

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) RAYING

2. CONTRACT (Proc. Inst. Ident.) NO. AOT-0483-C-00-2178-00
 3. EFFECTIVE DATE 9/30/1992
 4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 698-0483-3-2613020

5. ISSUED BY
 Agency for International Development
 Office of Procurement
 Division A, AOT Branch
 Washington, D. C. 20523-1425

PDF00591

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)
 Academy for Educational Development
 1255 23rd Street, N.W.
 Washington, D. C. 20037

8. DELIVERY
 FOB ORIGIN OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT
 N/A

10. SUBMIT INVOICES (4 copies unless other-wise specified) TO THE ADDRESS SHOWN IN:
 ITEM

11. SHIP TO/MARK FOR
 CODE FACILITY CODE

12. PAYMENT WILL BE MADE BY
 Agency for International Development
 Office of Financial Management
 PA/PM/CPD/DCB
 Washington, D. C. 20523-0209

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
 10 U.S.C. 2304(k) 41 U.S.C. 253(k)

14. ACCOUNTING AND APPROPRIATION DATA
 See Section G, Page 48

| 15A. ITEM NO. | 15B. SUPPLIES/SERVICES | 15C. QUANTITY | 15D. UNIT | 15E. UNIT PRICE | 15F. AMOUNT |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|-----------------|--------------|
| | The Contractor shall provide the services described in Section C. of this contract, and perform in accordance with the terms and conditions set forth herein. | | | | |
| Amount Obligated: | | | | | \$1,200,000 |
| 15G. TOTAL AMOUNT OF CONTRACT | | | | | \$12,616,803 |

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNED (Type or print)
 Stephen F. Moseley
 President and CEO

20A. NAME OF CONTRACTING OFFICER
 Stephen A. Dean (PG)

19B. NAME OF CONTRACTOR
 BY _____
 (Signature of person authorized to sign)

19C. DATE SIGNED
 9/30/92

20B. UNITED STATES OF AMERICA
 BY _____
 (Signature of Contracting Officer)

20C. DATE SIGNED
 9/30/92

SECTION B - SERVICES AND COSTS

1. OVERVIEW

The Contractor shall provide/perform the definite quantity of services (level of effort) and submit/deliver the definite quantity of supplies (reports and other deliverables) necessary to implement A.I.D.'s Health and Human Resources Analysis for Africa (HHRAA) Project 690-0483, as specified herein.

2. SUPPLIES AND SERVICES

This is a Cost Plus Fixed Fee contract (or Cost Reimbursement- No Fee contract; see Section I of this solicitation/contract for applicability of the clauses entitled either "Fixed Fee" [FAR 52.216-08] or "Cost Contract - No Fee" [FAR 52.216-11], respectively). For the consideration set forth in this Section B, the Contractor shall, during the period specified in Section F.1. of this contract, provide/perform the following services and submit/deliver the following reports and other deliverables:

a. Services

In accordance with A.I.D.'s project design and the Contractor's original proposal and/or best and final offer which is accepted by A.I.D. through award of this contract, the Contractor shall provide/perform 670 total person-months of direct employee, consultant, and/or subcontract labor, as further described in Sections C. and F. of this contract, during Phase I and II (years 1 through 4). If option year 5 is exercised the contractor shall provide 284 persons months.

b. Reports and Other Deliverables

The Contractor shall submit/deliver the quantities of reports and other deliverables as specified in Sections C. and F. of this contract.

3. ESTIMATED CONTRACT COST AND FINANCING

a. Estimated Costs and Fixed Fee

(1) Phase I - The total estimated cost of Phase I is \$8,470,645. There is no fee.

(2) Phase II - The total estimated cost of Phase II is \$4,146,158. There is no fee.

(3) The total estimated cost of for both Phase I and II of this contract is \$12,616,803.

b. Obligation of Funds

Funding for this contract shall be provided in increments (hereinafter referred to as "incremental funding") and shall be obligated by modifications to this contract. The Contractor's rights and responsibilities under incrementally funded contracts are described in the clause of this contract entitled "Limitation of Funds" (FAR 52.232-22); and when fully funded under (FAR 52.232-20) Limitation of Costs.

c. Obligated Amount

The amount of funds currently obligated to this contract for performance hereunder is \$1,200,000. This amount is anticipated to be sufficient through March 30, 1993. The Contractor shall not exceed this amount unless authorized by the Contracting Officer pursuant to the clause of this contract entitled "Limitation of Cost" (FAR 52.232-20) or "Limitation of Funds" (FAR 52.232.22), as applicable (see Section I of this contract).

4. **BUDGET**

a. The following itemized budget sets forth the estimates for reimbursement of dollar costs for individual line items of cost, and fixed fee, if any, for providing/performing the services and submitting/delivering the reports and other deliverables specified in this contract. Without the prior written approval of the Contracting Officer, the Contractor may not exceed the total estimated cost set forth in the budget hereunder, or the obligated amount, whichever is less (B.3. above). Without the prior written approval of the Contracting Officer, the Contractor may not exceed the estimated dollar cost for any individual line item of cost shown below by more than 15% of such line item, except for (2) indirect costs, which are governed by Section B.6. below; and (2) salaries and wages, and consultant fees, which may not be exceeded unless approved by the Contracting Officer.

b. **Itemized Budget**

PHASE I

(09/30/1992 - 09/29/1996)

| | |
|------------------------|-------------|
| Salaries | \$1,008,203 |
| Fringe | 292,379 |
| Consultants | 644,279 |
| Travel/Perdiem | 407,718 |
| Other Direct Costs | 45,820 |
| Equipment and Supplies | 370,000 |
| Subcontract | 4,825,946 |
| Indirect Costs | 876,292 |
| Fee | <u>0</u> |
| Total | \$8,470,645 |

PHASE II

(09/30/1994 - 09/29/97*)

| | |
|------------------------|-------------|
| Salaries | \$ 266,896 |
| Fringe | 77,400 |
| Consultants | 541,058 |
| Travel/Perdiem | 305,788 |
| Other Direct Costs | 15,563 |
| Equipment and Supplies | 155,000 |
| Subcontract | 2,346,027 |
| Indirect Costs | 438,246 |
| Fee | <u>0</u> |
| Total | \$4,146,158 |

*Include Option Year 5.

TOTAL ESTIMATED COST FOR PHASE I AND PHASE II IS
\$12,616,003 (NO FEE)

NOTE: The inclusion of a dollar amount for subcontract(s) and/or consultants in the above budget does not obviate the requirements of the clause of this contract entitled "Subcontracts Under Cost-Reimbursement and Letter Contracts" (FAR 52.244-02), or Section H.4.a.5) of this contract for prior written approval by the A.I.D. official indicated therein.

The inclusion of any costs in the above budget does not obviate the requirement for prior approval by the Contracting Officer of cost items designated as requiring prior approval by the applicable cost principles (see the clause of this contract entitled "Allowable Cost and Payment" [FAR 52.216-07]), nor does it constitute a determination of allowability by the Contracting Officer of any item of cost, unless specifically stated elsewhere in this contract.

- c. The Contractor agrees to furnish data which the Contracting Officer may request on costs expended or accrued under this contract in support of the budget information provided herein.

5. ESTABLISHMENT OF INDIRECT COST RATES

Pursuant to the clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07), and, if applicable, the clause of this contract entitled "Predetermined Indirect Cost Rates" (FAR 52.216-15), an indirect cost rate or rates shall be established for each of the Contractor's accounting periods which apply to this contract. Pending establishment of revised provisional or final indirect cost rates for each of the Contractor's accounting periods which apply to this contract, 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 is (are) set forth below:

| <u>Type</u> | <u>Period</u> | <u>Through</u> | <u>Regular</u> | <u>Overhead</u> | | <u>Fringe Benefits</u> |
|-------------|---------------|----------------|----------------|-----------------|------------|------------------------|
| | | | | <u>(a)</u> | <u>(b)</u> | |
| Provisional | 1-1-91 | Until Amended | 30.50 | 3.00 | 29.00 | |

Base of Application

- (a) Total direct costs, excluding subcontract, Opexer personnel and other administrated funds; awards; equipment; educational, post differential, and housing allowances; and participant expenses.
- (b) Subcontract expenses including Opexer personnel who are primarily employee of host countries governments and other administrated funds.
- (c) Direct salaries.

6. ADVANCE UNDERSTANDING ON CEILING INDIRECT COST RATES AND FINAL REIMBURSEMENT FOR INDIRECT COSTS

Notwithstanding any other clause of this contract, for each of the Contractor's accounting periods during the term of this contract, the parties agree as follows:

- a. 1) The distribution base for establishment of final overhead rates is on total direct exclusive of subcontract, Operex personnel and other administrated funds.
- 2) The distribution base for establishment of final G&A rates is on subcontract expenses.
- b. The Contractor shall make no change in his established method of classifying or allocating indirect costs without the prior written approval of the Contracting Officer.
- c. Reimbursement for indirect costs shall be at final negotiated rates, but not in excess of the following ceiling rates:

| <u>Category</u> | <u>Rate</u> |
|-----------------|-------------|
| Overhead | 32.5% |
| G & A | 4% |

- d. The Government shall not be obligated to pay any additional amount on account of indirect costs above the ceiling rates established herein.
- e. This advance understanding shall not change any monetary ceiling, cost limitation, or obligation established in the contract.

7. COSTS REIMBURSABLE, PAYMENT, AND LOGISTIC SUPPORT TO THE CONTRACTOR

a. Costs Reimbursable

In accordance with the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216.07) and "Documentation for Payment" (AIDAR 752.7003), the Contractor shall be reimbursed in U.S. dollars for reasonable, allocable, and necessary costs incurred during performance of this contract, subject to the clauses of this contract entitled "Limitation of Cost" (FAR 52.232-20) and "Limitation of Funds" (FAR 52.232-22), and other applicable terms and conditions of this contract.

b. No Fee

In accordance with the clause of this contract entitled "Cost Contract - No Fee (FAR 52.216-11), the Government shall not pay the Contractor a fee for performing this contract. After payment of 80 percent of the total estimated cost shown in the Schedule, the Contracting Officer may withhold further payment of allowable cost until a reserve is set aside in the amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed one percent of the total estimated cost shown in the Schedule or \$10,000, whichever is less.

c. Payment

- 1) Payment shall be made in accordance with the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07), "Prompt Payment" (FAR 52.232-25), "Documentation for Payment" (AIDAR 752.7003), and if applicable, "Fixed Fee (FAR 52.216-08).
- 2) Payment shall be made by the payment office designated in Section G of this contract.

d. Logistic Support

The contractor shall be responsible for providing or arranging all allowable, allocable, reasonable and necessary logistic support in the United States and overseas for its performance of this contract.

SECTION C - WORK STATEMENT

1. PROJECT TITLE

Health and Human Resources Analysis for Africa (HHRAA)
(Project No. 698-0483)

2. OBJECTIVE

To provide technical services and expertise to Africans, in support of the development and implementation of the Regional Economic Development Support Offices (REDSOs) and the African Bureau Health and Human Resources (HHR) sector research and analysis and the dissemination of findings in order to increase the utilization of information by African and A.I.D. decision-makers and program managers to improve policies, strategies, resource allocation, and programs in the HHR sectors.

3. BACKGROUND

Significant progress has been made in many countries in Africa since the 1960s in achieving health and human resource development objectives. However, the 1990s bring increasing population numbers, uncontrolled spread of HIV/AIDS, resurgent malaria, and greater demands for both expanded and high quality health and education services.

To maintain progress to date and to move forward to meet this growing demand, African countries with donor support will have to make hard decisions about how to use scarce resources and increase efficiencies, while ensuring that their efforts ultimately are having an impact on the poor in Africa. These decisions will require research, analysis and information to ensure that policy options are correctly formulated and evaluated, that sector strategies have incorporated lessons learned from other countries, and that managers have timely access to information on program performance and impact so that programs can be modified when they are not working and expanded when they are successful.

In looking for ways to increase the efficiency, effectiveness, equity and sustainability of health, nutrition, family planning and education services, African governments and donors face a variety of constraints. In many cases, the appropriate remedy to a particular constraint is known to policy-makers. In other cases, however, there is insufficient information available to enable policy-makers to act on a program. This may be because knowledge of the best way to deal with the problem is not fully developed (a research issue) or this knowledge exists but has not been presented to decision-makers in a useful format (a dissemination issue). Before moving ahead with action to improve sectoral performance and impact, policy-makers need answers to these information-related constraints.

The Health and Human Resources Analysis for Africa (HHRAA) project is designed to support this needed research and analysis and to ensure that findings are effectively disseminated for use by African policy makers and program managers primarily, and A.I.D. Missions and other donors in HHR development.

4. PROJECT OVERVIEW

The HHRAA Project will increase the utilization of research, analysis, and information to support improved HHR sector policy formulation, resource allocation decisions, strategies, and programs in Africa. Emphasis will be given to issues and problems identified by those countries in which A.I.D. has health or education strategic objectives or special initiatives. The project will focus on ensuring use of quality information by Africans primarily, and by A.I.D. Missions and other donors working in HHR development in Africa.

The health, population and nutrition sectors and the education and human resource development sectors have been merged in this project because of the similarities of sectoral decision-making, management and implementation problems and the complementarities of investments in these sectors.

