

Dr. Suran Chowdhuri
Country Representative
The Pathfinder Fund
Dharmatal Residential Area
Dacca, Bangladesh.

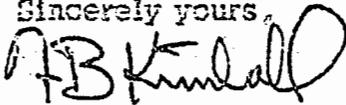
Subject: Grant No. 333-0050-02
Appropriation: 72-1111021.4
Allotment: 144-50-333-00-44-11

Dear Dr. Chowdhuri,

Pursuant to the authority contained in the Foreign Assistance Act of 1951, as amended, the Agency for International Development (hereinafter referred to as "AID" or "Grantor") hereby grants to The Pathfinder Fund (hereinafter referred to as "Pathfinder" or "Grantee") the sum of Two Hundred Thousand United States Dollars (\$200,000) to provide support for a program in family planning as more fully described in the annex to this Grant entitled "Project Description". It is anticipated that AID will provide additional funding. That funding would be provided in increments, but such subsequent increments will be subject to availability of funds to AID for this purpose and to the mutual agreement of AID and Pathfinder, at the time of a subsequent increment, to proceed. This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period April 7, 1981 through April 30, 1984.

This Grant is made to Pathfinder, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Annex A entitled "Project Description", and Annex B entitled "Standard Provisions and Statement of Assurance of Compliance for U.S. Grantees," which have been agreed to by your organization.

Please sign the Statement of Assurance of Compliance, enclosed herein, and the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted. Please return the Statement of Assurance of Compliance and the original and six (6) copies of this Grant to AID/Dacca.

Sincerely yours,

Frank B. Kimball
Director

Attachments:

Annex A. Project Description

Annex B. Standard Provisions and Statement of Assurance of Compliance for U.S. Grantees

Annex C. Standard Terms of Pathfinder Awards

Annex D. Sample Award Letter: Project Grant Letter of Notification

Annex E. Project Description Format

Annex F. Contraceptive Prevalence Programming Tool

ACCEPTED: -

The Pathfinder Fund/Dacca

By:


Title: Country Representative

FISCAL DATA

Appropriation: 72-1111021.4

Allotment: 144-50-388-00-44-11

Project No. 388-0050

Total Grant Amount: \$200,000

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PROJECT DESCRIPTION

A. Purpose of Grant

The purpose of this grant is to enable Pathfinder/Dacca to provide financial and advisory support to different municipalities, autonomous bodies, corporations and non-government organizations in order to provide family planning/maternal and child health(MCH) services to the people of Bangladesh and to develop new approaches to client motivation and service utilization. This grant is for a period of three years.

B. Background

The Pathfinder Fund is a Boston (U.S.A)-based non-profit foundation established to encourage innovative solutions to population problems. Pathfinder's objectives are: to introduce and spread the acceptance of family planning services; to explore new methods to accelerate family planning acceptance; and to find new ways to overcome obstacles impeding progress toward stabilization of world population. Pathfinder is currently supporting projects in 57 developing countries around the world.

The Pathfinder Fund established contact with Bangladesh (then East Pakistan) through its founder Dr. C.J. Gamble as early as 1952-53 and provided seed money to organise a Family Planning Association. Pathfinder started to participate actively in the Bangladesh family planning sphere in 1972. In collaboration with the Ministry of Health & Population Control, it established in 1973-74 a "Model Clinic" in Mohammadpur, Dacca. Since then, Pathfinder has been providing

financial assistance to the Government in support of developing manpower and family planning service systems in the urban areas. For better coordination of its project activities, The Pathfinder Fund set up its Country Office in Dacca in 1978. From the same year, Pathfinder widened its activities, extending financial assistance not only to the Ministry of Health & Population Control, but also to the Ministries of Labour and Industrial Welfare, Communication and Railways as well as to the Department of Social Welfare, with a view to providing family planning services to the workers of these ministries/ departments.

Pathfinder has also been implementing projects of community-based services (CBS) since 1978 by providing financial assistance to different non-government organizations and municipalities. Funds were provided to three such projects in 1980. These are: (a) Ghoshful MCH, FP & FW Association, Chittagong, (b) Moulvibazar Pourashava in Sylhet and (c) Bhola Pourashava in Barisal. The service efficiency and continuation rates of these projects are high. The recent AID Evaluation Team commended their performance. The capability and quality of services that these three projects have demonstrated make it apparent that, given financial assistance and guidance, voluntary organizations in the private sector can increase contraceptive acceptance and continuation in their areas.

To date, Pathfinder's existing family planning projects in Bangladesh include:

- a) 9 Service & Training projects in collaboration with the Ministry of Health & Population Control;
- b) 4 Metropolitan Dacca Family Planning Clinics in collaboration with the Ministry of Health & Population Control;
- c) 3 Family Planning Clinics in collaboration with Ministry of Labour & Industrial Welfare;
- d) 5 Family Planning Clinics in collaboration with the Bangladesh Railway Board;
- e) 3 CBS projects with voluntary organizations;
- f) 1 Basic MCH & Family Planning project;
- g) 2 other CBS projects which are in the final development stage and will be launched shortly.

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Recently a number of private organizations have requested similar assistance from Pathfinder to develop CBS projects. Due to funding constraints, these proposals could not be accepted.

Considering the success of voluntary organizations in the private sector, it is apparent that if non-government voluntary organizations receive financial assistance, appropriate training and programmatic support, they can make significant contributions to the national level population program. It is also believed that if the programs incorporate a certain amount of MCH activities, the effectiveness of the family planning services component will be improved.

C. Program Focus and Description

The Grantee will make effective use of its broad experience and demonstrated competency in the field of population/family planning. The scope of the Grant will encompass such areas as assisting AID in developing and implementing family planning and MCH service programs, including related training and information/education activities for these programs; developing and demonstrating new and improved approaches to family planning acceptance and practice; and supporting other appropriate programs which may be mutually acceptable in the broad field of population/family planning and MCH.

The funds allocated to project commitments under this Grant must contain as a primary purpose the provision of family planning services. Funds that are used for other than services must have the potential of leading to unique interventions in the provision of family planning services. Also acceptable are activities which support complimentary services, such as MCH in programs with already established family planning services. The intent is to establish family planning services where none exist and to strengthen them by supporting allied health services.

Family planning services supported under this Grant may be either integrated or vertical. Here, integrated means that health, economic, or social development activities may be used and funded under this Grant to assist in the delivery of family planning services. In as much as economic activities may increase the chances of family planning services continuing after the termination of Pathfinder support,

they are encouraged as part of the activities supported in a subgrant whenever feasible. Whenever activities other than family planning services are supported by funds in this Grant, the subgrantee must clearly demonstrate that these activities will assist in making family planning services more cost-effective and acceptable. For example, where MCH activities are introduced, data must be gathered to ascertain whether contraceptive acceptance and continuation are enhanced by this component. In the case of income generation activities, evidence must also be provided that the subgrantee is providing significant counterpart resources for them.

Many of the most effective family planning services projects in Bangladesh do offer services in addition to family planning. However, there are successful projects which provide only family planning. For the purposes of this Grant, these are called vertical programs. When vertical family planning activities are proposed for support under this Grant, they must demonstrate their contribution to increased contraceptive acceptance and continuation as well as their cost-effectiveness, and they must also demonstrate a potential for larger scale replicability. An example of this type of project is the provision of family planning services to homogeneous population groups such as industrial laborers, factory workers, and plantation workers.

The Grant will be used primarily in the following ways:

- To fund service projects that will extend:
 - (a) community-based services (integrated or vertical as previously defined) at the district and sub-divisional level.

(b) clinic-based family planning services, for workers in such industries as Jute, Sugar and Tea, and in national corporations such as railways and inland ports.

(c) clinic-based MCH/family planning services for underserved groups which by reasons of poor health status or conservatism require that services be offered in an integrated manner.

- To fund manpower development, either as discrete activities or as a part of service projects. In order to expand successfully the scope of Pathfinder's work in Bangladesh, it requires the capability of arranging for training of project staff in areas such as community-based and clinic project management.
- To fund the increased expenses of Pathfinder/Dacca's office in order to manage effectively the additional funding provided. Budgetary provision for new staff, some office furniture and equipment is required during the first year. In addition to the above, Pathfinder will utilize Grant funds for certain essential direct program support and overhead costs needed to manage the subgrants. Direct program support costs may include a proportionate share of salaries and fringe benefits for Pathfinder monitoring staff; associated travel and living expenses and sub-grant audit expenses. Overhead cost refers to Pathfinder's negotiated Indirect Cost Rate Agreement with AID/Washington.

