

Family Planning Management Development (FPMD) is a five-year project designed to provide practical solutions to the management problems faced by senior- and mid-level family planning program managers in both the public and the private sector. FPMD is a world-wide project, assisting family planning managers in Africa, Asia, the Caribbean, Latin America and the Near East. It is implemented by Management Sciences for Health (MSH) in collaboration with the Center for Development and Population Activities (CEDPA).

PA-ABI-749

Mar 1991

**National Council
on Population and Development (NCPD)
MIS Development and Implementation**

**Peter Savosnick
FPMD
March 1991**

EXECUTIVE SUMMARY

The development of management information systems for the National Council for Population and Development (NCPD) was the major focus of USAID's assistance through the Family Planning Management Training Project (FPMT) from 1988 to 1990. This work is continuing under the Family Planning Management Development project (FPMD). The purpose of this trip to Kenya was to continue the development work on the Management Information Systems for the NCPD. In particular the specific objective of this three day visit with NCPD in March 1991, was to develop a workplan for all system implementation activities during 1991.

The objective of developing management information systems for the NCPD is to enhance NCPD's family planning project monitoring, coordination and also to strengthen NCPD's project management capabilities. A specific objective of the MIS development is to facilitate the monitoring of family planning and population related projects that are the responsibility of the NCPD. It aims to assist the NCPD project officers and managers to collect regular, systematic information on these projects. This information will serve as a tool to enable the NCPD to improve its capacity to manage and coordinate a growing number of family planning projects in Kenya. Three additional computer based systems have been developed and documented separately.

During this trip a detailed workplan focusing on the implementation steps that should take place during the remainder of 1991 was developed together with the Deputy Director Ms. Margaret Chemengich, and several of the NCPD officers. In addition, together with the head of the Finance and Administration Department Mr. Chepsiror and the accountant, Ms. Emma Njuguna, the outline for an NCPD/NGO/USAID workshop on financial reporting was developed. This workshop is scheduled for April 25th & 26th 1991).

Though the pace of implementing the systems has been slower than expected, significant progress was made during this visit in implementing the votebook system and the other financial systems. The NCPD is now taking a more active role in the implementation of the MIS as demonstrated by the workshop on financial reporting. The consultant feels that this will play an important role in accelerating the current pace of MIS institutionalization and system implementation.

INTRODUCTION

This report outlines the work accomplished during a visit to Kenya (March 1991). This work was conducted within the framework of the centrally funded Family Planning Management Development Project (FPMD). FPMD will continue to provide Technical Assistance (and training) to institutionalize the management information systems developed under the FPMT project for the National Council for Population and Development (NCPD).

This four day visit focused on developing a workplan for the MIS implementation activities taking place during 1991. This work also included a series of meetings with Mr. Chepsiror, the head of Finance and Administration department. The purpose of these meeting was to develop the agenda for a two day workshop on financial budgeting and reporting to the newly developed NGO Financial Reporting System (see Appendix I for draft workshop outline and content).

CONTINUED MIS DEVELOPMENT WORK AT NCPD

The purpose of this trip to Kenya was to continue the development work on the Management Information Systems for the National Council for Population and Development (NCPD).

During this trip, data from the manual vote book was entered into the computer. This will enable Peter Kibunga to conduct a thorough testing and eventual debugging of the Vote Book system. Plans for the implementation of the other systems were also made and are outlined below:

MIS PROJECT WORKPLAN 1991

This workplan was submitted to the Director of NCPD, Mr. S. Ndirangu and the Deputy Director Ms. Margaret Chemengich.

The activities listed below as part of the workplan are not necessarily listed in chronological order. Each activity contains a brief subject description, the name of the person or persons responsible for carrying out the implementation work and the deadlines and/or completion dates.

The Assistant Director and Head of the Finance and Administration Department Mr. Chepsiror have assumed overall responsibility for the implementation of the financial subsystems (vote book and NGO budgeting and reporting).

1. Re-wiring the NCPD Computer Room: FPMD has made partial payment through the NCPD for the re-wiring of the computer room. It is expected that the contractor will begin work on during the first week of April and that the work will be completed within 1-2 days. Mr. P. Kizito will be responsible for ensuring that this work is carried out by April 7th.

2. Installation of Air-Conditioner: As soon as the re-wiring has been completed the contractor will install the air-conditioning unit at the NCPD. Jean Baker will liaise with Mr. P. Kizito so that the air-conditioner can be installed as soon as the re-wiring has been completed.

3. Vote Book System: Input the 1990-1991 vote book details. All the 1990-1991 details from the Vote Book should be entered into the computer by 3rd of April 1991. This work will be carried out by Lucy Ng'ang'a with assistance from James Gitau. Once the vote book data have been entered to date the daily vote book activities will be entered by either Lucy Ng'ang'a or James Gitau. All transactions should be entered daily. Peter Kibunga will be responsible for any testing and debugging of the vote book system that may be required. Mr. Chepsiror will be responsible for pace of implementation.

4. Microcomputer Decentralization: One microcomputer will be moved to the NCPD accounts office as soon as possible. Moving the computer to the NCPD accounts office will be contingent upon satisfactory security arrangements. Mr. Chepsiror will arrange for the transfer of the computer by 30th April 1991.

5. Vote Book Implementation Review: A review of the first stage of implementation of the vote book system will be carried out by Peter Kibunga and Paul Kizito. This review will result in a report which will be copied to FPMD/Peter Savosnick in Boston. The review should document the issues/problems encountered during data entry and when producing the first reports from the system. This report should be sent to Boston by the April 30, 1991. Both Lucy Ng'ang'a and Emina Njuguna should act as resource persons to help Peter Kibunga and Paul Kizito write this report.

6. NGO Budgeting and Reporting Workshop: A meeting was held on March 20th to decide upon the agenda for an NCPD/NGO budgeting and financial reporting workshop. The workshop sessions will be developed by Mr. Chepsiror, Emma Njuguna, Mr. Kathurima and Peter Kibunga. A run through of the workshop will be carried out on the 15th April. It is intended that this workshop will be 1 1/2 days and take place on the 25th and 26th April. (See attached workshop outline).

7. NGO Budgeting and Financial Reporting System: The NGO budgets for 1990-1991 will be broken down into quarters and input into the computer by April 16, 1991. Each of the project officers who are responsible for the NGOs will complete hand written copies of the budgets by April 10, 1991. A list of the project officers and the projects they are responsible for will be prepared by Mr. Kizito and submitted to the Deputy Director Ms. Margaret Chemengich by March 22, 1991. The Project Officers will be informed by the Deputy Director Ms. Margaret Chemengich of their responsibilities in preparing the budgets. The Finance and Administration department will provide any technical assistance the Project Officers may need in interpreting NGO budget and budget line items. Upon completion the budgets will be reviewed by Emma Njuguna and handed over to Lucy Ng'ang'a to input into the computerized system. Once the budgets have been entered, the quarterly financial reports for the first two quarters should be entered into the computer (this historical information is available in the individual project files). Emma Njuguna is responsible for ensuring that the Project Officers will receive the copies of the first and second quarterly reports. The Project Officers will be assisted by Emma Njuguna to ensure that all reported expenditures from the NGOs are either using or are allocated the correct line item codes before they are entered into the computerized system. Each Project Officer will be personally responsible for the preparation of the budgets and for ensuring that they have copies of the first two quarterly reports. When budgets have been reviewed by the Finance and Administration department, they will be handed over to Lucy Ng'ang'a to input into the computerized system.

8. Project Data Base: All project descriptions which are part of the project data base will be completed by the Project Officers by April 11, 1991. The project data base will be reviewed and each of the project descriptions will be edited by Jayne Kariuki assisted by Kirogo Mwangi. The project descriptions will be entered into the computerized system by a person designated by Mr. Kizito and completed by April 20th. A printed copy of each one of the project data base descriptions will be given to the deputy director Ms. Margaret Chemengich for editorial review by the 20th April. One copy will be forwarded to Jean Baker FPMD by April 20th.

9. Review of Population Matrix: A review of the Population Matrix will be carried out by the deputy director Ms. M. Chemengich and the heads of divisions by April 4th. Any additions or corrections to the population matrix should be completed by April 10th.