The overall goal of the HHRAA project is to improve health and nutritional status, increase literacy and educational achievement and decrease the fertility rate in Africa in support of developing the potential for long-term increases in human productivity. A specific sub-goal is to increase the efficiency, effectiveness, equity and sustainability of health, nutrition, education and family planning systems in Africa. The project purpose is to increase the utilization of research, analysis and information in support of improved health, nutrition education and family planning strategies, policies and programs in Africa.

The HHRAA project consists of two major components:

(1) Research and Analysis (R&A) that will: (a) assess the impact of sectoral policies, strategies and programs in Africa; (b) increase countries' and donors' capacity to respond to new problems and emerging issues based on quality information and analysis of solutions; and (c) improve delivery of HHR services by assessing and recommending cost-effective strategies and interventions. Project R&A will address key issues involving HHR trends, sector financing and resource allocation, service delivery, and assessment of performance and impact in the HHR sectors in Africa. The perspective of the project-funded R&A will be regional, and will not be a vehicle for country-specific research.

Each year, the project will support research and analysis of an estimated four or five major issues or domains in HHR development. This will be done through various methods including literature reviews and syntheses of lessons learned, analyses of secondary data, short-term field studies, and occasionally through long-term multi-country studies. Ten to twelve research and analytical activities will be carried out per year primarily by ongoing R&D projects and contractors with HHRAA funding.

(2) **Dissemination Activities** that will ensure and promote broad-based utilization of information for policy formulation, resource allocation decisions, strategy development and programming in Africa. Dissemination will increase the likelihood that R&A results are understood and utilized by Africans, A.I.D., and other donors to make better decisions in the HHR sectors. The project will fund workshops, publications, technical assistance, and other activities to disseminate information to African policy-makers and program managers, as well as to A.I.D. and other international donors.

The project will ensure that African research priorities are addressed, that quality research is performed, and that effective research dissemination activities are developed and implemented. Project-supported R&A will be directly linked to specific country HHR problems and constraints that inhibit improvements in African quality of life. The key criteria for selecting research and analysis for project funding will be the potential impact of such research on solving these specific problems.

The project will not simply produce and disseminate research, analysis and information. In order to make a contribution to African development, it will be essential that these outputs are used by policy-makers to improve strategies, policies, and programs. To increase the probability that the information generated and disseminated by the project will in fact be used by the project's clients, these clients (African public and private institutions, Missions, REDSOs, Africa Bureau staff and management, other donors) will be involved in setting project's analytical agenda to ensure that it is relevant to their needs.

At the project's conclusion:

- Project clients will have used project-generated research, analysis and information to improve resource allocation, strategies, policies, and programs in the health and human resource sectors in at least 15 countries. Among other areas, it is expected that African strategies for malaria, nutrition, HIV/AIDS, urban health, and primary education will be developed or modified as a result of the information generated by the project.

- Project clients will have used indicators and assessment methods developed or disseminated under the project to measure program performance and impact in the HHR sectors in at least 15 countries.

- Africans will have participated in all aspects of project implementation including issues identification, R&A design and implementation, and dissemination.

The project will be managed by the Health and Human Resources Division in the Africa Bureau's Office of Analysis, Research and Technical Support (AFR/ARTS/HHR)

5. PROJECT COMPONENTS

A. RESEARCH & ANALYSIS (R&A)

The R&A component will encompass two major phases of activity: (1) Issues Identification and Agenda-Setting; and (2) R&A Implementation.

Phase I: Issues Identification and Agenda Setting

The R&A priorities for the project will be determined through a process of issues identification and agenda-setting managed by ARTS/HHR with contractor assistance and support. ARTS/HHR will conduct a formal issues identification and agenda-setting exercise every two years; however, during the first 18 months of the project, R&A activities will be guided by an Interim R&A Agenda which is already well underway. To ensure the relevance of the project-funded R&A to the concerns of African and donor decision-makers, the issues identification and agenda-setting processes will engage the participation of African institutions (public and private) REDSOs, Missions, and other international organizations. ARTS and other Africa Bureau staff, along with representatives from the Research and Development (R&D) Bureau and Center for Development Information & Evaluation Office (CDIE), will participate from Washington.

Inputs on issues in the HHR sectors will be gathered through various means, including workshops in Africa, African and U.S. technical consultative meetings, written communications with the field, and literature reviews. Different combinations of methods will be used to determine the most cost-effective ways to obtain the desired inputs. Opportunities to combine issues identification with other regional conferences or training workshops will also be sought.

The priority issues identified during this stage will be classified by analytic domains. These may be sectoral or cross-cutting in nature and will represent broad areas of inquiry. The domains will serve as a framework for grouping the various issues. It is expected that there will be no more than four or five analytical domains. Discrete R&A activities will be identified for each domain on the basis that, collectively, they can generate useful information and products responsive to the broad area of inquiry. Through an evaluation process using rigorous strategic, operational and managerial criteria (e.g., the importance of the R&A to Africa, the R&A contribution to the Development Fund for Africa (DFA) objectives and to policy and program development, and the potential impact of the R&A on target populations that will benefit from the outcomes), approximately ten to twelve R&A activities will be selected for project funding per year.

The R&A Agendas drafted by ARTS/HHR will include the analytical domains, the selected R&A activities, a preliminary timetable and budget for each activity, and identification of potential resources for carrying out the work. The agendas will be focused to ensure manageability and to increase the probability that the R&A products will be adequately disseminated and absorbed by project clients.

As a framework for developing its Interim R&A Agenda, ARTS/HHR identified five analytic domains. Priority analytical activities have been identified under each domain. The importance of these domains to the African HHR sectors and the specific products that would result from R&A in these areas are discussed below:

Domain No. 1: Service Delivery. Service delivery is one of the primary functions of the HHR sectors. The key issue for these sectors in the 1990s is to know how services can be delivered to maximize efficiency, equity and quality. The outcome of R&A in this domain will be policy and program guidance to African governments and donors for improving various aspects of social service delivery. For example, in the area of HIV/AIDS prevention and control, the project will support cross-country analyses and evaluation of what is working and what has not worked, which will lead to the development of strategies and protocols for country implementation.

Domain No. 2: Policy. A.I.D. and other donors have made substantial investments in efforts to influence and shape policies to optimize HHR outcomes. Within A.I.D., policy efforts have included non-project assistance (NPA), use of computer models such as RAPID, as well as project assistance in support of studies, data analysis, and pilot activities that have direct linkages to policy development. A.I.D.'s total portfolio in basic education in Africa revolves around NPA. Our understanding of the impact of these efforts and their relative benefits has not kept pace with their implementation. The outcome of R&A in the policy domain will provide guidance to Missions, other donors and countries about what policies are most important to HHR sector objectives and how policy-makers and donors can more effectively work together to shape policies.

Domain No. 3: Sector Financing. Social sector financing is a critical issue for all African countries after a decade of stagnating economies, current structural adjustment programs, and unprecedented population growth. Demand for quality services is outpacing the capacity of most governments to provide services. There is much concern about the sustainability of child survival programs in Africa including the successful Expanded Program for Immunization (EPI). Sector planning and project design activities must address issues of health care financing and cost recovery in Africa and more efficient resource allocation within the sectors. More attention needs to be given to ways to mobilize the private sector to provide services at affordable cost. Outcomes of R&A in this domain will include syntheses of successful HHR sector financing schemes and lessons learned. These, in turn, may lead to the development and promulgation of social service financing strategies and program guidance for African countries and donors.

Domain No. 4: -Behavior. Changing behavior at the household level is key to achieving many important objectives in the HHR sector, (e.g., increased female participation in basic education, wider acceptance of modern contraceptives, use of exclusive breastfeeding, and reductions in Acute Respiratory Infection (ARI), malaria, malnutrition, and diarrheal disease). Understanding of household decision-making in Africa (what factors influence behavior and practices and what are the real constraints to change) is limited and, at best, known information is fragmented. R&A in this domain will synthesize lessons learned in the African context and generate guidance for incorporating a better understanding of family behavior into HHR program development and for promoting cost-effective ways to change behavior. This type of information should influence the design of most child survival interventions and promote more effective implementation.

Domain No. 5: High Impact Strategy Development. Africa faces new issues and problems in the HHR sectors. HIV/AIDS, along with the resurgence of malaria, is having a devastating impact. The urban population will double in many African countries by the year 2000 and will place tremendous burdens on services and infrastructure. Africans and donors need to be on top of emerging issues, particularly those that demand immediate attention in the near term to avoid enormous costs later on. R&A in this domain will yield guidance for policies, strategies, and resource allocation to address these new areas of concern.

In addition to these topical domains, the development of appropriate and cost-effective HHR impact and performance indicators as well as methods of monitoring and evaluation will be a priority for project attention and funding.

Based upon the results of the interim agenda and a thorough, systematic issues identification process which includes meetings and discussions with African policy-makers, program managers, researchers, A.I.D., and other international donors and experts, a new R&A analytical agenda will be developed in the project's second year (and again in its fourth year if Phase II is approved). These new agendas may include domains that differ from those listed above. The process of identifying the specific R&A activities for funding will follow the process outlined above. During the intervening years, adjustments to the R&A Agenda may be needed to respond to special opportunities or new issues that arise. Thus, the agenda-setting process will have sufficient flexibility to accommodate these needs, without jeopardizing the focus and medium-term stability of the R&A agenda.

Phase II: R&A Implementation

Once the R&A Agenda is approved, the project will provide the resources necessary to implement the specific R&A activities. For each activity, a research proposal will be developed by A.I.D. direct hire staff, A.I.D. HHR Technical Advisors, and/or REDSO Technical Advisors in collaboration with R&D. Contractor staff and technical specialists will assist in formulating and evaluating the proposals. Proposals will be reviewed by a Technical Review and Oversight Committee and approved by the A.I.D. Project Officer and ARTS/HHR Chief.

The project will support a range of approaches for implementing the R&A activities. These approaches may be thought of as falling along a continuum involving different levels of methodological sophistication and input. At the "low" end of the continuum will be a literature review and synthesis of existing studies or an analysis of existing data sets. A "middle" approach might involve a literature review and synthesis followed by short-term field work to verify conclusions or test hypotheses. At the "high" end will be long-term (e.g., one year or more), multi-country research with primary data collection. Other possible approaches that fall elsewhere along the continuum will also be considered. Program impact assessment is considered a form of R&A, and may use any of a variety of methodologies. Most of the R&A funded under the project will fall along the middle and lower end of the continuum, with limited need for costly "high end" research.

The research proposals will identify the most appropriate approaches and mechanisms for implementing the R&A activity. Approaches may include conducting the study within A.I.D. with the assistance of HHR Technical Advisors (procured through mechanisms such as the Resources Support Services Agreement (RSSA), Participating Agency Service Agreement (PASA), the American Association for Advancement of Science (AAAS) Fellows Program, the Health and Child Survival Fellows Program, and Intergovernmental Personnel Act (IFAs)), who will be experts in the areas addressed by the analytical agenda. R&D Bureau contracts may be utilized when they possess expertise in the areas required by the analytic activity. It is expected that a significant portion of the R&A will be implemented through existing R&D contracts. In addition, Cooperative Agreements and Inter-agency Bureau Agreements with other U.S. Government Agencies may be developed if it becomes apparent, as specific R&A activities and topics are identified, that a university or another Government agency has particular capability or is already addressing similar issues. The project contractor may also be utilized to carry out R&A tasks directly when the above mechanisms do not provide satisfactory solutions to carrying out designated studies. African collaborators (individuals and institutions) will be identified to work with U.S. contractors and other collaborating institutions to design and carry out all field-based research.

B. DISSEMINATION

In order for dissemination of project-generated R&A to be effective, it must be regarded as an integral part of the R&A process, not merely the last step. The preceding discussion of the project R&A component reflects this integrated approach. By obtaining field input at the issues identification and agenda-setting stage, the project will seek to ensure that the R&A is responsive to the needs and interests of the project's major clients: Missions and host countries.

Furthermore, the research proposal developed for each R&A activity will be required to incorporate a detailed dissemination strategy which will address the following three questions: (1) What are the potential uses of information generated through this R&A activity? (2) Who are the major stakeholders for this research? and (3) How can they be reached most effectively? These questions will help shape the dissemination methodology, timing, and output as well as the format and languages of the products. The participation of African professionals in conducting some of the project R&A may also help extend the results to a wider audience.

The project will fund dissemination of information through various modes and channels, including a wide range of printed materials, visual materials, interpersonal modes, and information management and analytical tools. In addition, the project may fund R&A activities that look specifically at the question of how policy-makers or program managers in a given sector or sub-sector use information for decision-making. This kind of process-related research would improve understanding of effective dissemination strategies.

Because dissemination is still an imperfect art, particularly in the developing country setting, knowledge of what does and does not work is limited. Thus, the dissemination activities of the project should be viewed as somewhat experimental. However, dissemination strategies should always be pre-tested and tailored to specific target audiences, with information to be presented simply and clearly, particularly for non-technical audiences. In addition, although research is expected to be regional country-specific examples should be utilized wherever possible. Each R&A finding should be disseminated in a variety of ways through different channels to ensure maximum exposure. Finally, all dissemination activities should be evaluated after use to understand their impact and determine their utility and limitations for future R&A.

To the maximum extent practicable, the project will seek to involve African counterparts, including researchers and opinion leaders, in all project dissemination activities, including planning, implementation, and evaluation.

In addition to these dissemination strategies, a variety of other mechanisms may be used to ensure utilization of R&A findings. These mechanisms may include implementation of findings through ongoing programs, and linkage of project-supported R&A activities with follow-on technical assistance.