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Pathfinder will provide technical, managerial, and accounting expertise to the subgrants on a continuing basis. The degree of Pathfinder monitoring and technical assistance will vary depending on the inherent strengths and weaknesses of the subgrantee.

D. Implementation

Pathfinder, in conjunction with the subgrantee, will develop subgrant proposals. Each proposal will be cast in the format normally used by Pathfinder (see attached Project Description Format, Appendix E). Included in the project description will be the measures to be used for assessing contraceptive prevalence and cost-effectiveness.

While it is anticipated that subgrants will differ from each other, they should have certain administrative aspects in common.

- a) No subgrant may exceed \$50,000 for any twelve month period, unless AID/Dacca otherwise agrees in writing;
- b) Subgrants are limited to municipalities, corporations, autonomous bodies and indigenous non-governmental organizations;
- c) All subgrantee organizations must be registered with a Ministry of the Bangladesh Government;
- d) No organization may receive more than three individual subgrants during the life of this Grant;
- e) All subgrant proposals must describe the beneficiaries of the activities to be undertaken and estimate the number of people to be served. Verifiable progress indicators must be established;
- f) All subgrant proposals must contain a line-item budget.

Subgrantees may make line-item adjustments of up to 15% so

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long as the total amount of the subgrant is not increased.

This, however, will only be done with the concurrence of Pathfinder.

- g) All subgrants should address the continuation of the activities supported by Pathfinder after Pathfinder support terminates;
- h) No individual subgrantee can receive support under this Grant beyond three years without prior written approval of AID/Dacca;
- i) Any amendment to a subgrant which changes the purpose of the subgrant must be approved in writing by AID/Dacca.
- j) Pathfinder may revise individual subgrant budgets to increase or decrease them - within 10 percent of the approved subgrant budget total - without obtaining additional AID/Dacca approval. Any budget increases effected under this provision must be less than \$ 5,000 and must result in a total subgrant budget of less than \$ 50,000. Budget revisions in excess of \$ 5,000 or revisions which would result in total sub-grant budgets of \$ 50,000 or more, must be approved by AID/Dacca.

Pathfinder will submit the proposals to the Population, Health and Women's Division of AID/Dacca for review and approval. AID/Dacca reserves the right to request modifications and to conduct site visits to the proposed projects upon notification to Pathfinder/Dacca.

Upon receipt of written approval of the project by AID/Dacca, Pathfinder/Dacca will instruct the subgrantees to submit the proposal to the

Bangladesh Government Ministry with which it is registered. If approved by the relevant ministry, Pathfinder will execute a Letter of Agreement between itself and the subgrantee (see sample attached, Annex D). This Award Letter will outline the conditions and agreements under which the subgrant is made. Each award package shall include the Project Description for the subgrant and a copy of the Standard Terms of Pathfinder Awards (sample copy attached, Annex C) which specifies Pathfinder's contractual requirements with the subgrantee.

Subgrants may be made for as long as three years. A subgrant which is made for two or three years must be resubmitted to MD for its approval on an annual basis. A detailed progress report on the previous year's activity must accompany the second and third year submission of each grant. This should include: --a summary of accomplishments to date, along with an explanation of any problem affecting implementation of the subgrant; quantitative measures of program effectiveness; and a justification for continuing the subgrant.

W. Reporting and Evaluation:

1. Subgrantee to Pathfinder

For each subgrant made from this Grant, the subgrantee will submit all reports normally required by Pathfinder of its subgrantees. These reports will be submitted to Pathfinder/Dacca on a ~~regular~~ quarterly basis, and shall be forwarded on to Pathfinder/Boston. These reports at a minimum shall include:

- financial reports of subgrant expenditures;
- statistical reports on the number of contraceptive

acceptors, continuation rates, and contraceptive prevalence;

progress reports detailing accomplishments and problems.

Pathfinder will assess project performance systematically in accordance with its established procedures. Any and all reports submitted to Pathfinder by the subgrantee will be made available on request to AID/Dacca.

Pathfinder/Boston will conduct regular reviews with Pathfinder/Dacca of subgrants funded from this Grant. Such reviews shall be conducted at a minimum of once a year. These reviews shall consist of discussions of subgrant progress and problems with the Pathfinder/Dacca management; examination of files and financial records, as well as on-site visits to projects funded by the subgrants. The results of these reviews shall be made available, upon request, to AID/Dacca.

For subgrants over 25,000 dollars, Pathfinder/Boston will arrange an audit by an independent auditing firm upon completion of each subgrant year. Up to 10 percent of subgrants under 25,000 dollars shall be selected at random and audited annually. A larger percentage may be selected with approval of AID/Dacca. The results of audits shall be made available, upon request, to AID/Dacca.

2. Pathfinder to AID/Dacca

If requested by AID/Dacca, Pathfinder agrees to supply copies of any reports received from its subgrants or results of any evaluations (including audits) conducted by Pathfinder of the subgrants. AID/Dacca

reserves the right to visit all subgrantee locations and to evaluate subgrants at any time during the period of this Grant and thereafter for a period of three years, upon notification to Pathfinder/Dacca whenever possible.

Pathfinder agrees to establish evaluation mechanisms for all subgrant projects to examine the project's impact on contraceptive prevalence in the project area and the cost-effectiveness of the project's activities. The prevalence programming tool (description attached, Annex F) can be used as the basis for estimating prevalence where reliable data on continuing users are not available. To measure progress, a baseline estimate of the number of eligible couples and pre-project contraceptive prevalence must be made.

Pathfinder agrees to amend its Standard Terms of Pathfinder Awards, Number VIII "Sterilization/Informed Consent", to include the requirement that subgrants for the provision of sterilization services include a sterilization surveillance system. Prior to the execution of the subgrant, the surveillance system shall have been approved by Pathfinder and also by AID/Dacca.

Pathfinder will submit an annual narrative progress report to AID/Dacca. This report will be submitted within three (3) months after the end of the Grant year. This report will summarize all activities conducted with the resources and under the auspices of the Grant as a whole, including a summary of the accomplishments.

F. The Budget

The total amount obligated under this Grant Agreement is \$ 200,000 for the first year of this three year Grant. Funding procedures for this Grant Agreement are covered in the Standard Provisions.

Illustrative BudgetA. Project Activities

4	CBS Projects @ \$ 17,500	70,000	
1	Clinic Based Project	50,000	
1	Training/Manpower Develop. Project	<u>20,000</u>	140,000

B. Director Program Support1. Staff

Path/Dacca Additional Staff:			
	Program Officer	6,000	
	Acctg. Clerk (Asst.)	2,600	
	Messenger	<u>400</u>	9,000

Pro-Rata Share:

	Boston Staff (10% of time)	4,500	
	Dacca Staff (20% of time)	<u>4,500</u>	9,000

2. Travel

	Program Officer (new)	1,000	
	Boston Staff (20% of travel costs)	2,500	
	Dacca Staff (20% of travel costs)	<u>1,000</u>	4,500

3. Equipment and Furniture

	Manual Typewriter (local purchase)	700	
	2 Desks/Chairs	300	
	Telephone Installation	<u>434</u>	1,434

C. Overhead

Negotiated Indirect Cost Rate Agreement 22%

	<u>36,066</u>
	\$ 200,000

C. Standard Provisions

The Standard Terms of Pathfinder Awards are attached as Annex C. These Standard Terms will be made a part of each Award Letter between Pathfinder and its subgrantees.

STANDARD PROVISIONS AND STATEMENT OF
ASSURANCE OF COMPLIANCE
FOR
U.S. GRANTEES

1. ALLOWABLE COSTS AND PAYMENT (OTHER THAN EDUCATIONAL INSTITUTIONS)

The Grantee shall be reimbursed for costs incurred in carrying out the purposes of this Grant which are determined by the Grant Officer to be allowable in accordance with the terms of this Grant and Subpart/5.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations (41 CFR 1-15.2) and CMB circular A-110 in effect on the date of this Grant. Payment of allowable costs shall be in accordance with the payment provisions of this Grant.

2. ACCOUNTING, RECORDS, AND AUDIT

The Grantee shall maintain books, records, documents, and other evidence in accordance with the Grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The Grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives (a) until the expiration of three years from the date of termination of the program and (b) for such longer period, if any, as is required to complete and audit and to resolve all questions concerning expenditures unless written approval has been obtained from the AID Grant Officer to dispose of the records. AID follows generally accepted auditing practices in determining that there is proper accounting and use of grant funds. The Grantee agrees to include the requirements of this clause in any subordinate agreement hereunder.

