

Agency for International Development
Washington, D.C. 20523

938-0705

PDFCY 480

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SEP 17 1991

Winrock International Institute
for Agricultural Development (WI)
Petit Jean Mountain
Morrilton, Arkansas 72110-9537

AD10

SUBJECT: Cooperative Agreement No. PDC-0705-A-00-1078-00

Dear Dr. Martinez:

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 Winrock International (hereinafter referred to as "WI" or "Recipient" the sum of \$842,000 to provide support to the Recipient under A.I.D.'s Co-op Program Support Program as more fully described in Enclosure 1 of this Cooperative Agreement entitled "Schedule" and Enclosure 2, entitled "Program Description."

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives from September 10, 1991 through September 9, 1994.

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 Attachment 1 entitled "Schedule," Attachment 2 entitled "Program Description," and Attachment 3 entitled "Standard Provisions," which have been agreed to by your organization.

Please acknowledge receipt of this Cooperative Agreement by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned.

Sincerely,

Edward H. Thomas

Edward H. Thomas
Grant Officer
Central Operations Branch
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:



BY:

TYPED NAME: D.S. Athwal

TITLE: Sr. Vice President, Programs

DATE:

10. 8. 91

FISCAL DATA

PIO/T No.:	938-0705-1387502
Appropriation No.:	72-12X4336
Budget Plan Code:	ECCX-91-13830-KG3B
Allotment No.:	732-38-099-00-53-11
This Obligation:	\$842,000
Total Obligated Amount:	\$842,000
Total Estimated Amount:	\$1,400,000
Technical Office:	FVA/PVC
Funding Source:	FVA/PVC
DUNS No.:	07-565-4418
E.I. No.:	71-0603560
LOC:	72001375

SCHEDULE

A. Purpose of Cooperative Agreement

The purpose of this program is to provide support for Winrock International Institute for Agricultural Development to implement a Farmer-to-Farmer Program. The program will establish and maintain an extensive network of U.S. volunteers, link this network to beneficiary farmers in the target countries, and enhance the capabilities of recipient farmers to acquire and manage agricultural technology and knowledge shared by U.S. volunteers.

The above is more specifically described in Enclosure 2 to this agreement entitled "Program Description" and in WI's proposal dated August 27, 1991, which is incorporated herein in this Agreement. 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 Agreement

1. This Agreement is effective on the date of signature of the A.I.D. Grant Officer. However, funds committed under the program description and within the terms of this agreement are authorized for the period beginning September 10, 1991. The estimated completion date is September 9, 1994.

2. Funds obligated hereunder are available for program expenditures for the period September 10, 1991 through September 9, 1993 as shown in the budget 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. Amount of Agreement and Payment

1. The total estimated amount of this agreement for the period shown in B.1. above is \$1,400,000.

2. A.I.D. hereby obligates the amount of \$842,000 for program expenditures during the period set forth in B.2. above and as shown in the Budget below.

Consequently, it is not expected that this figure will be obligated in the exact amount represented herein. At the point of expiration of this Agreement, this figure and the figure shown in Paragraph 1 above will be adjusted accordingly.

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

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

D. Substantial Involvement

1. Countries: The following countries are approved for direct in-country program support under the Cooperative Agreement: Czechoslovakia, Hungary, Poland, Mexico, Nicaragua, Panama, Zimbabwe, Namibia, and Malawi (Lesotho). Other countries may be approved during the period of the grant. Such approval must be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.
2. Evaluation: The scope of work for the independent mid-term and/or final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the A.I.D./FVA/PVC Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff for this evaluation. At least one evaluator will be an individual not currently employed by the Recipient. The A.I.D./FVA/PVC Project Officer is to participate in the pre- and post-evaluation briefings. Project Officer will also indicate the total number of copies required of the final evaluation report.
3. Baseline Data: The Recipient is required to refine and quantify key indicators identified in the July 25, 1991 proposal. In so doing, Recipient has the flexibility to apply these to all country activities and agricultural sectors, or in the alternative, to target a selected number of technology areas, and a limited number of volunteers. The indicators must be submitted for approval to the A.I.D./FVA/PVC Project Officer no later than 270 days following signature of the cooperative agreement.

