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PD-AAC-280  
*Marion E. Dunlop*

515-11-683-112

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19p.

GRANT AGREEMENT

BETWEEN

THE UNITED STATES OF AMERICA

AND

THE SYRIAN ARAB REPUBLIC

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Dated: June 30, 1976

CONFORMED COPY

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GRANT and AGREEMENT, dated JUNE 30, 1976, between the Government of the UNITED STATES OF AMERICA, acting through the AGENCY FOR INTERNATIONAL DEVELOPMENT ("A.I.D.") and the Government of the SYRIAN ARAB REPUBLIC ("GOVERNMENT")

ARTICLE I

The Grant

SECTION 1.01. Grant. Upon the terms and conditions stated herein A.I.D. agrees to grant to the Government the sum of Three Hundred and Fifty Thousand United States Dollars (\$350,000) (the "Grant") to finance the foreign exchange costs required to develop an English Language Training Program in the Syrian Arab Republic in accordance with the Project as described in Article II.

ARTICLE II

Project

SECTION 2.01. Project. The Project shall consist of and the funds provided by this Grant may be utilized by the Government to finance:

(a) the services of qualified technical experts, (hereinafter termed "experts") in the specific field of English Language Training to assist the Government to develop and operate an English Language Training Center (ELTC) in Syria.

(b) training for Government personnel ("trainees") in this field;

(c) commodities and equipment necessary for carrying out the activities of the Project; and

(d) international travel of experts and trainees.

The Project is described in greater detail in Annex I (Project Description) attached hereto and made a part hereof. Such Annex I

may be modified by the parties hereto in writing consistent with the terms of this Agreement.

ARTICLE III

Conditions Precedent

SECTION 3.01. Conditions Precedent to Initial Disbursement.

Except as A.I.D. and the Government may otherwise agree in writing, prior to the initial disbursement or to the issuance of authorization of disbursement hereunder, the Government shall furnish to A.I.D. in form and substance satisfactory to A.I.D.:

(a) An opinion or opinions of the State Counsel of the Syrian Arab Republic that this Agreement has been duly authorized and/or ratified by and executed on behalf of the Government and constitute a valid and legally binding obligation of the Government in accordance with all of its terms;

(b) A statement of the names of the persons holding or acting in the office of the Government specified in Section 9.02 and a specimen signature of each such person specified in such statement;

(c) Evidence of available classroom, office and laboratory space of a size and in a location suitable for the needs of the ELTC.

(d) A detailed scope of work for the contractor(s) chosen to work with the ELTC.

(e) A detailed implementation and evaluation plan for the Project.

SECTION 3.02. Additional Conditions Precedent. Except as A.I.D. and the Government may otherwise agree in writing, prior to disbursement of any amount for a particular contract, commodity or training activity financed hereunder, the Government shall furnish to A.I.D. in form and substance satisfactory to A.I.D., a description of the proposed contract, commodity or training activity, including

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the estimated cost, the proposed contribution of the Government, and a designation of the implementing agency of the Government.

SECTION 3.03. Terminal Dates for Meeting Conditions Precedent to Disbursement. If all the conditions specified in Section 3.01 shall not have been met within one hundred-twenty (120) days from the date of this Agreement, or such later date as A.I.D. and the Government may agree to in writing, A.I.D. at its option, may terminate this Agreement by giving written notice to the Government. In the event of a termination hereunder, this Agreement and all obligations of the parties hereunder shall terminate upon the giving of such notice of termination.

SECTION 3.04. Notification of Meeting of Conditions Precedent to Disbursement. A.I.D. shall notify the Government upon determination by A.I.D. that the conditions precedent to disbursement specified in Section 3.01 and, in each case, 3.02 have been met.

#### ARTICLE IV

##### General Covenants and Warranties

SECTION 4.01. A.I.D. Approvals. A.I.D. reserves the right to approve all experts selected to perform services, the trainees, the commodities and all contracts and amendments thereto financed under this grant, prior to the execution of such contracts or amendments. A.I.D.'s approval of the foregoing shall not be unreasonably withheld.

