4,840		
820 Field	3,872	1,936	1,936		
830					
840 TOTAL TEL/TELEX	13,552	6,776	6,776		
850					
860 EQUIPMENT					
870 Vehicle					
880 Computers					
890 Copiers					
900 Office Furniture					
910					
920 TOTAL EQUIPMENT					
930					
940 MISCELLANEOUS	7,260	1,815	1,815	1,815	1,815
950					
960 TOTAL DIRECT COST	841,015	275,939	194,541	173,577	196,958
970					
980 INDIRECT COST	302,765	99,338	70,035	62,488	70,905
990					

1. MATCHING GRANT TRAINING - YEAR III

25 (MGT/III)

35

4 PERSONNEL

55

6 Proj. Dir. (DC) - 67%

7 Sr. Prog. Dir. (DC) -

8 Secretary - (DC) - 5

9 Mats. Dev. - (DC) - 50

10 Dir./Africa (DC) - 2

11 Prog. Assoc./Africa

12 Dir./Lat. Amer. (DC) -

13 Prog. Assoc./LA (DC)

14 Dir./WLD - (DC) - 20%

15 Prog. Assoc./WLD (DC)

16 Agro-Economist - Afr

17 Field Econ. - Costa Ri

18 Field Reps./Trainer

19 Field Trainer - 1 at

20 Field Admin. (Bookkee

21 Field Sec.

22

23 TOTAL PERSONNEL

24

25 FRINGE BENEFITS (39%

26

27 CONSULTANTS:

28

29 Evaluation

30 Case Studies

31 Local Trainers

32 WLD Technical

33 Translators

34

35 TOTAL CONSULTANTS

36

37 TOTAL PERSONNEL COST

38

39 OFFICE SPACE

40

41 TRAVEL

42

43 Airfare:

44 DC - Sites

45 OEF Workshop

46 Field Workshop

47

48 Per Diem:

49 DC - Site - Headqtrs

50 DC - OEF Workshop

51 Field Workshop (Part

52

53 Ground Transportatio

54 DC

55 Field

56 Shopping/Storage

57 Housing

58 Vehicle Maint./Gas

59

60 TOTAL TRAVEL/PER DIE

61

62 SUPPLIES

63 DC

64 Field

65

66 TOTAL SUPPLIES

67

68 PRINTING

69 DC

70 Field

71

72 TOTAL PRINTING

73

74 POSTAGE

75 DC

76 Field

77

78 TOTAL POSTAGE

79

80 TEL/TELEX

81 DC

82 Field

83

84 TOTAL TEL/TELEX

85

86 EQUIPMENT

87 Vehicle

88 Computers

89 Copiers

90 Office Furniture

91

92 TOTAL EQUIPMENT

93

94 MISCELLANEOUS

95

96 TOTAL DIRECT COST

97

98 INDIRECT COST

99

TOTAL SENEGAL GAMBIA NIGER MALI SOMALIA COSTA RICA HONDURAS

	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	COSTA RICA	HONDURAS
6 Proj. Dir. (DC) - 67%	9,667	3,222				3,222	3,222	
7 Sr. Prog. Dir. (DC) -	8,199	2,733				2,733	2,733	
8 Secretary - (DC) - 5	4,962	1,654				1,654	1,654	
9 Mats. Dev. - (DC) - 50	3,956	1,319				1,319	1,319	
10 Dir./Africa (DC) - 2	2,577	1,289				1,289		
11 Prog. Assoc./Africa	1,025	513				513		
12 Dir./Lat. Amer. (DC) -	2,298						2,298	
13 Prog. Assoc./LA (DC)	1,047						1,047	
14 Dir./WLD - (DC) - 20%								
15 Prog. Assoc./WLD (DC)								
16 Agro-Economist - Afr	9,424	4,712				4,712		
17 Field Econ. - Costa Ri	6,050						6,050	
18 Field Reps./Trainer	13,036	1,210						
19 Field Trainer - 1 at	9,625	9,625			11,826			
20 Field Admin. (Bookkee	1,815	1,452				363		
21 Field Sec.	1,029	666				363		
22								
23 TOTAL PERSONNEL	74,710	20,394			27,993	18,323		
24								
25 FRINGE BENEFITS (39%	29,137	11,073			10,917	7,146		
26								
27 CONSULTANTS:								
28								
29 Evaluation								
30 Case Studies								
31 Local Trainers	15,500	4,500	2,500	2,500	2,500	3,500		
32 WLD Technical								
33 Translators	16,050	7,250				5,500	2,750	550
34								
35 TOTAL CONSULTANTS	31,550	11,750	2,500	2,500	2,500	9,000	2,750	550
36								
37 TOTAL PERSONNEL COST	135,396	51,217	2,500	2,500	2,500	47,910	28,219	550
38								
39 OFFICE SPACE	3,146	2,420				726		
40								
41 TRAVEL								
42								
43 Airfare:	12,100	2,420	2,420	2,420	2,420	2,420		
44 DC - Sites	6,050	2,420				2,420	1,210	
45 OEF Workshop	3,025	1,210				1,210	605	
46 Field Workshop								
47								
48 Per Diem:								
49 DC - Site - Headqtrs	3,872	726	726	707	787	484	363	
50 DC - OEF Workshop	3,219	1,331				1,210	678	
51 Field Workshop (Part	22,990	3,630	3,630	3,630	3,630	3,630	2,970	1,870
52								
53 Ground Transportatio								
54 DC	605	121	121	121	121	121		
55 Field	3,025	605	605	605	605	605		
56 Shopping/Storage	7,260	3,630				3,630		
57 Housing	32,780	21,890				10,890		
58 Vehicle Maint./Gas	19,360	9,680				9,680		
59								
60 TOTAL TRAVEL/PER DIE	114,286	47,663	7,502	7,563	7,563	36,300	5,826	1,870
61								
62 SUPPLIES								
63 DC	550	121	121	121	121	121		
64 Field	3,025	605	605	605	605	605		
65								
66 TOTAL SUPPLIES	3,630	726	726	726	726	726		
67								
68 PRINTING								
69 DC	6,050	2,750	110	110	110	2,750	220	
70 Field	3,025	605	605	605	605	605		
71								
72 TOTAL PRINTING	9,075	3,355	715	715	715	3,355	220	
73								
74 POSTAGE								
75 DC	605	121	121	121	121	121		
76 Field	1,210	242	242	242	242	242		
77								
78 TOTAL POSTAGE	1,815	363	363	363	363	363		
79								
80 TEL/TELEX								
81 DC	4,840	1,815				1,815	1,210	
82 Field	1,936	605				726	605	
83								
84 TOTAL TEL/TELEX	6,776	2,420				2,541	1,815	
85								
86 EQUIPMENT								
87 Vehicle								
88 Computers								
89 Copiers								
90 Office Furniture								
91								
92 TOTAL EQUIPMENT								
93								
94 MISCELLANEOUS	1,815	605				605	605	
95								
96 TOTAL DIRECT COST	275,939	108,769	11,806	11,867	11,867	92,526	36,605	2,420
97								
98 INDIRECT COST	99,338	39,157	4,250	4,272	4,272	33,309	13,206	871
99								

