

698-0526
PDFCV278

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

JUL 17 1991

Mr. Ron D. Gillespie
Director, Africa Division
TechnoServe
148 East Avenue
Norwalk, CT 06851-5721

Subject: Grant No. AFR-0526-G-00-1067-00

Dear Mr. Gillespie:

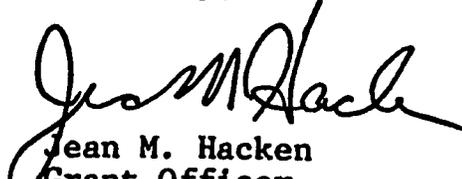
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Granter") hereby grants to TechnoServe, (hereby referred to as "Grantee"), the sum of \$14,190 to provide support for a program in partnership with the International Association for the Advancement of Women in Africa (ASAWA), as described in Attachment 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 in furtherance of program objectives through the completion date of June 30, 1992.

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

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
Office of Procurement
Overseas Division-Africa

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

TechnoServe

By: Ron D. Sullivan

Title: VP/Africa

Date: 7/26/91

FISCAL DATA

Appropriation:	72-111/21014
Budget Plan Code:	GSS1-91-31698-KG12 (181-61-698-00-69-01)
Project No.:	698-0526
Total Estimated Amount:	\$14,190
Total Obligated Amount:	\$14,190
DUNS No.:	07-214-6793
IRS Employer Identification Number:	13-2626135
Funding Source:	A.I.D/W.

J

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for a partnership program in which TechnoServe will assist ASAWA to set up an Efficient Financial Management System, as more specifically described in Attachment 2 to this Grant entitled "Program Description."

B. Period of Grant

The effective date of this Grant is the date of the Cover Letter and the estimated completion date is June 30, 1992.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$14,190 for purposes of this Grant.

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

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

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

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D. Grant Budget

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). No local cost financing items are authorized. Revisions to this budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget."

Budget

<u>Cost Element</u>	<u>Total Estimated Cost</u> <u>(7/01/91 to 6/30/92)</u>
	<u>A.I.D.</u>
TECHNOSERVE:	
1. Personnel	\$ 4,604
2. General & Administrative (overhead)	<u>931*</u>
Subtotal	\$ 5,535
ASAWA of Ghana:	
1. Personnel	\$ 1,755
2. Materials	900
3. Travel/Subsistence	5,550
4. Other Direct Cost	<u>450</u>
Subtotal	\$ 8,655
Grand Total	\$14,190

*NOTE: Under this grant TechnoServe is only claiming \$931 in G&A overhead. Technoserve is absorbing \$1396 of its billable G&A as part of its contribution to the project under this grant (See Technoserve revised Budget Proposal dated June 28, 1991, hereby incorporated by referenced).

2. Notwithstanding the effective date of this grant and subject to the Mandatory Standard Provision entitled "Allowable Cost," costs incurred on or after July 1, 1991 shall be eligible for reimbursement hereunder. Such costs are included in the budget shown above.

3. The Grantee shall ensure that funding is secured to cover the expected overall costs of the program. The Grantee estimates this amount to be \$18,801 including the funding from this Grant. The Grantee will contribute \$4,611.

E. 1. Reporting and Evaluation

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. 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:

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.

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e. Each financial report shall include:

PIO/T Number:	698-0526-95-3-1611505
Project Number:	698-0526
Project Name:	PVO Initiatives Project/ Partnership Initiatives Fund
Grant Number:	AFR-0526-G-00-1067-00
Project/Tech Office:	AID/AFR/DP/PPE, R. Hynes

2. Program Performance Reporting

a. The Grantee shall submit a quarterly Progress reports which briefly present the following information:

(1) A comparison of actual accomplishments with the goals established for the period. 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., a qualitative assessment of the value to participants of the workshops and training materials produced, the extent to which the TechnoServe/ASAWA partnership has strengthened, the prospects for future collaboration).

(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 AID 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 AID 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. Two copies of each program performance report shall be submitted to the Technical Office specified in E.1.c. The final report should be submitted no later than ninety days after the expiration date of the Grant.

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 November 9, 1990 proposal entitled "PVO/NGO Initiatives Project." The grantee's proposal is hereby referenced and incorporated as a part of the Grant.

2. ZIP Codes: If any of the following clauses are applicable to this grant, 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-Letter of Credit	20523-0209
(In addition to the zip code 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.)	
Ocean Shipment of Goods	20523-1419
Procurement of Goods & Services	20523-1414
Negotiated Indirect Cost	
Rates-Provisional	20523-0060 &
Use of Pouch Facilities	20523-0001

3. In addition to the Standard Provisions in Attachment 3, Mandatory Standard Provisions, the following Additional Standard Provisions are applicable to this Grant:

Payment - Letter of Credit
Air Travel and Transportation
Ocean Shipment of Goods
Procurement of Goods and Services
A.I.D. Eligibility Rules for Goods and Services
Regulations Governing Employees
Participant Training
Cost Sharing (Matching)
Use of Pouch Facilities
Conversion of United States Dollars to Local Currency

4. For the purposes of "Notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision No. 13, entitled "Notices", the following address 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
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	19.8	See <u>1/</u>	1/1/90 Until Amended

1/ Base of Application: Total cost input.

NOTE: Under this grant TechnoServe is only claiming \$931 in G&A overhead. Technoserve is absorbing \$1396 of its billable G&A as part of its contribution to the project under this grant (See Technoserve revised Budget Proposal dated June 28, 1991, hereby incorporated by referenced).