SECTION 4.02. Execution of the Project. The Government shall ensure that the experts provided for under this Agreement shall be provided all necessary secretarial services, office space and equipment, and such other logistic support as may be required to

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ensure the effective utilization of such experts. The Government shall provide promptly as needed all funds in addition to those made available under the Grant needed for effective carrying out of the Project.

SECTION 4.03. Continuing Consultation. The Government and A.I.D. shall cooperate fully to assure adequate communication between the parties and that the purpose of the Grant will be accomplished. To this end, the Government and A.I.D. shall from time to time, within five days of delivery of a written request of either party, exchange views through their representatives with regard to the progress of the Project, the performance by either party of its obligations under this Agreement, the performance of the experts and other matters relating to the Project.

SECTION 4.04. Taxation. This Agreement shall be free from any taxation or fees imposed under the laws in effect within the Syrian Arab Republic. Furthermore:

(a) United States experts financed hereunder, and any commodities or equipment relating to contracts with such experts shall be exempt from all identifiable taxes, tariffs, duties, fees and other levies imposed under laws in effect in Syria.

(b) All imported commodities and equipment financed hereunder shall also be exempt as provided in subparagraph (a) above.

SECTION 4.05. Utilization of Goods and Services. Goods and services financed under the Grant shall be used exclusively for the Project except as A.I.D. and the Government may otherwise agree in writing.

SECTION 4.06. Maintenance and Audit of Records. The Government shall maintain, or cause to be maintained, in accordance with sound accounting principles and practices consistently applied, books and records relating to the Project and this Agreement. Such books and

records shall, without limitation, be adequate to show:

- (a) The receipt and use made of goods and services financed with funds disbursed pursuant to this Agreement;
- (b) The basis of the award of contracts and orders; and
- (c) The progress of the respective services financed hereunder.

Such books and records shall be regularly audited, in accordance with sound auditing standards, for such period and at such intervals as A.I.D. may require, and shall be maintained for five years after the date of the last disbursement by A.I.D.

SECTION 4.07. Reports. The Government shall furnish to A.I.D. such information and reports relating to the Grant and to the goods and services financed hereunder as A.I.D. may request.

SECTION 4.08. Inspection and Audits.

(a) A.I.D. or its authorized representative shall have the right at all reasonable times to observe operations carried out under this Agreement. A.I.D. shall, during the disbursement period of the Grant and within five years after completion of such disbursement period, further have the right to inspect and audit any reports and accounts with respect to funds provided by A.I.D., or any contract services procured through the financing by it under the Grant, wherever such records may be located and maintained.

(b) The Government shall insert, or cause to be inserted in all contracts financed hereunder, a clause extending to A.I.D. the right to make inspections and audits in accordance with this section.

SECTION 4.09. Relation to Projects of Other Countries.

Except as A.I.D. and the Government may otherwise agree, no goods or services financed under the Grant shall be used to promote or assist a foreign aid project or activity associated with or financed by any country not included in Code 935 of the A.I.D. Geographic Code Book as in effect at the time of such use.

ARTICLE V

Special Covenants and Warranties

SECTION 5. Budgetary Support. The Government covenants and warrants that it will provide adequate budgetary support to meet the local costs of this Project throughout the life of the Project.

SECTION 5.02. Administration. The Government warrants and covenants that, except as A.I.D. and the Government shall agree otherwise in writing, the English Language Training Program will operate under the general policy direction of the State Planning Commission which will be responsible for the development of the necessary inter-ministerial coordination.

ARTICLE VI

Procurement

SECTION 6.01. Source of Procurement. Except as A.I.D. may otherwise agree in writing, the source and origin of goods and services financed hereunder will be in the United States of America.

SECTION 6.02. Eligibility Date. Except as A.I.D. may otherwise agree in writing, no goods and services may be financed by A.I.D. hereunder which are procured pursuant to orders or contracts firmly placed or entered into prior to the date of this Agreement.

SECTION 6.03. Implementation of Procurement Requirements. The definitions applicable to the eligibility requirements of Section 6.01 will be set forth in detail in Implementation Letters.