2. (MGINSIII) TOTAL SENEGAL GAMBIA NIGER MALI SOMALIA COSTA RICA HONDURAS

3. PERSONNEL								
4. Proj. Dir. (DC)-6%	9,667	3,222						
7. Sr. Prog. Dir. (DC)-	8,199	2,733				3,222	3,222	
8. Secretary - (DC) - 5	4,962	1,654				2,733	2,733	
9. Mata. Dev. -(DC)- 50	3,956	1,319				1,654	1,654	
10. Dir./Africa (DC) - 2	2,577	1,289				1,319	1,319	
11. Prog. Assoc./Africa	1,025	513				1,289		
12. Dir/Lat.Amer.(DC) -	2,298					513		
13. Prog. Assoc./LA (DC)	1,047						2,298	
14. Dir/WLD - (DC) - 20%							1,047	
15. Prog. Assoc./WLD (DC)								
16. Agro-Economist - Afr	9,424	4,712				4,712		
17. Field Econ.-Costa Ri	6,050						6,050	
18. Field Reps./Trainer	13,036	1,200				11,836		
19. Field Trainer - 1 at	9,625	9,625						
20. Field Admin.(Bookkee	1,015	1,452						
21. Field Sec.	1,029	666				363		
22. TOTAL PERSONNEL	74,710	28,384				28,003	10,323	
25. FRINGE BENEFITS (39%	29,137	11,070				10,921	7,146	
27. CONSULTANTS:								
29. Evaluation								
30. Case Studies								
31. Local Trainers	15,500	5,500				5,000	5,000	
32. WLD Technical								
33. Translators	16,050	5,050				5,500	5,500	
34. TOTAL CONSULTANTS	31,550	10,550				10,500	10,500	
37. TOTAL PERSONNEL COST	135,396	50,003				49,424	35,969	
39. OFFICE SPACE	3,146	2,420				726		
41. TRAVEL								
43. Airfare:								
44. DC - Sites	12,100	2,420	2,420	2,420	2,420	2,420		
45. OEF Workshop	5,050	2,420				2,420	1,210	
46. Field Workshop	3,025	605	605	605	605	605		
48. Per Diem:								
49. DC - Site - Headqtrs	3,872	726	726	787	787	484	363	
50. DC - OEF Workshop	4,828	1,609				1,609	1,609	
51. Field Workshop (Part	4,828	1,609				1,609	1,609	
53. Ground Transportatio								
54. DC	605	121	121	121	121	121		
55. Field	3,025	605	605	605	605	605		
56. Shopping/Storage								
57. Housing								
58. Vehicle Maint./Gas								
60. TOTAL TRAVEL/PER DIE	38,333	10,116	4,477	4,538	4,538	9,874	4,792	
62. SUPPLIES								
63. DC	605	121	121	121	121	121		
64. Field	3,025	605	605	605	605	605		
66. TOTAL SUPPLIES	3,630	726	726	726	726	726		
68. PRINTING								
69. DC	605	121	121	121	121	121		
70. Field	3,025	605	605	605	605	605		
72. TOTAL PRINTING	3,630	726	726	726	726	726		
74. POSTAGE								
75. DC	605	121	121	121	121	121		
76. Field	1,210	242	242	242	242	242		
78. TOTAL POSTAGE	1,815	363	363	363	363	363		
80. TEL/TELEX								
81. DC	4,840	605	605	605	605	1,210	605	605
82. Field	1,936	242	242	242	242	484	242	242
84. TOTAL TEL/TELEX	6,776	847	847	847	847	1,694	847	847
86. EQUIPMENT								
87. Vehicle								
88. Computers								
89. Copiers								
90. Office Furniture								
92. TOTAL EQUIPMENT								
94. MISCELLANEOUS	1,815	605				605	605	
96. TOTAL DIRECT COST	194,541	65,806	7,139	7,200	7,200	64,138	42,213	847
98. INDIRECT COST	70,035	23,690	2,570	2,592	2,592	23,090	15,197	305
99. TOTAL COST	264,576	89,496	9,709	9,792	9,792	87,227	57,410	1,152