3. REFUNDS

(a) If use of the Grant funds results in accrual of interest to the Grantee or to any other person to whom Grantee makes such funds available in carrying out the purposes of this Grant, the Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(b) Funds obligated hereunder but not disbursed to the Grantee at the time the grant expires or is terminated, shall revert to AID, except for funds encumbered by the Grantee by a legally binding transaction applicable to this Grant. Any funds disbursed to but not expended by the Grantee at the time of expiration or termination of the Grant shall be refunded to AID.

(c) If, at any time during the life of the Grant, it is determined by AID that funds provided under the Grant have been expended for purposes not in accordance with the terms of the Grant, the Grantee shall refund such amounts to AID.

4. EQUAL OPPORTUNITY IN EMPLOYMENT

(a) With regard to the employment of persons in the U.S. under this Grant, the Grantee agrees to take all reasonable steps to ensure equality of opportunity

in its employment practices without regard to race, color or national origin of such persons and that, in accordance with Title VI of the Civil Rights Act of 1964, when work funded by this Grant is performed in the U.S. no person shall, on the grounds of race, color or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply in accordance with its written assurance of compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964."

(b) In addition, the grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to sex, religion, age and handicap, in accordance with P.L. 92-261, P.L. 93-259, P.L. 93-112 and P.L. 93-508, when work funded by A.I.D. under this grant is performed in either the U.S. or overseas no person shall, on the grounds of sex, religion, age or handicap, be excluded from participation, be denied benefits, or be subjected to discrimination.

5. PAYMENT - REIMBURSEMENT

(a) Each non-construction grant voucher shall be supported by an original and 2 copies of SF 270, "Request for Advance or Reimbursement".

(b) Each quarterly voucher (or each third monthly voucher) shall also be supported by an original and 2 copies of a SF 269, "Financial Status Report". The SF 269 shall be submitted within 30 days after the end of the reporting quarter.

6. TRAVEL AND TRANSPORTATION

(a) The Grant Officer hereby approves international travel hereunder provided that the Grantee shall obtain written concurrence from the cognizant Project Officer in AID prior to sending any individual outside the United States to perform work under the Grant. For this purpose the Grantee shall advise the Project Officer at least 30 days in advance of any travel to be undertaken outside the United States. After concurrence is received the Grantee shall provide the cognizant Mission or U.S. Embassy advance notification (with a copy to the Project Officer) of the arrival date and flight identification of Grant financed travellers.

(b) Travel to certain countries shall, at AID's option, be funded from U.S.-owned local currency. When AID decides to exercise this option, it will so notify the Grantee after receipt of advice of intent of travel required above. AID will issue a Government Transportation Request (GTR) which the Grantee may exchange for tickets, or AID will issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this Grant.

(c) All international air travel and all international air shipments under this Grant shall be made on United States flag carriers. Exceptions to this rule will be allowed in the following situation, provided that the Grantee certifies to the facts in the voucher and other documents retained as part of his Grant records to support his claim for reimbursement and for post audit:

(1) Where the traveler, while enroute, has to wait 6 hours or more to transfer to a U.S. flag air carrier to proceed to the intended destination, or

(2) Where a flight by a U.S. flag air carrier is interrupted by a stop anticipated to be 6 hours or more for refueling, reloading, repairs, etc. and no other flight by a U.S. flag air carrier is available during the 6 hour period, or

(3) Where, by itself or in combination with other U.S. flag air carriers (if U.S. flag air carriers are "unavailable") it takes 12 hours or longer from the original airport to the destination airport to accomplish the Grantee's program than would service by a non-U.S. flag air carrier or carriers, or

(4) When the elapsed traveltime on a scheduled flight from origin to destination airports by non-U.S. flag air carrier(s) is 3 hours or less, and services by U.S. flag air carrier(s) would involve twice such traveltime.

NOTE: Where U.S. Government funds are used to reimburse Grantee's use of other than U.S. flag air carriers for international transportation, the Grantee will include a certification on vouchers involving such transportation which is essentially as follows:

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS

I hereby certify that the transportation service for personnel (and their personal effects) or property by U.S. flag air carrier was unavailable for the following reason(s): (State appropriate reason(s) as set forth above; see 41 CFR 1-1.323-3 for further guidance).

(d) Travel allowances shall be reimbursed in accordance with the Federal Travel Regulations (FTR); however, if the Grantee's domestic and international travel allowance policies and procedures have been reviewed and approved by AID or another Federal department or agency pursuant to the applicable Federal cost principles, the Grantee may use its travel allowance system in lieu of the FTR after it has furnished the Grant Officer with a copy of such approval.

7. OCEAN SHIPMENT OF GOODS

When ocean transport is required and the shipping costs are reimbursable under the Grant:

(a) 50% of all international ocean shipment made by the Grantee, to be financed hereunder, shall be made on U.S. flag vessels. Where U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may request a release from this requirement from the Transportation Support Division, Office of Commodity Management, AID, Washington, D.C. 20523, giving the basis for the request.

(b) When the AID Transportation Support Division makes and issues a determination to the Grantee that U.S. flag vessels are not available, the ocean shipment costs on foreign flag vessels, as named in the determination, will be eligible for reimbursement under the Grant. In all instances Grantee vouchers submitted for reimbursement under the Grant which include ocean shipment costs will include a certification essentially as follows: "I hereby certify that a copy of each ocean bill of lading concerned has been submitted to the Maritime Administration, Cargo Preference Control Center, Commerce Building, Washington, D.C. 20235, and that such bill(s) of lading state all of the carrier's charges including the basis for calculation such as weight applicable measurement, and indicate the applicable A.I.D. Grant Number."

(c) Shipments by voluntary non-profit relief agencies (i.e., NVO's) shall be governed by paragraphs (a) and (b) above and by AID Regulation 2, "Overseas Shipments of Supplies by Voluntary Non-Profit Relief Agencies" (22 CFR 202).

8. REIMBURSEMENT OF GOODS AND SERVICES UNDER \$250,000

(a) Ineligible Goods and Services

Under no circumstances shall the Grantee procure any of the following under this Grant:

- (1) military equipment
- (2) surveillance equipment
- (3) commodities and services for support of police or other law enforcement activities
- (4) abortion equipment and services
- (5) luxury goods and gambling equipments, or
- (6) weather modification equipment

If AID determines that the Grantee has procured any of the ineligible goods and services specified above under this Grant, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount on the purchase.

(b) Restricted Items

The Grantee shall not procure any of the following goods or services without the prior written authorization of the Grant Officer:

- (1) agricultural commodities,
- (2) motor vehicles,
- (3) pharmaceuticals,
- (4) pesticides,
- (5) plasticizers,
- (6) used equipment, or
- (7) U.S. Government-owned excess property.

If AID determines that the Grantee has procured any of the restricted goods specified above under this Grant, without the prior written authorization of the Grant Officer, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the purchase.

(c) Geographic Source and Order of Preference

Except as may be specifically approved or directed in advance by the Grant Officer under paragraph 8(b) above, if the cost of all other goods (e.g. equipment, materials, and supplies) and services which are to be reimbursed under this Grant and which will be financed with United States dollars does not exceed \$250,000, then such goods and services shall be purchased in and shipped from only "Special Free World" countries (i.e. AID Geographic Code 935) in accordance with the following order of preference.

- (1) the United States (AID Geographic Code 000),
- (2) "Selected Free World" countries (AID Geographic Code 941),
- (3) the cooperating country,
- (4) "Special Free World" countries (AID Geographic Code 935),

(d) Application of Order of Preference

When the Grantee procures goods and services from other than U.S. sources, under the order of preference in 8(c) above, it shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based upon one or more of the following reasons, which will be set forth in the Grantee's documentation:

- (1) The procurement was of an emergency nature, which could not allow for the delay attendant to procurement from U.S. sources.
- (2) The price differential for procurement from U.S. sources exceeded by 50% or more the believed price from the non-U.S. sources.
- (3) Impelling local political considerations precluded consideration of U.S. sources.
- (4) The goods or services were not available from U.S. sources, or
- (5) procurement of locally available goods or services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance Program under the Grant.

(a) United States Procurement

If the cost of all goods and services which are to be reimbursed under this Grant and which will be financed with United States dollars exceeds \$250,000, then such goods and services shall be purchased in and shipped from the United States.