SECTION 6.04. Shipping and Insurance. To the extent that goods and materials are financed under the Grant and are transported to Syria, the following provisions are applicable:

(a) Goods financed under the Grant shall be transported to Syria on flag carriers of any country included in Code 935 of the A.I.D. Geographic Code Book as in effect at the time of shipment, provided,

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- (i) at least fifty percent (50%) of the gross tonnage of all commodities (computed separately for dry bulk carriers, dry cargo liners and tanks) financed hereunder which may be transported on ocean vessels shall be transported on privately owned United States flag commercial vessels, unless A.I.D. shall determine that such vessels are not available at fair and reasonable rates for United States flag commercial vessels.
- (ii) Additionally, at least fifty percent (50%) of this gross freight revenue generated by all shipments financed hereunder and transported to Syria on dry cargo liners shall be paid to or for the benefit of privately owned United States flag commercial vessels unless A.I.D. shall determine that such vessels are not available at fair and reasonable rates for United States flag commercial vessels.
- (iii) Compliance with the requirements of (i) and (ii) above must be achieved with respect to cargo transported from United States ports and also to cargo transported from non-United States ports, computed separately.
- (iv) Within ninety (90) days following the end of each calendar quarter until Project completion, or such other period as A.I.D. may indicate in writing, the Government shall furnish A.I.D. with a statement, in form and substance satisfactory to A.I.D. reporting on compliance with the requirements of this Section.
- (v) No such goods may be transported on any ocean vessel (or aircraft) (i) which A.I.D., in a notice to the Government, has designated as ineligible to carry

A.I.D.-financed goods or (ii) which has been chartered for the carriage of A.I.D.-financed goods unless such charter has been approved by A.I.D.

(b) If, in connection with the placement of marine insurance on shipments financed hereunder, the Government, by statute, decree, rule, or regulation, favors any marine insurance company of any country over any marine insurance company authorized to do business in any State of the United States of America, goods procured from the United States financed under the Grant shall, during the continuance of such discrimination, be insured against marine risk in the United States of America with a company or companies authorized to do marine insurance business in any State of the United States of America.

(c) The Government shall insure, or cause to be insured, all goods financed under the Grant against risk incident to their transit to the point of their use in the program. Such insurance shall be issued upon terms and conditions consistent with sound commercial practice, shall insure the full value of the goods, and shall be payable in the currency in which such goods were financed. Any indemnification received by the Government under such insurance shall be used to replace or repair any material damage or any loss of goods insured or shall be used to reimburse the Government for the replacements or repair of such goods. Any such replacements shall have both their source and origin in the United States or Syria unless A.I.D. and the Government shall otherwise agree in writing and shall be otherwise subject to the provisions of this Agreement.

## ARTICLE VII

### Disbursements

SECTION 7.01. Disbursements - Project Implementation Orders.  
Upon satisfaction of the conditions precedent set forth in Article

the Government may from time to time request A.I.D. to issue Project Implementation Orders ("PIO's") for technical services, commodities or training activities hereunder in accordance with A.I.D. procedures. A.I.D. will, as provided in such PIO's, make funds available from this Grant to pay the costs of furnishing these technical services, commodities and training activities in connection with the Project.

SECTION 7.02. Disbursements - Letters of Commitment to United States Banks. Upon satisfaction of conditions precedent set forth in Article III hereof, the Government may, from time to time, request A.I.D. to issue Letters of Commitment for specific amounts to one or more United States banks, satisfactory to A.I.D., committing A.I.D. to reimburse such bank or banks for payments made by them to experts or suppliers through the use of Letters of Credit or otherwise, and for costs of services and goods procured in accordance with the terms and conditions of this Agreement. Payment by a bank to a consultant or supplier will be made by the bank upon presentation of such supporting documentation as A.I.D. may prescribe in Letters of Commitment and Implementation Letters. Banking charges incurred in connection with Letters of Commitment and Letters of Credit shall be for the account of the Government and may be financed under the Grant.

SECTION 7.03. Other Forms of Disbursement. Disbursement of the Grant may also be made through such other means and by such other procedures as the Government and A.I.D. may agree in writing.

