

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

PDF (E 197)

AUG 29 1989

Mr. Matthew A. Landy
Vice President
Save the Children Federation
54 Wilton Road
Westport, Connecticut 06880

Subject: Grant No. AFR-0474-G-SS-9062-00

Dear Mr. Landy:

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 Save the Children Federation (SCF) (hereinafter referred to as "SCF" or "Grantee") the sum of two hundred twenty-three thousand dollars (\$223,000) in support of a project entitled "HIV/AIDS Prevention in Africa (HAPA) - Project Number 698-0474" as more fully described in Attachment 1 of this grant entitled "Schedule" and Attachment 2, entitled "Project Description".

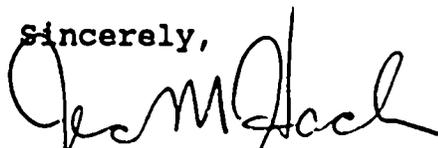
This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee as of September 1, 1989 in furtherance of project objectives through the estimated completion date of August 31, 1991. Funds disbursed by A.I.D. but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

The total estimated amount of the project is \$411,000, of which \$223,000 is hereby obligated. A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount. However, subject to the availability of funds, and project priorities at the time, A.I.D. may provide additional funds during the grant period up to a maximum of \$411,000. It is anticipated that the obligated amount will be sufficient through August 31, 1990.

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

Please acknowledge receipt of this grant by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned, being sure to return all copies marked "Funds Available".

Sincerely,



Jean M. Hacken
Grant Officer
Overseas Division-Africa
Office of Procurement

Attachments:

- 1. Schedule
- 2. Project Description
- 3. Standard Provisions

ACKNOWLEDGED:

BY: Matthew A. Landy

TYPED NAME: Matthew A. Landy

TITLE: Vice President & Secretary of the Corporation **FUNDS AVAILABLE**

DATE: September 13, 1989

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AUG 30 1989

FISCAL DATA

Program Accounting
Office of Financial Management

PIO/T No.	:	698-0474-3-9611705
Appropriation No.	:	72-1191021.2
Budget Plan Code	:	GDGA-89-31698-KG12
Allotment No.:	:	942-61-698-00-69-91
Total Estimated Amount	:	\$411,000
Total Obligated Amount	:	\$223,000
Technical Office	:	AFR/TR/HPN, W. Lyerly
Funding Source	:	PFM/FM/CMP/LC
DUNS No.	:	07-212-9919
E.I. No.	:	06-072-6487

SCHEDULE

A. Purpose of Grant

The purpose of this grant is to provide support for the HIV/AIDS Prevention in Africa (HAPA) Project, as more specifically described in Attachment 2 to this grant entitled "Project Description."

B. Period of Grant

B.1. The effective date of this grant is the date of the Grant Cover Letter and the estimated completion date is August 31, 1991.

B.2. Funds obligated hereunder are available for project expenditures for the estimated period September 1, 1989 to August 31, 1990 as shown in the Grant Budget below.

C. Amount of Grant and Payment

C.1. The total estimated amount of this grant for the period shown in Section B.1. above is \$411,000.

C.2. A.I.D. hereby obligates the amount of \$223,000 for project expenditures during the period set forth in Section B.2. above and as shown in the Grant Budget below.

C.3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - the Optional Standard Provision, entitled "Payment - Letter of Credit".

The Grantee shall submit the required documentation to the following address:

Agency for International Development
Office of Financial Management, PFM/FM/CMP/LC
Room 700, SA-2
Washington, D.C. 20523-0209

C.4. Additional funds up to the total amount of the grant shown in Section C.1. above may be obligated by A.I.D. subject to the availability of funds, project priorities at the time, and the requirements of the Mandatory Standard Provision 4 of this grant, entitled "Revision of Grant Budget."

D. Grant Budget

D.1. The following is the Budget for this grant. The Grantee may not exceed the total estimated amount or the obligated amount, whichever is less (see Section C). Except as specified in the Mandatory Standard Provision of this grant entitled "Revision of Grant Budget", as shown in Attachment 3, the Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of project objectives.