10. Activity Reporting: Mr. Muchira will be responsible for ensuring that all Project Officers (in-charge and/or responsible for the projects) have prepared the activity "budgets" by April 30th. This work will entail reviewing the existing documents that have been handed in to Jayne Kariuki and identifying which projects have not had their project activities listed and broken down into quarters. Mr. Muchira will be assisted by Mr. Koga Kagwiria, Mr. C. Oisede and Ms. Margaret Watani. Mr. Muchira will ensure that all activity "budgets" have been entered into the computer by May 2nd. The activity budgets for each project will be handed to the Deputy Director Ms. Margaret Chemengich by May 10th. Printed copies of the activity budgets (from the system) should be sent to Boston on May 10th.

11. Service Statistics: A NCPD/NGO workshop will be held from March 21-22 at the Silver Spring Hotel Nairobi to present the National Family Planning Information System. Peter Kibunga will ensure that an operational (working) copy of the NFPIS is installed at the NCPD by April 5th .

12. Project Officer Workshop on NGO Budgeting and Reporting: An in-house workshop will be held by mid-May to review with the Project Officers the output from the first three quarters of NGO financial reporting. The agenda for this workshop will be developed by the Assistant Director Mr. K. Chepsiror, Emma Njuguna and Peter Savosnick on March 26th. It is intended that one input to this workshop will be some of the material developed for the NCPD/NGO workshop on April 25th and 26th.

13. Second Project Officer Workshop on NGO Budgeting and Reporting: A second workshop will be held in mid-August to review the reports for the fiscal year 1990-1991. The agenda for this workshop will be developed after the first workshop in mid-May. The objective is to see what worked well and why and what lessons can be learned from our first experiences with the new systems. This workshop will also review the activity monitoring and the service statistics reporting via the NFPIS.

14. Mid Year Review: A mid-term review of the progress made on implementing the Vote Book, NGO Budgeting and Reporting, Project Data Base, and the Activity Reporting will be carried out by Mr. P. Kizito by August 2, 1991. This report will be submitted to Jean Baker on August 2, 1991.

15. Review of Computerized Systems: A review of all the computerized systems will be carried out by Peter Kibunga by August 2, 1991. This report will outline all computer related issues and any problems identified with the flow of information both within and from outside the NCPD. This report will be given to Jean Baker by August 5th.

16. Purchase and Installation of Popline Hardware: A CD ROM drive to be used together with Popline will be purchased in Boston and installed by Peter Kibunga. Mr. P. Kizito will be responsible for procuring the software for the system. The CD drive

will be purchased as soon as the buy-in has been approved and signed. Arrangements will be made by Peter Savosnick to deliver the drive to NCPD.

17. IEC Contacts Data Base: The development of the contacts data base will start in early September 1991. The development team will be Mr. Odallo, Ms. M. Watani, Mr. P. Kizito and Peter Kibunga. Estimated completion date will be early December 1991.

18. IEC Materials Data Base: The development of the materials data base will start in early October 1991. The development team will be Mr. Odallo, Ms. M. Watani, Mr. P. Kizito and Peter Kibunga. Estimated completion date will be early February 1992.

19. Vehicle Tracking System: The development of a vehicle tracking system will start in May 1990. An analysis of the current system will be carried out by Peter Kibunga in collaboration with Ms. Kapkei (Executive Officer/Transport Officer) and Mr. Chepsiror. The proposed outline (and system structure) for a new or modified vehicle tracking system should be sent to Peter Savosnick (via Jean Baker) by end of July 1991.

20. Computer Training: It is expected that computer training will continue to be an important part of the MIS activities. The newly recruited FPMD computer consultant is expected to take over much of the introductory computer training which is currently being carried out by Peter Kibunga.

21. Recruitment of MIS Staff: The recruitment of MIS staff will start upon signing of the buy-in. It is hoped that the junior staff position will be filled by June 1991.

22. Training of Senior Staff in the Use of Portable Computers: Peter Kibunga will be responsible for the in-house training of senior staff members in the use of portable computers. The start of this activity is contingent upon the purchase of 6 portable computers funded by the World Bank.

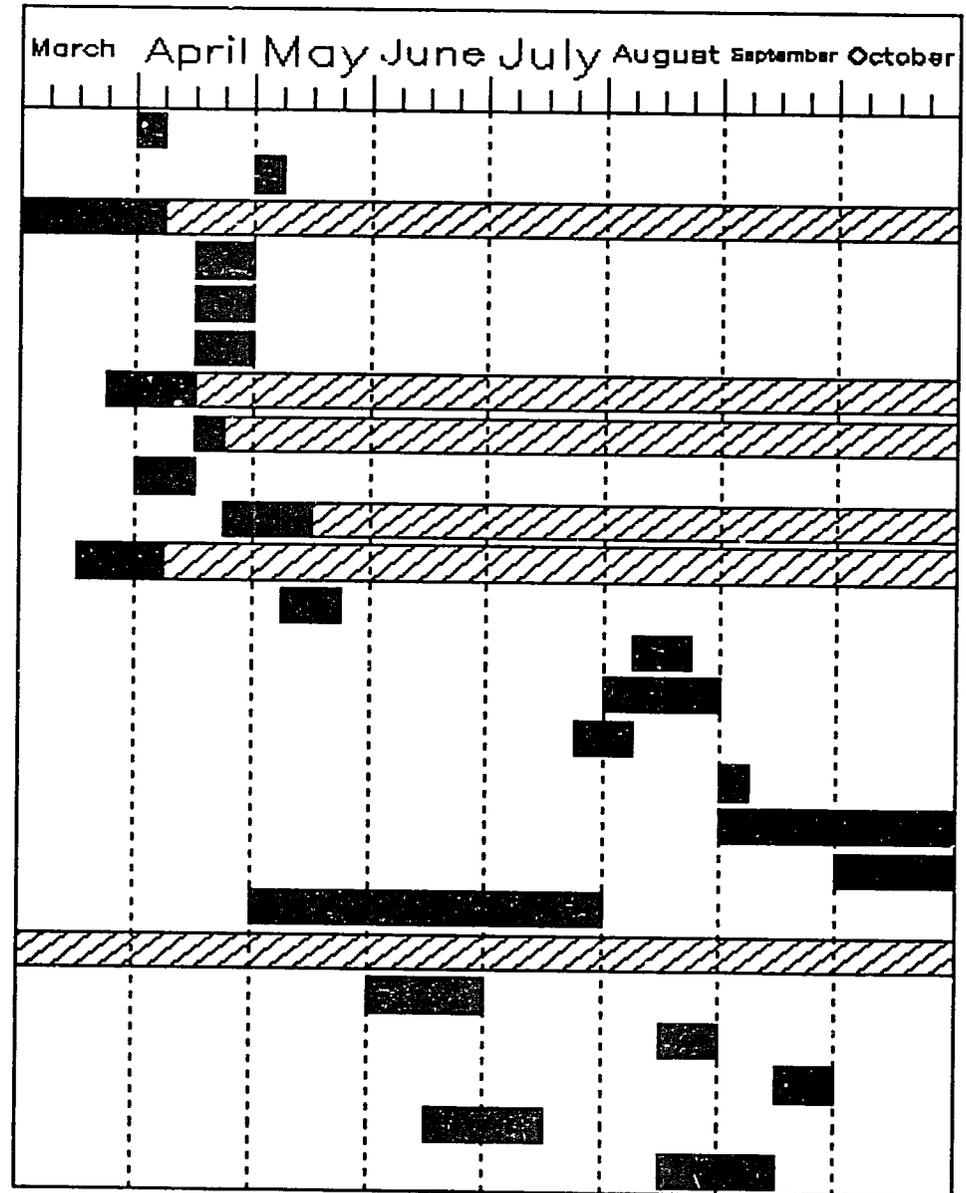
23. Second NCPD/NGO/CBD Workshop of NFPIIS: It is expected that a second NCPD/NGO/CBD workshop of the national family planning information system will be held towards the end of September 1991 for those NGOs who did not participate in the first workshop.

24. Boston Based MIS Training: The NCPD will select candidates for MIS training in Boston between June 16 and July 17, 1991. The selection of participants should be completed by mid-April.

25. Purchase of Computer Equipment: Once the buy-in has been completed (expected June 1991) work will start on the procurement of additional computer equipment for NCPD. In addition, some upgrades will be made on the software currently in use at NCPD.