(b) The Grantee's Procurement System

(1) The Grantee may use its own procurement policies and procedures provided they conform to the geographic source and order of preference requirements of this provision and paragraphs 3 and 4, Attachment 0 of OMB Circular No. A-110.

(2) If the Grantee's procurement policies and procedures have been revised against the procurement requirements of paragraphs 3 and 4 of Attachment 0 to OMB Circular No. A-110 and have been approved by AID or another Federal department or agency, the Grantee shall furnish the Grant Officer a copy of such approval; otherwise the Grantee's procurement policies and procedures shall conform to the specified requirements of OMB Circular No. A-110.

(c) Small Business

To permit AID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under this Grant, the Grantee, shall, to the maximum extent possible, provide the following information to the Small Business Office, AID, Washington, D.C. 20523 at least 45 days prior (except where a shorter time is requested of, and granted by the Small Business Office) to placing any order or contract in excess of \$25,000:

- (1) Brief general description and quantity of goods or services;
- (2) Closing date for receiving quotations, proposals, or bids; and
- (3) Address where invitations or specifications can be obtained.

(d) Ineligible Suppliers

Funds provided under this Grant shall not be used to procure any commodity or commodity-related services furnished by any supplier whose name appears on the List of Ineligible Suppliers under AID Regulation 0, "Suppliers of Commodity and Commodity-Related Services Ineligible for AID Financing" (22 CFR 208). The Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be reimbursable under this Grant. AID will provide the Grantee with this list.

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The Sub-Grantee shall not be held liable for the loss of any of the Sub-Grantee's assets or the following items:

(a) The Sub-Grantee shall not charge for any depreciation, maintenance or use of any property, title to which remains in the Sub-Grantee under this Grant or any other U.S. Government grant, subgrant, contract or subcontract.

(b) The Sub-Grantee agrees to use and maintain the property for the purpose of the Grant in accordance with the requirements of paragraph 11 of Chapter 1, Section 13.

(c) With respect to nonexpendable property having an acquisition cost of \$100 or more, title to which vests in the Sub-Grantee, the Sub-Grantee agrees:

(1) To report such items to the Grantee from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

(2) To transfer title to any such items to the Government in accordance with any written request therefor issued by the Grantee at any time prior to final payment under this Grant.

10. CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY

Upon arrival in the Cooperating Country, and from time to time as appropriate, the Grantee's Chief of Party shall consult with the Mission Director who shall prescribe, in writing, the procedure the Grantee and its employees shall follow in the conversion of United States dollars to local currency.

11. TERMINATION

(a) For Cause. This Grant may be terminated for cause at any time, in whole or in part, by the Grant Officer upon written notice to the Grantee, whenever for any reason he/she shall determine that such termination is in the best interests of the Government.

(b) For Convenience. This Grant may be terminated for convenience at any time by either party, in whole or in part, if both parties agree that the continuation of the Grant would not produce beneficial results commensurate with the further expenditure of funds. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The agreement to terminate shall be set forth in a letter from the Grant Officer to the Grantee.

(c) Emergency Procedures. Upon receipt of and in accordance with a verbal written notice as specified in either paragraph (a) or (b) above, the Grantee shall forthwith take immediate action to minimize all expenditures and obligations financed by this Grant, and shall cancel such unliquidated

...shall not be subject to the provisions of the Federal Acquisition Regulation (FAR) which apply to the purchase of supplies and services under the FAR, and the Government shall not be bound by the FAR in the performance of this Grant. Should the funds paid by the Government to the Grantee prior to the effective date of the termination of this Grant, be insufficient to cover the Grantee's obligations pursuant to the aforementioned legally binding transaction, the Grantee may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations, and, subject to the limitations contained in this Grant, the Grant Officer shall determine the amount or amounts to be paid by the Government to the Grantee under such claim in accordance with the applicable Federal cost principles.

12. VOLUNTARY PARTICIPATION

(a) The Grantee agrees to take any steps necessary to ensure that funds made available under this grant will not be used to coerce any individual to practice methods of family planning inconsistent with such individuals' civil, political, or religious beliefs. Further, the Grantee agrees to conduct its activities in a manner which safeguards the rights, health and welfare of all individuals who take part in the program.

(b) The Grantee shall insert paragraph (a) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

13. PROHIBITION ON ABORTION-RELATED ACTIVITIES

(a) No funds made available under this Grant will be used to finance, support, or be attributed to the following activities: (1) procurement or distribution of equipment intended to be used for the purpose of performing abortions as a method of family planning (2) special fees or incentives to women to coerce or motivate them to have abortions; (3) payments to persons to perform abortions or to solicit persons to undergo abortions; (4) information, education, training, or communication programs that seek to promote abortion as a method of family planning.

(b) The Grantee shall insert paragraphs (a) and (b) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

14. VOLUNTARY PARTICIPATION REQUIREMENTS FOR STERILIZATION PROGRAMS

(a) Prior to any disbursement under this Grant or the issuance by AID of any documentation under the Grant pursuant to which disbursement will be made for commodities or services related to voluntary surgical sterilization, the Grantee will, except as AID may agree otherwise in writing,

Annex to AID in form and substance satisfactory to AID:

a comprehensive plan for a sterilization surveillance system; and

a standardized informed consent form which shall be completed by all acceptors of such voluntary surgical contraceptive services financed in whole or part by AID funds and which may not be modified during the life of this agreement without prior written agreement of the cooperating country and AID.

(b) The Grantee agrees to establish and operate a sterilization surveillance system in accordance with the plan accepted by AID above and in a manner satisfactory to AID.

(c) None of the funds provided under the Grant or goods or services financed thereby, may be used for, or in support of, a program that includes involuntary sterilization as a method of family planning or coercion or financial incentives to any person to undergo sterilization. In this connection the Grantee agrees as follows: (1) There shall be a standardized informed consent form which shall be completed by all acceptors of such voluntary surgical contraception financed in whole or part by A.I.D. funds, and which may not be modified during the life of this agreement without the prior written agreement of the cooperating country and AID. (2) no payments in cash or in kind shall be made to any acceptor or provider of sterilization services under this Grant unless such payment is made to acceptors for items of cost, such as wage loss, child care expenses and food expenses calculated for the project on the basis of reasonable average cost or to compensate medical staff and field workers for medical and support services provided by such personnel. (3) payments approved by AID shall not be increased without the prior written agreement of the cooperating country and AID. (4) the Grantee agrees to establish and maintain systems that lead to verifiable improvements in the quality of sterilization services.

(d) The Grantee will insert paragraphs (a), (b) and (c) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

13. PUBLICATIONS

(a) If it is the Grantee's intention to identify AID's contribution to any publication resulting from this Grant, the Grantee shall consult with AID on the nature of the acknowledgment prior to publication.

(b) The Grantee shall provide the Project Manager with one copy of all published works developed under the Grant. The Grantee shall provide the Project Manager with lists of other written work produced under the Grant.

(c) In the event Grant funds are used to underwrite the cost of publishing in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the Grant.

(d) The Grantee is permitted to secure a copyright to any publication produced or composed under the Grant in accordance with paragraph 12.b.

The Government shall be liable for the cost of the services of all such employees shall be limited to the best efforts of the grantee to obtain such services from the source of origin, if any available.

18. SUBORDINATE AGREEMENTS

The placement of subordinate agreements (e.g., leases, options, etc.), grants, or contracts with other organizations, firms or institutions and the provisions of such subordinate agreements are subject to prior written consent of the Grant Officer if they will be funded hereunder, unless the Grantee's procurement system has been reviewed and approved pursuant to the appropriate section (of ~~xxxxxxx~~ Chapter 1 of AID Handbook 15. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this Grant.

19. U.S. OFFICIALS NOT TO BENEFIT

No member of or delegate to the U.S. Congress or resident U.S. commissioner shall be admitted to any share or part of this Grant or to any benefit that may arise therefrom: but this provision shall not be construed to extend to this Grant if made with a corporation for its general benefit.

20. COVENANT AGAINST CONTINGENT FEES

The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this Grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bonafide employees or bonafide established commercial or selling agencies maintained by the Grantee for the purpose of securing business. For breach or violation of this warranty, AID shall have the right to cancel this Grant without liability or, in its discretion, to deduct from the Grant amount, or otherwise recover, the full amount of each commission, percentage, brokerage, or contingent fee.

21. LIABILITY

AID does not assume liability with respect to any third party claims for damage arising out of work supported by this Grant.

22. AMENDMENT

The Grant may be amended by formal modification to the basic grant document or by means of an exchange of letters between the Grant Officer and an appropriate official of the Grantee.

