

UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO HAITI

20 AUG 1980

Mr. Jean Serge Picard
Director
Catholic Relief Services, Haiti
Box 947
Port-au-Prince, Haiti.

For US MAIL:
USAID / HAITI
Department of State
Washington D.C. 20520

For INTERNATIONAL MAIL:
USAID / HAITI
P. O. Box W-34
Port-au-Prince, Haiti W.I.

Subject: Grant No. AID-521-G-134

Dear Mr. Picard:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to Catholic Relief Services (hereinafter referred to as CRS or "Grantee") the sum of \$225,000 to help finance the Groupement Pilot Project (GPP; "the Project"). The Project, which will develop and test a methodology for peasant organization and non-formal education in rural Haiti, is more fully described in Attachment I, entitled "Program Description". Additional amounts of up to \$566,000 for a total A.I.D. contribution not to exceed \$791,000, will be granted in future increments to CRS to support the Project, subject to the availability of funds for this purpose and to the mutual agreement of CRS and A.I.D. to proceed with the Project.

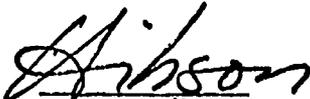
This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through September 30, 1984.

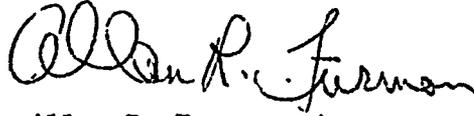
This Grant is made to CRS on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment I entitled "Program Description", and Attachment 2 entitled "Standard Provisions", as amended, which have been agreed to by your organization.

Please sign the Statement of Assurance of Compliance, enclosed herein as Attachment 3, 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 USAID/Haiti.

Sincerely yours,

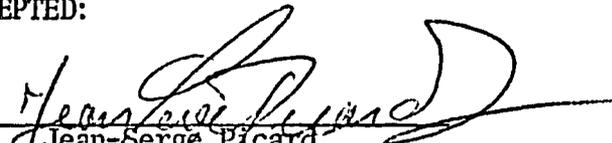

Robert Gibson
Grant Officer


Allan R. Furman
Director

Attachments:

- 1. Program Description
- 2. Standard Provisions
- 3. Statement of Assurance of Compliance

ACCEPTED:

By: 
Jean-Serge Picard
Title: Director/CRS/Haiti
Date: 8/20/80

Fiscal Data

Project No: 521-0129

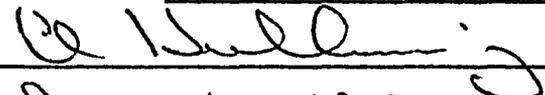
Appropriation No.: 72-1101021.3

Allotment: 043-50-521-00-69-01

Total Grant Amount: \$791,000

Amount Obligated: \$225,000

Funds available: _____

By: 

Date: Aug 6, 1980

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GRUPEMENT PILOT PROJECT

Project Agreement

Annex I

PROGRAM DESCRIPTION

A. Purpose of Grant

The purpose of this Grant is to provide support for a program of rural peasant and community development to be carried out by Catholic Relief Services and CARITAS/Gonaives (Haiti). The program will focus on peasant organization and education, by:

(1) developing and testing a replicable methodology for reaching Haiti's rural poor directly, through the establishment of local development centers aimed at the initiation of small group formation, the provision of educational and technical services, and the stimulation of self-help efforts.

(2) establishing a private institution dedicated to the dissemination of this methodology through the provision of resource-sharing and training services to a wide range of development organizations, public and private, operating at the local level throughout the country.

B. Specific Objectives

The Program will pursue the achievement of these purposes by:

(a) Building upon and systematizing nascent strategy for peasant organization that will represent a synthesis of two

related, indigenous organizational movements already operating successfully in several parts of the country. These movements focus on the formation of limited-membership, autonomous voluntary associations known as groupements.

(b) Designing and testing non-formal educational materials and methods suited to a development program based on the groupement organizational approach. Non-formal educational programs will be designed for use within and by the groupements, and will concern such topics as farm and household management, health, rural economics, local development, etc.

(c) Assembling information, testing prototypes and providing technical assistance in the application of labor-intensive, low-cost technologies for the improvement of peasant agriculture, food processing, storage, rural sanitation, etc.

(d) Providing both practical and technical training to a limited number of qualified Haitian personnel, both in the roles of homologues to technical assistance personnel and as Project field agents. These GPP staff members will form the core of the team necessary to operate the resource and training center that is the expected institutional output of the Project.

(e) Cultivating informal collaborative relationships with both local and national level development organizations. These relationships are expected to set the stage for the provision of more regular support and advisory services through the resource and training center, once established.

C. Implementation

Since Catholic Relief Services is not an operational agency in Haiti, project activities will be mainly implemented through its counterpart for this project, CARITAS/Gonaives. Although CRS will contract directly with four of the members of the Project Team (technical advisors), they will be seconded to CARITAS/Gonaives for implementation of the Project. These staff members will also prepare reports for CRS/Haiti. The remainder of the project staff will be on direct contract with CARITAS/Gonaives. The entire Project Team will be composed of a Haitian Project Coordinator, four technical advisors (Administrator, Village Technologist, Communication Specialist, Development Anthropologist), eight counterparts to the technical advisors, and six field agents (19 in all). The primary function of the four technical advisors is (i) to develop and test replicable strategies for organizing and educating peasant groups, and (2) to train their counterparts (two each) to assume their functions by completion of the project.