MIS Project Workplan for 1991

- Rewiring NCPD Computer Room
- Air-Conditioner Installation
- Vote Book System
- Microcomputer Decentralization
- VoteBook Implementation Review
- Budgeting-Reporting Workshop
- Financial reporting
- Project Data Base
- Review of Population Matrix
- Activity Reporting
- Service Statistics
- Project Officer Workshop
- 2nd Project Officer Workshop
- Mid Year Review
- Review of Computerized Systems
- Popline Hardware Installation
- IEC Contacts Data Base
- IEC Materials Data Base
- Vehicle Tracking System
- Computer Training
- Recruitment of MIS Staff
- Portable Computer Training
- 2nd NCPD/NCPD/CBD Workshop
- Boston-based MIS training
- Purchase of Computer Equipment



Specific Activity
 Ongoing Activity

APPENDIX

Draft Outline for NCPD-NGO Workshop on Finance and Accounting



MINISTRY OF HOME AFFAIRS AND NATIONAL HERITAGE
NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

Telegrams: "HOME", Nairobi

Telephone: Nairobi 28411

When replying please quote

Ref. No. NCPD 6/1/70 VOL. II (36)

and date



P.O. Box 30478

NAIROBI, KENYA

18th April 19.90

Ms. Jean Baker,
Coordinator,
FPMD/Kenya,
P.O. BOX 30261,
NAIROBI.

Dear Ms. Baker,

RE: NCPD/NGO FINANCE & ACCOUNTING WORKSHOP

This is to inform you that we have now sent out invitations for the above workshop. You should therefore make all necessary arrangements as agreed.

In addition, we have scheduled a meeting for Monday 22nd April, 1991 at 11 am. to review the planned presentations and you are invited to attend.

We also feel that our two other major donors, UNFPA and IDA, would benefit from this workshop. If it is agreeable to you, we would like to invite Messrs. Kibandi and Godwin to the workshop.

I have attached a copy of the invitation letter and workshop programme.

Yours sincerely,

K. CHEPSIROR
FOR: DIRECTOR/NCPD

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MINISTRY OF HOME AFFAIRS AND NATIONAL HERITAGE
NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

Telegrams: "HOME", Nairobi
Telephone: Nairobi 28411
When replying please quote



P.O. Box
NAIROBI, K

Ref No NCPD 6/1/70 Vol. II (34)
and date

.....15th

RE: NCPD/NGO FINANCE AND ACCOUNTING WORKSHOP

Dear Colleague,

The National Council for Population and Development, the United States Agency for International Development, and the Family Planning Management Development Project, are pleased to invite you to attend this workshop scheduled for Thursday, April 25th and Friday, April 26th 1991 at the Silver Spring Hotel in Nairobi.

The agenda for the meeting is attached.

The objectives of the workshop are:

To introduce the NGOs to the computerized financial budgeting and reporting system recently developed at NCPD.

To familiarize the NGOs with the Government of Kenya (GOK) reporting standards and practices.

To review the Donor financial reporting requirements and to acquaint the NGOs with the reporting relationship between the donors and NCPD.

We hope you will nominate up to two people from your organisation to attend, including your Project Manager and/or the Project Accountant.

We look forward to your attendance at the meeting.

Sincerely,

S. W. NDIRANGU
DIRECTOR, NCPD

NCPD/NSO FINANCE AND ACCOUNTING WORKSHOP

April 25 - 26, 1991

TIME-TABLE

Thursday 25 April - Day 1

9.00 - 9.30 Opening Mr. Leonard arap Sawe, P/S, Ministry of Home Affairs & National Heritage.

9.30 - 10.45 Session 1: GOK Reporting Standards and Practices
Mr. J. B. Ochami-Accounts Controller, MOHA

10.45 - 11.00 Tea Break

11.00 - 12.30 Session 2: USAID Reporting and the Relationship to GOK Reporting
Mr. Kathurima Gitonga, USAID

12.30 - 2.00 Lunch

2.00 - 3;15 Session 3: MIS Financial Systems; A demonstration of NCPDs computerized budgeting and financial reporting system.
Mr. Peter Kibunga, Mr.P.M.L Kizito.
NCPD MIS .

3.15 - 3.30 Tea Break

3.30 - 5.00 Session 3: Continued

Friday 26 April - Day 2

9.00 - 10.30 Session 4: Key issues in Financial Reporting, Budgeting and Fund Disbursement K. Chepsiror, W. Muoga, NCPD Finance & Administration.

10.30 - 10.45 Tea Break

10.45 - 12.30 Session 4: Continued

12.30 - Closing Mr. S.W. Ndirangu, Director, NCPD

Lunch

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NCPD/NGO Finance and Accounting Workshop

April 25 - 26, 1991

Time-Table

Thursday 25 April - Day 1

9:00 - 9:30	Opening	Mr. S. Ndirangu, Director, NCPD
9:30 - 10:45	Session 1:	GOK Reporting Standards and Practices Mr. J. B. Ochami, Accounts Controller, MOHA
10:45 - 11:00	Tea Break	
11:00 - 12:30	Session 2:	USAID Reporting and the Relationship to the GOK Reporting Mr. Kathurima Gitonga, USAID
12:30 - 2:00	Lunch	
2:00 - 3:15	Session 3:	MIS Financial Systems; A demonstration of NCPDs computerized budgeting and financial reporting system Mr. Peter Kibunga, Mr. P.M.L. Kizito, NCPD MIS
3:15 - 3:30	Tea Break	
3:30 - 5:00	Session 3:	Continued

Friday 26 April - Day 2

9:00 - 10:30	Session 4:	Key Issues in Financial Reporting, Budgeting and Fund Disbursement Mr. K. Chepsiro, Mr. W. Muoga, NCPD Finance and Administration Department
10:30 - 10:45	Tea Break	
10:45 - 12:30	Session 4:	Continued
12:30	Closing	Mrs. Margaret Chemengich, Deputy Director, NCPD
	Lunch	

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NCPD/NGO FINANCE AND ACCOUNTING WORKSHOP - 25-26, 1991

1. Agreements between two Governments e.g. Kenya Government/ British Government. The Ministry of Finance or sometimes Ambassadeurs or High Commissioners sign the documents on behalf of Kenya Government.
2. Ministry of Finance - Preparation Summary Budget and presentation to Parliament.
3. Ministry of Home Affairs and National Heritage - Implementation through N.G.O.s.
4. N.C.P.D. - Department receives budgets submitted by NGOs and approves - under the Council.
5. The funds for NGO given to the Ministry by Treasury have Accounting Condition (Rules and Regulation) attached to it by donors.
6. Books of Accounts and Documents
 - (a) Cash-Book
 - (b) Ledger
 - (c) Journal
 - (d) Vouchers
7. Allocation of Expenditure e.g.
 - (1) Personal Emoluments
 - (2) Transport
 - (3) Travelling
 - (4) Programmes for Population Activities

NCPD/NGO Accounting and Reporting Procedures Workshop

Silver Springs Hotel, Nairobi

April 25-26, 1991

"USAID Reporting and the Relationship to GOK
Reporting"

A paper by

Gitonga Kathurima
USAID/Kenya

1. Introduction

USAID supports NGO family planning (FP) activities through the Family Planning Services & Support (FPSS) Project No. 615-0232. The FPSS bilateral project (approved in September 1985) is an eight-year \$46.2 million project whose purpose is to increase user rates of quality FP methods. The project has two thrusts:

- a. To expand FP services delivery and
- b. To improve national FP support activities.

The service delivery element consists of clinical and non-clinical components. The clinical element provides clinical training for personnel from the public and private sector under the direction and coordination of the Ministry of Health (MOH). The non-clinical element supports the expansion of community-based services (CBS) by engaging systems of community leaders and volunteers coordinated by the MOH under the guidance and approval of the National Council for Population & Development (NCPD).

Support activities concentrate on improved policy, planning, and evaluation and information, education & communication efforts coordinated by the NCPD.

USAID support to NGOs is for the non-clinical element of expansion of CBS and information, education & communication (IE&C) aspects of FP.

Currently support for CBS goes to the following NGOs: Family Planning Association of Kenya (FPAK), PCEA Chogoria Hospital, Christian Health Association of Kenya (CHAK), KANU-Maendeleo ya Wanawake (KANU-MYWO), Saradidi RHP and CPK Eldoret, whereas IE&C support goes to FPAK, Salvation Army (SA) and Young Men's Christian Association of Kenya (YMCA).