6. PROJECT IMPLEMENTATION STRUCTURE

The HHRAA project will be implemented by a new office within the Africa Bureau, the Office of Analysis, Research and Technical Support (ARTS). The mandate of ARTS places principal emphasis on carrying out research, analysis, and information dissemination activities at the regional level that will support the improved design and implementation of Bureau programs. ARTS also seeks to influence the strategic, resource allocation and operational decisions of African governments, the private sector and other donors with the aim of increasing the effectiveness of resources invested in development. Within ARTS, responsibility for the health, nutrition, family planning, education and human resources sectors is located in the Health and Human Resources Division (ARTS/HHR).

The ARTS/HHR Division Chief will be responsible for assuring that the project's objectives and activities reflect ARTS senior management vision, goals and objectives and for coordinating cross-sectoral research with other ARTS divisions. The R&A agenda proposed for project funding will be reviewed by the Division Chief and forwarded to the ARTS Director for approval.

The HHRAA Project Officer will be responsible for the strategic management of the project, for overseeing the use of project resources, for assuring that they are used in accord with the project objectives, and for assuring the quality and timeliness of project reports and materials. The Project Officer, in collaboration with the Project Coordinating Committee, will coordinate with R&D, CDIE and other A.I.D. offices participating in HHRAA analytic activities and will also be responsible for maintaining liaison with and monitoring the technical performance of the project contractor and other implementing entities.

A.I.D. direct hire officers in ARTS will manage the different phases of the R&A cycle (i.e., issues identification, strategic planning and agenda setting, and dissemination) in addition to routine technical and analytical responsibilities. Together with the Project Officer they will form the Project Coordinating Committee. The Coordinating Committee will assure coordination between the phases of the analytic process and review the progress of R&A activities under the project.

ARTS/HHR Technical Advisors will provide the specialized technical expertise required by the R&A activities. Specifically, they will provide substantive technical inputs into issues identification and development, guide and conduct research, analyses and dissemination and will be an important mechanism for transferring research findings and analytical tools to the field.

Technical Review and Oversight Committees will be identified for each R&A activity. They will be composed of representatives of ARTS, Africa Bureau offices, R&D, CDIE, technical specialists/consultants and they will perform a peer review function in monitoring the planning and execution of R&A activities.

The REDSOs will have a key role in identifying the research issues and priorities under HHRAA and in disseminating the results of project funded research.

The project is designed to forge a stronger, more collaborative relationship with the R&D Bureau. This relationship will be based on planning and execution of research and analysis in partnership with the R&D Bureau and the use of existing R&D contractors for implementation of many R&A activities. It is envisioned that the R&D Bureau will participate in all phases of the R&A cycle.

CDIE will be an important collaborating partner in project implementation, and is expected to participate actively in the R&A agenda setting process.

7. STATEMENT OF WORK

CONTRACTOR ROLES AND RESPONSIBILITIES

A critical component of the HHRAA project will be the primary contractor, who shall play a major role in the development of the Health and Human Resources analytical agenda and the dissemination of findings in order to achieve project objectives. The contractor shall provide a core staff with expertise and experience in research agenda development, research design, and innovative dissemination strategies in the HHR sectors in Africa. In addition, the contractor shall establish and maintain access to a pool of expert consultants in the areas of basic education, health, HIV/AIDS, child survival, nutrition, and family planning to carry out specific short term analyses, desk studies, literature reviews and syntheses; participate in technical review and oversight committees for proposed and ongoing HHRAA- supported research and analysis; and provide technical support in research design and dissemination.

In conjunction with the project's R&A and dissemination components described above, the contractor shall provide the following services:

- (1) Research Agenda Development and Implementation Support
- (2) Technical Support
- (3) Dissemination of R&A Findings
- (4) Management Information Systems
- (5) Contract Operations Support

PHASE 1

(1) Research Agenda Development and Implementation Support

In providing research agenda development and implementation support services for the project's R&A component, the contractor shall provide expertise in research planning, design, and protocol development, as well as subject area technical specialists to advise on research priorities for specific domains. The research management support role shall be centered around two types of activities: (a) R&A Agenda-Setting; and (b) R&A Design Support.

(a) R&A Agenda-Setting: With respect to this activity, the contractor shall play a lead role in implementing and refining the R&A issues identification and agenda-setting process described earlier. Specifically, the contractor shall be responsible for developing and implementing approaches to capturing field inputs and involving African institutions (public and private), Missions and REDSOs and other international agencies in identifying priority research and analysis issues. Two mechanisms have been identified (on a preliminary basis) for these purposes: Issues Identification Workshops and Consultative Meetings.

The contractor shall:

- Design, organize, and facilitate a total of four (4) Regional Issues Identification Workshops. Issues identification workshops and/or other mechanisms to identify issues shall be carried out as soon as possible. Within the first 15 months of contract implementation, a total of four workshops shall be held (1 Health Population and Nutrition (HPN) workshop and 1 Education workshop for Anglophone Africa; 1 HPN workshop and 1 Education workshop for Francophone Africa). Each workshop shall be attended by appropriate contractor staff, expert consultants, A.I.D. and USAID Mission personnel, and approximately 20 African participants from the region. The contractor shall make all logistical arrangements for the conferences, provide travel and logistical support for all non-A.I.D. participants, and coordinate the participation of African attendees. For budgeting purposes, offerors should assume that each workshop will be of five days' duration, with two workshops to be held in Nairobi and two in Abidjan.

- Design, organize, and facilitate six (6) consultative meetings in Africa to bring together African and international technical experts and African policy-makers to discuss issues in particular sectors and analytical domains, (eg. health care financing), review possible analytical activities to address issues and information gaps, discuss implications and applications, and identify other research and analysis needs. Three such meetings shall be held in each of Years 1 and 2 of the project. Each consultative meeting shall be attended by 5-10 African experts/program managers and policy makers as well as A.I.D. and USAID Mission personnel, and appropriate contract staff. The contractor shall make all logistical arrangements for the meetings, provide travel and logistical support for all non-A.I.D. participants, and coordinate the participation of African attendees. For budgeting purposes, offerors should assume that each meeting will be of 5 days' duration, with three workshops to be held in Nairobi and three in Abidjan.

- Arrange for ten (two to three day) consultative meetings in the United States to review the state of art of research on specific agenda topics, and review lessons learned and knowledge gaps in areas that the Bureau is considering for their research agenda. It is estimated that the contractor shall provide four consultants for each meeting.

The contractor shall plan, organize and carry out the above activities with the assistance of short-term consultants.

Offerors should describe in detail their plan for an R&A issues identification and agenda setting process that will ensure that substantive input is obtained from Africans as well as from U.S. and international experts to help shape the research agenda. Since ARTS/HHR will experiment with different combinations to obtain the desired inputs, offerors are also encouraged to suggest additional or alternative approaches. Offerors should propose methods of evaluating the cost-effectiveness of the issues identification and agenda setting process.

Offerors should also describe their strategy for assuring significant African collaboration and participation in the R&A cycle, including planning and research implementation. Because it is critical to the success of the project to have African participation in all aspects of the R&A agenda-setting and implementation process, the contractor shall develop and implement approaches to promote participation of Africans in R&A agenda-setting, study design, research implementation and dissemination activities so that approaches to an issue are congruent with real needs of African programs, and that real field constraints are taken into consideration in the development of R&A scopes of work and protocols.

Mechanisms that may be used to promote African participation include: (a) Subcontracting with African institutions and/or researchers to develop research proposals, carry out specific R&A, and/or to develop and implement dissemination strategies; (b) Establishing collaborative relationships with one or more African institutions; (c) Linking African counterparts (institutions and/or individuals) to specific R&A activities; (d) Utilizing Africans as short- and/or long-term consultants. It is expected that at least 10 collaborative R&A arrangements with African institutions will be established.

Initial visits to the REDSOs in Nairobi and Abidjan selected African countries shall be made in the first three months of the contract to begin collaboration with African institutions and A.I.D. field Missions in designing issues identification strategies. These visits will be useful for learning what R&A, A.I.D. and African institutions are currently undertaking in specific sectors, what the research and analysis priorities are, and to begin to identify R&A gaps and a process for ensuring African input into the R&A agenda.

(b) R&A Design Support: The contractor shall provide technical support to African institutions, A.I.D. REDSOs and the Africa Bureau on an as-needed basis during critical phases on the R&A agenda development, study design and implementation. The support may take many forms, including but not limited to:

- Advising on the process for identifying issues, defining priorities, and selecting the R&A agenda items.
- Assisting in the development of R&A proposals, protocols and workplans which incorporate significant African input.
- Arrange for 25 (one day) Technical Advisory Expert Committee meetings to review R&A proposals, protocols and workplans as may be required. The contractor shall provide one consultant for each meeting.
- Performing literature and document reviews to provide an initial identification of program and policy issues for consideration in developing R&A priorities.
- Drafting R&A Issues Papers, based on the issues identification process, for the purpose of focusing the R&A agenda-setting exercise.
- Developing R&A strategies to address identified issues.
- Assisting the R&A Task Managers to determine the appropriate research methodologies, sampling frames, and schedules for individual R&A activities.

(c) Subcontracting with African Institutions: The contractor shall also enter into sub-contracts with African institutions and researchers to ensure significant African input and collaboration in all aspects of this effort including research planning, design, implementation and dissemination. Sub-contracting, however, will not be limited to African institutions.

(2) Technical Support

The contractor shall carry out analytic tasks which cannot be performed by R&D Bureau contractors, ARTS/HHR Technical Advisors, or other project-funded mechanisms such as RSSA/PASAs. These tasks will most likely be short- to medium-term discrete activities with quick turn around time required. Most studies would be considered Washington D.C. or U.S. based desk studies. Technical expertise shall be required across the HHR sectors. Examples of technical support activities to be provided by the contractor include:

- Substantive reviews and/or syntheses of specific technical subjects or issues that may require a cross-sectoral approach or focus that cannot be addressed through other mechanisms, or secondary data analysis for addressing an issue or problem that needs immediate attention. It is estimated that each year the contractor shall perform two syntheses focused on specific R&A issues.
- Drafting of technical policy implications or operational guidelines based on R&A results.
- Providing technical guidance for the development of indicators for assessing sectoral performance and impact.

(3) Dissemination of R&A Findings

Because the project's objective is to increase the utilization of information and not just produce reports, it is critical that well- thought out dissemination activities be integrated into the design of each cluster of research activities and/or for each separate activity. The contractor shall develop and test a variety of dissemination strategies for the project. It is envisioned that one element of this approach will be the fostering of a network of African research and analysis collaborators from institutions, universities, and international and national organizations that will participate in identifying priority issues, setting priorities, conducting R&A activities, disseminating the results, and promoting their utilization.

The contractor's specific dissemination responsibilities shall include three major sub-sets of activities:

- (a) Researching, developing, testing, implementing, and evaluating dissemination mechanisms in Africa, and identifying the most appropriate dissemination strategies for R&A activities.

(b) Collaborating with A.I.D. and R&A implementors and providing logistical support, coordination and technical expertise to carry out the following:

- Planning, organizing, and facilitating 8 regional dissemination workshops to share findings and promote follow-up actions on special issues and domains. Two workshops shall be held per year. Dissemination workshops during the first two years shall focus on disseminating results of interim analytic agenda activities carried out by HHR. Each dissemination workshop shall be attended by appropriate contractor staff, expert consultants, A.I.D. and USAID Mission personnel, and approximately 15 African participants from the region. The contractor shall make all logistical arrangements for the workshops, provide travel and logistical support for all non-A.I.D. participants, and coordinate the participation of African attendees. For budget purposes, offerors should assume that each workshop will be of 5 days' duration, with four workshops to be held in Nairobi and four in Abidjan.

- Arrange for twenty-two (22) follow-up technical assistance activities involving two people for 14 days per trip to plan, to disseminate R&A findings and to promote actions based on the findings.

- Edit, summarize and/or synthesize, produce, and disseminate approximately 24 technical reports and 20 technical bulletins during the life of the project. Offerors should assume that 200 copies of each report and bulletin will be required, and that 10 technical reports and 10 technical bulletins will require French translation.

(c) Develop and test innovative dissemination methods, e.g., videos, slide shows, tapes, computer storyboards, etc. It is anticipated that 10 such dissemination tools shall be developed, during the life of the project, at an estimated cost of \$15,000 per tool.

(4) Management Information System

The contractor shall provide the following additional services in support of all project activities:

- Development and maintenance of a project management information system (MIS) for monitoring and reporting on project inputs and outputs including tracking the status of R&A activities from inception to completion, report preparation and dissemination. This MIS is intended to enable the project Technical Officer and the contractor to track and stay current with the status of each R&A activity and to document decisions at all analytic phases.

- Development and maintenance of a system to track progress towards project purpose and outputs. This system shall consist of indicators -- quantitative wherever possible -- and data collection procedures and responsibilities. The indicators shall measure project inputs, the R&A process, and utilization of R&A outputs.

(5) Operations Support

The contractor shall locate its core contract staff in the Washington, D.C. metropolitan area. In support of project activities, the contractor shall provide computers, software packages, fax equipment and modems for their core staff to support analysis and improve dissemination of findings and communications to the field.

Offeror's proposal should include an illustrative workplan for the first two years of the contract.

PHASE II

If the evaluation at the end of Fiscal Year 1994 determines that the project is providing valuable information, products and ideas for Africans and the Africa Bureau and has developed and implemented systems to obtain African participation in the agenda setting, implementation and dissemination process and that the contractor is meeting its performance standards, there is a possibility that the project authorization will be extended to cover Phase II of the project and the contract.