25(MGPO:11)	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	OSTA RICA	HONDURAS
39								
4PERSONNEL								
50								
60Proj. Dir. (DC)-67%	9,667	3,222				3,222	3,222	
70Sr. Prog. Dir. (DC)-	6,199	2,733				2,733	2,733	
80Secretary - (DC) - 5	4,962	1,654				1,654	1,654	
90Mata. Dev. -(DC)- 50	3,956	1,319				1,319	1,319	
100Dir./Africa (DC) - 2	2,577	1,289				1,289		
110Prog. Assoc./Africa	1,025	513				513		
120Dir./Lat.Amer.(DC) -	2,298						2,298	
130Prog.Assoc./LA (DC)	1,047						1,047	
140Dir./WLD - (DC) - 20%	9,354	3,118				3,118	3,118	
150Prog. Assoc./WLD (DC)	4,891	1,630				1,630	1,630	
160Agro-Economist - Afr	9,424	4,712				4,712		
170Field Econ.-Costa Ri	6,050						6,050	
180Field Reps./Trainer	13,036	1,700				11,336		
190Field Trainer - 1 at	9,625	9,625						
200Field Admin.(Bookkee	1,815	1,452				363		
210Field Sec.	1,029	666				363		
220								
230TOTAL PERSONNEL	88,954	33,632				32,251	23,071	
240								
250FRINGE BENEFITS (39%	34,692	13,116				12,578	8,998	
260								
270CONSULTANTS:								
280								
290Evaluation								
300Case Studies								
310Local Trainers								
320WLD Technical								
330Translators	17,260	12,420				2,420	2,420	
340								
350TOTAL CONSULTANTS	17,260	12,420				2,420	2,420	
360								
370TOTAL PERSONNEL COST	140,907	59,168				47,249	34,489	
380								
390OFFICE SPACE	4,598	2,420				726	1,452	
400								
410TRAVEL								
420								
430Airfare:								
440DC - Sites	12,100	4,840				4,840	2,420	
450DEF Workshop								
460Field Workshop								
470								
480Per Diem:								
490DC - Site - Headqtrs	3,872	1,210				2,090	572	
500DC - DEF Workshop								
510Field Workshop (Part								
520								
530Ground Transportatio								
540DC	605	121	121	121	121	121		
550Field	3,025	605	605	605	605	605		
560Shopping/Storage								
570Housing								
580Vehicle Maint./Gas								
590								
600TOTAL TRAVEL/PER DIE	19,602	6,776	726	726	726	7,656	2,992	
610								
620SUPPLIES								
630DC	605	121	121	121	121	121		
640Field	3,025	605	605	605	605	605		
650								
660TOTAL SUPPLIES	3,630	726	726	726	726	726		
670								
680PRINTING								
690DC	605	121	121	121	121	121		
700Field	1,210	242	242	242	242	242		
710								
720TOTAL PRINTING	1,815	363	363	363	363	363		
730								
740POSTAGE								
750DC	605	121	121	121	121	121		
760Field	605	121	121	121	121	121		
770								
780TOTAL POSTAGE	1,210	242	242	242	242	242		
790								
800TEL/TELEX								
810DC								
820Field								
830								
840TOTAL TEL/TELEX								
850								
860EQUIPMENT								
870Vehicle								
880Computers								
890Copiers								
900Office Furniture								
910								
920TOTAL EQUIPMENT								
930								
940MISCELLANEOUS	1,815	605				605	605	
950								
960TOTAL DIRECT COST	173,577	70,300	2,057	2,057	2,057	57,567	39,538	
970								
980INDIRECT COST	62,488	25,368	741	741	741	20,724	14,234	
990								
1000TOTAL COST	236,064	95,668	2,798	2,798	2,798	78,292	53,772	

	TOTAL	SENEGAL	GAMBIA	NIGER	MALI	SOMALIA	OSTA RICA	HONDURAS
24 (MGEVAIII)								
34 PERSONNEL								
54								
64 Proj. Dir. (DC)-674	9,667	3,222				3,222	3,222	
74 Sr. Prog. Dir. (DC)-	8,199	2,733				2,733	2,733	
84 Secretary - (DC) - 5	4,962	1,654				1,654	1,654	
94 Mats. Srv. (DC)- 50	3,956	1,319				1,319	1,319	
104 Dir./Africa (DC) - 2	2,577	1,289				1,289		
114 Prog. Assoc./Africa	1,025	513				513		
124 Dir./Lat.Amer.(DC) -	2,298						2,290	
134 Prog. Assoc./LA (DC)	1,047						1,047	
144 Dir./WLD - (DC) - 204								
154 Prog. Assoc./WLD (DC)								
164 Agro-Economist - Afr	9,424	4,712				4,712		
174 Field Econ.-Costa Ri	6,050						6,050	
184 Field Reps./Trainer	13,036	1,700				11,336		
194 Field Trainer - 1 at	9,625	9,625						
204 Field Admin.(bookkee	1,815	1,452				363		
214 Field Sec.	1,029	666				363		
224								
234 TOTAL PERSONNEL	74,710	28,884				27,503	18,323	
244								
254 FRINGE BENEFITS (394	29,137	11,265				10,726	7,146	
264								
274 CONSULTANTS:								
284								
294 Evaluation	7,563	2,750				2,750	2,063	
304 Case Studies	7,563	2,750				2,750	2,063	
314 Local Trainers	21,000	7,000				7,000	7,000	
324 WLD Technical								
334 Translators	13,075	5,445				6,420	1,210	
344								
354 TOTAL CONSULTANTS	49,200	17,945				18,920	12,335	
364								
374 TOTAL PERSONNEL COST	153,046	58,093				57,149	37,804	
384								
394 OFFICE SPACE	3,146	2,420				726		
404								
414 TRAVEL								
424								
434 Airfare:								
444 DC - Sites	12,100	4,840				4,840	2,420	
454 OEF Workshop								
464 Field Workshop								
474								
484 Per Diem:								
494 DC - Site - Headqtra	3,872	847				2,420	605	
504 DC - OEF Workshop	4,828	1,609				1,609	1,609	
514 Field Workshop (Part								
524								
534 Ground Transportatio								
544 DC	605	121	121	121	121	121		
554 Field	3,025	605	605	605	605	605		
564 Shopping/Storage								
574 Housing								
584 Vehicle Maint./Gas								
594								
604 TOTAL TRAVEL/PER DIE	24,430	8,022	726	726	726	9,595	4,634	
614								
624 SUPPLIES								
634 DC	605	121	121	121	121	121		
644 Field	3,025	605	605	605	605	605		
654								
664 TOTAL SUPPLIES	3,630	726	726	726	726	726		
674								
684 PRINTING								
694 DC	4,840	605	605	605	605	605	1,210	605
704 Field	4,840	605	605	605	605	605	1,210	605
714								
724 TOTAL PRINTING	9,680	1,210	1,210	1,210	1,210	1,210	2,420	1,210
734								
744 POSTAGE								
754 DC	605	121	121	121	121	121		
764 Field	605	121	121	121	121	121		
774								
784 TOTAL POSTAGE	1,210	242	242	242	242	242		
794								
804 TEL/TELEX								
814 DC								
824 Field								
834								
844 TOTAL TEL/TELEX								
854								
864 EQUIPMENT								
874 Vehicle								
884 Computers								
894 Copiers								
904 Office Furniture								
914								
924 TOTAL EQUIPMENT								
934								
944 MISCELLANEOUS	1,815	605				605	605	
954								
964 TOTAL DIRECT COST	196,957	71,318	2,904	2,904	2,904	70,253	45,463	1,210
974								
984 INDIRECT COST	70,905	25,675	1,045	1,045	1,045	25,291	16,367	436
994								
1004 TOTAL COST	267,862	96,993	3,949	3,949	3,949	95,545	61,830	1,646