23. THE GRANT

The letter by the Grantee signed by the Grant Officer, the Program Description and the General Provisions which have been reviewed and agreed to by the Officer, constitute the Grant.

NOTICES

Any notice given by any of the parties hereunder shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, registered or regular mail as follows:

To the AID Grant Officer at the address specified in the Grant

To Grantee - At Grantee's address shown in the Grant

or to such other address as either of such parties shall designate by notice given as herein required. Notices hereunder shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

ACCOUNTING OF COMPLIANCE WITH THE AGENCY FOR
INTERNATIONAL DEVELOPMENT REGULATION UNDER TITLE VI OF
THE CIVIL RIGHTS ACT OF 1964

The Pathfinder Fund
(Name of Grantee)

(hereinafter called the "Grantee")

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Agency for International Development (22 CFR Part 206, 30 FR 317) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grantee receives Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Grantee by the Agency, this assurance shall obligate the Grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Grantee for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Grantee by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Grantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

The Pathfinder Fund
(Grantee)

BY (Signature)



TITLE Country Representative

TYPED NAME Dr. Subhan Chowdhuri

DATE April 7, 1981

BEST AVAILABLE COPY

STANDARD TERMS OF PATHFINDER AWARDS

These terms apply to all Pathfinder Grants and are solely to enable Pathfinder to fulfill the responsibilities required of it by law and its policy.

I. MAINTENANCE AND USE OF FUNDS, SUPPLIES AND EQUIPMENT

The funds, supplies and equipment provided by the Grant may only be used by the Grantee to support the work defined in the accompanying Project Description. They may not be loaned or otherwise made available to any other organization, and must be held in a bank account separate from funds received from any other source or Pathfinder Grant. In the covering letter specific information is requested on the bank account to which the funds provided by the Grant will be deposited and from which they will be disbursed for project expenses.

Pathfinder does not pay duty on any supplies or equipment provided under Pathfinder awards. The Grantee must arrange duty free entry of such items or pay duty from other funds. Funds provided for the local purchase of supplies and equipment may only be used to purchase items readily available in the Grantee's country. Such funds may not be used to purchase any item which the Grantee must buy or order from another country.

All commodities sent as part of the Grant or purchased with funds from the Grant and all unused funds held by the Grantee on the end date of the Grant, as specified in the Project Description, or at the time of discontinuance of Pathfinder support, shall be disposed of in accordance with instructions which Pathfinder will issue at that time. Grant funds may not be used for expenses incurred after the end date unless prior approval is received from Pathfinder.

II. RECORDS/AUDITS

The Grantee will be visited by Pathfinder personnel during the course of the project for the purpose of reviewing project progress and record keeping. For projects having a value of \$25,000 or more, Pathfinder's auditors will audit project records at the end of the period from which the Grant is made. For projects of less than \$25,000 audits will be performed at Pathfinder's discretion. Ledgers, invoices, vouchers and other documentation must be maintained to sufficiently substantiate charges to the Grant, and preserved for audit purposes for a minimum of three years from the date of project completion. Auditors will inventory equipment and unused supplies on hand as of the date on which the project ends.

It should also be understood that, as a U.S. organization, The Pathfinder Fund is subject to the laws of the United States, which specify the right of the U.S. Government to audit the use abroad of certain funds originating in this country. While such an audit may not be required in connection with this grant, Pathfinder must advise the grantee of the possibility.

III. BUDGET REQUIREMENTS

Pathfinder will not pay any costs other than those listed under the different budget headings in the Project Description. Funds allocated under one budget heading may not be used for expenses under another heading unless approval is obtained in advance from Pathfinder. If salaries are included, such salaries may not be increased above the amounts shown in the budget without prior approval from Pathfinder. Further, regarding the salaries or wages of all persons paid from the Grant, the Grantee must agree to comply with the laws of its country regarding withholding of income taxes and other such taxes required by law to be withheld and paid to the Government of that country. If any employee benefits required by law have not been included and are expected to be paid from Pathfinder Grant funds, Pathfinder must be advised before the project begins.

IV. REFUNDS

Any interest earned on funds from the Grant must be returned by the Grantee to the Pathfinder Fund. Similarly, any funds gained in excess of the budget as a result of fluctuating exchange rates must be returned to Pathfinder, and any funds lost below approved budget levels for the same reason will be reimbursed to the Grantee by Pathfinder.

Any income derived from project activities or the sale of donated commodities not specifically approved in the Project Description must be returned to Pathfinder.

If it should be determined at any time during the life of the grant that funds provided have been spent for purposes other than as stated in the Project Description or approved by Pathfinder by amendment, the Grantee shall refund such funds to Pathfinder as well.

V. PAYMENT AND REPORTING REQUIREMENTS

Unless otherwise specified, Pathfinder Grant funds are paid on a quarterly basis. Standard financial reporting forms are included with each payment, and must be completed and returned to Pathfinder within the time to be specified. Project progress reports must also be submitted on a regular basis, as specified in the Project Description. Regular payment of project funds is dependent on timely and satisfactory submission of these reports.

VI. VOLUNTARY PARTICIPATION

No funds or commodities provided by the Grant may be used to coerce any individual to practice methods of family planning inconsistent with such individual's moral, philosophical, or religious beliefs. Further, the Grantee agrees to conduct its activities in a manner which safeguards the rights, health and welfare of all individuals who take part in the project.

VII. ABORTION RELATED ACTIVITIES

No funds, supplies or equipment made available under this Grant will be used to support any of the following activities: procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; procurement or distribution of Menstrual Regulation (MR) kits; special fees or incentives to women to coerce or motivate them to have abortions; payments to persons to perform abortions or MR procedures, or to solicit persons to undergo abortions or MR procedures; information, education, training or communication activities that seek to promote abortion as a method of family planning. These restrictions do not prohibit support for the performance of uterine evacuation, including MR, for other medical, diagnostic and curative purposes.

VIII. STERILIZATION/INFORMED CONSENT

Any surgical sterilization procedures supported in whole or in part by funds or commodities from the Grant must be performed only after the individual has voluntarily presented himself or herself for treatment and has given his or her informed consent to the sterilization procedure. Informed consent means the voluntary, knowing assent from the individual given after being advised of the purpose of the operation and its irreversibility, the surgical procedures to be followed, the attendant discomforts and risks, the benefits to be expected, the availability of alternative methods of family planning, and the fact that consent can be withdrawn at any time prior to the operation. An individual's consent is considered voluntary if it is based upon the exercise of free choice and is not obtained by any special inducement or other form of coercion.

Further, the Grantee shall document the patient's informed consent with a written consent form in a language the patient understands and speaks. This form will explain the basic elements of informed consent, as set out above, and must be signed by the individual and by the attending physician or by the authorized assistant to the attending physician. When a patient is unable to read adequately, a written certification must be signed by the attending physician or authorized assistant that the basic elements of informed consent above were orally presented to the patient, and that the patient thereafter consented to the performance of the operation. The receipt of the oral explanation shall be acknowledged by the patient's mark of a witness who shall be of the same sex and speak the same language as the patient. Copies of informed consent forms and certification documents for each voluntary sterilization procedure must be retained by the Grantee for a period of three years after the performance of the sterilization procedure.

In the event of a mortality occurring in connection with a sterilization procedure performed under a Pathfinder Grant, such a mortality must be reported immediately by the Project Director to Pathfinder's nearest office. Pathfinder will carry out a prompt on-site investigation of the circumstances and initiate with the Grantee any measures appropriate to preventing future such mishaps.

IX. TIME ACCOUNTING/FOR CLINICAL PROJECTS

For any clinical family planning service activities supported by this Grant, i.e. those activities providing clinic-based or hospital-based contraceptive services, time-and-attendance records must be maintained for personnel whose salaries are fully or partially paid from the project budget. Such records shall indicate the number of hours worked by each part-time or full-time employee in the assisted facility in furtherance of the approved work plan and objectives. The Project Director will be responsible for seeing that records are completed on a weekly basis, signed by the individual employee, certified accurate by the Project Director and retained with financial records as indicated in Paragraph VI. Sample time-and-attendance forms will be provided for all such projects by Pathfinder.