2. Funding Mechanisms

There are three (3) methods of financing the above NGO activities:

- a. Direct Grant: USAID can give a direct grant to an NGO which has already been registered with A.I.D. Usually direct grants are for larger sums of money and are for well-established NGOs with good accounting and financial systems. FPAK, Chogoria and CHAK are in this category.
- b. Buy-in to Centrally-funded Project

A.I.D. has numerous centrally-funded projects in Washington. Because of project management benefits, USAID can "buy-in" to one of those projects so that the project is administered/managed on behalf of USAID by

the centrally-funded project. Currently, USAID has a buy-in to Pathfinder Fund for KANU-MYWO CBD Project.

c. Host Country Grant

USAID may be requested by the Government of Kenya (GOK) through the Treasury to fund an NGO through NCPD. This is different from 2(a) above because funds do not go directly to the NGOs but are reimbursed to the Treasury by USAID after the GOK has spent the money.

3. Funding Mechanism Procedures

There are different USAID requirements/procedures depending on funding mechanism.

- a. Direct Grant: See Attachment 1
- b. Buy-in: USAID prepares a PIO/T which is approved by the GOK and sent to AID/W for processing.
- c. Host Country Grant: See Attachment 2.

4. Project Process

The project process relationship between A.I.D. and the GOK is shown in Attachment 3.

5. Release of Funds by USAID to NGO

See Attachment 4 for Advance. Where the GOK is being reimbursed for costs already incurred the same mechanism applies but check is payable to Treasury (Paymaster General).

6. General Information on USAID Funds and Financial Reporting

1. Limitations

The funds provided by USAID are used to finance the items set forth in the budget approved by USAID. The USAID contribution to a project is specific in amount and can not exceed the amount specified and agreed upon. The NGO is required to contribute a counterpart amount of at least one-quarter of the total project cost which may be in cash or in-kind.

Budget line items, except for "Contingencies" may be adjusted upward and downward without prior approval from USAID if the adjustments do not exceed fifteen per cent (15%) in the aggregate.

Adjustments that exceed 15% in the aggregate require prior written approval from USAID.

All expenses chargeable against "Contingencies" require written approval of USAID prior to the release of funds.

2. Separate Bank Account

USAID funds should not be mingled with other NGO owned or controlled funds including other resource funds. All USAID funds should be deposited in a separate, non-interest bearing bank account. All disbursements for goods and services under the budget line items should be made from this account.

3. Cash Advances

a) Amount

For direct grants, an advance of funds equivalent to an amount necessary for thirty (30) days of project expenses may be requested by the NGO and be submitted at least one month before the period covered by the advance. (See Attachment 5 for an example of a request for cash advance)

b. Liquidation of Cash Advances

The NGO should submit a monthly certified expenditure report (also called a Liquidation Report) indicating all costs which have been incurred in accordance with the budget line items of the project. (See Attachment 6 for an example of an expenditure report) Original supporting documents (e.g., receipts, invoices, etc.) and other financial statements and certifications should be maintained by the NGO until when and if required by A.I.D.

The Expenditure Report must be treated as a separate report from the Request for Cash Advance. Liquidation of a previous advance is not necessary before USAID can grant a subsequent advance. The grantee may have to submit a Request for Cash Advance simultaneously with an Expenditure Report.

Reports on expenditures to liquidate advances must be submitted to USAID within one month following the close of each month. Any portion of the

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advance not liquidated by the final Expenditure Report filed under the project, must be refunded within ninety (90) days after the project completion date in the form of a check payable to the "Treasurer of the United States".

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Illustrative Schedule for Submission of Request for
Cash Advance & Expenditure/Liquidation Report

- October - Submit Cash Advance Request for November
- November - Submit Cash Advance Request for December
- December - Submit Cash Advance Request for January
- January - Submit Cash Advance Request for February and Expenditure/Liquidation Report of November Advance. (No Cash Advance for February will be provided without liquidation of November Advance).
- February - Submit Cash Advance Request for March and Expenditure/Liquidation Report of December Advance (No Cash Advance for March will be provided without liquidation of December Advance).
- March - Submit Cash Advance Request for April and Expenditure/Liquidation Report for January Advance. (No Cash Advance for April will be provided without liquidation of January Advance).

c. Interest Income from USAID Cash Advances

Cash advances from USAID should not earn interest. In cases where cash advances earn interest, such interest cannot be considered program income. The NGO is required to submit all interest income earned from cash advances to USAID.

4. Books of Accounts

The NGO shall keep and maintain separate financial accounting records for USAID funds. Books of accounts will be available for inspection by USAID representative(s) at any time during the life of the project under the grant. Audit rights are retained by USAID for up to three (3) years after completion of the project.

5. Allowable Costs

The NGO will be reimbursed for reasonable, allocable and allowable costs incurred in carrying out the purposes of the Grant.

- a. Reasonable. Shall mean those costs that do not exceed those which would be incurred by an ordinary prudent person in the conduct of normal business.
- b. Allocable. Shall mean those costs which are necessary to the Grant.
- c. Allowable. Shall mean those costs which must conform to any limitations set forth in the Grant.

6. Unallowable Costs

Unallowable costs, direct or indirect, include but are not limited to the following examples; advertising, bad debts, contingencies, entertainments, fines and penalties, interest on loans taken out by the NGO in connection with other business activities not directly related to the Grant, fund raising, investment management costs, losses on other awards, taxes, first-class air fare unless specifically approved, certain relocation costs, professional service costs incurred in connection with litigation against the U.S. Government, and organization or reorganization costs. Additionally, public information service costs are unallocable as indirect costs. The applicable cost principles do authorize some of the above-listed unallowable costs in appropriate circumstances. Prior to incurring a questionable or unique cost, the NGO should obtain written notice from the Project Officer that the USAID has (or has not) ruled the cost as allowable.

All Host country taxes are also not allowable.

7. Accounting, Audit and Records

- a. The NGO must maintain, in accordance with the NGO's usual accounting procedures, books, records, documents, and other evidence which can substantiate charges to the Grant.

The NGO must preserve these records and make them available for examination on audit by USAID and/or the Controller General of the United States or their authorized representative until (i) the expiration of three years from the date of termination of the Grant or (ii) as long as necessary for an on-going audit to be completed unless written approval has been obtained from

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USAID to dispose of the record. USAID follows generally accepted accounting principles and auditing standards in determining that there has been proper accounting and use of Grant funds. The NGO should make available any further information requested by USAID with respect to any question arising as a result of the audit.

8. Refunds

- a. If use of the USAID funds results in accrual of interest to the NGO or to any other person to whom the NGO makes USAID funds available, the NGO must refund to USAID the amount of interest accrued.
- b. Any funds disbursed to but not expended by the NGO at the time of expiration or termination of the Grant must be refunded to USAID.
- c. If, at any time during the life of the Grant, or as a result of final audit, it is determined by USAID that funds it provided under this Grant have been expended for purposes not in accordance with the terms of this Grant, the NGO must refund such amount to USAID.

9. Revision of Grant Budget

The NGO should immediately contact the Project Officer to request approval from USAID when there is reason to believe that within the next thirty (30) calendar days a revision of the approved Grant budget will be necessary for any of the following reasons:

- (i)
 - (a) To change the scope or the objectives of the project
 - (b) To revise the funding allocated among the project objectives if the revision involves more than 15% of the budget. (Revisions of 15% or less do not need prior approval).
- (ii) Additional funding is needed.
- (iii) The NGO expects the amount of USAID authorized funds to exceed its needs by more than \$5,000.00 or five per cent (5%) of the USAID award, whichever is

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greater.

- (iv) The NGO wishes to use funds from the contingencies line item.
- (v) The NGO intends to contract or subgrant any work under the Grant, and such contracts or subgrants were not included in the approved Grant budget.