PVO PROFILE REPORT

PVO Name: Overseas Education Fund

Year-end: 6/30/85

PVO Number: A 1270

Date of Preparation: 12/02/86

Routing

<u>Name</u>	<u>Initials</u>	<u>Date</u>
<u>T. Vanhare FVA/PVC</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. FINANCIAL CONDITION:

Rating

- 1. Excellent _____
- 2. Good _____
- 3. Stable _____
- 4. Fair _____ X
- 5. Poor _____

II. RELIANCE ON U.S. GOVERNMENT

1. Privatness percentage:

<u>27%</u>	<u>18%</u>	<u>28%</u>	<u>not computed</u>
1982	1983	1984	1985

III. OVERALL ASSESSMENT

Please see attachment

OVERALL ASSESSMENT

Office of Private and Voluntary Cooperation (OEF) appears to be in fair financial condition as of June 30, 1985. OEF experienced deficiencies in revenue and support under expenditures from at least 1982 to 1984 and negative working capital balance for 1982 and 1983. OEF, however, reported an excess of revenue and support over expenditures of \$39,332 and a \$47,765 positive fund balance in 1985. Working capital is the amount by which current assets exceed current liabilities.

Working capital represents the margin of short-term debt-paying ability over short-term debt. OEF also shifted from a \$3,365 cash overdraft in 1984 to a positive \$120,859 cash balance in 1985 which is a significant improvement in its cash position.

OEF, however, reported unearned revenue of \$319,877 which appears to be cash received in advances on its restricted grants and was 59.80% of the PVO's total liabilities. The purpose of the organization receiving these resources was not stated, but the PVO should take care not to receive funds too far in advance or in amounts that are not in compliance with its grant agreements. AID was the PVO's largest single funding source in 1985.



Automation Research Systems, Limited

4401 Ford Avenue, Suite 400
Alexandria, Virginia 22302
(703) 820-9000

December 29, 1986
ARS-L-894-1986

Dr. Rhodina McIntosh
Office of Private and Voluntary Cooperation
Bureau for Food for Peace and Voluntary Assistance
Agency for International Development
Washington, D.C. 20523

Dear Dr. McIntosh:

We have performed an analytical review of the financial statements of the Overseas Education Fund, for the year ending June 30, 1985. The purpose of our review was to provide referenced information to determine the organization's continued eligibility for registration with the Agency for International Development in accordance with regulation 3, 22 CFR Part 203.

In conducting this review, we have performed the stated procedures on the following items:

1. Review of auditor's report
2. Review of financial statements
3. Review of footnotes to financial statements
4. Analysis of sources of funds
5. Computation and interpretation of selected financial ratios
6. Review of current year's budget
7. Review of PVO annual report
8. Review of IRS Form 990
9. Reconciliation of AID Form 1550-2 with audited financial statements

The foregoing procedures do not constitute an examination made in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on the validity of the information contained in the financial statements and the related statements of support, revenue and expenditures (AID Form 1550-2). Our comments resulting from the aforementioned review of the information supplied by you are summarized in Attachment A.

Very truly yours,

ALBERT R. SPAULDING
President

ARS/klw

Enclosure

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REVIEW OF AUDITORS REPORT
FOR
OVERSEAS EDUCATION FUND, INTERNATIONAL

A. INTRODUCTION

The independent accounting firm, Coopers, Lybrand, CPAs issued an audit report dated October 16, 1985 and rendered an unqualified opinion on the financial statements of the Overseas Education Fund, International (OEF) for the years ending June 30, 1984 and 1985. In their opinion, the financial statements fairly present the financial position and results of operations in conformity with generally accepted accounting principles applied on a consistent basis.

OEF International formerly the Overseas Education Fund is a U.S. private nongovernmental organization which focuses its overseas programs primarily on the integration of Third World women into socioeconomic development of their societies. OEF has programs in Latin America, Asia, the Caribbean, Africa, and the United States.

B. REVIEW OF FINANCIAL STATEMENTS

OEF ended 1985 with total assets of \$903,964. Total assets increased 32.61% over 1984 due to a number of factors. (1) OEF reported a cash overdraft of \$3,365 in 1984, but a strong cash balance of \$120,859 in 1985. (2) Investments increased 15.77% from \$357,373 in 1984 to \$413,717 in 1985. The net effect of these two factors was a \$180,568 increase in cash and investments in 1985. (3) OEF also made project and employee advances of \$181,494 in 1985 as compared to only \$37,728 of advances in 1984. These increases in employee advances could be due to its increase in overseas programs by almost 25% for this period. The increase

in project and travel advance are substantially greater, however, as compared to the increased dollar value of program activities.