X. VEHICLE

The provision of any vehicle called for under this award is conditioned on the agreement of the Grantee to:

- a. Register the vehicle in the name of the Grantee and maintain a current registration as long as the vehicle is in custody of the Grantee.
- b. Refrain from selling or encumbering the vehicle in any way, with a lien, mortgage, or other encumbrance which would in any way affect the title of the vehicle.
- c. Carry insurance on the vehicle in such amounts as to fully protect Pathfinder's interest in the vehicle, such insurance to be payable to the Pathfinder Fund.
- d. Deliver the vehicle to the agent designated by Pathfinder to take custody of the vehicle at the termination of Pathfinder's support of the project.
- e. Execute any transfer papers which are or may be required by local laws to give full and clear title to the vehicle to the agent designated by The Pathfinder Fund to take custody of the vehicle when instructed to do so by Pathfinder.

XI. PUBLICATION OF RESULTS

The Pathfinder Fund or the Grantee, or possibly both, may desire to publish data on the results of work conducted under the Grant. The Grant is therefore conditioned on the agreement that:

- a. The Grantee will submit to The Pathfinder Fund for comment a copy of the manuscript for any publication based on the work under this award at least 30 days prior to the date of delivery to the printer. If no comments from Pathfinder have been received within 30 days after delivery of the manuscript to Pathfinder, the Grantee may assume that Pathfinder does not wish to comment and proceed with publication. If Pathfinder does submit comments, the Grantee agrees to give due consideration to such comments.

- b. The Pathfinder Fund will submit to the Grantee for comment a copy of the manuscript for any publication based on the work under this award at least 30 days prior to the date of delivery to the printer. If no comments from the Grantee have been received within 30 days after mailing the manuscript, Pathfinder may assume it does not wish to comment and proceed with publication. If the Grantee does submit comments, Pathfinder agrees to give due consideration to such comments.

XII. NONLIABILITY

The Pathfinder Fund does not assume liability with respect to any legal claim for damages arising out of work supported by this Grant.

XIII. TERMINATION

This award is made subject to the availability of funds. It may be terminated by either party at any time prior to the scheduled completion date if both parties agree that continuation of the Grant would not produce beneficial results commensurate with the further expenditure of funds. Further, Pathfinder reserves the right to discontinue support if the Grantee fails, in Pathfinder's view, to make reasonable progress in carrying out the project for which this award is made.

SAMPLE AWARD LETTER:
PROJECT GRANT LETTER OF NOTIFICATION

Reference: PIN _____ : Title _____

Dear _____:

I am pleased to advise you that, subject to the availability of funds, The Pathfinder Fund has awarded a Grant in the amount of \$ _____ plus _____ to (the Grantee) in support of _____. This project is described in detail in the attached Project Description, which should be reviewed carefully to be certain that there is complete agreement between Pathfinder and _____ as to its substance and goals.

This Grant is made subject to the Standard Terms of Pathfinder Awards, also attached. We ask that you read these carefully, noting that clauses _____, _____, and _____ do not apply to this project. If _____ is in agreement with these terms, please sign all copies of this letter, retain the original for your files, and mail one signed copy to each of the individuals listed below:

BEST AVAILABLE COPY

The Pathfinder Fund
1330 Boylston Street
Chestnut Hill (Boston), Mass 02167
United States of America

(Name of International Rep)

These are the two individuals directly concerned with the administration of this Award. All future project-related correspondence and reports should be addressed to _____ with a copy to _____, and should include our reference number for the Grant, PIN _____.

Pathfinder must receive the signed copies of this letter before (1 1/2 months) in order to transmit the funds and (order the supplies and equipment) to be provided. If the signed copies, or a letter or cable explaining delays, are not received by this date, Pathfinder will assume that the Grant has not been accepted, and its Award will automatically be withdrawn.

We look forward very much to working with you on this project.

Sincerely yours,

Howard K. Gray, Jr.
Executive Director

Pathfinder supplied funds will be deposited to the following bank account:

Name in Which Account is Registered

Account Identification Number

Name and Branch of Bank

Address of Bank Office Holding the Account

Name(s) of Person(s) Authorized to Sign Checks on the Account

Please verify with your local customs authorities and specify below what documents are needed and special instructions that should be followed to import Pathfinder donated supplies and equipment with expediency. If special shipping instructions are not provided at this time, the supplies and equipment will be shipped to the address on the front of this letter.

Documents Required for Customs Clearance:

Special Shipping Instructions:

We expect to be able to begin project activities on _____
(Month and Year)

I have read and understand the terms of this Award as stated in the foregoing letter, and in the attached Project Description and Standard Terms of Pathfinder Awards, and agree to comply therewith.

Printed Name of Authorized Representative of (Grantee)

Title of Authorized Representative of (Grantee)

Signature of Authorized Representative of (Grantee)

cc: Regional Director, International Representative

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THE PATHFINDER FUND
PROJECT DESCRIPTION FORMAT

I. PATHFINDER PROJECT IDENTIFICATION NUMBER

This number will be assigned to Project by the Project Administration Coordinator upon the Executive Director's approval of the project. This number will be referred to in all subsequent memos and in all correspondence with funding agencies. Notification of this number will be made to the prospective project director only after implementation has been authorized. The second and each succeeding page of the project description shall have in the upper right hand corner the project identification number and page _____ of _____.

II. PROJECT TITLE

The project title will be assigned by the Program Operations Director. It must include the name of the country where the project will be conducted and a short, descriptive phrase about the project (e.g. Bolivia - PROFAM Family Planning Clinic). If the project involves activity in more than one country of the same Pathfinder region, the name of the region should be used in the title instead of the country. If more than one of Pathfinder's regions is involved, "Non Regional" should be used instead of a country name.

III. GRANTEE

Under this heading state the name and address of the organization or person to whom this grant is to be made. If the Grantee is an organization, show in addition the full name of the Project Director.

IV. PROJECT SUMMARY

The purpose of the summary is to provide the clearing members of the staff with a basic statement of what the project director proposes to do. This section should consist of not more than six typed lines.

V. PROJECT DURATION

In this section state as specifically as practicable the anticipated starting date of this project and the duration of project activity. Where the project consists of an activity which could continue beyond the currently funded period, the extent of Pathfinder's commitment to continue funding and the likelihood that alternate sources of funding will be available also should be stated.

VI. GRANTEE QUALIFICATIONS

This section is intended to identify who will conduct and work on the project and to show their qualifications and affiliations. Information in this section must define the capabilities of the grantee, project director and the project staff.

Briefly describe the nature and background of the organization(s) which will be involved in the implementation of the project, including pertinent staff and facilities available, and the qualifications of the staff. Include the nature, size and location(s) of present family planning operations or other operations related to the purpose of this grant (if any); how these operations are funded (including contributions in kind) and the size of the budget (but not the budget breakdown) for the operations in progress. This information must be specific enough for the clearing members of the staff to judge the capability of the organization to undertake the proposed project. When appropriate to the grant it should include information on related items such as library facilities.

State the qualifications, including education, experience and principal duties of the project director and his staff (other than support personnel) showing the percentage of time each will spend on this project. When someone other than the project director will be responsible for any of the work to be conducted, identify him, cite his qualifications, education, experience, principal duties and percentage of his time which will be spent on the project. Enough information must be given on each member of the project staff to determine the contribution he is expected to make to the achievement of project goals.

VII. PROJECT INPUTS

Under this heading must be stated all inputs to the project and the organization or person providing each.

A. Inputs by Pathfinder

1. Cash. State the total cash to be paid out in the country where the project will be conducted.
2. Equipment. List the equipment to be provided by Pathfinder and shipped to the project.
3. Supplies. List the supplies to be provided by Pathfinder and shipped to the project.
4. Contraceptives. Show specific types and amounts to be provided by Pathfinder and shipped to the project.

5. Training. State training to be provided by Pathfinder and note whether on site or elsewhere.
6. Services. State technical assistance, data processing assistance, audit or other services which will be provided by Pathfinder.

B. Inputs by Others

Under this heading state, using the same six categories as for Pathfinder, the inputs which will be provided by someone other than Pathfinder. In addition, a category for physical facilities should be added. The organization providing the input must be identified.

VIII. WORK PLAN

The work plan is a step by step narrative description of how the Project Director plans to conduct the project. It may also be viewed as a detailed schedule of tasks to be accomplished. This section must state in specific terms the step by step progression of the tasks to be performed in the startup and conduct of the project.

For projects involving a seminar/workshop the work plan should state the number of meetings to be held and the title of each presentation. If the title does not already identify the material to be covered it should be separately identified.

For projects involving training the work plan should state the number of training sessions and the material to be covered in each session. Also the process for determining that trainees meet the minimum level of proficiency should be stated.