Phase II shall basically replicate the R&A issues identification and agenda setting cycle carried out in Years 1 and 2 and continue the dissemination process for another twelve months.

Research Agenda Development and Implementation Support

Phase II would support a second cycle of the issues identification process beginning in year three, which shall include another four issues identification conferences in East and West Africa, an additional six African consultative meetings in Years 3 and 4 and an additional six U.S. consultative meetings also in Years 4 and 5. Fifteen expert panels would be held in Year 3 and in Year 4. The contractor shall provide twenty-four person months between Years 3 and 4 to carry out literature reviews and 16 person-months to provide technical guidance on the analytical agenda development.

Technical Support

Two syntheses shall be carried out in each of Years 4 and 5. An additional fourteen person months shall be provided for assistance with the design and implementation strategies (protocols) of specific studies.

Dissemination

Two African dissemination workshops shall be held in Year 5. Ten additional technical bulletins shall be produced and twelve technical reports. Three additional dissemination media tools shall be produced in Years 4 and 5. Two additional follow-up technical assistance activities shall be carried out in Year 4 and six in Year 5.

Management Information System

Activities to support the project information system shall continue through Year 5.

Project Operation Support

All activities necessary to support contract functions shall continue through Year 5.

9. CONTRACTOR PERFORMANCE STANDARDS

As a new Agency requirement, the following performance standards will be used to assess the primary contractor's performance.

- 1) An R&A agenda-setting process developed and tested that effectively captures field inputs including Africans, Mission and other donors.
- 2) African and A.I.D. HHR policy, strategies and programs developed or modified based on utilization of project-funded R&A at the country, Mission and Agency level.
- 3) High quality, state of the art research funded by the project which addresses priority African and A.I.D. HHR issues.
- 4) Collaborative African institutional arrangements developed for designing and implementing R&A activities.
- 5) Innovative dissemination strategies designed and tested and proven effective.
- 6) Project input/output monitoring and tracking system developed and functioning.

10. PROJECT PERSONNEL

a Long Term Personnel

1. Senior Research Management Specialist (Project Director) (48 person-months/Phase I; 12 person-months/Phase II)

Project Director shall:

serve as the principal liaison between the Recipient and A.I.D. and will provide technical leadership and coordination for all activities undertaken by the contract.

provide supervision to other contract staff that will work on specific themes or sectors.

provide key contact with the field including African institutions and A.I.D. Missions in developing approaches and strategies to identify R&A issues and promoting African participation in the R&A agenda setting process.

provide guidance to ARTS on developing R&A strategies for addressing specific issues or R&A themes which would include multiple studies and products.

advise ARTS in developing criteria for evaluating and selecting R&A activities for funding.

Qualifications

- Demonstrated capability, extensive experience, recognized leadership in the area of developing and managing research and analysis portfolios, including development of organizations' R&A strategies, agendas and selection/funding criteria. Strong credentials in research design and implementation. Extensive experience managing and/or implementing R&A in the Health and Human Resource Development sectors. Experience in Africa with both public and private institutions working in the HHR research and policy areas. Ability to deal effectively with researchers and at policy levels in developing countries and donor organizations.

- Minimum of ten years experience developing, managing and implementing research agendas for public or private organizations. At least five years experience in the HHR sectors, particularly working on development issues that pertain to health, child survival, family planning, basic education in Africa. Substantial field experience in Africa working with private and public research, policy and implementing organizations.

- Ph.D, Dr.P.H. in education, public health, social sciences or equivalent academic experience.

2. Operations Manager (Deputy Director)
(48 person-months/Phase I; 12 person-months/Phase II)

The Deputy Director provides daily management, coordination and supervision for all contract activities. Specific activities would include management and coordination of workshops, conferences and consultative meetings in the United States and Africa, coordination and supervision for all consultant support to ARTS in Washington and overseas, supervision of the development and maintenance of the project's management information system. Provide leadership in developing implementation strategies for achievement of contract/project objectives.

Qualifications

- Minimum of ten years of experience in managing large-scale, multi-component, multi-country international technical assistance/research activities in developing countries, preferably with A.I.D. Demonstrated capability in supervising a large number of professional employees working both in the United States and in overseas situations. Ability to comply with complex and changing accounting, managerial, personnel and other regulations while maintaining a high degree of responsiveness to A.I.D. and developing country needs.

3. Communications/Dissemination Specialist
(48 person-months/Phase I; 12 person-months/Phase II)

The Communications/Dissemination Specialist provides overall guidance and leadership to the project in the areas of dissemination and communications strategies. Develops and implements innovative approaches to disseminating R&A findings in order to promote policy strategy and program changes in African countries based on R&A results. Approaches might include videos, radio messages, technical bulletins, workshops, etc. Works closely with the Project Director to develop strategies that will ensure utilization of R&A results by integrating ideas/concepts into issues identification strategies, R&A proposal development and implementation.

Provides leadership in developing frameworks and coordinating agendas for conferences and workshops to ensure that objectives are achieved. Provides technical consultations to all HHRAA-supported R&A activities to ensure that appropriate dissemination strategies have been developed as part of these activities.

Qualifications

- Academic training, extensive experience and demonstrated capability in developing and implementing a wide variety of communication/dissemination approaches to promoting utilization of information (R&A findings in particular) to achieve action.

Particular African experience is required that demonstrates knowledge of African culture and dissemination strategies that work effectively in various African countries or settings. Familiarity with development issues pertaining to health, family planning, nutrition, and basic education is necessary. Demonstrated experience in the HHR sectors working with both researchers and policy makers is desirable.

- Demonstrated capability in use of social marketing, qualitative consumer research, policy analysis tools and materials for decision makers, use of multi-channels for achieving outcomes.

4. Research Management Specialist (48 person-months/Phase I; 12 person-months/Phase II)

Working closely with the Senior Research Manager, provides guidance to ARTS research managers, REDSO and African researchers and program managers in the development of R&A proposals, study designs, research methodologies and protocols, etc. Supervises literature reviews requested by ARTS that provides background on specific issues that have been identified as researchable issues. Supervises and coordinates the syntheses/desk studies, as requested by ARTS. In the field participates in the regional issues identification conferences and consultative meetings as a resource person on appropriate R&A design.

Qualifications

- Academic training and extensive field experience (particularly in survey research, evaluation, methodology, interpretation of indicators) in the HHR sectors. Field experience should include collaborative R&A work with African institutions and individual researchers in the HHR areas.

French language capability is desirable.

NOTE: For at least two of four senior staff, French language capability at the S-3 and R-3 level is required. (Section J for definitions of Foreign Service Institute language proficiency ratings).

**5. Administrative Assistant
(48 person-months/Phase I; 12 person-months/Phase II)**

Responsible for making meeting arrangements including site selection, travel and logistic support and overseeing and processing expenses. Handles administrative support for consultants including obtaining approval from A.I.D. and reviewing and processing expense and consultant fee vouchers. Also handles staff and consultant travel, and other administrative duties associated with the project.

Qualifications

- Previous experience in arranging meetings and providing travel, and logistic support. Familiarity with A.I.D. travel regulations necessary.

b. Short Term Consultants

In addition to the core staff described above, the contractor shall provide 430 months of short term technical assistance in Phase I and an additional 224 person-months in Phase II during the time period described in the RFP. There is overlap in Years 3 and 4 between Phase I and Phase II.

CATEGORIES OF CONSULTANTS

Technical Specialists:

Health, e.g.

Child Survival
Health Care Policy
Health Care Service Delivery
Tropical and Infectious Disease

Nutrition, e.g.

Policy
Service Delivery

Population, e.g.

Family Planning Policy
Family Planning Service Delivery

Education, e.g.

Policy
Education Systems Operations

Process Specialists

Communications and Information Dissemination

Research Design and Methodology Specialists
(Survey Specialists, Statisticians)

Editing and Report Writing

Meeting Facilitators

Meeting Organizers

Researchers for Literature Reviews

SHORT-TERM CONSULTANT UTILIZATION CHART
PERSON-MONTHS

| ACTIVITY | PHASE I | PHASE II |
|----------------------------------------|---------------|--------------------------------------------------|
| | (Years 1 - 4) | Additional Person Months <u>Years 3, 4, 5</u> |
| A. ISSUES ID AND AGENDA-SETTING | | |
| 1. Lit Reviews | 38 | 24 |
| 2. Technical Guidance | 23 | 16 |
| 3. Issues ID Conference | 36 | 36 |
| 4. Consultative Meetings-Africa | 24 | 24 |
| 5. Consultative Meetings-U.S. | 15 | 6 |
| 6. Expert Panels | 5 | 3 |
| B. R&A IMPLEMENTATION | | |
| 7. Technical Support | 44 | 17 |
| 8. Synthesis | 72 | 48 |
| C. DISSEMINATION | | |
| 9. Dissemination Workshops | 80 | 20 |
| 10. Media Design | 22 | 6 |
| 11. Publications Support | 26 | 10 |
| 12. Follow-Up TA | 45 | 14 |
| TOTAL | 430 | 224 |

Consultants with both English and French language capability shall be available for each category. African consultants should be used to the maximum extent possible.

END SECTION C

SECTION D - PACKAGING AND MARKING

1. **REPORTS**

Pursuant to the clause of this contract entitled, "Reports" (AIDAR 752.7026), the cover page of all reports prepared by the Contractor shall include the project name (HHRAA Project), the Project Number (698-0483), the contract number, the Contractor's name, the name of the A.I.D. Project Office (AFR/ARTS), and the publication or issuance date of the report.

2. **SUPPLIES AND COMMODITIES**

Any supplies and equipment/commodities purchased and shipped or provided by the Contractor shall be marked in accordance with the clause of this contract entitled, "Marking" (AIDAR 752.7009). Unless otherwise specified, all commodities shipped overseas shall be in accordance with the supplier's standard export packaging.

END SECTION D

SECTION F - DELIVERIES OR PERFORMANCE

1. PERIOD OF CONTRACT

The period of performance of this contract is from September 30, 1992, and the estimated completion date is September 29, 1996. There is one (1) one year option after the initial period of performance.

2. TECHNICAL DIRECTIONS

Performance of the work hereunder shall be subject to the technical directions of the cognizant A.I.D. Project Officer. Only the cognizant A.I.D. Project Officer (and not any other A.I.D. official) may issue technical directions. As used herein, "technical directions" are directions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise complete the general scope of the work. "Technical directions" must be within the terms of this contract and any modifications issued hereunder, shall not change or modify them in any way, and shall not constitute Changes (as described in the clause of this contract entitled "Changes - Cost Reimbursement" (FAR 52.243-02, Alternate II), which may only be issued by the Contracting Officer. The Contractor shall comply with the clause of this contract entitled "Notification of Changes" (FAR 52.243-07).

3. REPORTS/DELIVERABLES

In addition to providing the quantity of services indicated in Sections B.2.a. and F.5.a. of this contract, directed toward the performance of the activities discussed in Section C, and the requirements set forth for submission of reports in the clause of this contract entitled "Reports" (AIDAR 752.7026), the Contractor shall be responsible for submission of the following reports/deliverables*:

*The aforesaid AIDAR clause requires two (2) copies of each report to be submitted to A.I.D.'s Center for Development Information and Evaluation (POL/CDIE/DI, ACQUISITIONS; Room 209, SA-18; Agency for International Development; Washington, D. C. 20523). This requirement applies to the reports/deliverables described below. The aforesaid deliverables must be in accordance with the CDIE Style Manual (a copy of which will be provided to the Contractor by the cognizant A.I.D. Project Officer upon request).

1) Work Plan

On an annual basis, the contractor shall submit a detailed workplan to the Project Officer. The first year's work plan shall be submitted within three months of contract award. Workplans shall detail project activities by technical component, level of effort (including staff, consultants and subcontractors), budget, collaborating host country institutions, timetable, and travel. The workplan shall be modified, as required, to reflect the recommendations of the Project Officer.

2) Quarterly Reports

Throughout the life of the contract, the contractor shall prepare and submit five copies of quarterly progress reports within ten (10) working days following the reporting period. These reports shall summarize activities performed during the reporting period, activities to be carried out over the next quarter and problems encountered or expected and means of resolution.

3) Annual Report

The contractor shall submit 5 copies of an annual report describing all activities that have been carried out over the previous year. The annual report shall include but not be limited to, a description of all activities and their status to date. All activity descriptions shall depict level of effort of technical and administrative staff, subcontractors, and consultants, expenditures to date, and a discussion of major issues and lessons learned during the reporting period.

4) Final Report

The contractor shall submit 10 copies of a final report one month prior to the completion of the contract, summarizing all contract activities and assessing the progress made towards the achievement of contract objectives. The precise format of this report shall be jointly determined by the Project Officer and the contractor at the beginning of the fourth year of the contract.

5) Monthly Reports

The contractor shall submit monthly financial reports detailing all expenditures by contract budget line item and sub-line item. As necessary, the Project Officer may add other categories for characterizing project expenditures.

6) Activity Reports

The contractor shall submit reports of the activities and results of Issue Identification Workshops, Consultative Meetings, Expert Panel Meetings, and Dissemination Workshops within 10 working days after completion of these events. Formats for these reports will be determined by the Project Officer in collaboration with the contractor.

