

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

AUG 22 1990

Cynthia A. Metzler
Executive Director
OEF International
1815 H Street, N.W., 11th Floor
Washington, D.C. 20006

Subject: Grant No. AFR-0526-G-00-0049-00

Dear Ms. Metzler:

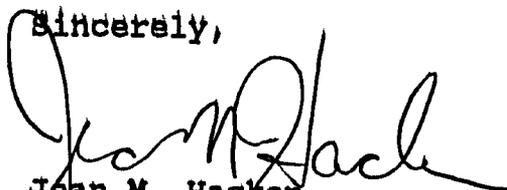
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to OEF International (hereby referred to as "OEF" or "Grantee"), the sum of fifteen thousand U.S. dollars (\$15,000) to provide support for a program entitled "PVO Initiatives Project - Partnership Initiatives Fund (PIF)" in partnership with the Ghana Association of PVOs in Development (GAPVOD), as described in Attachments 1 and 2 of this grant, entitled "Schedule" and "Program Description" respectively.

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 28, 1990 in furtherance of program objectives through the completion date of March 27, 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.

This grant is made to OEF on condition that the funds will be administered in accordance with the terms and conditions as set forth in the Attachments listed above and Attachment 3, entitled "Mandatory and Optional Standard Provisions for U.S., Nongovernmental Grantees," which have been agreed to by your organization.

Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to the Office of Procurement.

Sincerely,



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

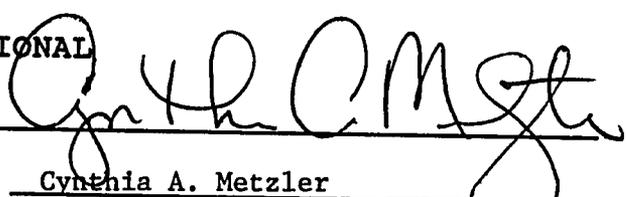
Attachments:

1. Schedule
2. Program Description
3. Mandatory and Optional Standard Provisions

ACKNOWLEDGED:

OEF INTERNATIONAL

BY: _____



TYPED NAME: Cynthia A. Metzler

TITLE: Executive Director

DATE: August 23, 1990

FISCAL DATA

Allocation No.	:	014-61-698-00-69-01
Appropriation No.	:	72-1101014
Budget Plan Code	:	GSSA-90-31698-KG12
PIO/T No.	:	698-0526-0619558
Project No.	:	698-0526
Total Estimated Amount	:	\$15,000
Total Obligated Amount	:	\$15,000
DUNS No.	:	04-053-7458
IRS Employer Identification Number	:	53-026-1050
Project/Technical Office	:	AFR/DP/PPE, R. Hynes
Funding Source	:	PFM/FM/A/PNP

Attachment 1

SCHEDULE

A. Purpose of Grant

The purpose of this grant is to provide support for OMF International to work in participation with GAPVOD (the Ghana Association of PVOD in Development) to assist womens' institutional development needs through participation as more specifically described in Attachment 2 of this Grant entitled "Program Description."

B. Period of Grant

The effective date of this Grant is the date of the Grant Cover Letter. This Grant shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning September 28, 1990 and ending March 27, 1991.

C. Amount of Grant and Payment

1. The total amount of this grant for the period shown in Section B is \$15,000.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - the Optional Standard Provision, entitled "Payment - Periodic Advance."

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

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

D. Grant Budget

1. The following is the budget for this grant. The Grantee may not exceed the total estimated amount of 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 program objectives. No local cost financing items are authorized.

Budget

<u>Cost Element</u>	<u>Total Estimated Cost</u> <u>(9/28/90 to 3/27/91)</u>
	<u>A.I.D.</u>
OEF:	
1. Mgmt./WID Specialist	\$4,920
2. Travel/Per diem	3,624
3. Other Direct Costs	500
4. Indirect Costs (O/H)	<u>3,256</u>
GAPVOD:	
1. Personnel	\$1,500
2. Other Direct Costs	<u>1,200</u>
GRAND TOTAL	\$15,000

2. The Grantee shall ensure that funding is secured to cover the expected overall cost of the program. The Grantee will contribute an additional amount of \$3,450 (a joint contribution by OEF and GAPVOD) in furtherance of the program objectives set forth in this Grant.