OEF, however, reduced its outstanding grants receivable by 41.59% or \$121,107 in 1984, offsetting some of the increase in other areas and giving the organization more cash to invest, save, or spend.

OEF's outstanding debt and obligations increased from \$351,949 in 1984 to \$534,917 in 1985 which is a \$182,968 increase. This represents a significant increase in the PVO's liabilities and was primarily due to the activities in the unearned revenue account. This account grew 326% over 1984 to \$319,877 and represents 59.80% of total liabilities. This account represents cash received for which the related expenses have not been incurred on its restricted grants. This account should be viewed as funds received in advance on restricted grants. Since the Agency for International Development (AID) is the PVO's largest single funding source, some of these advances were probably related to AID grants.

The PVO reported as draw downs of letters of credit in 1983 and 1984 \$100,000 and \$50,000 respectively. The PVO, however, reported no draw downs in 1985. This shift could indicate that draw down on letter of credit in 1985 were included in unearned revenue. Since these two accounts are very similar, they can be viewed as cash advances to OEF.

The amount of working capital is a measure of an organization's short-term debt paying ability. Working capital may also be viewed as funds available for investing in non-current assets or to liquidate non-current liabilities. The PVO, however, is showing improvements in its debt paying ability by moving from a negative \$23,170 working capital balance in 1983 to a positive

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working capital balance of \$47,765 in 1985. Working capital represents the amount of current assets such as cash, near-cash items, and cash substitutes that would remain after paying all current liabilities. OEF ended 1985 with a \$369,047 positive fund balance.

OEF reported total support and revenue of \$2,282,155, total expenditures of \$2,242,823 and an excess of revenue and support over expenditures of \$39,332. The PVO experienced deficiencies of revenue and support over expenditures from at least 1982 through 1984. The excess for 1985 represents a significant reversal. The PVO was able to make this reversal by receiving a 45% increase in support from the U.S. Government in 1985. AID grants of \$1,366,824 constitute 59.89% of its support in 1986. Other sources of U.S. Government support were United States Information Agency (USIA). The PVO also received some support from Private Agencies Collaborating Together (PACT). The PVO, however, reported a 9% drop of private sector support for the same period and reflects the PVO increasing its dependency on the U.S. Government.

OEF reported overseas programs and domestic programs of \$1,349,577 and \$123,780 respectively. Overseas programs have been increasing consistently in percent of total expenditures and dollar amounts since 1983 and was 60.17% of total expenses in 1985.

OEF stepped up its fundraising activities in 1985 as compared to 1984, reporting a 175% or \$230,466 increase and is expected to result in a 32.63% increase in private contributions for 1986 budget. Administrative expenses of \$539,033 remained relatively unchanged from 1984.

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C. REVIEW OF FOOTNOTES

The footnotes disclosed the information relating to the financial statements, and no further comment is necessary.

D. REVIEW OF THE CURRENT YEAR'S BUDGET

The OEF projected \$3,478,173 in support and revenue and \$3,426,605 in expenditures, leaving an excess of support and revenue over expenditures of \$51,568. The primary reason for the expected rise in support and revenue was due to government support, constituting close to 75% of the total. Private contributions, budgeted at approximately 23% are also expected to increase. Overseas program cost and administrative costs were expected to produce the most notable changes from 1984 to 1985. Overseas programs cost will increase from \$974,104 to \$2,323,681. Administrative costs are expected to increase from \$266,366 to \$805,399. Overall, expenditures are projected to increase from \$1,183,782 in 1984, and revenue and support to increase to \$1,196,618 for the same period.

E. REVIEW OF ANNUAL REPORT

The annual report agrees with the audited financial statements.

F. REVIEW OF IRS FORM 990

The IRS Form 990 agrees with audited financial statements.

G. REVIEW OF AID FORM 1550-2

The AID Form 1550-2 agrees with the audited financial statements.

H. OVERALL ASSESSMENT

Office of Private and Voluntary Cooperation (OEF) appears to be in fair financial condition as of June 30, 1985. OEF experienced deficiencies in revenue and support under expenditures from at least 1982 to 1984 and negative working capital balance for 1982 and 1983. OEF, however, reported an excess of revenue and support over expenditures of \$39,332 and a \$47,765 positive fund balance in 1985. Working capital is the amount by which current assets exceed current liabilities.

Working capital represents the margin of short-term debt-paying ability over short-term debt. OEF also shifted from a \$3,365 cash overdraft in 1984 to a positive \$120,859 cash balance in 1985 which is a significant improvement in its cash position.

OEF, however, reported unearned revenue of \$319,877 which appears to be cash received in advances on its restricted grants and was 59.80% of the PVO's total liabilities. The purpose of the organization receiving these resources was not stated, but the PVO should take care not to receive funds too far in advance or in amounts that are not in compliance with its grant agreements. AID was the PVO's largest single funding source in 1985.