SECTION 7.04. Terminal Date for Requests for PIO's or Letters of Commitment. Except as A.I.D. and the Government may otherwise agree in writing, no PIO pursuant to Section 7.01, no Letter of Commitment pursuant to Section 7.02, or other commitment document which may be called for by another form of disbursement

2.

pursuant to Section 7.03, or amendment thereto, shall be issued in response to requests received by A.I.D. after March 31, 1977.

SECTION 7.05. Terminal Date for Disbursement. Except as A.I.D. and the Government may otherwise agree in writing, no disbursements shall be made against documentation received by A.I.D. or any bank described in Section 5.01 after June 30, 1978, and no Grant funds shall be disbursed after September 30, 1978.

#### ARTICLE VIII

##### Termination and Remedies of A.I.D.

SECTION 8.01. Termination. Either party may terminate its respective obligations under this Grant by giving notice in writing to the other party not less than sixty (60) days prior to the date specified for termination, provided, that in the event A.I.D. exercises its right hereunder, such termination shall not be effective as to payments which it is committed to make pursuant to non-cancellable commitments with respect to third-party contracts including transportation costs for experts or trainees to return to their own countries.

SECTION 8.02. Termination of Disbursement. In the event that at any time:

(a) Government shall fail to comply with any provision herein; or

(b) An event or events have occurred which A.I.D. determines creates an extraordinary situation which makes it improbable that the purposes of the Grant will be attained or that the Government will be able to perform its obligations hereunder; or

(c) Any disbursement would be in violation of the legislation governing A.I.D.; or

(d) A default shall have occurred under any other agreement between the Government or any of its agencies and the United States or any of its agencies, then A.I.D. may decline (i) to make any further disbursements hereunder; or (ii) decline to make disbursements other than for outstanding commitments.

SECTION 8.03. Refunds. If A.I.D. determines that any disbursement is not supported by valid documentation in accordance with this Agreement, is in violation of the law governing A.I.D. or is made for an ineligible cost such as taxation, or that the services financed under this Agreement are not financed or used in accordance with the terms of the Agreement, the Government shall pay to A.I.D. in United States dollars within sixty (60) days after receipt of a request therefor, an amount not to exceed the amount of such disbursement. Refunds paid by the Government to A.I.D. resulting from violations of the terms of this Agreement shall be considered as a reduction in the amount of A.I.D.'s obligation under the Agreement, and shall not, unless A.I.D. agrees otherwise in writing, be available for reuse under the Agreement. A.I.D.'s right to require such a refund shall continue for three (3) years following the date of such disbursement, notwithstanding the fact that A.I.D. may have invoked its right to terminate this Agreement.

SECTION 8.04. Waivers of Default. No delay in exercising or omission to exercise any right, power or remedy accruing to A.I.D. under this Agreement shall be construed as a waiver of such right, power, or remedy or any other right, power or remedy hereunder.

SECTION 8.05. Expenses of Collection. All reasonable costs incurred by A.I.D. (other than salaries of its staff) in connection with the collection of refunds due under this Agreement may be charged to Government and reimbursed as A.I.D. may specify.

ARTICLE IX

Miscellaneous

SECTION 9.01. Communications. Any notice, request, document, or other communication given, made or sent by the Government to A.I.D. pursuant to this Agreement shall be in writing or by telegram, cable or radiogram and shall be deemed to have been duly given, made or sent to the party to which it is addressed when it shall be delivered to such party by hand or by mail, telegram, cable or radiogram at the following addresses:

TO GOVERNMENT:	Mail or Cable Address	State Planning Commission Damascus, Syrian Arab Repub
TO A.I.D.	Mail or Cable Address	United States Agency for International Development Embassy of the United States of America, Damascus, Syrian Arab Republic

Other addresses may be substituted for the above upon the giving of notice. All notices, requests, communications, and documents submitted to A.I.D. hereunder shall be in English, except as A.I.D. may otherwise agree in writing.