7. Questions?

Other Attachments

- a. PIO/T (Attachment 7)
- b. Earmarking PIL (Attachment 8)
- d. Commitment PIL (Attachment 9)

WSHOPPP.WP50

Procedure for USAID Direct Grants to NGOs
FPSS - Community Based Services

A.I.D. Actions:

<u>Item</u>	<u>Responsible</u>
1. <u>PVO Registration</u> (HB 3, Section 4C) Letter seeking Registration Memorandum and Articles of Association Certificate of Incorporation Tax Exemption Letter Annual Reports List of Board of Directors (names, addresses) Audited Financial Statements (most recent) Current Operating Budget Statement on frequency of board meetings	NGO PH RLA HRD DIR
2. <u>Proposal Review</u> (HB 13, Chapter 4) Clarity of Goals and Objectives Reasonableness of rationale for project Clarity of what is to be accomplished Technical soundness of interventions Clear description of beneficiaries Clear benchmarks for evaluating progress Reasonableness of costs Realistic financing scheme	PH PRJ RLA CONT
3. <u>Director's Action on Grants to Sole Source</u> Preparation of Action Memo Approval	PH PRJ RLA DIR
4. <u>Managerial and Financial Review</u> Finance (HB 13, Chap 1, Secs I, J, L, M) Financial Management Capability Accountability of funds Record keeping Personnel Policies (HB 13, Chap 4) Travel Policies (HB 13, Chap 4) Property Management (HB 13, Sec 1.T) Procurement system (HB 13, Sec 1.U)	CONT PRJ PRJ PRJ PRJ

<u>Item</u>	<u>Responsible</u>
5. PIO/T and Grant Preparation	PH PRJ RCO RLA CONT NGO DIR
6. <u>Grant Signature</u>	

Joint A.I.D./NCPD Actions:

1. <u>Proposal Review</u> Discuss input from internal A.I.D. review Make any technical/financial adjustments necessary	PH/PRJ NCPD
2. <u>Evaluation/Monitoring Plan</u> Develop Plan	NCPD PH
3. <u>PIO/T</u> Review and clear for GOK signature Sign	NCPD MOF
4. <u>Grant Agreement</u> Review Sign	NCPD MOF DIR NGO

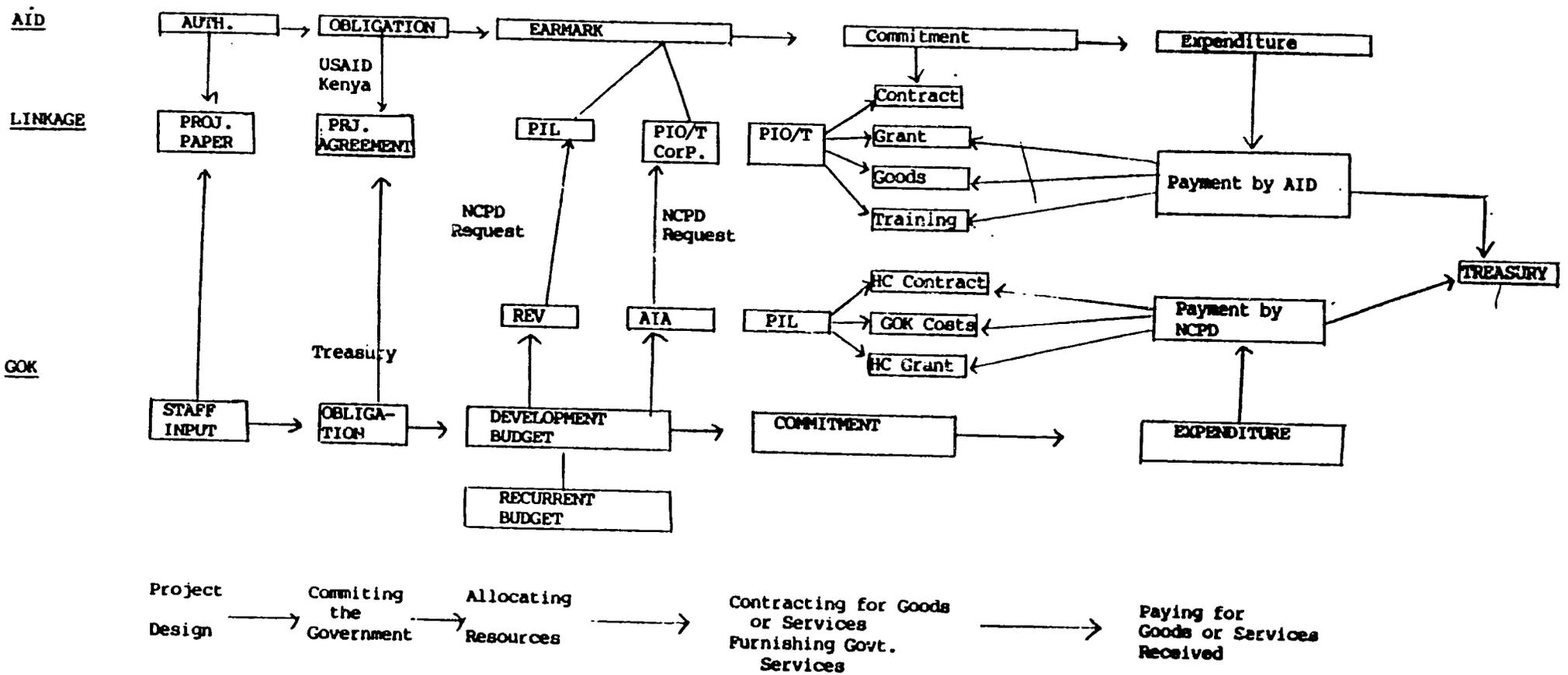
HB = Handbook
 RLA = Regional Legal Advisor
 HRD = Human Resources Development Office
 PRJ = Projects Office
 RCO = Regional Contracting Office
 PH = Population and Health Office
 DIR = Director, A.I.D.
 CONT = Controller

Procedures for NCPD Host Country Grant to NGO with
Reimbursement by USAID

1. NGO submits a proposal to NCPD. NCPD sends a copy of the proposal to USAID.
2. NCPD and USAID jointly review the proposal for technical and financial soundness and reach an informal agreement that it is acceptable to both. If technical changes are required, they are identified at this time and the NGO advised by NCPD.
3. NCPD undertakes a financial and managerial review of the NGO and submits to USAID a copy of the report on these reviews. The purpose of this is to satisfy NCPD that the NGO will be able to properly administer funds and manage the project. The National Standing Committee on CBD also formally reviews the proposal and a copy of the report of this review is submitted to USAID.
4. Once a proposal and organization are acceptable to NCPD and USAID, NCPD requests MOF to submit a formal request to USAID to approve the proposal and earmark funds to reimburse the GOK for it.
5. USAID notifies MOF and NCPD that the NGO's proposal and budget are acceptable for NCPD host-country funding with reimbursement by USAID to the GOK by means of a Project Implementation Letter (PIL) that earmarks funds and request a Memorandum of Understanding (MOU) be submitted to USAID.
6. NCPD and the NGO enter into a Memorandum of Understanding (MOU) establishing terms and conditions under which the NGO has accepted funding by NCPD. NCPD submits the MOU to the MOF to be countersigned.
7. Ministry of Finance or NCPD submits a copy of the signed MOU to USAID.
8. USAID issues a Project Implementation Letter approving the MOU and committing funds for reimbursement.
9. NCPD submits Public Voucher 1034 to USAID requesting reimbursement for expenditures paid to the NGO. Both the PILs earmarking and committing funds should be referenced.

PROJECT PROCESS

Attachment 3



7863G

26

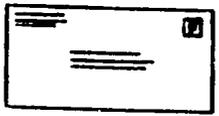
HOW MUCH

STEPS TO RECEIVE ADVANCE

12



NGO



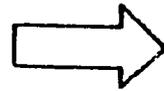
VOUCHER



NOTE!



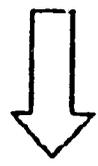
CONTROLLER



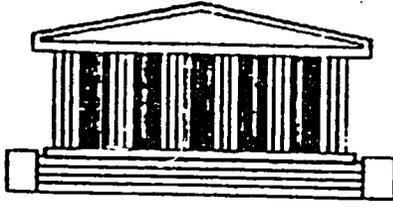
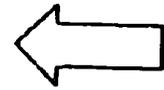
OK!