Grant Budget
A.I.D. Funding

<u>Category</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 1 + Year 2</u> <u>Total Estimated Cost</u>
	<u>Fr: 9/01/89</u> <u>To: 8/31/90</u>	<u>Fr: 9/01/90</u> <u>To: 8/31/91</u>	
CAMEROON:			
HQ Support	\$ 29,000	\$ 29,000	\$ 58,000
Overhead/Indirect	19,271	13,269	32,540
Evaluation	2,500	4,500	7,000
Project Activities	92,229	62,231	154,460
Subtotal: Cameroon	\$143,000	\$109,000	\$252,000
ZIMBABWE:			
HQ Support	\$ 29,000	\$ 29,000	\$ 58,000
Overhead/Indirect	5,573	5,184	10,757
Evaluation	0	2,000	2,000
Project Activities	45,427	42,816	88,243
Subtotal: Zimbabwe	\$ 80,000	\$ 79,000	\$159,000
GRAND TOTAL	\$223,000	\$188,000	\$411,000

Total Estimated Cost (A.I.D. + SCF): \$548,000
Percentage of T.E.C. funded by A.I.D.: 75%

E. Reporting**E.1. Financial Reporting**

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this grant entitled "Payment - Letter of Credit", as shown in Attachment 3.

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b. The original and two copies of all financial reports shall be submitted to the Office of Financial Management, whose address is listed in Section C.3. of this Schedule.

c. In addition, three (3) copies of all financial reports shall be submitted to the Technical Office listed below:

William Lyerly, AFR/TR/HPN
Health/Nutrition and Population Division
Room 313, SA-8A
Agency for International Development
Washington, D.C. 20523-1515

E.2. Program Evaluation Reporting

a. The Grantee shall submit quarterly project evaluation reports (technical reports), and a final report, which briefly presents the following information:

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

(2) Reasons why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

b. Between the required evaluation reporting dates, events may occur that have significant impact upon the project. In such instances, the Grantee shall inform A.I.D. as soon as the following types of conditions become known:

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

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

c. If any evaluation report conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in Mandatory Standard Provision 4 of this grant entitled "Revision of Grant Budget", the Grantee shall submit a request for budget revision.

d. Five (5) copies of each project evaluation report shall be submitted to the Technical Office specified in Section E.1.c. of this Schedule.

F. Indirect Cost Rates

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

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>	<u>Location</u>
Provisional	12.96%	See (a)	From 7-1-87 Until Amended	See (b)

(a) Base of Application: Modified total direct cost of goods sold, fixed assets, freight/A.I.D., interest, grants to other organizations and currency conversion.

(b) Central Grant Programs: Designated as grants which are administered essentially by the Central Headquarters in Westport, Connecticut.

G. Special Provisions

G.1. A summary of the Grantee's project is stated in Attachment 2 of the grant entitled "Project Description". A more in-depth discussion of the project description is provided by the Grantee's proposal entitled "Training of Trainers in AIDS Education", which was submitted in response to the Bureau for Africa, Health/Population/Nutrition Division's Request for Application, dated November 30, 1988. The Grantee's proposal is hereby referenced and incorporated as a part of this grant.

(End of Schedule)

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SUMMARY DESCRIPTION OF PROJECT**SAVE THE CHILDREN FEDERATION - CAMEROON**

Project Title: Training of Trainers for AIDS Education in Northern, South Central, and Eastern Districts, Cameroon.

Purpose: To develop a network of trainers who will teach the skills, facts, and attitudes that will help people protect themselves, families, and communities against HIV infection. Project activities will focus on health and development workers, and representatives of select high risk groups at the provincial and sub-district level.

Target area: The three impact areas of SCF integrated development activities in Cameroon, i.e. Doukoula, Ntui, and Yokadouma.

Target pop.: The population of the three arrondissements where the impact areas are located is 120,000, of whom almost one-third are between the 15 and 34 years of age.

Objectives:

- 1) By 12/89 SCF will train two members of the Cameroon Field Office in an AIDS (TOT) curriculum.
- 2) By 2/90, the SCF/Cameroon trainers will begin conducting a cycle of TOT's to train SCF staff, other PVO's, public and private health care personnel, and persons from select high risk target groups to be trainers.
- 3) By 6/90, local staff trainers will begin training and disseminating information concerning the prevention of HIV transmission.
- 4) By 6/91, 80% of all health workers in the SCF impact area will be able to demonstrate the skills, facts, and attitudes associated with AIDS prevention. Changes in knowledge and attitudes related to AIDS prevention and care of AIDS patients among targeted groups and health workers will be documented by SCF.