SECTION 9.02. Representatives. For all purposes relative to this Agreement, the Government will be represented by the individual holding or acting in the office of Deputy Minister of State for Planning Affairs and A.I.D. will be represented by the individual holding or acting in the office of the A.I.D. Mission Director in Syria. Such individuals shall have the authority to designate by written notice additional representatives. In the event of any replacement or other designation of a representative hereunder, the Government shall submit a statement of the representative's name and specimen signature in form and substance satisfactory to A.I.D. Until receipt by A.I.D. of written notice of revocation of the authority of any of the duly

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authorized representatives of the Government designated pursuant to this Section, A.I.D. may accept the signature of any such representative or representatives on any instrument as conclusive evidence that any action effected by such instrument is duly authorized.

SECTION 9.03. Implementation Letters. A.I.D., shall from time to time issue Implementation Letters that will specify the procedures applicable hereunder in connection with the implementation of this Agreement.

SECTION 9.04. Assignment of Claims. Rights may accrue to the Government of the Syrian Arab Republic against a party to a direct contract with A.I.D. financed in whole or part out of funds provided by the United States Government under this Agreement. Such a cause of action would arise from a breach of performance by the party contracting with A.I.D. Upon request, the Government agrees to execute an assignment of such cause of action to A.I.D. for prosecution of suit.

IN WITNESS WHEREOF, the United States of America and the Syrian Arab Republic, each acting through its duly authorized representative, have caused two original copies of this Agreement to be signed in the English language and delivered as of the day and year first above written.

UNITED STATES OF AMERICA

SYRIAN ARAB REPUBLIC

By: /S/Gordon B. Ramsey  
Gordon B. Ramsey

By: /S/I. Hilou  
Mohammed Issam Hilou

Title: USAID Director

Title: Deputy Minister of State  
for Planning Affairs

ANNEX I

Project Description

I. Purpose

This project is designed to assist the Government to develop an English language training program which will be supported by A.I.D. in its operation for five consecutive years (FY 1976-1980). The objective of this program is to assist selected A.I.D.-sponsored participants and other Government officials to acquire the language skills necessary to prepare them to benefit from advanced technical training abroad as well as being able to work in English in their fields of specialization.

These objectives will be accomplished through: 1) the development and operation of an English Language Training Center (ELTC) which will provide quality English language training courses for Syrian officials who have completed the intermediate ("C") level and train them to a language proficiency level equivalent to an advanced ("R") level; and 2) assist in the upgrading of English language training facilities or sub-centers operated by individual ministries, which will provide English language training to Syrian officials from elementary level through the intermediate ("C") level.

II. Implementation

A. Organizational Responsibilities

The organization, planning and execution of the Project activities will be the responsibility of the State Planning Commission. The State Planning Commission will coordinate all matters relevant to the policy and operational controls of the English language training project with other ministries. Provision is hereby made for the eventual assumption of control of the English language training program by an independent board, commission or accepted alternative chaired by the Deputy Minister of State for Planning Affairs which

would represent the interests of all ministries. Day-to-day operational control of the ELTC will be vested in its Director.

B. Project Output

1. The ELTC will produce a maximum yearly output of 192 trainees with an advanced English language proficiency. This will be achieved by the conduct of four classes concurrently for periods not to exceed fifteen weeks in duration. Each class will have a maximum of sixteen trainees. Three cycles of classes will be scheduled each year. Entry into ELTC classes will be limited to candidates with a proven intermediate English language capability, that is through level "C" of the classification code currently in use.

The ELTC will also provide management assistance and in-service training in teaching of English as a Foreign Language (TEFL) methods and in language laboratory operation for Government instructors teaching in the satellite language centers.

In addition, it will help design and produce language training materials to be used at the more basic levels by the sub-centers as well as courses of instruction in technical English.

2. The sub-centers will train A.I.D.-sponsored participant candidates and other Government officials through the intermediate level for further training at the ELTC. Language training materials as well as the system of instruction used in the sub-centers will be compatible with that used in the ELTC, particularly for those trainees advancing to the ELTC.

C. U.S. Government Activities

1. Technical Services. A.I.D. will pay salaries, and all expenses incidental to recruitment, U.S. pre-departure processing, round trip transportation to and from the United States, housing and education allowances as agreed upon for:

- (a) The ELTC Director and five TEFL qualified instructor
- (b) Multi-visits of the language laboratory technician and travel will be for the purpose of 1) installation of the new ELTC language laboratory, 2) repair and renovation of other existing language laboratories in Government ministries, and 3) for training of Government language officials in the maintenance and repair of language laboratories.
- (c) A contract or contracts for qualified U.S. citizen resident in Damascus to administer the English language tests to prospective A.I.D.-sponsored participants.