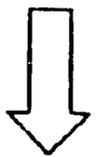
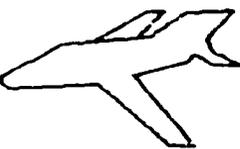
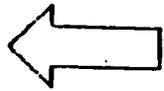
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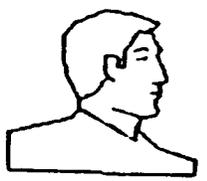
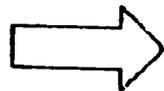
PAY'EM



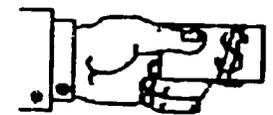
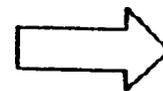
PARIS



NAIROBI



CASHIER



Standard Form 1034 Revised January 1980 Department of the Treasury FORM 4-2000 1034-118		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO
U.S. DEPARTMENT BUREAU OR ESTABLISHMENT AND LOCATION UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT P.O. BOX 30261 NAIROBI			DATE VOUCHER PREPARED January 1, 1991		SCHEDULE NO	
			CONTRACT NUMBER AND DATE 615-0232-G-00-0001		PAID BY	
PAYEE'S NAME AND ADDRESS NGO 123 P.O. BOX 1111 MOMBASA			REQUISITION NUMBER AND DATE			DATE INVOICE RECEIVED
					DISCOUNT TERMS	
					PAYEE'S ACCOUNT NUMBER	
					GOVERNMENT BILL NUMBER	
SHIPPED FROM		TO	WEIGHT			
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract of Federal supply schedule and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE COST PER		AMOUNT
FEB 1, 1991 TO FEB 28, 1991		REQUEST FOR CASH ADVANCE FOR THE MONTH OF FEBRUARY 1991 AS PER ATTACHED CERTIFIED CASH NEEDS				KSHS. 150,000
Use continuation sheets if necessary. (Payee must NOT use the space below.)						TOTAL KSHS. 150,000
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR		EXCHANGE RATE		DIFFERENCES	
	= \$		= \$1 00			
	BY:				Amount verified correct for	
	TITLE				(Signature or initials)	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
(Date)		(Authorized Certifying Officer) ²			(Title)	
ACCOUNTING CLASSIFICATION						
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)	
	CASH	DATE		PAYEE ³		
¹ When stated in foreign currency, insert name of currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. ³ When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.					PER	
					TITLE	

Previous edition obsolete

U.S. GOVERNMENT PRINTING OFFICE : 1984 O - 831-104

NSN 7540-00-434-4706

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

20

NGO 123
REQUEST FOR CASH ADVANCE
PERIOD: FEBRUARY 1, 1991 to FEBRUARY 28, 1991

KSHS.

1. Amount Authorized	<u>1,000,000</u>
2. Total Cash Advances Received	<u>NIL</u>
3. Total Disbursements to Date	<u>NIL</u>
4. Accrued Payables to Date	<u>NIL</u>
5. Unexpended Cash Advances (2-(3+4))	<u>NIL</u>
6. Cash Requirement for this Period	<u>150,000</u>
7. Cash Advance Requested (6-5)	<u>150,000</u>

Details of Projected Expenditures
for the period:

A. Personnel Costs		30,000
B. Equipment & Commodities		100,000
C. Training		10,000
D. Administrative Costs		10,000

Total Required for the Period	<u>150,000</u>
-------------------------------	----------------

The undersigned hereby certifies: 1) that the above represents the best estimates of funds needed for expenditures to be incurred over the period described; 2) that expenses under any previous advances are progressing in accordance with projections; 3) that appropriate refund or credit to the grant will be made in the event funds are not expended; 4) that appropriate refund will be made in the event of disallowance in accordance with the terms of this grant; and 5) that any interest accrued on the funds made available herein will be refunded to USAID.

By: _____

Signed: _____
 Project Coordinator

Date: JANUARY 1, 1991

NGO 123

DETAILS OF PROJECTED EXPENDITURES FOR THE MONTH OF FEBRUARY 1991PERSONNEL COSTS (SALARIES & BENEFITS)

<u>POSITION</u>	<u>AMOUNT</u>
BOOKKEEPER	5,000.00
NUTRITIONIST	4,000.00
AGRICULTURIST	6,000.00
SECRETARY	5,000.00
PROGRAM COORDINATOR	<u>10,000.00</u>
 SUB TOTAL PERSONNEL COSTS	 30,000.00 =====

COMMODITIES & EQUIPMENT

OFFICE FURNITURE	20,000.00
DESK CALCULATOR	10,000.00
COMPUTER	<u>70,000.00</u>
 SUB TOTAL COMMODITIES & EQUIPMENT	 100,000.00 =====

TRAINING

STAFF/COMMUNITY VOLUNTEERS ORIENTATION WORKSHOP	5,000.00
COMMUNITY HEALTH TRAINING	<u>5,000.00</u>
 SUB TOTAL TRAINING	 10,000.00 =====

ADMINISTRATIVE COSTS

COMMUNICATION	
- TELEPHONE	3,000
- MAIL	<u>2,000</u>
OFFICE RENT	<u>5,000.00</u>
 SUB TOTAL ADMIN. COSTS	 10,000.00 =====

GRAND TOTAL	<u>150,000.00</u> =====
-------------	----------------------------

Standard Form 1034 Revised January 1980 Department of the Treasury FPMR 4-2000 1034-118		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO	
U.S. DEPARTMENT BUREAU OR ESTABLISHMENT AND LOCATION UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT P.O. BOX 30261 NAIROBI				DATE VOUCHER PREPARED MARCH 31, 1991		SCHEDULE NO	
				CONTRACT NUMBER AND DATE 615-0232-G-00-0001		PAID BY	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAYEE'S NAME AND ADDRESS NGO 123 BOX 1111 NAIROBI </div>		REQUISITION NUMBER AND DATE					
		DATE INVOICE RECEIVED					
		DISCOUNT TERMS					
		PAYEE'S ACCOUNT NUMBER					
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract of Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT KSHS.	
				COST	PER		
FEB 1, 1991 TO FEB 28, 1991		EXPENDITURE FOR THE MONTH OF FEBRUARY 1991 AS PER ATTACHED.				132,600	
TOTAL						132,600	
<input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY:	EXCHANGE RATE = \$1.00	DIFFERENCES			
		TITLE	(Signature or initials)				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer) ²			(Title)		
ACCOUNTING CLASSIFICATION							
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)			
	CASH	DATE	PAYEE ³				
¹ When stated in foreign currency, insert name of currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. ³ When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.						PER	
						TITLE	

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

71

Exp Item	Total Approved Budget*	Exp. Prior Period	Exp. This Period	Exp. to Date	Budget Bal
1. Personnel Costs	200,000	30,000	30,000	60,000	140,000
2. Equip & Comm.	500,000	-0-	86,500	86,500	413,500
3. Trng	100,000	-0-	7,000	7,000	93,000
4. Adm. Costs	200,000	15,000	9,100	24,100	175,900
Total	1,000,000	45,000	132,600	177,600	822,400

I, the undersigned, hereby certify that: 1) the expenditures claimed under the cited agreement are proper and due and that appropriate refund to USAID will be made promptly upon request of USAID in the event of non-performance, in whole or in part, under the terms of this agreement 2) that the information on the Expenditure report is correct and such detailed supporting information as USAID may require will be furnished at the grantee's home office, as appropriate; and 3) all requirements called for by the agreement to date have been met.

By: _____

Signed: _____
Project Officer/Authorized Representative

Date: _____

NOTE: One (1) copy of the Expenditure Report should be submitted to the Office of the Controller, USAID/Kenya within thirty (30) days after the end of the period covered by the advance.

* The breakdown of budget line items should be as per the approved budget. The categories shown above are illustrative only. Details supporting individual line item should be provided on a separate page(s).