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APPENDIX AFINANCIAL RATIOS:

1. Fundraising costs as a percentage of funds raised and in-kind contributions:

Fundraising costs	\$ <u>230,433</u>	
Contributions	\$ 616,276	= 37.39%

2. Fundraising costs as a percentage of total expenditures:

Fundraising costs	\$ <u>230,433</u>	
Total expenditures	\$ 2,242,823	= 10.27%

3. General and administrative costs as a percentage of total expenditures:

Gen. and admin. costs	\$ <u>539,033</u>	
Total expenditures	\$ 2,242,823	= 24.03%

4. Fundraising and general and administrative costs as a percentage of total expenditures:

Fundraising, gen. and admin. costs	\$ <u>769,466</u>	
Total expenditures	\$ 2,242,823	= 34.31%

5. Domestic program costs as a percentage of total expenditures:

Domestic program costs	\$ <u>123,780</u>	
Total expenditures	\$ 2,242,823	= 5.52%

6. Overseas program costs as a percentage of total expenditures:

Overseas program costs	\$ <u>1,349,577</u>	
Total expenditures	\$ 2,242,823	= 60.17%

7. Total program costs as a percentage of total expenditures:

Total program costs	\$ <u>1,473,357</u>	
Total expenditures	\$ 2,242,823	= 65.69%

8. Income distribution and 20% calculation:

A. Percentage of income derived from--

	<u>Amount</u>	<u>Percentage</u>
Private contributions	\$ 616,276	27.00%
Donations	0	0.00%
Revenue	58,281	2.55%
U.S. Government support - AID	1,366,824	59.89%
U.S. Government support - other	240,774	10.55%
Other Governments and international agencies support	<u>0</u>	<u>0.00%</u>
TOTAL SUPPORT AND REVENUE	\$ 2,282,155	100.00%
	-----	-----

B. Private percentage calculation

The privateness percentage was not included in this report because all relevant information was not available as of the date of this report.

N/A

9. Fund balances:

	<u>Amount</u>	<u>Percentage</u>
Fund balance	\$ 369,047	100.00%
		0.00%
		0.00%
		0.00%
		0.00%
		0.00%
		0.00%
		0.00%
		0.00%
TOTAL FUND BALANCES	\$ 369,047	100.00%
	-----	-----

10. Total current liabilities as a percentage of the fund balances:

Current liabilities:

	<u>Amount</u>	
Overdrafts	\$	
Drawdowns on letters of credits		
Accounts payable	167,188	
Accrued vacation	34,052	
Unlearned revenue	319,877	
Obligations under capital lease-current	12,636	
TOTAL CURRENT LIABILITIES	\$ 533,753	=====
Total current liabilities	<u>\$ 533,753</u>	
Fund balances	\$ 369,047 =	144.63%

11. Number of days average expenditures included in the fund balances:

Daily average expenditures:

Total expenditures	<u>\$ 2,242,823</u>	
Days in a year	\$ 365 =	\$ 6,145

Number of days:

Fund balance	<u>\$ 47,765</u>	
Daily average expenditures	\$ 6,145 =	8 days

12. Computation of the acid-test and the current ratios:

QUICK AND CURRENT ASSETS

	<u>Amount</u>
Cash	\$ 120,859
Investments	152,784
	<hr/>
Total quick assets	273,643
	<hr/>
Employee travel advances	181,494
Grants receivable	121,107
Other receivables	5,274
	<hr/>
TOTAL CURRENT ASSETS	\$ 581,518 =====

Current Liabilities

	<u>Amount</u>
Overdrafts	\$
Drawdowns on letters of credits	
Accounts payable	167,188
Accrued vacation	34,052
Unlearned revenue	319,877
Obligations under capital lease-current	\$ 12,636
	<hr/>
TOTAL CURRENT LIABILITIES	\$ 533,753 =====

Acid-test ratio:

Quick assets	\$ 273,643	
Current liabilities	\$ 533,753	= 0.51 to 1

Current ratio:

Current assets	\$	<u>581,518</u>	
Current liabilities	\$	533,753	= 1.09 to 1

13. Analysis of selected items:

	1983	1984	1985
EXCESS (DEFICIENCY) OF SUPPORT AND REVENUE OVER EXPENDITURES	\$ (17,617)	(44,927)	39,332
TOTAL ASSETS	\$ 783,402	681,664	903,964
TOTAL LIABILITIES	\$ 408,760	351,949	534,917
TOTAL FUND BALANCE	\$ 374,642	329,715	369,047
WORKING CAPITAL	\$ (23,170)	48,377	47,765
20% CALCULATIONS	18%	28%	not computed

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PVO SUMMARY

PVO Name: Overseas Education Fund, International

Address: 22101 L. Street N. W., Suite 916
Washington, D.C. 20031

Contact Name: Ms. Judith Johnson
Title: Director of Administration

Fiscal Year Ending: June 30, 1985

1. X The PVO's status appears to have changed significantly with respect to the following conditions of registration:

The fiscal year ending June 30, 1985 was the first time the PVO reported an excess of revenue and support over expenditure since at least 1981.

2. The PVO's status does not appear to have changed significantly with respect to any of the conditions of registration.

John W. W. W. W. W. CPA
Automation Research Systems, Limited

12-31-86

Date

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D C 20523

MAY 20 1987

ACTION MEMORANDUM TO THE ASSISTANT ADMINISTRATOR, FVA

FROM: DAA/FVA/PVC, Thomas A. McKay |s|

SUBJECT: OEF International Matching Grant

1. Problem: Your approval is requested for support of OEF International under a three-year Matching Grant (MG) in the amount of \$1,500,000 and to obligate \$400,000 in FY 1987 grant funds to initiate this grant.

2. Background: OEF International (formerly known as the Overseas Education Fund) was established by the League of Women Voters in 1947 in response to requests from foreigners who wished to learn how democracy worked in the U.S. Since 1961, OEF has been a development assistance organization in the Third World and has conducted economic development projects in over 70 countries in Africa, Asia, Latin America, the Caribbean, and the Middle East. OEF's training and technical assistance programs which strengthen local voluntary organizations enable poor women, through these local NGOs, to start and manage small enterprises or farm production cooperatives, or to learn job skills so that they may obtain salaried jobs in the public and private sectors. In the U.S., OEF's goal is to help Americans develop a better understanding of international issues, world interdependence, and the role of women in the development process.