E. Budget

The Budget is listed below. The Recipient may not exceed the total estimated amount or the obligated amount, whichever is less (see Paragraph C above).

BUDGET SUMMARY BY LINE ITEM

YEARS	One (1)		TWO (2)		THREE (3)	
	<u>AID</u>	<u>PVO</u>	<u>AID</u>	<u>PVO</u>	<u>AID</u>	<u>PVO</u>
Salaries	50,762	12,320	47,522	16,170	43,732	16,978
Fringe	19,093	4,928	17,447	6,630	15,554	6,961
Travel	162,544	0	231,664	0	251,445	0
Overhead	55,746	9,000	57,610	12,122	58,201	12,729
ODCs	<u>114,356</u>	<u>0</u>	<u>118,998</u>	<u>0</u>	<u>155,326</u>	<u>5,000</u>
TOTAL	402,501	26,248	473,241	34,922	524,258	41,668

TOTALS

	<u>AID</u>	<u>PVO</u>
Salaries	142,016	45,468
Fringe	52,094	18,519
Travel	645,653	0
Overhead	171,557	33,851
ODCs	<u>388,680</u>	<u>5,000</u>
TOTAL	1,400,000	102,838

Total Amount to be Funded by A.I.D: \$1,400,000
Total Amount Funded by Grantee : \$ 102,838
Total Amount of Project : \$1,502,838

Notes to the Budget:

1. The Recipient is expected to use its own private funds for all procurement of non-expendable property estimated at over \$500 each and also for all non-U.S. procurements. This alleviates the requirement for a source/origin waiver and also places the title to property completely in the Recipient's name.
2. It is FVA/PVC's intention to fund this Agreement at \$402,501 in year 1, \$473,241 in year 2, and \$524,258 in year 3, for a life-of-program (LOP) total of \$1,400,000.

F. Reporting

1. Financial Reporting:

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

b. The original and one copy of all financial reports shall be submitted to A.I.D., Office of Financial Management, Cash Management, Cash Management Division (PFM/FM/CMP/LC), Room 704, SA Washington, D.C. 20523. In addition, one copy of all financial reports shall be submitted to the Technical

Office specified in the Cover Letter of this agreement.

2. Program Reporting:

1. Annual Report. Six copies of the Annual Report will be submitted to the A.I.D./FVA/PVC Project Officer 30 days following each anniversary date of the Agreement. The grantee is also responsible for submitting a copy of the annual report to the A.I.D. Mission in each target country. Annual reports will describe project activities and Winrock's financial contribution to the project.
2. Interim Reports. 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 and Project Officers 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.
3. Self-Evaluation: Self-evaluation will be conducted by Winrock in accordance with its normal evaluation program as described in its July 25, 1991, revised proposal. In addition, from time to time A.I.D. Officers will, with prior notification to the PVO's headquarters, visit selected project sites. An independent mid-term and/or final evaluation in collaboration with the Recipient will be carried out at either the mid point of the program or no later than June of the last year of the agreement. Special requirements for this project evaluation are delineated under No. 2 of Section D, "Substantial Involvement" above.
4. Final Report. The last Annual Report is the Final Report. PVO Annual Reporting Guidelines is provided as a format for this report for illustrative

purposes. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the expiration date of this Agreement.

G. Indirect Cost Rates

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

Type of Rate	RATE	Period
Provisional	(a) 55.0	Date of Award until amended
	(b) 7.70	
	(c) 3.00	

Base: (a) Staff salaries and benefits and consultant fees
(b) Direct costs excluding subcontracts
(c) Administration cost/charge

H. Title to Property

Title to all property purchased under this agreement shall be vested in the Recipient.

I. Travel

The Standard Provision "Air Travel and Transportation" requires the Recipient to obtain written approval from the Project Officer for each planned international trip financed by this program.

For purposes of this agreement, and in compliance with the above Standard Provision, the Recipient is required to submit for approval by the A.I.D./FVA/PVC Project Officer two quarterly travel reports: one identifying staff travel and the other, identifying U.S. volunteer travel. The quarterly reports for each group will reflect anticipated travel for the future quarter.