22

NGO 123
DETAILS OF EXPENDITURES FOR THE MONTH OF FEBRUARY 1991
(ALL AMOUNTS IN KENYA SHILLINGS)

PERSONNEL COSTS (SALARIES & BENEFITS)

<u>EMPLOYEE NAME</u>	<u>POSITION</u>	<u>TIME SPENT ON PROJECT</u>	<u>CONSOLIDATED SALARY (PER MONTH)</u>
1. A. TSUMA	BOOKKEEPER	FULL-TIME	5,000.00
2. R. MWANIKI	NUTRITIONIST	"	4,000.00
3. E. MAKAU	AGRICULTURIST	"	6,000.00
4. J. MWAKIO	SECRETARY	"	5,000.00
5. O. ONYANGO	P/COORDINATOR	"	<u>10,000.00</u>
			30,000.00
			=====

COMMODITIES & EQUIPMENT

OFFICE FURNITURE	18,500.00
DESK CALCULATOR	8,000.00
COMPUTER	<u>60,000.00</u>
SUB TOTAL COMMODITIES & EQUIPMENT	86,500.00
	=====

TRAINING

STAFF/COMMUNITY VOLUNTEERS WORKSHOPS	7,000.00
	=====

ADMINISTRATIVE COSTS

COMMUNICATION - TELEPHONE	2,600	
- MAIL	1,500	

OFFICE RENT		4,100.00
		<u>5,000.00</u>
SUB TOTAL ADMINISTRATIVE COSTS		9,100.00
		=====
GRAND TOTAL		132,600.00

AID 1350-1 (3-87) *PIO/T AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1 Cooperating Country Kenya	Page 1 of 3 Pages
	2 PIO/T No. 615-0232-3-90027	3 <input checked="" type="checkbox"/> Original or Amendment No. _____
	4 Project Activity No. and Title 615-0232 Family Planning Services and Support Community Based Services Component	

DISTRIBUTION AID/W - 2 CONT - 1 PRJ - 1 RCO - 1 PROG - 1 PH - 2 NCPD - 1	5 Appropriation Symbol 72-1191014	6 Budget Plan Code GSSA-89-2161-KG13	
	7. Obligation Status <input type="checkbox"/> Administrative Reservation <input checked="" type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) 9.30.92	
	9 Authorized Agent USAID/Kenya	10 This PIO/T is in full conformance with PRO AG No. 615-0232 Date 9.23.85	
	11a Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" 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. _____)					
Maximum AID Financing Available	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
			\$1,431,180		\$1,431,180
	B U.S. Owned Local Currency				

13 Mission References
 Pro-ag dated 9.23.85 and subsequent amendments
 CHAK Proposal dtd 12/88
 K590015

14A Instructions to Authorized Agent
 The authorized agent is requested to execute a Handbook 13 Grant to the Christian Health Association of Kenya (CHAK), P.O. Box 30690, Nairobi, Kenya for its Community Based Health Care and Community Based Distribution of Contraceptives Programme. The draft grant forms Attachment 1 to this PIO/T. Please note that this PIO/T together with PIO/T No: 615-0232-3-80100 constitute the full funding of the CHAK Grant of US Dols 1,782,206.

14B Address of Voucher Paying Office
**Controller's Office
 U.S. Agency for Int. Development
 P.O. Box 30261, Nairobi**

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. PH: DADO/M/GINGERICH <i>mg</i>	Phone No. Date	B The statement of work or program description lies within the purview of the reviewing office and approved agency programs. PRJ:CBERTOLIN/CBARBIERO(DRAFT)	Date
C RCO:PSHIRK <i>9</i>	Date 3.20.89	D Funds for the services requested are available. CONT:TTOTINO	Date
E A/DDIR:CSTEELE (DRAFT)	Date	FUNDS AVAILABLE CONTROLLER'S OFFICE USAID/KENYA DATE 03/17/89 EWN	

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to. Signature: <i>[Signature]</i> 3/4/89 Title: Authorized Representative Ministry of Finance	17. For the Agency of International Development Signature: <i>[Signature]</i> Title: Steven W. Stirling, Director USAID/Kenya
---	---

*See HB 3, Sup. A, App. C, Att. B, for preparation instructions. Note: The completed form contains sensitive information, please restrict access to an employee to disciplinary action.

18. Statement of work or program description for this project is described in Attachment No. I

19. Special Provisions

- A. Language Requirements (specify) English
(If marked, testing must be accomplished by AID to assure desired level of proficiency.)
- B. Access to classified information will will not be required by technical specialists. (Indicate level) _____
- C. Duty post(s) and duration of technical specialist(s) services at post(s) (months) Nairobi and elsewhere in Kenya as specified in Attachment I
- D. Dependents will will not be permitted to accompany technical specialist(s).
- E. Geographic code applicable to procurement under this PIO/T is 000 808 935 941 Other (specify) _____
(If other than authorized in HQ J., Sup B., Chap 5, Page 5A14, attach waiver(s).)
See AID Eligibility Rules for Goods and Services (Grant Standard Provisions HB-13)
- F. Salary approval(s) to exceed FS-1 salary ceiling are attached in process N/A.
- G. Cooperating country acceptance of this project (applicable to AID/W projects only)
 has been obtained is in process is not applicable to services required by PIO/T.
- H. Justification for use of external resources for consulting services is attached N/A.
- I. Clearance for procurement of ADP equipment, software, and services is attached in process N/A.
- J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is attached in process N/A.
- K. Participant training is is not being funded as part of this PIO/T.
- L. Requirement (contracts only) is recommended for small business set-aside SBA 8(a) Program neither.
- M. Other (specify): _____

20. Provisions for Logistic Support

A. Specific items (Insert "X" in applicable column as right. If entry needs qualification, insert asterisk and explain below in C. "Comments")

	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER	N/A
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY		
(1) Office Space					X	
(2) Office Equipment					X	
(3) Housing and Utilities					X	
(4) Furniture						X
(5) Household Appliances (Stoves, Refrig., etc.)						X
(6) Transportation in Cooperating Country					X	
(7) Transportation To and From Country						X
(8) Interpreter Services/Secretarial					X	
(9) Medical Facilities (Heath Room)					X	
(10) Vehicles (official)					X	
(11) Travel Arrangements/Tickets					X	
(12) Right-of-wayman for Using Quarries					X	
(13)						
(14)						
(15)						

OTHER SPECIFY

20. Provisions for Logistic Support (Continued)

E. Additional Facilities Available From Other Sources

Diplomatic pouch

PX

Commissary

Other (specify, e.g., duty free, entry, tax exemption)

C. Comments

CHAK will provide all logistic support required for the grant.

21. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationship and Responsibilities The Grant officer for USAID/Kenya is Steven W. Sinding, Mission Director. Oversight of activities associated with the Grant will be performed by USAID's Office of Population and Health. The key person responsible for the grantee's execution of the grant will be Mr. James Khachina Executive Director.

B. Cooperating Country Liaison Officials

Mr. Peter Ondieki, Acting Director, NCPD

C. AID Liaison Officials

Ms. Molly Gingerich, Office of Population and Health, USAID/Kenya.

22. Background information (additional information useful to authorized agent)

23. Summary of attachments that accompany the PIO/T (check applicable boxes)

A. Detailed budget estimates in support of increased funding (Block 12) See attachment 1 and associated CHAK propos

B. Evaluation criteria for competitive procurement (Block 14A)

C. Justification for procurement by other than full and open competition or noncompetitive assistance See attached Action Memorandum,

D. Statement of work or program description (Block 13) See attachment 2.

E. Waiver/Justification, electronic, confidential (Block 18 specify number _____)



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
U.S.A.I.D. MISSION TO KENYA

UNITED STATES POSTAL ADDRESS
US AID MISSION TO KENYA
BOX 201
APO NEW YORK, NEW YORK 09575

INTERNATIONAL POSTAL ADDRESS
POST OFFICE BOX 30261
NAIROBI, KENYA

March 8, 1988

The Permanent Secretary
Ministry of Finance
P.O. Box 30007
Nairobi

Attn: Mr. W.A.J. Tuva

The Permanent Secretary
Office of the Vice President
and Ministry of Home Affairs
P.O. Box 30520
Nairobi

Attn: Mr. Johnson Hungu

Gentlemen:

Subject: A.I.D Project Number 615-0232
Family Planning Services and Support Project
Implementation Letter No: 36
Community Based Services

Gentlemen:

This letter acknowledges receipt of Ministry of Finance letter No. EA/FA/240/9/1 dated January 15, 1988 requesting support to the NCPD to assist the Diocese of Eldoret of the Church of the Province of Kenya in the provision of Community Based Distribution of Contraceptives (CBD) services. Such services are to be supported under the FPSS project through the Community Based Services component as described in the Project Agreement of September 23, 1985. We have reviewed the request to support the work of the Diocese of Eldoret (hereinafter referred to as Eldoret) in community based health care/community based distribution of contraceptives and find that it is in accordance with the terms of the Project Agreement.