7) Trip Reports

At the conclusion of each overseas trip, the contractor shall prepare a trip report describing activities and results. Within 15 working days after completion of each trip, the contractor shall submit two copies of the trip report to the Project Officer and five copies directly to the A.I.D. Mission.

8) Correspondence

The contractor shall provide the Project Officer and as appropriate, the USAID Mission, with copies of all correspondence pertaining to substantive project matters between the contractor and local organizations.

In addition to the above listed reporting requirements, the contractor shall provide:

a. A monthly status/activity report segregated by Task Request and Home Office Expenses covering all on-going technical assistance being provided under the contract.

b. Level of Effort Reports

The Contractor shall submit a copy of a semi-annual report to both the Contracting Officer and the cognizant A.I.D. Project Officer indicating the number of person-months of effort which were expended by the Contractor and each subcontractor's employees and consultants to the Contractor and subcontractors during the reporting period. The number

of person-months shall be delineated by the main contract activity components and administrative/clerical support. The reporting periods shall be October 1 through March 31 and April 1 through September 30 of each year. The reports shall be submitted not later than 30 days following the end of the reporting period.

c. Small Business and Small Disadvantaged Business Subcontracting Plan Reports

With respect to the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09), if applicable, reporting requirements are as follows:

- 1) Standard Form 294 (See Section J), entitled "Subcontracting Report for Individual Contracts," shall be prepared by the Contractor semi-annually for this contract and submitted to the A.I.D./Washington Office of Small and Disadvantaged Business Utilization (OSDBU), Washington, D. C. 20523-1414. Reporting periods are October 1 through March 31 and April 1 through September 30 of each year. The report shall be submitted/delivered no later than 25 days following the end of each reporting period.
- 2) Standard Form 295 (See Section J), entitled "Summary Subcontract Report," shall be prepared quarterly by the Contractor for all contracts subject to Public Law 95-507 (i.e., with the clause entitled, "Small Business and Small Disadvantaged Business Subcontracting Plan", FAR 52.219-09) and submitted to the A.I.D./W Office of Small and Disadvantaged Business Utilization (OSDBU), Washington, D. C. 20523-1414. The report shall be submitted/delivered no later than 25 days following the end of each reporting period.

d. Property Reports

The contractor shall submit/deliver three copies to the Contracting Officer of an annual property report containing the information required by the clauses of this contract entitled "Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-05) and "Government Property -- A.I.D. Reporting Requirements" (AIDAR 752.245-70). The reporting periods are October 1 through September 30 of each year. The report shall be submitted/delivered by the Contractor within 30 days from the end of the reporting period.

e. Financial Reports

- 1) The Contractor shall comply with Sections B. and C. of this contract.
- 2) In addition to the foregoing, the Contractor shall submit one copy each to the Contracting Officer and to the cognizant A.I.D. Project Officer of a quarterly financial report that specifically includes line item budgets, advances (if applicable), expenditures and accruals (or encumbrances), and a pipeline (balance remaining), and by contract activity. This report shall also identify current problems (if any) and future financing needs. The report shall be submitted by the Contractor not later than 30 days following the end of the reporting period.
- 3) Pursuant to Sections B. and C. of this contract, the Contractor shall comply with the clauses of this contract entitled "Limitation of Cost" (FAR 52.232-20) and "Limitation of Funds" (FAR 52.232-22).

f. Indirect Cost Rate Proposals

The Contractor shall comply with the clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) or "Predetermined Indirect Cost Rates" (FAR 52.216-15), as applicable, regarding submission of indirect cost rate proposals for each of the Contractor's (and any subcontractors') accounting periods which apply to this contract within 90 days from the end of each of the Contractor's (and any subcontractors') fiscal years. Three copies of each of such proposals shall be submitted within 90 days from the end of each of the Contractor's (and any subcontractors') fiscal years, to the Contracting Officer and the Contractor's cognizant U.S. Government audit agency (if applicable).

g. Invention and Patent Reports

The Contractor shall comply with the clause of this contract entitled "Patent Rights - Retention by the Contractor (Short Form)" (FAR 52.227-11) or "Patent Rights - Acquisition by the Government" (FAR 52.227-13), as applicable.

h. Equal Opportunity

The Contractor shall comply with the reporting requirements of the clause of this contract entitled "Equal Opportunity" (FAR 52.222-26).

i. Special Disabled Veterans and Veterans of the Vietnam Era

The Contractor shall comply with the reporting requirements of the clause of this contract entitled "Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era" (FAR 52.222-37).

j. Other Deliverables

The Contractor shall also be responsible for providing the other deliverables specified in Section C of this contract when and as requested by the Contracting Officer or the cognizant A.I.D. Project Officer.

k. Language of Reports/Deliverables

In accordance with the clause of this contract entitled "Language, Weights, and Measures" (AIDAR 752.7005), all reports and communications shall be in the English language, unless otherwise specified by the Contracting Officer or the cognizant A.I.D. Project Officer.

l. Consultant and Third Country/Cooperating Country National (TCN/CCN) Reports

The Contractor shall submit/deliver the number of copies to the consignees, indicated above, of a semi-annual consultant and TCN/CCN report. This report shall cover the periods October 1 through March 31 and April 1 through September 30 of each year, and shall be submitted/delivered within 30 days from the end of the reporting period. The report shall list, by name, the consultants and TCN/CCNs utilized under this contract during the reporting period, the activity or activities on which each consultant and TCN/CCN performed services, the actual daily rate paid to each consultant and TCN/CCN, and a current Contractor Employee Biographical Data Sheet (see Section J of this contract) for each consultant and TCN/CCN. If the Contracting Officer determines that actual consultant or TCN/CCN compensation was not in accordance with the parameters set forth in Sections H.4.a.5) and H.4.a.6) of this contract, such excess costs (and associated indirect costs and fee, if applicable) may be disallowed by the Contracting Officer pursuant to the clauses of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) and "Notice of Intent to Disallow Costs" (FAR 52.242-01).

m. The Contractor shall submit/deliver all reports and other deliverables in accordance with the clause of this contract entitled "F.o.b. Destination, Within Consignee's Premises" (FAR 52.247-35). The types, quantities, consignees, and due dates of such reports and other deliverables are specified in individual paragraphs of this Section F.

n. **Publications**

Journal articles and other publication manuscripts arising from this contract shall be subject to A.I.D.'s Academic Publication Policy (as set forth in Appendix I of the A.I.D. Acquisition Regulation [48 CFR Chapter 7], and submitted to the cognizant A.I.D. Project Officer no later than submission to a publisher for comment only (as opposed to authorization for release), unless the Contracting Officer determines, on a case-by-case basis, that authorization for release is appropriate. The Contractor shall submit/deliver the number of copies to the consignees, indicated above, of each publication within 30 days following publication. To the extent that A.I.D. funds are used to underwrite the cost of publication (in lieu of the publisher assuming the cost as is the normal practice), any royalties or profits up to the amount of such cost shall be credited to the contract.

4. **DELIVERY OF SERVICES**

The Contractor shall provide the definite quantity of services set forth in paragraph 5 below as follows:

The Contractor shall be responsible for staffing as necessary for the performance of this contract. The Contractor shall provide personnel that will meet the technical requirements of the activities outlined in the statement of work.

5. **PERSONNEL REQUIREMENTS**

a. **Level of Effort**

- 1) A.I.D.'s design has estimated that 670 person-months of technical assistance effort will be required to achieve the goals and purposes of the program which are covered by this contract. The Contractor shall comply with A.I.D.'s design and shall not exceed 670 total person-months of technical assistance effort without the prior written approval of the Contracting Officer, as described in the clause of this contract entitled "Changes - Cost Reimbursement, Alternate II" (FAR 52.243-02).

2) The estimated level of effort will be approximately divided as follows:

| | Phase I | Phase II |
|----------------------------------------------------------|-------------------|-----------------------------------------------------------|
| | <u>Years 1 -4</u> | Additional Person Months <u>Years 3, 4, & 5</u> |
| <u>Direct Labor</u> | | |
| -Senior Research Management Specialist (Project Manager) | 48 | 12 |
| Operations Manager (Deputy Project Manager) | 48 | 12 |
| Communications/Dissemination Specialist | 48 | 12 |
| Research Management Specialist | 48 | 12 |
| Administrative Assistant | <u>48</u> | <u>12</u> |
| Subtotal | 240 | 60 |
| <u>Consultants</u> | <u>430</u> | <u>224</u> |
| TOTAL | 670 | 284 |

3) In the event that the Contractor fails to furnish the level of effort set forth herein during the specified term of this contract, then the Contracting Officer may require the Contractor to continue performance of the work beyond the estimated completion date until the Contractor has furnished the specified level of effort or until the estimated cost of the work for such period has expended.

4) The provision of some or all of this effort may be provided through subcontracts and/or consultants. However, the inclusion of person-months of effort above does not obviate the requirements of the clause of this contract entitled "Subcontracts (Cost-Reimbursement and Letter Contracts)" (FAR 52.244-02), or Sections H.4.a.5) of this contract for prior written approval by the A.I.D. official indicated therein.

b. Places of Performance

Performance of this contract shall be in the Washington, D. C. metropolitan area, at the Contractor's and any subcontractor's facilities in the United States, and those countries to which the cognizant A.I.D. Project Officer, in accordance with Section H.1. of this contract and the clauses of this contract entitled "Travel and Transportation" (AIDAR 752.7002) and "Personnel" (AIDAR 752.7027, Alternate 71).

c. PERSONNEL REQUIREMENTS

Key Personnel

1. The key personnel whose services the contractor shall furnish for the performance of this contract are as follows:

| <u>Position Title</u> | <u>Name</u> |
|-----------------------------------------------------------|------------------------|
| Project Director/Senior Research Management Specialist | Suzanne G. Pryor-Jones |
| Deputy Project Director/Operations Manager | Peter L. Spain |
| Communications/Dissemination Specialist | Judith Brace |
| Research Management Specialist | Glenn R. Rogers |
| Administrative Assistant | (To be Named) |

2. The personnel specified above are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall simultaneously notify both the Contracting Office and the Project Officer 30 days in advance, and shall submit justification in sufficient detail (including proposed substitutions (along with curriculum vitae)) to permit evaluation of the impact on the project. No diversion shall be made by the Contractor without the written consent of the Contracting Officer;

provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this clause. Failure to provide the specified personnel may be considered nonperformance by the Contractor. The listing of the key personnel may, with the consent of the contracting parties, be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

6. FEDERAL ACQUISITION REGULATIONS (48 CFR CHAPTER 1)

52.212-13, and
Alternate I

Stop Work Order (AUG 1989)

END OF SECTION F

SECTION G - CONTRACT ADMINISTRATION DATA

1. **COGNIZANT A.I.D. PROJECT OFFICER**

The cognizant A.I.D. Project Officer is Hope Sukin, AFR/ARTS, A.I.D./Washington, or her designee.

2. **PAYMENT OFFICE**

The payment office, and the office to which requests for payment shall be sent is:

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

3. **POST-AWARD CONTRACT ADMINISTRATION OFFICE**

The post-award contract administration office is FA/OP/A/AOT, A.I.D./Washington.

4. **ACCOUNTING DATA**

Funds currently obligated in this contract are chargeable as follows:

| | |
|-------------------|---------------------|
| PIO/T No. | :698-0483-3-2613020 |
| Appropriation No. | :72-112/31014 |
| Budget Plan Code | :GSS2-92-31698-KG12 |
| Amount Obligated | :\$ 1,200,000 |
| Total Estimated | :\$12,616,803 |
| Funding Source | :FA/FM/CMP/DC |
| CEC No. | :07-103-1280 |

5. **SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING**

The Director of the A.I.D./Washington Office of Small and Disadvantaged Business Utilization (OSDBU/MRC) is hereby designated as the Contracting Officer's representative, responsible for assisting in monitoring, evaluating, and documenting the Contractor's performance under the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09).

6. CONTRACTOR'S PAYMENT ADDRESS

Payments shall be made to the Contractor either by electronic funds transfer or by check mailed to the address shown on the cover page of this contract, unless otherwise indicated below:

Academy for Educational Development
1255 23rd Street, N.W.
Washington, D. C. 20037

END OF SECTION G.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

1. **SPECIAL PROVISION REGARDING THE CLAUSES ENTITLED "TRAVEL AND TRANSPORTATION" (AIDAR 752.7002), AND "PERSONNEL" (AIDAR 752.7027)**

In accordance with each of the above clauses of this contract, whereunder the Contractor may not send individuals outside the United States to perform work under this contract without the prior written approval of the Contracting Officer, the Contracting Officer does, hereby, provide said approval for those individuals required to travel outside the United States; provided, however, that concurrence with the assignment of any and all said individuals outside the United States is obtained by the Contractor, in writing, from the A.I.D. Project Officer and the USAID Mission prior to their assignment abroad. Such approval must be within the terms of this contract, is subject to availability of funds, and should not be construed as authorization to increase the total estimated cost or the obligated amount of this contract, whichever is less (see Section B of this contract), which are subject to the clauses of this contract entitled "Limitation of Funds" (FAR 52.232.22) or "Limitation of Cost" (FAR 52.232.20), as applicable (see Section I of this contract). A copy of each approval issued pursuant to this paragraph shall be retained by the Contractor for audit purposes.

After approval of the proposed international travel, the Contractor shall provide the USAID Mission Director advance notification, with a copy to the A.I.D. Project Officer, of the arrival date and time and flight identification of A.I.D.-financed travellers.