This reporting format does not preclude unanticipated staff and/or volunteer travel during that period. In those instances, the Recipient may submit a letter requesting approval of the proposed travel. Further guidance on this

procedure will be provided by the A.I.D./FVA/PVC Project Officer.

The Recipient is required to provide notification in writing of intention to travel by its staff and the U.S. volunteers to the A.I.D. Mission or Embassy in each country. This requirement is imposed in order to keep posts informed of planned activity in their countries, to ensure that there are no security problems with the proposed travel, and that the number of travelers at any one time does not impose an administrative burden on the posts. All other terms and conditions of the Provision remain unchanged.

J. Appendix 4C-1, Mandatory Standard Provisions for U.S., NonGovernmental Grantees, effective September 14, 1990, have been agreed to and are part of this grant. The following Optional Standard Provisions have been agreed to and are incorporated by reference into this Cooperative Agreement:

- Payment - Letter of Credit
- Air Travel and Transportation
- Ocean Shipment of Goods
- Procurement of Goods and Services
- AID Eligibility Rules for Goods and Services
- Subagreements
- Local Cost Financing
- Publications
- Negotiated Indirect Cost Rates - Provisional
- Cost Sharing (Matching)
- Use of Pouch Facilities
- Conversion of United States Dollars to Local Currency

ATTACHMENT TWO (2)

COOPERATIVE AGREEMENT NUMBER PDC-0705-A-00-1078-00

PROGRAM DESCRIPTION

PROGRAM DESCRIPTION

I. Program Goal

The goal of this program is to increase the well-being of male and female farmers in emerging democracies, developing countries, and middle-income countries with potential for substantial increases in food processing, production, and marketing aimed at stimulating private-sector enterprises and democratic institutions.

II. Program Purpose

The purpose of this program is to provide support for Winrock International Institute for Agricultural Development to implement a Farmer-to-Farmer Program. The program will establish and maintain an extensive network of U.S. volunteers, link this network to beneficiary farmers in the target countries, and enhance the capabilities of recipient farmers to acquire and manage agricultural technology and knowledge shared by U.S. volunteers on a people-to-people basis.

III. Project Description

In pursuit of the goal and purpose of the Farmer-to-Farmer Program, Winrock will collaborate with the National Association of Wheat Growers Foundation (NAWGF) in the United States and local NGOs in each host country to channel agricultural and managerial expertise and assist in transferring knowledge by facilitating and providing linkages between sources of know-how and identified needs.

Winrock will administer the program and be responsible for all technical, administrative, and financial aspects. NAWGF will identify and recruit volunteers. The local NGO will promote the program and select the beneficiary farmers. An important aspect of this project is the people-to-people component. The program offers the opportunity for U.S. volunteers and host-country farmers to understand each other's cultures and to establish lasting friendships.

IV. Activities

To accomplish the goal and purpose, Winrock plans:

1. To enter into a subgrantee collaboration with the National Association of Wheat Growers Foundation (NAWGF) to enable NAWGF to serve as liaison and/or linkage between Winrock and a network of potential volunteers.
2. To develop and maintain an extensive computerized database of potential volunteers in five broad areas of agriculture -- environment, forestry, crop production, animal agriculture and agribusiness. A program goal will be to include in the network at least 25% women and minority volunteers.
3. To enter into collaborative arrangements with five host-country foundations and/or nonprofit organizations. These host-country partners will be considered subgrantees. These organizations will receive small grants to carry out the following program-related activities: (1) promotion and marketing of the FTF program; (2) selection of beneficiary farmers; (3) identification of technical-assistance needs and design of the FTF scopes of work; (4) assistance to beneficiaries with in-country logistics; (5) cross-cultural training of volunteers; and (6) performance of other services as required.
4. To recruit and field close to 130 volunteer farmers, extensionists, academics, private industry, and other agriculturalists from throughout the United States. These volunteer agriculturalists will provide technical assistance to more than 120 host farmer or agriculture-related organizations with a total membership of over 4500 farmers in the target countries.
5. To establish beneficiary farmer networks in three regions -- Eastern Europe, Mexico/Central America, and southern Africa -- to serve at least three host countries per region.
6. To establish mechanisms to sustain the linkages between the five host-country foundations and/or nonprofit organizations and their respective beneficiary farmer networks.
7. To design a program component aimed at the promotion of the democratic process. This "consciousness-raising" training will enable the volunteers to interact with host country organizations and farmers to better illustrate the democratic principle at work.