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, "Special Free World" countries.

J. Local Cost Financing

Local cost financing is not authorized under this Grant.

(End of Attachment 1)

PROGRAM DESCRIPTION

Grantee: Technoserve and the International Association for the Advancement of Women in Africa (ASAWA)

A. Activity Summary:

Technoserve and ASAWA will undertake a collaborative effort to improve ASAWA's capacity in financial management through the development and installation of appropriate financial reporting systems at both the national and grassroots level. This activity will also enhance Technoserve's ability to provide appropriate financial accounting and management assistance to other NGOs and grassroots organizations throughout Ghana.

The activity will be carried out over the course of 18 months and include:

- recruitment of intermediate level accountant for ASAWA;
- development and installation of appropriate financial management and accounting systems;
- systems maintenance and monitoring;
- training of ASAWA Board/Executive Committee in financial interpretation and management;
- development and training of financial management and accounting system appropriate to the needs and capabilities of ASAWA village groups;
- follow-up training and review.

B. Expected Results:

The project is expected to result in short, medium, and long term benefits to ASAWA, its village groups, and their members, including the following:

- improved financial planning and management capability at both the national and village level;
- improved capability of secretariat to monitor group activities, and to provide relevant assistance;
- increased member confidence in the management of group finances and activities;
- establishment of group economic activities, distinct from individual economic activities supported by the group, increasing individual member benefits;
- expansion of ASAWA activities into other villages/areas;
- increase and diversification of ASAWA's funding base;
- financial systems, training materials and models which can be replicated as appropriate for other groups/organizations with minimum cost.

AID 1350-1 (387)

*PIO/T

AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

1. Cooperating Country: Africa Regional

2. PIO/T No. 698-0526-95-3-1611505

3. Original or Amendment No.

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

DISTRIBUTION

Initials: K.A.

Date Posted: 5-3-91

OFFICE OF FINANCIAL MANAGEMENT

FUNDS RESERVED BY: PFM/FM/A/PNP

5. Appropriation Symbol: 72-111/21014

6. Budget Plan Code: GSS1-91-31698-KG12 (181-61-698-00-69-01)

7. Obligation Status: Administrative Reservation Implementing Document

8. Project Assistance Completion Date (Mo., Day, Yr.): 9/30/92

9. Authorized Agent: MS/OP/O/AFR

10. This PIO/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)

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
		----	\$12,400.	----	\$12,400.00
	B U.S.-Owned Local Currency				

13. Mission References

14A. Instructions to Authorized Agent: MS/OP/O/AFR 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 described on the attached PIF Summary.

GRANTEE: TechnoServe
49 Day Street
Norwalk, CT 06854
Attn: Laura Townsend ph. 203/852-0377

NGO Partner: ASAWA of Ghana

14B. Address of Voucher Paying Office: AID/W: FM/A/PNP, Rm.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: 7-23-91	B The statement of work or program description lies within the purview of the initiating office and approved agency programs AFR/DP/PPE: [Signature]	Date: 4/24/91
C AFR/PD/SA: S. Bliss	Date: 23/04/91	D Funds for the services requested are available FM/A/PNP:	Date:
E.	Date:	AFR/DP/PAR: G. Cauvin	Date: 4/30/91

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

Signature: _____ Date: _____

17 For the Agency for International Development: M. Bonner

Signature: M. Bonner Date: 5/1/91

Title: AAA/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.

AFR - 0526 - G - 00 - 1067 - 00

AID 1350-1
(3-87)

*PIO/T

AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country

Africa Regional

Page 1 of 3 Pages

2. PIO/T No.

698-0526-95-3-1611505

3. Amendment No. 1

4. Project/Activity No. and Title

698-0526

PVO Initiatives Project
(Partnership Initiatives Fund (PIF) Grant)
(TechnoServe)

DISTRIBUTION

5. Appropriation Symbol
72-111/21014

6. Budget Plan Code

GSS1-91-31698-KG12 (181-61-698-00-69-01)

7. Obligation Status

Administrative Reservation

Implementing Document

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

9. Authorized Agent

MS/OP/O/AFR

10. This PIO/T is in full conformance with PRO/AG No.

n/a

Date

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)

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
		12,400	1,790	---	14,190
	B. U.S.-Owned Local Currency				

14A. Instructions to Authorized Agent OP/O/AFR is requested to amend the budget proposed for the Grant to TechnoServe from \$12,400 to \$14,190 to reflect the figures on the attached budget. The Grantee is permitted to request reimbursement of G&A/overhead costs as per attached. (Attachment No.1)

Other terms and conditions of the original PIO/T remain unchanged.

TechnoServe Budget request (Attachment No.2) attached for reference only.

14B Address of Voucher Paying Office

AID/W: FM/A/CMPD, Rm.702, SA-2

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

Richard Hynes / AFR-DP-PPE

Phone No
72962

Date
7/1/91

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.

E. Simmons

Date

7/1/91

C

Date

D. Funds for the services requested are available

AFR/DP/PAB, G. Cauvin

Date

7-1-91

E.

Date

FM/A/PNP

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

Signature n/a Date

Title

17 For the Agency for International Development

Signature M. Bonner
AAA/AFR/DP

Date 7-2-91

Title

*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.

OFFICE OF FINANCIAL MANAGEMENT
Date Posted: 7/2/91
Funds Reserved By: [Signature]
PFI/FM/A/PNP