2. DEFENSE BASE ACT (DBA) INSURANCE

Pursuant to the clause of this contract entitled "Workers' Compensation Insurance (Defense Base Act)" (FAR 52.228-03), the Contractor shall, during the period of this contract provide and maintain such workers' compensation insurance or security as the Defense Base Act (42 U.S.C. 1651, et seq.) requires. U.S. citizens and U.S. residents who are hired in the U.S. shall be covered by DBA insurance during the period they are performing work outside the U.S. Pursuant to the of contract clause entitled "Worker's Compensation Insurance (Defense Base Act)" (AIDAR 752.228-03), the Contractor shall obtain such coverage from A.I.D.'s current insurance carrier for such insurance. This insurance carrier is Wright & Co.; 1400 I Street, N.W.; Washington, D.C. 20005; telephone (202) 289-0200, or (800) 424-9801 outside the Washington area (toll-free).

3. EMERGENCY LOCATOR INFORMATION

The Contractor agrees to provide the following information to the Mission Administrative Officer on or before the arrival in the Cooperating Country of every contract employee or dependent:

- a. The individual's full name, home address, and telephone number.
- b. The name and number of the contract, and whether the individual is an employee or dependent.
- c. The contractor's name, home office address, and telephone number, including any after-hours emergency number(s), and the name of the Contractor's home office staff member having administrative responsibility for the contract.
- d. The name, address, and telephone number(s) of each individual's next of kin.
- e. Any special instructions pertaining to emergency situations such as power of attorney designees or alternate contact persons.

4. PERSONNEL COMPENSATION

a. Limitations

Compensation of personnel which is charged as a direct cost under this contract, like other costs, will be reimbursable in accordance with Section B.7 of this contract entitled "Costs Reimbursable, Payment and Logistic Support to the Contractor," and the clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-07) and other applicable provisions of this contract, but subject to the following additional specified understandings which set limits on items which otherwise might be reasonable, allocable, and allowable.

1) Approvals

Salaries and wages may not exceed the Contractor's established policy and practice, including the Contractor's established pay scale for equivalent classifications of employees, which will be certified to by the Contractor, nor may any individual salary or wage, without approval of the Contracting Officer, exceed the employee's current salary or wage or the highest rate of annual salary or wage received during any full year of the immediately preceding three years. There is a ceiling on reimbursable salaries and wages paid to a person employed directly under the contract of the maximum salary rate of FS-1 (or the equivalent daily rate of the maximum FS-1 salary, if compensation is not on an annual basis), unless advance written approval is given by the Contracting Officer.

2) Salaries During Travel

Salaries and wages paid while in travel status will not be reimbursed for a travel period greater than the time required for travel by the most direct and expeditious air route.

3) Return of Overseas Employees

Salaries and wages paid to an employee serving overseas who is discharged by the Contractor for misconduct, inexcusable nonperformance, or security reasons will in no event be reimbursed for a period which extends beyond the time required to return him promptly to his point of origin by the most direct and expeditious air route.

4) Annual Salary Increases

Annual salary increases may not exceed those provided by the Contractor's established policy and practice. With respect to employees performing work overseas under this contract, one annual salary increase of not more than 4% of the employee's base salary may, subject to the Contractor's established policy and practice, be granted after the employee's completion of each twelve month period of satisfactory services under the contract. Annual salary increases of any kind exceeding these limitations or exceeding the maximum salary of FS-1 may be granted only with the advance written approval of the Contracting Officer.

5) Consultants

No compensation for consultants will be reimbursed unless their use under the contract has the advance written approval of the A.I.D. Project Officer; and if such provision has been made or approval given, compensation shall not exceed, without specific approval of the rate by the Contracting Officer, (1) the current compensation or the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years or (2) the maximum daily salary rate of FS-1, whichever is less. See the reporting requirements set forth in Section F. of this contract.

6) Third Country and Cooperating Country Nationals

No compensation for third country or Cooperating Country nationals will be reimbursed unless their use under the contract has the prior written approval of the Contracting Officer. Salaries and wages paid to such persons may not, without specific written approval of the Contracting Officer, exceed either the Contractor's established policy and practice; or the level of salaries paid to equivalent personnel by the USAID Mission in the Cooperating Country; or the prevailing rates in the Cooperating Country, as determined by A.I.D., paid to personnel of equivalent technical competence. In no event shall compensation for such persons exceed the FS-1 rate, unless approved in advance by the Contracting Officer. See the reporting requirements set forth in Section F. of this contract.

7) Initial Salaries

The initial starting salaries of all employees whose salaries are charged as a direct cost to this contract must be approved, in advance and in writing, by the Contracting Officer. Subsequent salary increases shall be in accordance with paragraph 4 above.

NOTE: The daily rate of a Foreign Service Officer Class 1 (FS-1) is determined by dividing the annual salary by 260, the number of working days in a year.

NOTE: Any approvals issued pursuant to paragraphs 5, 6 and 7 above shall be retained by the Contractor for audit purposes. Approvals issued pursuant to the above must be within the terms of this contract, and shall not serve to increase the total estimated cost or the obligated amount of this contract, whichever is less (see Part 3 of Section B of this contract).

8) Work Week

Nonoverseas Employee. The work week for the Contractor's nonoverseas employees shall not be less than the established practice of the Contractor.

Overseas Employee. The work week for the Contractor's overseas employees shall not be less than 40 hours and shall be scheduled to coincide with the work week for those employees of the AID Mission and the Cooperating Country associated with the work of this contract, but in no event shall the number of days per week exceed 6.

b. Definitions

As used herein, the terms "Salaries," "Wages," and "Compensation" mean the periodic remuneration received for professional or technical services rendered, exclusive of any of the differentials or allowances defined in the clause of this contract entitled "Differentials and Allowances" (AIDAR 752.7028), unless otherwise stated. The term "compensation" includes payments for personal services (including fees and honoraria). It excludes earnings from sources other than the individual's professional or technical work, overhead, or other charges (see also the clause of this contract entitled "Personnel Compensation" [AIDAR 752.7007]).

6. PROCUREMENT AND SUBCONTRACTING

A.I.D. has eligibility rules concerning goods and commodities, commodity-related services, and suppliers of goods and services (other than commodity-related services). These rules are set forth in A.I.D. Handbook 1, Supplement B, which, as amended from time to time, is incorporated by reference as a part of this contract (see the clause of this contract entitled "Source and Nationality Requirements" [AIDAR 752.7004]). The relevant A.I.D. eligibility rules in effect as of the date of this contract are set forth in Section J.14 of this contract. For the purposes of this contract, the following applies:

a. Authorized Geographic Code

1) With reference to the clause of this contract entitled "Source and Nationality Requirements" (AIDAR 752.7004), unless otherwise agreed to in writing by the Contracting Officer, the A.I.D. Geographic Code for procurement of goods and services hereunder is "935". The nationality provision of said clause does not apply to the employees of contractors and subcontractors, but all contractor and subcontractor employees engaged in providing services under this contract must be citizens of countries included in AID Geographic Code "935", or non-U.S. citizens lawfully admitted for permanent residence in the United States. AID Geographic Codes are included in Section J of this contract.

2) Local Cost Financing With U.S. Dollars

In the event that the Contracting Officer authorizes the Cooperating Country for procurement of goods and services pursuant to the above subparagraph 1) of this contract, the clause of this contract entitled "Local Cost Financing With U.S. Dollars" (AIDAR 752.7017) shall become applicable. Pursuant to said clause, indigenous goods and imported shelf items shall then become eligible for local cost financing in quantities specified in such waiver, and subject to the restrictions stated in said clause, the waiver, and Chapter 18 of Supplement B to A.I.D. Handbook 1, which, as may from time to time be amended, will be incorporated herein as part of this contract by reference.

3) Restricted Goods

Pursuant to the clause of this contract entitled "Source and Nationality Requirements" (AIDAR 752.7004), the following restricted goods must be specifically approved by the Contracting Officer:

Agricultural Commodities
Motor Vehicles
Pharmaceuticals
Pesticides
Rubber Compounding & Plasticizers
Used Equipment
Fertilizer

1) Nationality of Supplier

a) Suppliers of Goods and Commodities

Except as may be specified elsewhere, the suppliers of goods and commodities shall have their nationality in the United States (A.I.D. Geographic Code 000), or the Cooperating Country, except as the Contracting Officer may otherwise agree in writing.

b) Suppliers of Services (Other Than Commodity-Related Services)

Except as may be specified elsewhere, the suppliers of services (other than commodity-related services) shall have their nationality in the United States (A.I.D. Geographic Code 000), or the Cooperating Country, except as the Contracting Officer may otherwise agree in writing.

c) Exception for Purchase/Procurement Transactions not Exceeding \$5,000

If the proposed purchase/procurement transaction does not exceed \$5,000 excluding transportation costs, all goods and commodities must have their source and origin in any Geographic Code 935 country, may not contain any components from a non-Free World country.

d) Government Owned Organizations

Except as the Contracting Officer may otherwise agree in writing, a Government Owned Organization, i.e., a firm operated as a commercial company or other organizations (including nonprofit organizations other than public educational institutions) which are wholly or partially owned by governments or agencies thereof, are not eligible for A.I.D. financing hereunder.

b. Definitions

1) Source, Origin, Componentry, and Nationality of Supplier

Source, origin, componentry requirements, and nationality of suppliers are defined in Chapter 5 of A.I.D. Handbook 1, Supplement B, which, as may be amended from time to time, is incorporated herein as part of this contract by reference (see also Section J.14 of this contract).

2) A.I.D. Geographic Codes

A.I.D. Geographic Codes are defined in Appendix D of A.I.D. Handbook 18, which, as may be amended from time to time, is incorporated herein as a part of this contract by reference (see also Section J.2 of this contract).

c. Air Travel and Transportation

The eligibility of air travel and transportation services is determined by the flag registry of the aircraft. U.S.-Flag air carriers must be used when available (see FAR 47.403). If U.S.-Flag air carriers are not available, foreign-flag air carriers may be used, provided that the contractor's invoices certify that U.S.-Flag air carriers were not available (with supporting reasons). In no event shall air travel be financed on air carriers registered in countries not included in Geographic Code 935. See also the clauses of this contract entitled "Preference for U.S.-Flag Air Carriers" (FAR 52.247-63) and "Source and Nationality Requirements" (AIDAR 752.7004).

d. Approvals

All purchases of nonexpendable equipment (i.e., property which is complete in itself, does not lose its identity or become a component part of another article when put into use, is durable with an expected service life of two years or more, and which has a unit cost of more than \$500) will require approval of the Contracting Officer, except as specified in paragraphs (e) and (f) below. Any approvals given pursuant to this paragraph must be within the terms of this contract, and shall not serve to change them in any way. The Contractor shall retain copies of all such approvals for audit purposes.

e. Competition in Subcontracting

The Contractor shall secure competition to the maximum practical extent, as required by the clause of this contract entitled, "Competition in Subcontracting" (FAR 52.244-05). Notwithstanding any approvals issued by the Contracting Officer pursuant to paragraphs (d) above, the Contractor shall obtain the Contracting Officer's consent for purchases /sub- contracts, if required by the clause of this contract entitled, "Subcontracts (Cost-Reimbursement and Letter Contracts)" (FAR 52.244-02). With the exception of any subcontractors identified in the Contractor's proposal (and/or best and final offer) which was accepted by A.I.D. through award of this contract, the Contractor shall compete all other subcontracting opportunities or provide the Contracting Officer with justification for the lack of competition.

f. Automation Equipment

The contractor shall obtain prior specific approval from the Contracting Officer for any purchases of automation equipment (e.g., computers, word processors, etc.), software, or related services made hereunder.

g. Anticipated Purchases

It is anticipated that the Contractor shall purchase the following items of nonexpendable equipment:

N/A

Notwithstanding the foregoing, prior to purchasing any nonexpendable equipment, the Contractor shall perform an analysis of the cost of purchasing such equipment vs. the cost of leasing such equipment, and shall submit such analyses to the Contracting Officer, together with the request to lease or purchase. The Contracting Officer must approve each purchase or lease.

h. Government Property

With respect to nonexpendable equipment purchased by the Contractor hereunder, the Contractor shall comply with all requirements of the clauses of this contract entitled "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)" (FAR 52.245-05) and "Government Property -- A.I.D. Reporting Requirements" (AIDAR 752.245-70).

i. Small Business and Small Disadvantaged Business Subcontracting

The Contractor shall comply with the requirements of the clauses of this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" (FAR 52.219-08 and AIDAR 752.219-08) and, if applicable, "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09). With respect to the latter clause, reporting requirements are specified in Section F of this contract.

7. LANGUAGE REQUIREMENTS

a. Consultants with both English and French language reading and speaking capability should be available for each category specified in Section C.

b. A.I.D. reserves the right to test proposed individuals to ensure that they have the required language capability. In the event that the individual(s) possess(es) the required language capability, expenses for language testing shall be an allowable charge to this contract. However, if the individual(s) do(es) not have the required language capability, expenses for language testing for such individual(s) shall be borne by the Contractor (see also Section J.1 of this contract).