B. Reporting and Evaluation

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Grant entitled "Payment - Periodic Advance", as shown in Attachment 3. The frequency of financial reporting and the due dates of reports shall be as specified in the above referenced clause.

b. The original and two copies of all financial reports shall be submitted to:

Agency for International Development
Office of Financial Management, PFM/FM/CMPD
Room 703, SA-2
Washington, D.C. 20523-0209.

c. In addition, one copy of all financial reports shall be submitted to the A.I.D. Project Manager, Richard Hynes, or his designee, at the following address:

R. Hynes, Project Officer
Agency for International Development
Office of Development and Planning, AFR/DP/PPE
Room 3911 NS
Washington, D.C. 20523-0049

d. The Grantee's financial reports shall show A.I.D. and the Grantee's costs sharing funds separately, if applicable.

e. Each financial report shall include:

PIO/T Number	:	698-0526-0619558
Project Number	:	698-0526
Project Name	:	PVO Initiatives Project/ Partner Initiatives Fund
Grant Number	:	AFR-0526-G-00-0049-00
Project/Tech. Office	:	AID/AFR/DP/PPE, R. Hynes

2. Program Performance Reporting

a. The Grantee shall submit the following program performance reports every four months, 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 programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs. These reports should detail the extent to which the goals outlined in the proposal have been achieved (e.g., the outcome of the workshops and an evaluation/assessment of the extent to which Ghanaian PVOs derived benefits from the project.)

(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 performance reporting dates, events may occur that have significant impact upon the program. 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 program 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 performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in Standard Provision of this Grant entitled "Revision of Grant Budget", the Grantee shall submit a request for budget revision.

d. Three (3) copies of each program performance report and the final report shall be submitted to the A.I.D. Project Manager at the address specified in E.1.c.

F. Special Provisions

1. Program Description: A summary of the Grantee's project is stated in Attachment 2 of the Grant entitled "Program Description." A more comprehensive discussion of the project description is provided by the Grantee's March 30, 1990 proposal entitled "Ghana Association of PVOs in Development's (GAPVOD) Women in Development Initiative." The Grantee's proposal is hereby referenced and incorporated as a part of the Grant.

2. ZIP Codes: Use the following nine-digit zip codes instead of the five-digit codes shown in the Standard Provisions:

<u>Standard Provision</u>	<u>Zip code</u>
Disputes Clause	20523-0051
Payment-Periodic Advance (In addition to the zipcode change, the organizational symbol for A.I.D.'s Office of Financial Management has been changed to the address shown in E.1.b of the Schedule.)	20523-0209
Ocean Shipment of Goods	20523-1419
Procurement of Goods & Services	20523-1414
Negotiated Indirect Cost Rates-Provisional	20523-0060 20523-1417

3. Correspondence: For the purposes of "notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision No. 13, entitled "Notices", the following addresses shall be used:

a) Regular U.S. Mail
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division-Africa
Washington, D.C. 20523-1425

b) By Courier/Express Mail
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division-Africa
15th floor receptionist
1100 Wilson Blvd.
Arlington, Virginia 22209

G. Indirect Cost Rates

1. Pursuant to the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates-Provisional," the allowable indirect costs under this Grant shall be obtained by applying the provisional rates listed below to the base shown and for the period described.

2. Following the expiration of the period listed for the provisional rates, and pending the establishment of final indirect cost rates, the provisional rates below shall govern, in accordance with the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates-Provisional."

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Provisional	36%	See 1/	See 2/

1/ Base of Application: Total direct cost less exclusions.

2/ Period of Application: Grant period as specified in Section B of the Schedule.

3. Not later than 90 days after the close of the Grantee's fiscal year, the Grantee shall submit to the cognizant government audit agency, proposed final indirect cost rates and supporting documentation.

H. Title to Property

No property will be acquired under this Grant.

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is 935.