The work plan must be specific enough to make evident the need for each budget item. It is not appropriate to justify each budget item in the text. If the work plan states how the project will be conducted in a clear and specific way, then the need for each budget item will be self-evident.

IX. PROJECT OBJECTIVES

Under this heading state the anticipated outputs of the project in specific terms, e.g. Recruit 300 IUD acceptors, register 600 follow-up visits, inform 10 union leaders of the benefits to individual families of limiting family size.

X. REPORTING AND EVALUATION

In this section note that an evaluation, designed in accordance with Pathfinder's "Instructions for Evaluation of Project Performance" and Pathfinder's Procedure No. 209 accompanies the Project Description. The evaluation design will form the basis on which the project director will submit project evaluation reports measuring the achievement of project objectives. All Project Descriptions with budgets in excess of \$5000 which fall in one or more of the project components included in the "Instructions for Evaluation of Project Performance" must have evaluation designs. In the absence of an evaluation design, state the specific programmatic information to be reported by the project director. The date for mailing each report shall be clearly stated.

Financial reports shall be required to be submitted on the date specified on the Grantee Financial Report Form.

XI. FISCAL

A. Identify who will be responsible for receiving and accounting for funds, supplies and equipment.

B. The budget must be prepared using the exact headings specified below and each anticipated expenditure item must be listed under the proper heading.

C. Items listed in the budget must be specific. Terms such as "miscellaneous", "other", "contingency funds" may not be used.

D. The budget must show the cost of each item, other than bulk procurement issues, the subtotal for each heading and the grand total for the project.

E. The amounts to be paid out in the country where the project will be conducted may be shown either in local currency or U.S. Dollar.

F. The budget will have two sections; Local Costs and U.S. Costs.

G. Under the Local Costs section, the following budget headings will be utilized:

1. Personnel: Include here the monies to be paid from the project funds for salaries and wages. For each person list title, percent of time spent on project work and amount of salary to be paid from project funds.
2. Fringe Benefits: Include here all anticipated expenditures for fringe benefits required by local law or organization policies. Fringe benefits for each employee or group of employees must be shown separately, together with the cost and the basis for calculation.
3. Professional Fees: Include here amounts to be spent for services of consultants, investigators, etc. to be paid within the country where the project will be conducted. List the type of professional services, firm or individual (if known) and the amount to be spent for each. Do not include persons listed under Personnel heading.
4. Administrative Expenses: List the amounts for printing, dues, subscriptions, publications, postage, casualty insurance, freight, telephone, telegraph to be paid in the country where the project will be conducted.
5. Travel and Living Expenses:
 - a. Local Travel: List Costs for in-country travel in other than project-owned or project-leased vehicles.
 - b. Vehicle fuel, oil and maintenance: List amount for use of project-owned or project-leased vehicles only.
6. Supplies and Equipment: List supplies and equipment for which Pathfinder will supply funds for in-country purchase, showing the cost of each item.
7. Purchased Services: List all services (other than professional fees) to be provided by others and the cost of each service, such as rent, utilities, equipment rental, maintenance, repairs, alterations, warehousing, outside clerical services, data processing services, management services, etc.
8. Education and Training: List amounts for tuition, fees, books, supplies, conference registration fees, etc. If outside seminar speakers or lecturers are to be used, identify the speaker and the anticipated cost. If films are to be purchased outside the country concerned,

state titles and name of maker. If motivational pamphlets or leaflets are needed, state in what language and how they are to be procured.

H. Under U.S. Costs section, the following budget headings will be utilized:

1. Professional Fees: Include here the amounts to be spent for services of consultants, auditors, etc. to be paid in the U.S. Fees for consultants from outside the country where the project will be conducted may not exceed the maximum rate allowed by the U.S. Government.

2. Travel and Living:

Non-Local Travel: List each item showing destination, transportation costs, per diem, taxis, etc. The Work Plan must indicate why this travel is necessary. Air travel must be economy or tourist class; per diem rates may not exceed those allowed by the U.S. Government for its employees. For international travel include passport and visa fees, airport taxes and other related expenses.

3. Supplies and Equipment:

U.S. Purchase: List the supplies and equipment to be supplied in-kind by Pathfinder for the project, showing the cost of those items procured directly. This cost must include transportation and GSA surcharges (if any). For items to be issued from Pathfinder bulk procurement stocks enter "BPI" where the dollar amount would otherwise be entered.

4. Contraceptives: List the quantity, type, and cost (if applicable) of each type proposed. For contraceptives to be procured directly from GSA, show cost including transportation. For contraceptives to be issued from Pathfinder bulk procurement stocks, enter "BPI" where the dollar amount would otherwise be entered.

- I. The Budget Summary shall be prepared as follows:

Budget Summary

Total Local Currency Costs	XXXXX
Exchange Rate U.S. \$1 = XXXXX	
U.S. Dollar Equivalent	\$XXXXX
U.S. Dollar Costs	<u>\$XXXXX</u>
Total Budgeted Costs	\$XXXXX
U.S. Dollar Equivalent for supplies equipment procured in _____	\$XXXXX

XII. ENDORSEMENTS

Under this heading list all organizations and relevant prominent individuals who have endorsed the project favorably or unfavorably. The statement of the endorsement should be complete enough to determine both the nature of the endorsement and the reason for it.

XIII. ATTITUDE OF HOST COUNTRY GOVERNMENT

State any attitudes of the government, its officials and/or opinion in general which are relevant to the conduct of the project.

Annex F.

I. PREVALENCE OF CONTRACEPTIVE USE WORKSHEET
INSTRUCTIONS AND METHODOLOGICAL NOTE

The comments below match the numbers on the worksheet:

1. Estimate mid-1981 population size by using an average annual growth rate of 2.8 percent, applied to 1974 census data. This can be easily and quickly done on a typical electronic hand calculator by first entering 1.028; pressing the "times" button or the "X"; then enter the 1974 population size figure, and, lastly; pressing the "equals" button or "=" seven times (for seven years) to produce the population size estimate for 1981.

2. To determine the estimate of eligible couples of reproductive age, simply divide the 1981 population size by 5. In Bangladesh, given its age structure and early age of marriage, it turns out that Eligible or Married Couples of Reproductive Age (MCRA) represent about 19 or 20 percent of the total population. Using 20 percent or dividing by "5" is easier for field workers. The calculation for Married Women of Reproductive Age (MWRA) is identical.

3. Average number of pills distributed per month: This is the number of monthly cycles (MCs) distributed the previous month or, preferably, the average number of cycles per month during the previous three months. Because field workers and clinics often distribute 3 monthly cycles at a time, taking the average monthly distribution or "off-take" for the previous three months will be more accurate.

4. Assuming a frequency of intercourse of 10 per month (which could also allow for modest wastage), divide the total number of pieces of condoms distributed the previous month by 10. As with the estimate of monthly pill users, a more accurate estimate would be obtained by taking the average monthly distribution over the previous three months.

5. Cumulative Vasectomies: Simply add all the vasectomy cases in your area or jurisdiction since male sterilization has been offered. Because vasectomies have only been available for the past three years or so, it is not necessary to subtract from the total cumulative figure. Those few cases where the wife has passed beyond age 45 and can be presumed to be no longer fertile.

6. Cumulative Tubal Ligations: As with vasectomies, add all known ligation cases in your area since this method was first offered. Be sure to include ligations done by mobile teams or voluntary organizations on women living in your service area, but only count them once.

7. The total number of Copper "Ts" inserted over the past 12 months is multiplied by 8/10s or .8 to account for an assumed drop-out rate of 1 to 2 percent per month. This is not a very accurate estimate of actual

Copper "T" use because a) continuation rate data still are unavailable for Bangladesh and, b) it ignores users who had Copper "Ts" inserted more than 12 months ago. For a year or so, it can serve as an adequate approximation of Copper "T" users after which the method of calculation should be revised based on new data and experience. If field worker records are accurate about the number of current Copper "T" users, enter that number **instead**.

8. Because most injectibles provide 3 month's protection, add the number of injections given during the past three months and multiply this by .9 or 9/10s. This allows for some drop-cuts and will produce a relatively accurate estimate of users.

9. Estimate the number of foam or Neo-Sampoon users by counting the number of women who were given foam or Neo-Sampoon the previous month.

10. For the total number of users, add items #3 through #9.

11. Prevalence, which means the percentage of Eligible Couples using contraception at any one point in time, is determined by dividing the number of users (#10) by the number of eligibles (#2). This gives you the "prevalence rate".