8. ORDINARY COURSE OF BUSINESS

With respect to the clauses of this contract entitled, "Allowable Cost and Payment" (FAR 52.216-07) and "Documentation for Payment" (AIDAR 752.7003), it is understood and agreed that the Contractor may, in some circumstances, invoice and be paid for recorded costs for items or services purchased directly for this contract, even though the contractor has not yet paid for those items or services; provided, that such costs are paid in the ordinary course of business. "The ordinary course of business" is defined in accordance with the principles established by the Prompt Payment Act, Public Law 97-177 (96 Stat. 85, 31 USC 1801), i.e. within 30 days after the Contractor's receipt of payment from A.I.D. for such costs. In those instances where the Contractor properly invoices and is paid for recorded costs which have not yet been paid by the Contractor, the Contractor agrees to pay all such costs, and especially employee compensation, consultants, subcontractors, suppliers, support of participants, and costs incurred in the Cooperating Country, in the ordinary course of business. Failure to do so may be considered nonperformance by the Contractor.

9. TRAVEL EXPENSES

- a. Notwithstanding any other provision of this contract, if any of the personnel utilized hereunder are discharged by the Contractor for misconduct or inexcusable nonperformance, travel and transportation costs associated with the assignment of substitute personnel therefore shall not be an allowable cost under this contract.
- b. Misconduct shall be defined as the deliberate and/or repeated disregard for the laws and regulations of the Cooperating Country or of A.I.D., the continued existence of conflict of interest after advice that such conflict exists, or general behavior unbecoming a professional serving as a part of the U.S. foreign assistance program (see also the clause of this contract entitled, "Personnel" [AIDAR 752.7027]).
- c. Inexcusable nonperformance shall be defined as unauthorized absences or failure to undertake and/or complete assigned tasks which are within the scope of this contract, when such absences or failures are within the control of the individual.

10. SUBMISSION OF COMPLETION VOUCHER

The clause of this contract entitled "Allowable Cost and Payment" (FAR 52.216-7) provides in paragraph (h)(1) that "the contractor shall submit a completion invoice or voucher, designated as such, promptly [emphasis added] upon completion of the work...". The term "promptly" is not defined in the clause. In order to avoid ambiguity, and to insure expeditious closeout of completed contracts, the term "promptly" is defined as 60 days from the actual completion date of the contract, unless otherwise approved in writing by the Contracting Officer. The contractor will have up to one (1) year after completion of the contract effort, (or longer, as the Contracting Officer may approve in writing) or until mutually acceptable final release has been signed, to submit a revised completion voucher, should circumstances warrant. Upon receipt of the final voucher, the Contracting Officer shall begin actions necessary to properly close the contract. Processing of the final voucher for payment shall not begin until compliance by the contractor with all terms and conditions of the contract.

11. GRAY AMENDMENT SUBCONTRACTING

Pursuant to the clause of this contract entitled "Subcontracting with Disadvantaged Enterprises" (AIDAR 752.226-2) no less than 15 percent of the total value of the contract will have to be subcontracted to Gray Amendment entities (U.S. socially and economically disadvantaged, including women-owned, businesses; historically black colleges and universities; U.S. colleges and universities with at least 40 percent Hispanic American students; and U.S. private voluntary organizations controlled by socially and economically disadvantaged individuals, including women.)

The Contractor shall comply with the requirements of clauses of this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" (FAR52.219-08) and AIDAR 752.219-08) and "Small Business and Small Disadvantaged Business Subcontracting Plan" (FAR 52.219-09).

12. LOCAL OFFICE

The contractor shall have, or shall establish, an office in Washington, D. C. through which this contract will be administered.

END OF SECTION H

PART II

SECTION I - CONTRACT CLAUSES

The following Federal Acquisition Regulation (48 CFR Chapter 1) and AID Acquisition Regulation (48 CFR Chapter 7) clauses apply to this contract.

52.252-02 - Clauses Incorporated by Reference (JUN 1988)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

| | |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------|
| 52.202-01 | Definitions (SEP 1991) |
| 52.203-01 | Officials Not to Benefit (APR 1984) |
| 52.203-03 | Gratuities (APR 1984) |
| 52.203-05 | Covenant Against Contingent Fees (APR 1984) |
| 52.203-06 | Restrictions on Subcontractor Sales to the Government (JUL 1985) |
| 52.203-07 | Anti-Kickback Procedures (OCT 1988) |
| 52.203-09 | Requirement for Certificate of Procurement Integrity - Modification (NOV 1990) |
| 52.203-10 | Price or Fee Adjustment (SEP 1990) |
| 52.203-12 | Limitation on Payments to Influence Certain Federal Transactions (JAN 1990) |
| 52.203-13 | Procurement Integrity - Service Contracting (SEP 1990) |
| 52.209-06 | Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (JUN 1991) |
| 52.215-01 | Examination of Records by Comptroller General (APR 1984) |
| 52.215-02 | Audit-Negotiation (DEC 1989) |
| 52.215-22 | Price Reduction for Defective Cost or Pricing Data (JAN 1991) |
| 52.215-24 | Subcontractor Cost or Pricing Data (DEC 1991) |
| 52.215-25 | Subcontractor Cost or Pricing Data - Modifications (DEC 1991) |

52.215-27 Termination of Defined Benefit Pension Plans (SEP 1989)

52.215-30 Facilities Capital Cost of Money (SEP 1987)

52.215-31 Waiver of Facilities Capital Cost of Money (SEP 1987)

52.215-33 Order of Precedence (JAN 1986)

52.215-39 Reversion or Adjustment of Plans for Postretirement Benefits Other Than Pensions (PRB) (JUL 1991)

52.216-07 Allowable Cost and Payment (JUL 1991)

52.216-11 Cost Contract-No Fee (APR 1984)

52.217-08 Option to Extend Services (AUG 1989)

52.219-08 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990)

52.219-13 Utilization of Women-Owned Small Businesses (AUG 1986)

52.219-16 Liquidated Damages - Small Business Subcontracting Plan (AUG 1989)

52.220-01 Preference for Labor Surplus Area Concerns (APR 1984)

52.220-03 Utilization of Labor Surplus Area Concerns (APR 1984)

52.220-04 Labor Surplus Area Subcontracting Program (APR 1984)

52.222-02 Payment for Overtime Premiums (JUL 1990)

52.222-03 Convict Labor (APR 1984)

52.222-18 Notification of Employee Rights Concerning Payment of Union Dues or Fees (MAY 1992)

52.222-26 Equal Opportunity (APR 1984)

52.222-28 Equal Opportunity Preaward Clearance of Subcontracts (APR 1984)

52.222-29 Notification of Visa Denial (APR 1984)

52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984)

52.222-36 Affirmative Action for Handicapped Workers (APR 1984) ..

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| 52.222-37 | Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 1988) |
| 52.223-02 | Clean Air and Water (APR 1984) |
| 52.223-06 | Drug-Free Workplace (JUL 1990) |
| 52.225-11 | Restrictions on Certain Foreign Purchases (MAY 1992) |
| 52.227-02 | Notice and Assistance Regarding Patent and Copyright Infringement (APR 1984) |
| 52.227-14 | Rights in Data - General (JUN 1987) |
| 52.228-03 | Workers' Compensation Insurance (Defense Base Act) (APR 1984) |
| 52.228-07 | Insurance-Liability to Third Persons (APR 1984) |
| 52.229-08 | Taxes-Foreign Cost-Reimbursement Contracts (MAR 1990) |
| 52.230-03 | Cost Accounting Standards (SEP 1987) |
| 52.230-04 | Administration of Cost Accounting Standards (SEP 1987) |
| 52.230-05 | Disclosure and Consistency of Cost Accounting Practices (SEP 1987) |
| 52.232-17 | Interest (JAN 1991) |
| 52.232-22 | Limitation of Funds (APR 1984) |
| 52.232-23 | Assignment of Claims (JAN 1986) |
| 52.232-25 | Prompt Payment (APR 1989) |
| 52.232-28 | Electronic Funds Transfer Payment Methods (APR 1989) |
| 52.233-01 and Alternate I | Disputes (DEC 1991) |
| 52.233-03 and Alternate I | Protest After Award (AUG 1989) |
| 52.237-03 | Continuity of Services (JAN 1991) |
| 52.242-01 | Notice of Intent to Disallow Costs (APR 1984) |
| 52.242-13 | Bankruptcy (APR 1991) |
| 52.243-02, Alternate I | Changes - Cost Reimbursement (AUG 1987) |
| 52.243-07 | Notification of Changes (APR 1984) |
| 52.244-02 | Subcontracts (Cost-Reimbursement and Letter Contracts (JUL 1985) |

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| 52.244-05 | Competition in Subcontracting (APR 1984) |
| 52.245-05 | Government Property (Cost-Reimbursement, Time-and Material, or Labor-Hour Contracts) (JAN 1986) |
| 52.246-03 | Inspection of Supplies-Cost Reimbursement (APR 1984) |
| 52.246-25 | Limitation of Liability-Services (APR 1984) |
| 52.247-01 | Commercial Bill of Lading Notations (APR 1984) |
| 52.247-35 | F.O.B. Destination, within Consignee's Premises (APR 1984) |
| 52.247-63 | Preference for U.S.-Flag Air Carriers (APR 1984) |
| 52.247-64 | Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 1984) |
| 52.249-06 | Termination (Cost-Reimbursement) (MAY 1986) |
| 52.249-14 | Excusable Delays (APR 1984) |
| 52.251-01 | Government Supply Sources (APR 1984) |
| 752.202-01 Alternate 70 | Definitions (JAN 1990) |
| 752.202-01 Alternate 72 | Definitions (DEC 1986) |
| 752.203-01 | Officials Not to Benefit (DEC 1986) |
| 752.219-08 | Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (APR 1984) |
| 752.226-02 | Subcontracting with Disadvantaged Enterprises (APR 1991) |
| 752.228-03 | Worker's Compensation Insurance (Defense Base Act) (APR 1991) |
| 752.228-07 | Insurance - Liability to Third Persons (APR 1991) |
| 752.245-71 | Title To and Care of Property (APR 1984) |
| 752.7001 | Biographical Data (DEC 1988) |
| 752.7002, | Travel and Transportation (JAN 1990) |

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| 752.7003 | Documentation for Payment (APR 1984) |
| 752.7004 | Source and Nationality Requirements for Procurement of Goods and Services (APR 1989) |
| 752.7005 | Language, Weights, and Measures (APR 1984) |
| 752.7006 | Notices (APR 1984) |
| 752.7007 | Personnel Compensation (AUG 1984) |
| 752.7008 | Use of Government Facilities or Personnel (APR 1984) |
| 752.7009 | Marking (APR 1984) |
| 752.7010 | Conversion of U.S. Dollars to Local Currency (APR 1984) |
| 752.7011 | Orientation and Language Training (APR 1984) |
| 752.7013 | Contractor-Mission Relationships (OCT 1989) |
| 752.7014 | Notice of Changes in Travel Regulations (JAN 1990) |
| 752.7015 | Use of Pouch Facilities (JUN 1991) |
| 752.7017 | Local Cost Financing With U.S. Dollars (APR 1984) |
| 752.7025 | Approvals (APR 1984) |
| 752.7026 | Reports (OCT 1989) |
| 752.7027, | Personnel (DEC 1990) |
| 752.7028 | Differentials and Allowances (DEC 1988) |
| 752.7029 | Post Privileges (DEC 1990) |
| 752.7030 | Inspection Trips by Contractor's Officers and Executives (APR 1984) |
| 752.7031 | Leave and Holidays (OCT 1989) |
| 752.7032 | International Travel Approval and Notification Requirements (Jan 1990) |
| 752.7033 | Physical Fitness (DEC 1990) |
| 752.7034 | Acknowledgement and Disclaimer (DEC 1991) |

2. 52.252-04 - Alterations in Contract (APR 1984)

Portions of this contract are altered as follows:

- a. If the Contractor is an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.3...".
- b. If the Contractor is a not-for-profit organization, other than an educational institution, in the clause entitled "Allowable Cost and Payment" (FAR 52.216-07), delete "...Subpart 31.2...", and in lieu thereof, substitute "...Subpart 31.7...".
- c. The following is added to Clause 52.219-08 entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (APR 1984)" in accordance with AIDAR 752.219-08:

"AID small business provision. To permit AID, in accordance with the small business provisions of the Foreign Assistance Act, to give small business firms an opportunity to participate in supplying equipment, supplies and services financed under this contract, the Contractor shall, to the maximum extent possible, provide the following information to the Office of Small and Disadvantaged Business Utilization (OSDBU), AID, Washington, D. C. 20523, at least 45 days prior to placing any order in excess of five thousand dollars (\$5,000), except where a shorter time is requested of, and granted by OSDBU:

 - (1) Brief general description and quantity of commodities or services;
 - (2) Closing date for receiving quotations or bids; and
 - (3) Address where invitations or specifications may be obtained."
- d. In the clause entitled "Payment for Overtime Premiums" (FAR 52.222-02), insert "zero" in the blank in paragraph (a).

- e. If the clause entitled "Cargo Insurance" (FAR 52.228-09) applies, insert "\$_____" and "\$_____" in the blanks in paragraph (a), and "A.I.D." in the blanks in paragraphs (b) and (c).
- f. In the clause entitled "Taxes - Foreign Cost Reimbursement Contracts (FAR 52.229-08), insert "the Cooperating Country" and "the Cooperating Country", respectively, in the blanks.
- g. In the clause entitled "Notification of Changes" (FAR 52.243-07), insert "7 days" in the blank in paragraph (b).
- h. In the clause of this contract entitled "Subcontracting with Disadvantaged Enterprises" (AIDAR 752.226-2), delete "...Not less than ten (10) percent...", and in lieu thereof, substitute "...Not less than 15 percent...".
- j. The following is inserted preceding the text of Clause 52.245-05 entitled "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts) (APR 1984)" in accordance with AIDAR 752.245-70:

"The term 'Government furnished property' wherever it may appear in the following clause, shall mean (1) non-expendable personal property owned by or leased to the U.S. Government and furnished to the contractor and (2) personal property furnished either prior to or during the performance of this contract by any U.S. Government accountable officer to the contractor for use in connection with performance of this contract and identified by such officer as accountable. The term 'government property', wherever it may appear in the following clause, shall mean government-furnished property and non-expendable personal property title to which vests in the U.S. Government under this contract. Non-expendable property, for purposes of this contract, is defined as property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500."