Currently, OEF has Mission-funded projects in El Salvador, Haiti, Honduras, and Somalia, as well as four centrally funded projects, Citizen Participation (Central America/LAC Bureau); Women in Business (Central America/LAC Bureau); Women in Development Technical Advisory Service (West Africa and Andes/PPC/WID); and the FVA/PVC cost shared Cooperative Agreement in the amount of \$955,000 which ends May 31, 1987. This cost shared Cooperative Agreement has provided an opportunity for OEF to develop, pilot test, and publish a series of technical and training manuals for small enterprise development, and to establish regional offices in Costa Rica, Senegal and Somalia.

An evaluation of OEF by FVA/PVC completed October 1, 1986 made six major recommendations, one of which was particularly critical to the strengthening of OEF's capabilities. The evaluator strongly

recommended that OEF hire a Senior Director for Program Development as part of its senior management staff, a need which resulted from the expansion of OEF into project implementation. OEF has established that position and hopes to have it filled by June 30. A related recommendation indicated that OEF should complete the long-term program planning process that has been initiated in recent months and institute a system of annual workplans within that framework. He further recommended that an agricultural economist be hired also. OEF is in the process of implementing those recommendations. With regard to a recommendation that OEF should legally incorporate independent organizations in those countries where it intends to establish a long-term training and implementation program, OEF has established its representatives as a separate legal entity in one country but is still struggling to determine the most appropriate structure for others. The evaluator recommended that Women, Law, and Development program activities should be more strongly focussed on those regions and countries where OEF is implementing its Small Enterprise Development program and on those legal considerations of greatest relevance to rural enterprise groups. The proposal demonstrates that that recommendation will be implemented under the new Matching Grant. The three remaining recommendations relate specifically to OEF's training methodology. The proposal does not describe in detail the specifics of OEF's training methodology but OEF states that implementation of those recommendations pertaining to training was begun during the last months of the present Matching Grant. (Executive Summary at Tab A).

3. Proposed Program: The purpose of the program is to strengthen the role of women in agriculture and small enterprise activities through enhancement of the capability of indigenous organizations to provide training, implement projects, and affect policy related to low-income women's participation in agriculture and small enterprise development. The four proposed areas of project activity are:

- a. Training trainers: Increasing the pedagogical and technical skills of extension agents and field workers of private and governmental organizations.
- b. Institution building: Enabling a number of key private indigenous organizations to improve and expand their activities related to women's work in agriculture and small enterprise.
- c. Policy initiatives: Providing regional forums for indigenous organizations to examine policy issues and develop change strategies supportive of women's participation in agriculture and small enterprise development.
- d. Evaluation, case studies, technical materials: Compiling analyses of program effectiveness and learnings of use to other development organizations.

OEF International proposes to carry out the Matching Grant program in Costa Rica, Honduras, Senegal, The Gambia, Mali, Niger and Somalia. The program will be coordinated by OEF Washington headquarters and implemented by regional staff in Senegal (West Africa) and Somalia (East Africa), and Costa Rica (Central America). Revised detailed country implementation plans are found attached as Tab E. Revised Scope Work for Year I is at Tab F. The Matching Grant Proposal is at Tab I.

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A Steering Committee, composed of OEF staff, staff of indigenous organizations, and beneficiaries, meets regularly over the life of a project, carries out data collection, and analysis, and considers improvements in project implementation. At project midpoint, the Committee works with an outside evaluation consultant to examine progress and to identify weaknesses in project design. Steering Committees are in place in Senegal, Somalia and Costa Rica and will coordinate the Matching Grant evaluation activities in the field.

4. Budget: OEF's proposal requested a minimum of \$1,468,494 in MG funding for a three-year, seven country program or an optional eight-country program for \$1,579,091. Programs in seven countries were approved. The requested funding level is \$1,500,000 for a three-year program for which OEF will provide an exact cash match. Additionally, A.I.D. will fund one external evaluation at a cost of \$20,000 which is not matched by OEF. Budget details are at Tab B.

Budget Summary (\$000)

<u>Country</u>	<u>Total</u>	<u>A.I.D. MG</u>	<u>PVO Cash Match</u>
Senegal	\$1,160,310	\$ 580,155	\$ 580,155
Gambia	101,203	50,603	50,603
Niger	100,976	50,488	50,488
Mali	100,976	50,488	50,488
Somalia	936,922	468,051	468,871
Honduras	35,798	17,899	17,899
Costa Rica	564,632	282,316	282,316
Headquarters (Evaluation Contract)	20,000	20,000	-
TOTAL	\$3,020,820	1,520,000	1,500,820

5. Country Clearances: Mission concurrence was requested and received from all seven countries. Mission cables are attached as Tab G. The prospect of OEF activities in country was generally well received by Missions although Costa Rica requested that the OEF Regional/Representative Director (located in San Jose) provide the Mission with an implementation plan detailing proposed activities for Costa Rica, and USAID Senegal suggested reinforcement of the OEF administrative staff in Senegal. USAID/Niger cautioned OEF to conduct any contacts with a local PVO, AFN, through official channels and stated its willingness to support OEF as necessary in this regard.

6. Significant Issues: The recommendation of FVA/PVC that A.I.D. provide OEF International with matching grant funding in the amount of \$1,520,000 was contingent upon OEF's demonstrated commitment to upgrading its program planning capability by creating and filling the position of Senior Program Director. Review Committee Summary is Tab C. OEF has demonstrated such commitment by circulating the job description in the development community and advertising in the Washington Post and New York Times. See Tab D. Two hundred copies of the job description were distributed at the recent International Development Conference and the Association for Women in Development Conference. Seventy-five copies were mailed to OEF friends and contacts. Sixty resumes have been received but OEF has not yet filled the position which has been established. In view of the additional time which will be required at the start of the grant year to hire the appropriate individual and to allow the new Senior Program Director a period in which to develop an overall OEF programmatic strategy, only \$400,000 will be provided by A.I.D. in Year I. An implementation plan for Year I which does not involve the start-up of new activity has been devised by OEF. See Tab F. Implementation plans for Years II and III will be prepared upon the advent of the Senior Program Director.