J. Local Cost Financing

Local cost financing is not authorized under this Grant.

(End of Schedule)

Attachment 2

PROGRAM DESCRIPTION

A. Activity Summary:

OEF International and GAPVOD (Ghana Association of PVOs in Development) will undertake a collaborative effort to assist women's organizations in Ghana to better define their institutional development needs through participation in a series of workshops, meetings and field visits.

During a six week project period twelve womens' organizations will participate in three, two-day needs identification workshops. There will be up to 20 participants per workshop or a total of 60 participants. The participants will assess the principal strengths and weaknesses of their organizations, develop a list of priorities for development, and begin to outline a plan of action.

B. Expected Results:

Each participating organization (approximately 12) will produce an institutional strengthening plan.

--GAPVOD will develop a plan of action for assisting women member organizations.

--GAPVOD and member organization staff will obtain and demonstrate skills in carrying out institutional needs assessments (such as design of questionnaires, conducting participatory workshops, etc.) with the assistance of OEF.

--A long-term partnership between GAPVOD, its members and OEF will be established which will lead to future collaborative activities.

C. Reporting and Evaluation:

OEF's Director of Africa Programs will spend four weeks in Ghana working with GAPVOD staff on the project. At the conclusion of the workshops, OEF is requested to furnish A.I.D. with a report of the outcome of the workshops (as specified in Section E.2 of the Schedule of this Grant), and an evaluation/assessment to the extent to which the Ghanian PVOs derived benefits from the project.

AID 1350 1
13 871

• PLO/T

AGENCY FOR INTERNATIONAL DEVELOPMENT
PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

1 Cooperating Country
Africa Regional

2 PLO/T No
698-0526-0619558

3 Original or Amendment No. _____

4 Project/Activity No and Title
698-0526 PVO Initiatives Project (Partnership Initiatives Fund (PIF) Grant)

Page 1 of _____ Pages

5 Appropriation Symbol
72-1101014

6. Budget Plan Code
GSSA-90-31698-KG12 (014-61-698-00-69-01)

7. Obligation Status
 Administrative Reservation Implementing Document

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

9 Authorized Agent
M/SER/OP/W

10. This PLO/T is in full conformance with PRO/AG No
n/a

11a Type of Action and Governing AID Handbook
 AID Contract (HB 14) AID Grant or Cooperative Agreement (HB 13) PASA/RSSA (HB 12) Other

11b Contract/Grant/Cooperative Agreement; PASA/RSSA Reference Number (if this is an Amendment)
n/a

12. Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No. _____)

Maximum AID Financing Available	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		---	\$15,000.	---	\$15,000.00
	B U.S. Owned Local Currency				

13. Mission References
PIF No. 7

14A. Instructions to Authorized Agent
M/SER/OP/W is requested to make a grant from the Partnership Initiatives Fund (PIF) of the PVO Initiatives Project to the PVO identified below for the activity as described on the attached PIF Summary.

Grantee: CEF International 1815 H St., NW Washington, DC 20006

Partner: GAPVOD, Accra, Ghana

14B. Address of Voucher Paying Office
AID/W: PFM/FM/A/PNP, Room 700, SA-2 AFR/DP/PPE: R.Hynes

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 or program description are technically adequate. AFR/DP/PPE: R.Hynes	Phone No 72962 Date 5/29/90	B. The statement of work or program description lies within the purview of the initiating office and approved agency programs. <i>[Signature]</i>	Date 6/20/90
C. AFR/PD/SA: S.Bliss	Date 6/04/90	D. Funds for the services requested are available FM/A/PNP: RAnderson RA	Date
E.	Date	AFR/DP/PAB: G.Cauvin mow for	6-7-90

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

Signature _____ Date _____

17. For the Agency for International Development

Signature **J. Westley** Date **6-21-90**

Title **AFR/DP**

*See HB 3, Sup. A, App. C, Att B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action.

DISTRIBUTION
 Date Posted: **6-22-90**
 PFM/FM/A/PNP
 OFFICE OF FINANCIAL MANAGEMENT
 FUNDS RESERVED BY: **R. Hynes**