12. As a final step, put a mark along the sloping line directly above the point where your prevalence rate falls on the bottom line. Put today's date by that mark so you will be able to track changes in prevalence over time.

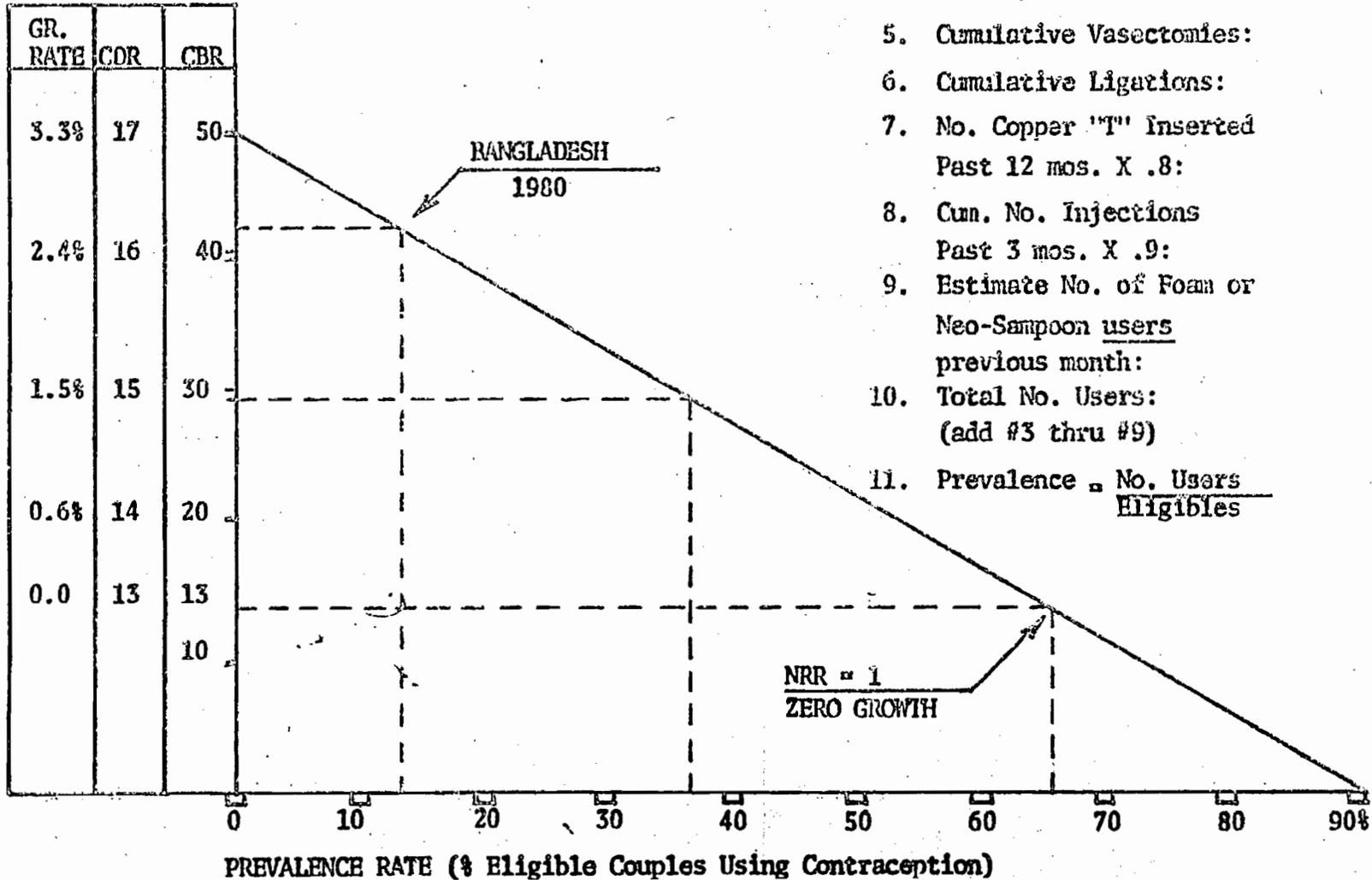
(Refer to Chart #1 on next page)

CORRELATION BETWEEN PREVALENCE OF
CONTRACEPTIVE USE AND POPULATION
GROWTH RATES, CRUDE DEATH RATES
AND CRUDE BIRTH RATES

CHART #1

PREVALENCE OF CONTRACEPTIVE USE WORKSHEET

1. 1981 Population Size: _____
2. 1981 Eligible Couples
= Population ÷ 5 : _____
3. Avg. No. Pills Distr./mo.: _____
4. Avg. No. Pieces Condoms
Distr./mo. ÷ 10 : _____
5. Cumulative Vasectomies: _____
6. Cumulative Ligations: _____
7. No. Copper "T" Inserted
Past 12 mos. X .8: _____
8. Cum. No. Injections
Past 3 mos. X .9: _____
9. Estimate No. of Foam or
Neo-Sampoon users
previous month: _____
10. Total No. Users:
(add #3 thru #9) _____
11. Prevalence = $\frac{\text{No. Users}}{\text{Eligibles}}$ _____



II. THE CORRELATION BETWEEN PREVALENCE OF CONTRACEPTIVE USE, POPULATION GROWTH RATES AND CRUDE BIRTH RATES

The chart showing the correlation between prevalence of contraceptive use and the crude birth rate is designed for use by field workers, their supervisors, and program managers at all levels in the service delivery organization. The same chart can be used at the block, ward, thana and district levels. It can also be used at subdivision, division, and national headquarters levels.

The scale at the bottom is the "prevalence rate" which means the percentage of eligible couples of reproductive age who at any one point in time are practicing contraception. As you will note, in Bangladesh today, approximately 13 percent of eligibles are using contraception and the crude birth rate is 43 or 44/1000. To reach replacement level fertility or a "net reproduction rate of one" (NRR = 1), it will be necessary for about 65 percent of eligibles to be contraceptive users which will result in a crude birth rate of 13/1000. By the time that happens, it is projected that the crude death rate would have dropped from around 17/1000 to 13/1000 and that births would equal deaths.

The chart can be used to measure progress in increasing the percentage of continuing users of contraception and in setting goals for field worker achievement, thana achievement, and district targets. For example, if a ward or thana today is at 13 percent prevalence, a goal of 18 or 20 percent could be set for the next year and progress toward achieving that can be measured at quarterly intervals.

If the prevalence "worksheets" is correctly filled out, the present confusion in the reporting system between "cumulative new acceptors" and "current users" will be straightened out to everyone's benefit. Furthermore, by adopting "prevalence programming," field workers will begin to emphasize the need for increasing continuing users as opposed to merely recruiting new acceptors with a resultant greater fertility reduction payoff. Also, there will be a "natural shift" toward promoting more effective methods as field workers realize that it is easier to "maintain" a continuing user who has been sterilized or has an IUD than one who requires a regular resupply of pills or condoms.

One of its most useful features is that it allows a reasonably accurate comparison of performance among geographic areas. This should prove particularly helpful to program managers and supervisors at thana and district offices who will be able to easily and routinely identify both high and low performance areas. In the case of low performance, extra supervision or refresher training can be mobilized; in high performance areas, supervisors can learn what are the key ingredients to program success so these lessons can be applied elsewhere.

Along the sloping line, prevalence should be periodically plotted, say at intervals of three or six months. The marks indicating prevalence should be dated so progress during time intervals can be measured and tracked. These plots can be adjusted on the basis of prevalence surveys when such survey results are available.

The chart includes assumptions on the crude death rate (CDR) declining from 17/1000 when the crude birth rate (CBR) is 50/1000 to 14/1000 when the CBR is 20. Subtracting the CDR from the CBR gives the population growth rate shown on the left vertical scale.

Prevalence programming deals in a practical way with estimates and projections of contraceptive use and the effect of these on crude birth rates and growth rates. Despite some inherent lack of preciseness, application of the concept provides a more realistic and accurate picture and tracking method for measuring program performance than most management information systems (MIS) used in large-scale family planning programs world-wide today. This is especially true when there is no vital registration system and when newly designed MIS efforts are not yet fully operational.

Furthermore, it lends itself to local application without the need to pass performance data from lower to central levels and back again. All the calculations can be simply done with inexpensive electronic hand calculators without sophisticated computers and computer programming.

In situations like Bangladesh where a more sophisticated MIS may not be nationally operational for some time, the application of prevalence programming concepts can fill an important interim need for performance measurement, target-setting, and evaluation.