2. Participants. A.I.D. will fund two participants to work for Master's Degrees in the U.S. in the TEFL and four participants for on-the-job training in TEFL teaching and language program operations. A.I.D. will pay all of the costs associated with the training and international travel. Additional academic and non-academic participants will be programmed from subsequent years funds.

3. Commodities. A.I.D. will procure on behalf of the Government the language laboratory and auxiliary equipment for the ELTC and the teaching equipment, tapes, books and materials for the ELTC and the Ministry language sub-centers, as well as any equipment needed to rehabilitate the language laboratories at the sub-centers.

D. Government Activities

1. ELTC Facility

The Government will provide suitable and acceptable space for the ELTC which will consist, at a minimum, of one large room for the language laboratory, five classrooms to be available full time and two offices for the ELTC staff.

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The Government will remodel the facility as required, provide classroom, office furniture, install the air conditioners, install a telephone and pay the telephone and utilities bills.

2. Trainee Input

The Government will release from all work and obligations those candidates nominated for full time training at the ELTC. It will further provide adequate transportation for them to the training facility if such transportation is deemed necessary.

3. Staff and Budget

The Government will budget and provide for four full-time personnel for the ELTC of which two will be language laboratory assistants, one a full time qualified secretary for the ELTC Director and one a janitor for the ELTC facility. The Government, in future years, will also pay the salaries of the Syrian instructors and any counterparts who will be trained eventually to replace the American staff.

4. Other

(a) The Government will pay any costs associated with the A.I.D.-sponsored participants' pre-departure processing and any salary or other benefits which may accrue to the participants during the course of their training. The Government will employ the long-term participants as instructors at the ELTC upon their return from TEFL training, as well as the short-term participants at the sub-centers upon their return from the on-the-job training.

(b) Cost of all supplies, repairs, renovations and equipment locally available which are necessary for the successful operation of the ELTC and sub-centers.

III. Funding

A. U.S. Contribution

This is a planned five-year project with an estimated total cost of U.S. \$1,312,000 as follows:

FY 1976	\$350,000
FY 1977	386,000
FY 1978	282,000
FY 1979	208,000
FY 1980	<u>86,000</u>
TOTAL	\$1,312,000

The first year's financing provided under this Agreement totals \$350,000 broken down as follows:

1. Contractor services, including salaries, international travel, per diem and housing allowance \$250,000
  2. Participant training 66,200
  3. Commodities 33,800
- \$350,000

Subject to further mutual agreement between the Government and A.I.D. for continuing the Project beyond the first year, to administrative approvals of both parties for continuation of the Project and to the availability and approval of funds for additional years funding, this Agreement may be extended in due time to provide financing for the subsequent years of the Project.

B. SARG Contribution (in-kind)

1. Salaries and expenses for local personnel
2. Office, classroom and laboratory space
3. Administrative/Clerical support
4. In-country travel

AID 1850-1 (D-71)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country <b>SYRIA</b>	Page 1 of 9 Pages
		2. PID/T No. <b>276-002-3-60059</b>	3. <input checked="" type="checkbox"/> Original or Attachment No.
PID/T	PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	4. Project/Activity No. and Title <b>276-11-69D-002</b> <b>English Language Training</b>	<b>PD-AAC-280</b>

DISTRIBUTION	5. Appropriation Symbol <b>72-116 1006</b>	6.A. Allotment Symbol and Charge <b>656-54-276-00-69-73</b>	6.B. Funds Allotted for: <input type="checkbox"/> A.I.D./W <input checked="" type="checkbox"/> Mission
	7. Obligation Status <input type="checkbox"/> Administrative Reservation <input checked="" type="checkbox"/> Implementing Document	8. Funding Period (Mo., Day, Yr.) From <b>May 11</b> To <b>June 78</b>	
	9.A. Services to Start (Mo., Day, Yr.) Between <b>Oct 1, 1977</b> and <b>April 30, 1977</b>	9.B. Completion date of Services (Mo., Day, Yr.) <b>Sept. 30, 1981*</b>	
	10.A. Type of Action <input checked="" type="checkbox"/> A.I.D. Contract <input type="checkbox"/> Cooperating Country Contract <input type="checkbox"/> Participating Agency Service Agreement <input type="checkbox"/> Other		
	10.B. Authorized Agent <b>AID/W</b>		