CRS/Haiti, through its counterpart CARITAS/Gonaives, and the

Project Team, will carry out the following activities during the four year Groupement Pilot Project (GPP):

1. Six months of pre-operational preparations, including staff recruitment and selection, a baseline study of the project area, and the initiation of construction on a project center building.
2. Six months of staff training and orientation; and
3. Three years of project field operations.

1. Pre-Operational Preparations

Recruitment of the four technical advisors will be initiated by CRS/New York, which will provide screened candidates for the four positions for a final selection by the CRS/Haiti project committee. The recruitment of all other project team members will be done in Haiti by the Haitian Project Coordinator and the person selected as Project Administrator. All persons hired must be first approved by CRS/Haiti and CARITAS/Gonaives.

Construction is scheduled to begin on the project center building (see OPG proposal for plans) during the first six months of the project. The construction schedule will be subject to the discretion of the Project Administrator, Project Coordinator, and CRS/Haiti. The center will contain sleeping quarters, several classroom/workshop areas, a conference room and a kitchen/dining area. It will be used primarily for administration and training activities.

2. Staff Training and Orientation

For all non-Haitian personnel, the first training requirement will be intensive language training. (It is expected that all Project Team

members will be Haitian, except possibly the four technical advisor positions). All technical advisors will undergo an intensive introduction to rural Haitian life, including living with a rural Haitian family. A formal training period will follow, with classes and seminars on Haitian rural social organization, the Haitian economy, Haitian culture, appropriate development approaches and animation techniques, etc. CRS/Haiti and the Project Coordinator are responsible for the establishment and execution of the training program.

3. Project Field Operations

Project field operations are expected to occur in three distinct and successive phases:

(a) Organization.- An organizational stage, focused on the initial formation and stabilization of groupements within the target area, will precede all other Project interventions. In this stage, the Project team will focus on devising and testing a number of different procedures for groupement formation. Attempts to explore the replicability and to evaluate these approaches will be made, with a view toward developing a number of proven models for use in later replication efforts throughout the country.

(b) Education.- Within six months of the initiation of groupement formation, the educational stage of the Project will begin. In addition to "Conscientization", it will include the provision of technical information on:

- a) Food production, storage and processing
- b) Health
- c) Household Management
- d) Environmental Management and Energy Production,

The Technical team (four technical assistance personnel and their homologues) will have responsibility for the development and elaboration of the Project's educational program and they will also subsequently support and guide the work of the field agents in carrying it out. The program output of this stage will be a systematic development program designed specifically for (and in) rural Haiti. Such a program will comprise a full range of program components, applicable either individually or in an integrated effort based on the groupement approach.

Major components will include:

- 1) Technological information, plans, manuals, etc.
- 2) Pedagogical devices and communications methodologies, such as extension curricula, animation methods, instructional materials, visual aids, etc.
- 3) organizational methodologies, for both small-group formation and community wide confederation, and
- 4) a narrative description and explanation of organizational and educational strategies -- their purpose, timing, rationale, impact and results.

In order to implement this program, CRS/Haiti, through its counterpart CARITAS/Gonaives, will be responsible for seeing that the technical

team properly supervises the field agents in carrying out their functions in working directly with the target population. The primary functions include:

- 1) stimulating the formation of groupements
- 2) attending groupement meetings
- 3) functioning in an advisory capacity vis-à-vis the groupements' projects, and
- 4) delivering technical assistance informations and animation services to the groupements.

In addition, their duties will include gathering and recording the bulk of the feedback data central to Project operation and program development.

C. Establishment of a Rural Development Resource Center (RDRC)

CRS/Haiti, through its counterpart, will be responsible for the GPP staff, on the basis of their first two years of field experience, preparing and submitting a proposal for the establishment of a Rural Development Resource Center Project (RDRC) in time for funding by the beginning of the fourth year of the GPP.

Whereas the GPP is fundamentally a program design and staff development exercise, focused in a single, localized development effort, the RDRC will institutionalize the emergent procedures, materials, technologies, etc., and will offer program support services to a variety of clients in other parts of Haiti, through staff training seminars, short-term consultation, information exchange, and materials design and production.

The RDRC will be a resource and training center dedicated to providing comprehensive or partial support services for communities and organizations

already employing or interested in applying a small group/non-formal educational approach to local development. It will provide the following kinds of services:

- (1) site analysis and feasibility studies for proposed projects
- (2) project design assistance.
- (3) preparation of development programs based on the core programs derived during the GPP (adopted to particular project areas).
- (4) development of relevant materials in conjunction with (3) above.
- (5) production, reproduction and testing of materials
- (6) Consultation/evaluation services for on-going projects
- (7) information clearing-house services for development documents from sources within and beyond Haiti.
- (8) practical and theoretical training (formation) for development personnel and project participants.