Recommendation: That you approve the proposed three year Matching Grant to OEF International with an LOP authorization of \$1,520,000 and obligate \$400,000 in FY 1987 to initiate this FVA/PVC grant.

Approved: _____

Disapproved: _____

Date: _____

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Attachments:

- Tab A - Executive Summary, Evaluation
- Tab B - Budget
- Tab C - Review Committee Summary
- Tab D - OEF Position Description, etc.
- Tab E - Revised country implementatin plans
- Tab F - Year I Revised Scope of Work
- Tab G - Mission Cables
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- Tab I - Matching Grant Proposal

Clearances:

FVA/PVC:KPoe _____ (date) _____
FVA/PVC:SBergen _____ (date) _____
FVA/PPM:LStamberg _____ (date) _____

FVA/PVC:MPottee:mn:5381I:5/13/87

GUIDANCE FOR PERIODIC AND FINAL REPORTS.

In preparation by Andrea Baumann. Please contact Andrea before negotiating final agreement.

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D C 20523

MAY 22 1987

ACTION MEMORANDUM TO THE ASSISTANT ADMINISTRATOR, FVA

FROM: DAA/FVA/PVC, Thomas A. McKay

Thomas McKay

SUBJECT: OEF International Matching Grant

1. Problem: Your approval is requested for support of OEF International under a three-year Matching Grant (MG) in the amount of \$1,520,000 and to obligate \$400,000 in FY 1987 grant funds to initiate this grant.

2. Background: OEF International (formerly known as the Overseas Education Fund) was established by the League of Women Voters in 1947 in response to requests from foreigners who wished to learn how democracy worked in the U.S. Since 1961, OEF has been a development assistance organization in the Third World and has conducted economic development projects in over 70 countries in Africa, Asia, Latin America, the Caribbean, and the Middle East. OEF's training and technical assistance programs which strengthen local voluntary organizations enable poor women, through these local NGOs, to start and manage small enterprises or farm production cooperatives, or to learn job skills so that they may obtain salaried jobs in the public and private sectors. In the U.S., OEF's goal is to help Americans develop a better understanding of international issues, world interdependence, and the role of women in the development process.

Currently, OEF has Mission-funded projects in El Salvador, Haiti, Honduras, and Somalia, as well as four centrally funded projects, Citizen Participation (Central America/LAC Bureau); Women in Business (Central America/LAC Bureau); Women in Development Technical Advisory Service (West Africa and Andes/PPC/WID); and the FVA/PVC cost shared Cooperative Agreement in the amount of \$955,000 which ends May 31, 1987. This cost shared Cooperative Agreement has provided an opportunity for OEF to develop, pilot test, and publish a series of technical and training manuals for small enterprise development, and to establish regional offices in Costa Rica, Senegal and Somalia.

An evaluation of OEF by FVA/PVC completed October 1, 1986 made six major recommendations, one of which was particularly critical to the strengthening of OEF's capabilities. The evaluator strongly

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recommended that OEF hire a Senior Director for Program Development as part of its senior management staff, a need which resulted from the expansion of OEF into project implementation. OEF has established that position and hopes to have it filled by June 30. A related recommendation indicated that OEF should complete the long-term program planning process that has been initiated in recent months and institute a system of annual work plans within that framework. He further recommended that an agricultural economist be hired also. OEF is in the process of implementing those recommendations. With regard to a recommendation that OEF should legally incorporate independent organizations in those countries where it intends to establish a long-term training and implementation program, OEF has established its representatives as a separate legal entity in one country but is still struggling to determine the most appropriate structure for others. The evaluator recommended that Women, Law, and Development program activities should be more strongly focussed on those regions and countries where OEF is implementing its Small Enterprise Development program and on those legal considerations of greatest relevance to rural enterprise groups. The proposal demonstrates that that recommendation will be implemented under the new Matching Grant. The three remaining recommendations relate specifically to OEF's training methodology. The proposal does not describe in detail the specifics of OEF's training methodology but OEF states that implementation of those recommendations pertaining to training was begun during the last months of the present Matching Grant. (Executive Summary at Tab A).

3. Proposed Program: The purpose of the program is to strengthen the role of women in agriculture and small enterprise activities through enhancement of the capability of indigenous organizations to provide training, implement projects, and affect policy related to low-income women's participation in agriculture and small enterprise development. The four proposed areas of project activity are:

- a. Training trainers: Increasing the pedagogical and technical skills of extension agents and field workers of private and governmental organizations.
- b. Institution building: Enabling a number of key private indigenous organizations to improve and expand their activities related to women's work in agriculture and small enterprise.
- c. Policy initiatives: Providing regional forums for indigenous organizations to examine policy issues and develop change strategies supportive of women's participation in agriculture and small enterprise development.
- d. Evaluation, case studies, technical materials: Compiling analyses of program effectiveness and learnings of use to other development organizations.

OEF International proposes to carry out the Matching Grant program in Costa Rica, Honduras, Senegal, The Gambia, Mali, Niger and Somalia. The program will be coordinated by OEF Washington headquarters and implemented by regional staff in Senegal (West Africa) and Somalia (East Africa), and Costa Rica (Central America). Revised detailed country implementation plans are found attached as Tab E. Revised Scope Work for Year I is at Tab F. The Matching Grant Proposal is at Tab I.

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Recommendation: That you approve the proposed three year Matching Grant to OEF International with an LOP authorization of \$1,520,000 and obligate \$400,000 in FY 1987 to initiate this FVA/PVC grant.

Approved: Walter J. Bully

Disapproved: _____

Date: 5/26/87

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Clearances:

FVA/PVC:KPoe KPoe (date) 5/20/87
FVA/PVC:SBergen SBergen (date) 5/25/87
FVA/PPM:LStamberg LStamberg (date) 5/23/87

FVA/PVC:MPottee:mn:5381I:5/13/87