Therefore, A.I.D. hereby earmarks the sum of \$154,282.00 to finance eligible expenditures made by Eldoret during the period February 1, 1988 to January 31, 1991 in accordance with the budget contained in Attachments A and A-1 to this letter. These funds will provide support to Eldoret's program on community based health care/CBD activities as described in Attachment B to this letter.

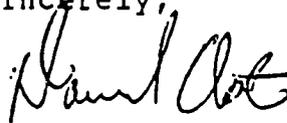
As discussed in Implementation Letter No. 30 dated September 29, 1987, a written Memorandum of Understanding between NCPD and any NGO whose program costs are to be reimbursed by A.I.D through NCPD has been agreed upon as the document that establishes the terms and conditions under which project costs will be reimbursed by NCPD and A.I.D. In addition to being a formal record of the basis upon which a NGO has accepted funds from NCPD, the Memorandum of Understanding will help to ensure that neither the NGO nor NCPD incurs or reimburses costs that may later be determined to be ineligible for financing under the grant agreement between A.I.D and the Government of Kenya.

Therefore, A.I.D requests that NCPD enter into a written understanding with the Diocese of Eldoret for the project activities and costs presented in the proposal and that NCPD submit a copy of the signed Memorandum of Understanding to A.I.D for approval and commitment of funds under the project.

Once the Memorandum of Understanding is completed by NCPD and Eldoret and approved by A.I.D., funds expended by NCPD in support of Eldoret's activities, in accordance with the budgets shown in Attachment A and A-1, will be reimbursed to the Government of Kenya by A.I.D. Reimbursement may be arranged by forwarding a request through the External Resources Division of the Ministry of Finance to A.I.D. This request shall consist of a summary of expenditures during the past reporting period for Eldoret and shall be submitted to A.I.D in the form shown in Attachment C, along with a completed form 1034 as shown in Attachment D. Details regarding the information which must be supplied with each reimbursement request and supporting documentation which must be maintained by NCPD are indicated in Attachment E.

A.I.D is pleased to be able to support the community based services component of the family planning program in Kenya. Please feel free to contact us at any time, if you have any questions regarding the procedures outlined in this letter.

Sincerely,



David A. Oot
Chief
Population and Health Office

Attachments: (A and A-1) Budget
(B) Program Description (Diocese of Eldoret)
(C) Expenditure Report Format
(D) SF 1034
(E) Required Documentation for Financial Reporting and Record Keeping by NCPD



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
U.S.A.I.D. MISSION TO KENYA

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May 3, 1988

The Permanent Secretary
Ministry of Finance
P.O. Box 30007
Nairobi

Attn: Mr. W.A.J. Tuva

The Permanent Secretary
Office of the Vice President
Ministry of Home Affairs
and National Heritage
P.O. Box 30520
Nairobi

Attn: Mr. Johnson Hungu

Subject: A.I.D. Project Number 615-0232
Family Planning Services and Support Project
Implementation Letter No: 41
Community Based Services

Gentlemen:

This letter acknowledges receipt of a signed Memorandum of Understanding between NCPD and the Diocese of Eldoret as requested in Implementation Letter No. 36 dated March 8, 1988. We are pleased to advise that A.I.D. has reviewed and approved this Memorandum of Understanding dated February 29, 1988.

Therefore, A.I.D. hereby commits the sum of \$154,282.00 to finance eligible expenditures made by Eldoret as detailed in Implementation Letter No. 36. Please refer to this PIL for details on the financing process.

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We are pleased this agreement between NCPD and Eldoret has been completed and welcome the opportunity to assist you in the implementation of the important Community Based Services component of the FPSS project.

Sincerely,



David A. Oot
Chief,

Population and Health Office

Attachment: Memorandum of Understanding
(NCPD and Diocese of Eldoret)

NGO BUDGET PREPARATION FORM

NGO	Project	# of pages
Date:	Donor	P. Officer

line	line Item Code	line Item Description	Annual Budget KSHs '000	First Quarter Budget KSHs '000	Second Quarter Budget KSHs '000	Third Quarter Budget KSHs '000	Fourth Quarter Budget KSHs '000
1	0	Personal Emoluments					
2	40	Gratuity and Pensions					
3	50	House Allowance					
4	60	Other Personal Allowances					
5	80	Passage and Leave Expenses					
6	100	Transport Operating Expenses					
7	110	Travel and Accommodation					
8	120	Postal and Telegram Expenses					
9	121	Telephone Expenses					
10	130	Official Entertainment					
11	131	Board, Committees & Conferences					
12	172	Purchase of Uniforms and Clothings					
13	174	Stationary and Printing					
14	175	Advertising and Publicity					
5	182	Payments of Rents and Rates					
16	184	Contracted Professional Services					
17	185	Plann., Eval. Policy and Monitoring					
18	190	Miscellaneous - Other Charges					
19	210	Purchase of Additional Vehicles					
20	220	Purchase of Plant and Equipment					
21	250	Maint. of Plants, Machinery & Equip.					
22	290	Staff Training end Seminars					
23							
24							
25							
26							
27							
28							
29							
30							

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04/24/91

Quarterly Reporting Form

Implementing Agency: FPAK Project: CBD_G1 - CBD_G1A

Quarter: 1 Donor: USAID Project Officer: NOOR

Line Item Code	Line Item Description	Annual Budget KSHs	Allocations this Qtr. KSHs	Expenditure this Qtr. KSHs
0	Personal Emoluments	120000	30000	_____
40	GRAT. & PENSION CONTRIB.	100000	25000	_____
50	HOUSE ALLOWANCE	100000	30000	_____
60	OTHER PERSONAL ALLOWANCES	70000	50000	_____
80	PASSAGE & LEAVE EXPENSES	40000	20000	_____
100	TRANSPORT OPERATING EXP	180000	60000	_____
TOTALS:		610000	215000	

Quarterly Financial Report

Implementing Agency: FPAK Project: CBD_G1 - CBD_G1A
 Monthly or Quarterly Reporting: Q
 Quarter: 1 Donor: USAID Project Officer: NOOR

Line Item Code	Annual Budget KSHs	Expenditure to Date KSHs	Re_allocations	% Actual vs. Annu. Budget.	Allocations this Qtr. KSHs	Expend. this Qtr. KSHs	Diff. Qtr. KSHs
0	120000	28000	0	23%	30000	28000	2000
40	100000	20000	0	20%	25000	20000	5000
50	100000	91000	0	91%	30000	91000	-61000
60	70000	45000	0	64%	50000	45000	5000
80	40000	20000	0	50%	20000	20000	0
100	180000	55000	0	31%	60000	55000	5000
TOT:	610000	259000			215000	259000	-44000

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Quarterly Financial Report

Implementing Agency: FPAK Project: CBD_G1 - CBD_G1A
 Monthly or Quarterly Reporting: Q
 Quarter: 1 Donor: USAID Project Officer: NOOR

Line Item Code	Annual Budget KSHs	Expenditure to Date KSHs	Re_allocations	% Actual vs. Annu. Budget.	Allocations this Qtr. KSHs	Expend. this Qtr. KSHs	Diff Qtr. KSHs
0	120000	28000	0	23%	30000	28000	2000
40	100000	20000	0	20%	25000	20000	5000
50	100000	91000	5000	91%	30000	91000	-61000
60	70000	45000	0	64%	50000	45000	5000
80	40000	20000	0	50%	20000	20000	0
100	180000	55000	-5000	31%	60000	55000	5000

TOT:	610000	259000			215000	259000	-44000

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Quarterly Financial Report

Implementing Agency: FPAK Project: CBD_G1 - CBD_G1A
 Monthly or Quarterly Reporting: Q
 Quarter: 1 Donor: USAID Project Officer: NOOR

Line Item Code	Annual Budget KSHs	Expenditure to Date KSHs	% Actual vs. Bdgt Expenditure	Allocations this Qtr. KSHs	Expenditure this Qtr. KSHs	Diff Qtr. KSHs	ACTION
0	120000	28000.00	23%	30000	28000.00	2000	_____
40	100000	20000.00	20%	25000	20000.00	5000	_____
50	100000	91000.00	91%	30000	91000.00	-61000	_____
60	70000	45000.00	64%	50000	45000.00	5000	_____
80	40000	20000.00	50%	20000	20000.00	0	_____
100	180000	55000.00	31%	60000	55000.00	5000	_____

TOT:	610000	259000.00	279	215000	259000.00	-44000	