The GPP program outputs, its trained Haitian staff, and its physical facilities will provide the foundation for the RDRC and its later work. The RDRC will be physically located in the Project Center constructed during the early phase of the GPP, and the RDRC staff will be selected from the technical counterparts and field agents trained under the GPP. The program/educational materials and the development library acquired during the GPP will become the property of the RDRC. The RDRC will be

established during the final year of the GPP, although it will subsequently become an independent institution. Although funds are provided in the GPP for fourth year RDRC operations, the RDRC may require additional funding during its first year of existence, and it will certainly require new funding beyond the life of the GPP project. CRS will be responsible for seeking and providing funding adequate to permit the continued (and hopefully expanded) operations of the RDRC from the time of its establishment. The Project staff, on the basis of its experience, will prepare and submit a proposal for the RDRC in time for CRS to seek such funding as will be required.

D. Reporting

Bi-monthly activity summaries will be prepared by Project staff and submitted to CRS/Haiti for forwarding to USAID/Haiti for its project status reviews. Evaluative progress reports will be prepared by Project Staff on a semi-annual basis and submitted to CRS/Haiti for forwarding to USAID/Haiti. These reports will elaborate Project activities and problems for the preceding six months and will include proposed recommendations on actions required.

CRS/Haiti will be responsible for the conduct of annual project evaluations in cooperation with Project staff, the Project Coordinator and CARITAS/Gonaives. Such evaluations will be submitted to USAID/Haiti during the 13th, 25th, 35th months of the Project. As the technical advisors are scheduled to be phased out by the end of the third year, the third annual evaluation will be submitted early and will be of greater scope than those preceding it. A final evaluation of the Project for all four years will be prepared by CRS/Haiti and submitted to USAID/Haiti within one month after the termination of the project.

E. Budget

A detailed project budget has been provided in the OPG proposal. Attached are three tables which summarize the financial plan for the GPP. Table I is a summary budget; Table II provides a breakdown of cost by funding source, and Table III provides an obligation summary. Adjustments in the Summary Budget of up to 15% of any budget line items are allowable without prior USAID/Haiti approval. The Grantee may not exceed the total amount of the Budget, or if partially or incrementally funded, the funds obligated against the Budget.

F. Overhead Rate

Payment on account of indirect costs will be made based on a provisional overhead rate of 7.3% applied to total direct costs less commodities, ocean freight, equipment, construction, alterations and renovations, in accordance with Standard Provision 5 of Attachment 2.

G. Source and Origin

The source and origin of all goods and services under this grant will be as set forth in Standard Provision 10 of Attachment 2, as amended by Standard Provision 28.

H. Special Provisions

Of the attached Standard Provisions (Attachment 2), delete the following: 7B, 7C, 12B, 12C.

BUDGET

	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	<u>Total</u>
1. Summary Budget:					
<u>Items:</u>					
Salaries	78,348	152,640	167,537	80,568	479,093
Construction	47,671	5,290	-	-	52,961
Transport	22,990	182	200	220	23,592
Equipment	36,405	5,346	4,073	4,482	50,306
Materials and Operations	19,182	30,748	33,818	37,201	120,949
Development Activities fund	20,000	20,000	10,000	-	50,000
Staff Training Out-of-Country	-	12,100	16,640	-	28,740
Evaluation and Consultation	20,500	22,150	25,310	43,448	111,408
Pre-Operational Costs	45,738	-	-	-	45,738
Direct Costs	5,200	4,510	4,961	5,457	20,128
<u>Total Project Cost</u>	296,034	252,966	262,539	171,376	982,915
<u>Funds to be Provided by CRS (25%)</u>	74,009	63,242	65,635	42,844	245,730
<u>Funds Requested from USAID (75%)</u>	222,025	189,724	196,904	128,532	737,185
7.3% Overhead	16,208	13,850	14,374	9,383	53,815
<u>Total Requested from USAID</u>	238,233	203,574	211,278	137,915	791,000
<u>Grand Total \$1,036,730</u>					

Table 1

Table 2

GROUPMENT PILOT PROJECT

Breakdown of the USAID and CRS contributions by component:

	<u>USAID</u>	<u>CRS</u>
1. Salaries	\$307,261	171,832
2. Construction	52,961	
3. Transport		23,592
4. Equipment		50,306
5. Materials and Operations	120,949	
6. Development Activities Fwd	50,000	
7. Staff Training Out of Country	28,740	
8. Evaluation and consultation	111,408	
9. Pre-Operational Costs	45,738	
10. Direct Costs	20,128	
11. Overhead	<u>53,815</u>	<u> </u>
TOTALS:	\$791,000	\$ 245,730

GROUPEMENT PILOT PROJECT

Obligation Summary

(U.S. DOLLARS)

Donor	FY 1980 (This Agreement)	Future Years	Totals
Catholic Relief Service	74,000	171,730	245,730
A.I.D.	225,000	566,000	791,000
GRAND TOTAL			1,036,730