V.
IV.

Program Management

The Farmer-to Farmer Program will be implemented by Winrock's Fellowship and Training Management Unit. Dr. Andres Martinez, Farmer-to-Farmer Technical Coordinator, Winrock International, will be principally responsible for the overall management and implementation of the activities under this program.

FUNDS RESERVED BY:

Initials: *[Handwritten]*

Date Posted: 8/15/91

PFM/PM/A/PPM

OFFICE OF FINANCIAL MANAGEMENT

ID 1350-1
3 871

*PIO/T

AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

Centrally Funded

Page 1 of 3 Pages

2. PIO/T No.

1387502

3. Original or
Amendment No.

4. Project/Activity No. and Title

938-0705

Farmer-to-Farmer Program
Winrock International Institute for
Agricultural Development

DISTRIBUTION

5. Appropriation Symbol

72-12X4336

6. Budget Plan Code

782-38-099-00-53-11 ECCX-91-13830

7. Obligation Status

Administrative Reservation

Implementing Document

8. Project Assistance Completion Date

(Mo., Day, Yr.)

9/30/94

KG3B

9. Authorized Agent

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

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
			-0-	842,000	-0-
	B. U.S.-Owned Local Currency				

13. Mission
References

14A. Instructions to Authorized Agent

OP/W/MS is requested to execute a Cooperative Agreement with Winrock International Institute for Agricultural Development effective October 1, 1991 through September 30, 1994. Initial funding of \$842,000 is provided at this time. Subject to availability of funds and satisfactory progress in the program, additional increments of funding will be provided up to a total of \$1.4 million. Please clear agreement with Loreta Williams, FVA/PVC, Project Manager, before sending to recipient.

14B. Address of Voucher Paying Office

PFM/PM/CMPD Room 700, SA-2, 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 or program description are technically adequate.

FVA/PVC, Loreta Williams

Phone No.

663-2618

Date

7/31/91

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

FVA/PVC/IPS, Lenora Watlington

Date

8/6/91

C. DD/FVA/PVC, Harry Wing

Date

8/5/91

D. Funds for the services requested are available

Date

E. FVA/PPM, Emmalita Jefferson

Date

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

Signature

Title

17. For the Agency for International Development

Signature

Title Carlos Quiros, Director, FVA/PPM

*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



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Grant is provided under the Farmer-to-Farmer Pilot Project (9380705) to Winrock International Institute for ^{Agricultural} International Development to establish a farmer to farmer program, in which U.S. volunteer farmers share their expertise in agricultural technology and management with farmers in developing countries.

Winrock will recruit some 130 U.S. volunteer farmers, extensionists, and other agriculturalists who will provide TA to more than 120 farmer or agricultural organizations (with a total membership of over 4,500 farmers) in Eastern Europe, Mexico/Central America, and southern Africa (at least three countries per region). The program will include "consciousness raising" training of volunteers to enable them to illustrate democratic principles at work in their interactions with host country farmers and organizations. In addition, Winrock will maintain a database on potential volunteers in five broad areas of agriculture (environment, forestry, crop production, animal husbandry, and agribusiness). A program goal will be to include 25% women and minority volunteers.

Winrock will implement the program in collaboration with the National Association of Wheat Growers Foundation in the United States (which will help in recruiting volunteers) and with local NGOs in the host countries who will promote the program and select beneficiary farmers. Beneficiary farmer networks will be established in the three targeted regions.

Countries approved for support so far are Czechoslovakia, Hungary, Poland, Mexico, Nicaragua, Panama, Zimbabwe, Namibia, and Malawi (Lesotho).

!DESCR /USA/ /Eastern Europe/ /Southern Africa/ /Central America/
/Mexico/ /Agricultural technology/ /Technology transfer/
/Technical assistance/ /Volunteers/ /Farmers/ /Networks/ -
/Private voluntary organizations/ /Farmer training/