Approach: SCF will focus on implementing a cycle of training of trainers (TOT) for health care personnel and high risk groups at the departmental and arrondissement levels. Through the AIDS TOT sessions, the program will disseminate information concerning the transmission of AIDS and appropriate interventions to prevent the spread of AIDS. SCF/Cameroon will develop joint

management of the project with NACS and coordinate with AIDSTECH programs to widen the area affected by these other activities. Additional health projects and high risk groups outside the target area will be identified for training.

Key interventions:

1) Skills, facts, and attitudes curriculum to be developed by SCF Home Office and then field tested and adapted by local trainers to ensure being culturally sensitive and appropriate for each targeted community.

2) Using participatory adult education techniques, SCF will train local trainers who will then conduct TOT seminars for representatives from targeted groups.

3) The trained representatives will then train members of their group in the skills, facts, and attitudes for prevention of HIV transmission prevention.

Counterpart: National AIDS Control Service (NACS), specifically the Health Education Sub-committee.

Monitoring: Attainment of objectives will be measured by output indicators (e.g. number of TOT sessions held, number of persons trained as trainers, development of a plan of action by each training participant to address the specific needs of his/her program, number of community training sessions held, number and % of households in the impact area trained by VHWS). Content and understanding of materials presented at TOT sessions will be evaluated.

Evaluation: The Mid-term evaluation will be used to set realistic objectives for the final year. The final evaluation will attempt to critique the effectiveness of the project design and implementation, and make recommendations to the NACS and the MOH on how best to use the "lessons learned" from the project.

TA needs: TA will come from the Home Office for training curriculum and techniques and from AIDSTECH for sociological data and additional technical assistance as needed.

SUMMARY DESCRIPTION OF PROJECT**SAVE THE CHILDREN FEDERATION - ZIMBABWE**

Project Title: Training of Trainers for AIDS Education in the Provinces of Manicaland and Mashonaland East.

Purpose: To teach each family the skills and facts that will help them protect themselves against HIV infection and help their communities adopt attitudes which prevent HIV transmission.

Target area: Mutema and Muusha Impact Areas and Mupedzanhamo in the Provinces of Manicaland and Mashonaland East.

Target pop.: 38,000.

- Objectives:**
- 1) By 12/89 to have two members of the Zimbabwe field office trained in a training of trainers AIDS curriculum.
 - 2) By 2/90 to have the 2 trained SCF field staff and MOH staff hold a training of trainers in Zimbabwe to train all local SCF staff and other MOH and PVO personnel to be trainers.
 - 3) By 6/90 to have local staff trainers train all village workers in techniques for family training in the prevention of HIV transmission.
 - 4) By 6/91 to have all families in the SCF impact areas be able to demonstrate the skills, and SCF document changes in knowledge and attitudes, for AIDS prevention and care.

Approach: The SCF AIDS educational message, developed by trainers from the home office, will be adapted to suit the cultural sensitivities of the communities in which SCF works and will be delivered by the trained village community workers (VCWs). SCF is currently implementing child survival activities through family training by community members. It is expected that these persons (VCWs), selected by their own communities, will have gained the confidence and trust of the families they serve and, therefore, be acceptable and effective deliverers of HIV/AIDS prevention messages. Other PVOS in the project area, e.g. SCF (UK), UNICEF, and WHO, are expected to assist in project development, implementation, and monitoring.

Key interventions:

1) Development, testing, and adaption for each community of a training module on HIV/AIDS prevention, which in addition to presentation of facts includes skills training and promotion of health protective attitudes within the family and community.

2) SCF headquarters will train SCF staff and other PVO and local persons in the field as trainers to impart skills, attitudes, and facts to the target population to aid in the prevention of HIV transmission and care of HIV-infected persons. This is to be done through participatory adult education techniques such as role playing, discussions, demonstrations, etc.

Counterpart: Ministry of Health and counterpart PVOs.

Monitoring: Outputs of the project, training materials, trainings, numbers of trainers trained, will be monitored throughout the project.

Evaluation: KAP baseline and follow-up survey, 8/89 and 5/91 respectively. Annual progress reports are scheduled, with an external evaluation included in the final report.

TA needs: Specialists in training from the SCF home office are to provide TA to field staff in the organization, facilitation, evaluation, and planning of workshops for training of trainers.

(End of Project Description)