- j. The following is inserted following the text of Clause 52.245-05 entitled "Government Property (Cost Reimbursement, Time-and-Material, or Labor-Hour Contracts)(APR 1984)" in accordance with AIDAR 752.245-70:

"Reporting Requirements: The contractor will submit an annual report on all non-expendable property in a form and manner acceptable to AID substantially as follows: (See the following page)

ANNUAL REPORT OF GOVERNMENT PROPERTY
 IN CONTRACTOR'S CUSTODY

(Name of Contractor)

As of (End of Contract Year), 19xx

| Motor Vehicles | Furniture and furnishings-- Office Living quarters | Other non-expendable property |
|----------------|-----------------------------------------------------------------|-------------------------------------|
|----------------|-----------------------------------------------------------------|-------------------------------------|

- A. Value of property as of last report.
- B. Transactions during this reporting period.
 - 1. Acquisitions (add):
 - a. Purchased by contractor 1/
 - b. Transferred from AID 2/
 - c. Transferred from others- Without reimbursement 3/
 - 2. Disposals (deduct):
 - a. Returned to AID
 - b. Transferred to AID- Contractor Purchased
 - c. Transferred to other Government agencies 3/
 - d. Other disposals 3/
- C. Value of property as of reporting date.
- D. Estimated average age of contractor held property

Years / Years Years

1/ Property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500.

3. 52.219-09 Small Business and Small Disadvantaged Business Subcontracting Plan (JAN 1991)

(a) This clause does not apply to small business concerns.

(b) "Commercial product," as used in this clause, means a product in regular production that is sold in substantial quantities to the general public and/or industry at established catalog or market prices. It also means a product which, in the opinion of the Contracting Officer, differs only insignificantly from the Contractor's commercial product.

"Subcontract," as used in this clause, means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.

(c) The offeror, upon request by the Contracting Officer, shall submit and negotiate a subcontracting plan, where applicable, which separately addresses, subcontracting with small business concerns and small disadvantaged business concerns, and which shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract.

(d) The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business concerns and small disadvantaged business concerns as subcontractors. The offeror shall include all subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs.

(2) A statement of--

(i) Total dollars planned to be subcontracted;

(ii) Total dollars planned to be subcontracted to small business concerns; and-

(iii) Total dollars planned to be subcontracted to small disadvantaged business concerns.

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to (i) small business concerns; and (ii) small disadvantaged business concerns.

(4) A description of the method used to develop the subcontracting goals in 1) above.

(5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Procurement Automated Source System (PASS) of the Small Business Administration, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small and small disadvantaged business concerns trade associations).

(6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with (i) small business concerns and (ii) small disadvantaged business concerns.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

(8) A description of the efforts the offeror will make to assure that small business concerns and small disadvantaged business concerns have an equitable opportunity to compete for subcontracts.

(9) Assurances that the offeror will include the clause in this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility), to adopt a plan similar to the plan agreed to by the offeror.

(10) Assurances that the offeror will (i) cooperate in any studies or surveys as may be required, (ii) submit periodic reports in order to allow the Government to determine the extent of compliance by the offeror with the subcontracting plan, (iii) submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Subcontract Report, in accordance with the instructions on the forms, and (iv) ensure that its subcontractors agree to submit Standard Forms 294 and 295.

(11) A recitation of the types of records the offeror will maintain to demonstrate procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of its efforts to locate small and small disadvantaged business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists, guides, and other data that identify small and small disadvantaged business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small or small disadvantaged business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating (A) whether small business concerns were solicited and if not, why not, (B) whether small disadvantaged business concerns were solicited and if not, why not, and (C) if applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact (A) trade associations (B) business development organizations, and (C) conferences and trade fairs to locate small and small disadvantaged business sources.

(v) Records of internal guidance and encouragement provided to buyers through (A) workshops, seminars, training, etc., and (B) monitoring performance to evaluate compliance with the program's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, include the name, address, and business size of each subcontractor. Contractors having company or division-wide annual plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small business and small disadvantaged business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential small business and small disadvantaged subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small business and small disadvantaged business concerns in all "make-or-buy" decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small and small disadvantaged business firms.

(4) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small business or small disadvantaged business for the purpose of obtaining a subcontract that is to be included as part of all of a goal contained in the Contractor's subcontracting plan.

(f) A master subcontracting plan on a plant or division-wide basis which contains all the elements required by d. above, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided, (1) the master plan has been approved, (2) the offeror provides copies of the approved master plan and evidence of its approval to the Contracting Officer, and (3) goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

(g)(1) If a commercial product is offered, the subcontracting plan required by this clause may relate to the offeror's production generally, for both commercial and noncommercial products, rather than solely to the Government contract. In these cases, the offeror shall, with the concurrence of the Contracting Officer, submit one company-wide or division-wide annual plan.

(2) The annual plan shall be reviewed for approval by the agency awarding the offeror its first prime contract requiring a subcontracting plan during the fiscal year, or by an agency satisfactory to the Contracting Officer.

(3) The approved plan shall remain in effect during the offeror's fiscal year for all of the offeror's commercial products.

(h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(i) The failure of the Contractor or subcontractor to comply in good faith with (1) the clause of this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns," or (2) an approved plan required by this clause, shall be a material breach of the contract.

3. FAR 52.217-9 "OPTION TO EXTEND THE TERM OF THE CONTRACT"
(MAR 1989)

(a) The Government may extend the term of this contract by written notice to the contractor within 60 days prior to expiration of the contract; provided that the government shall give the contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this contract, shall not exceed 60 months.

END OF SECTION I .

PART III

SECTION J - LIST OF DOCUMENTS, EXHIBITS,
AND OTHER ATTACHMENTS1. DEFINITIONS OF ABSOLUTE LANGUAGE PROFICIENCY RATINGS
(Attachment 1)

Definitions of Foreign Service Institute (FSI) language proficiency ratings are attached hereto as Attachment 1. Upon award of the contract resulting from this solicitation, Attachment 1 is incorporated by reference and made a part of the contract.

2. AID GEOGRAPHIC CODES (Attachment 2)

Definitions of AID Geographic Codes are attached as Attachment 2 of this solicitation. Attachment 2 is from AID Handbook 18, Appendix D, as currently in effect. Upon award of the contract resulting from this solicitation, Appendix D of AID Handbook 18, as amended from time to time, is incorporated by reference, and made a part of the contract.

3. CONTRACT PRICING PROPOSAL COVER SHEET (SF 1411)
(Attachment 4)

A Contracting Pricing Proposal Cover Sheet (SF 1411) is attached as Attachment 4 (see also Section L of this solicitation). The offeror shall use this form for submission of a cost/business management proposal. Upon award of the contract resulting from this solicitation, Attachment 4 is incorporated by reference and made a part of the contract.

4. SUPPLEMENT TO SF 1411 (Attachment 5)

Instructions for submission of a contract cost proposal is included as Attachment 5 (see also Section L of this solicitation). Upon award of the contract resulting from this solicitation, Attachment 5 is incorporated by reference and made a part of the contract.

5. CERTIFICATE OF CURRENT COST OR PRICING DATA (Attachment 6)

A Certificate of Current Cost or Pricing Data is included as Attachment 6. The offeror shall submit Attachment 6 as part of the cost/business management proposal (see also Section L of this solicitation). Upon award of the contract resulting from this solicitation, Attachment 6 is incorporated by reference and made a part of the contract.

6. SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS (Attachment 7)

Standard Form 294, entitled "Subcontracting Report for Individual Contracts", is included as Attachment 7 of this solicitation/contract. Use of this form is prescribed in Section F of this contract. Upon award of the contract resulting from this solicitation, Attachment 7 is incorporated by reference and made a part of the contract.

7. SUMMARY SUBCONTRACT REPORT (Attachment 8)

Standard Form 295, entitled "Summary Subcontract Report", is included as Attachment 8 of this solicitation/contract. Use of this form is prescribed in Section F of this contract. Upon award of the contract resulting from this solicitation, Attachment 8 is incorporated by reference and made a part of the contract.

8. SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN (Attachment 9)

Pursuant to Section 211 of Public Law 95-507 (as implemented by the clause of this contract entitled "Small Business and Small Disadvantaged Business Subcontracting Plan" [FAR 52.219-09], which is set forth in full text in Section I.3.), the Contractor's small business and small disadvantaged business subcontracting plan, if the Contractor is other than a small business or small disadvantaged business, will be attached to the contract resulting from this solicitation as Attachment 9 and made a part of the contract.

9. CHAPTER 18 OF A.I.D. HANDBOOK 1, SUPPLEMENT B
(Attachment 11)

Chapter 18 of Supplement B to A.I.D. Handbook 1, as currently in effect and pertaining to local cost financing, is included as Attachment 11 of this solicitation/contract (see Section H of this contract). Upon award of the contract resulting from this solicitation, Chapter 18 of Supplement B to A.I.D. Handbook 1, as amended from time to time, is incorporated by reference and made a part of the contract.

10. STATEMENT OF CONTINGENT OR OTHER FEES (SF 119)
(Attachment 12)

Standard Form 119 entitled "Statement of Contingent or Other Fees" is included as Attachment 12 of this solicitation/contract. Use of this form is prescribed in Sections H, K and L. Upon award of the contract resulting from this solicitation, Attachment 12 is incorporated by reference and made a part of the contract.

11. ORGANIZATIONAL CONFLICTS OF INTEREST REPRESENTATION
(Attachment 13)

Included as Attachment 13 of this solicitation/contract is an "Organizational Conflicts of Interest Representation." Use of this form is prescribed in Section H. Upon award of the contract resulting from this solicitation, Attachment 13 is incorporated by reference and made a part of the contract.

12. CHAPTER 5 OF A.I.D. HANDBOOK 1, SUPPLEMENT B
(Attachment 14)

Chapter 5 of Supplement B to A.I.D. Handbook 1, as currently in effect and pertaining to source, origin, componentry, and nationality of supplier, is included as Attachment 14 of this solicitation/contract (see Section H). Upon award of the contract resulting from this solicitation, Chapter 5 of Supplement B to A.I.D. Handbook 1, as amended from time to time, is incorporated by reference and made a part of the contract.

END OF SECTION J

APR 17 1992

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|------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| AID 1350 1 (3 87) *PIO/T | AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES | 1. Cooperating Country Africa Regional | Page 1 of _____ Pages |
| | | 2. PIO/T No 698-0483-3-2613020 | <input checked="" type="checkbox"/> Original or Amendment No. _____ |
| | | 4. Project/Activity No and Title Health and Human Resources Analysis for Africa (HHRAA) Project 698-0483 | |

| | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------|--------------|-------------------|
| DISTRIBUTION ACTION: <i>Researched</i> DATE: <u>4-17-92</u> INITIALED <i>PA</i> OFFICE OF FINANCIAL MANAGEMENT FA/FM/A/NPA & PA 13. Mission References | 6. Appropriation Symbol 72-112/31014 | 8. Budget Plan Code GSS2-92-31698-KG12 (281-61-698-00-69-21) | | | | |
| | 7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document | 8. Project Assistance Completion Date (Mo., Day, Yr.) 9/30/96 | | | | |
| | 9. Authorized Agent OP/A/AOT | 10. This PIO/T is in full conformance with PRO/AG No N/A Date | | | | |
| | 11. Type of Action and Governing AID Handbook <input checked="" type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> 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. - B) | | | | | |
| | Maximum AID Financing Available | A. Dollars | (1) Previous Total | (2) Increase | (3) Decrease | (4) Total to Date |
| | | B. U.S.-Owned Local Currency | 0 | 1,200,000 | -- | 1,200,000 |
| | 14. Instructions to Authorized Agent OP/A/AOT is authorized to negotiate a contract under full and open competition for the services described in the attached scope of work. Services should begin o/a September 15, 1992. Contractor services will be provided in two phases. Contractor implementation of Phase II is subject to Africa Bureau amendment of the HHRAA project authorization. | | | | | |
| | 14b. Address of Voucher Paying Office AID/FA/FM/CMPD/DCB Room 700 SA-2 | | | Administrative Approva. AFR/ARTS/HHR 2744NS | | |

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------|
| 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. Hope Sukin, AFR/ARTS/HHR | | Phone No. 78907 | B. The statement of work or program description lies within the purview of the initiating office and approved agency programs Cameron Bonner, AFR/ARTS | | Date 4/17/92 |
| C. Randall Roeser, AFR/ARTS | | Date 4/17/92 | D. Funds for the services requested are available L. Barrett, FM/CMPD | | Date |
| E. | | Date | G. Cauvin, AFR/DE | | 4/17/92 |
| 16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to Signature _____ Date _____ Title N/A | | | 17. For the Agency for International Development Signature <i>Jerome Wolgin</i> Date 4/17/92 Title Jerome Wolgin, AFR/ARTS | | |

*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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