Estimated Financing		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
11.					
Maximum A.I.D. Financing	A. Dollars		328,000		328,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission Reference <b>English Language Training Grant Signed June 30, 1976</b>	14. Instructions to Authorized Agent <p>AID/W is requested to select and contract with an institution or firm to provide the necessary personnel and other services described herein to organize and operate an English Language Training Center (ELTC) in Syria.</p> <p>* Terminal date of contract services under project. The project will, however, be funded annually.</p>
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15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.	
A. The specifications in the scope of work are technically adequate <b>Training Officer, HCRoberts</b> <i>[Signature]</i> <b>TBBall</b>	B. Funds for the service requested are available <b>FM:WAMiller, Controller</b> <i>[Signature]</i>
C. The scope of work lies within the purview of the initiating and approved Agency Programs <b>DMChandler: Program Officer</b> <i>[Signature]</i> 10/18/76	D.
E.	F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to  <b>Signature and date:</b> <i>[Signature]</i> 18/12/1976 <b>Title: Deputy Minister of State for Planning Affairs</b>	17. For the Agency for International Development:  <b>Signature:</b> <i>[Signature]</i> <b>Title: Gordon B. Ramsey: USAID Director</b>	18. Date of Signature <b>1/19/77</b>
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SCOPE OF WORK

19. Scope of Technical Services:

A. Objectives for which the Technical Services are to be used To organize and operate an English Language Training Center and provide advisory and other services to other English Training Centers operated by Syrian Government Ministries.

B. Description

The contractor will be responsible for providing personnel and advisory support for the establishment and operation of an English Language Training Center in Damascus, Syria. The project is intended to be funded by AID for five years, although the contract will be funded incrementally from annual appropriations. At the end of that period the Center will be fully manned by Syrians and the Government of the Syrian Arab Republic (SARG) will assume full responsibility for the future funding, supervision and operation of the Center.

The contractor will provide an American Director and up to five Teaching of English as a Foreign Language (TEFL) teachers. The short term services of a Laboratory technician will also be required from time to time. Further details on the specific duties of these team members is shown below. (See continuation sheet).

C. Technicians

(1) (a) Number	(b) Specialized Field	(c) Grade and/or Salary	(d) Duration of Assignment (Man-Months)
1	UNFC Director	\$ 28,000	12 M/M
5	TEFL Teachers	16,000 each	60 M/M
1	Language Laboratory Technician	15,333 14,000	6 M/M (Total)

Figures for period covered by funding in this PIO/T only.

(2) Duty Post and Duration of Technicians' Service

Damascus, S.A.R. - each technician, with the exception of the laboratory technician, will serve 12 to 24 month tours.

(3) Language requirements

The director and teachers should be native speakers of English. Some knowledge of Arabic and/or French would be very useful but is not essential.

(4) Access to Classified Information

None

*W. Z. R*

(5) Dependents

Will

Will Not

Be Permitted to Accompany Technicians on 24 month tours.

D. Financing of Technical Services

(1) By AID - \$ ~~295,800~~  
328,000

(2) By Cooperating Country - \$40,500

*(Signature) 1/17/77*

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PIO/Y

Project/Activity No. and Title  
276-11-690-002  
English Language Training

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## 22. Reports by Contractor or Participating Agency (Indicate type, content and format of reports required, including language to be used if other than English, frequency or timing of reports, and any special requirements)

The ELTC Director will be required to submit quarterly reports to the SARG and to the USAID on the overall operation of the Center. Such reports will be in narrative and, where necessary, tabular form and will include, but not necessarily be limited to a discussion of any problems encountered in the Center's operation, tables of statistics on students reaching a level of English proficiency, class hours taught, student attendance rates and any other information the SARG and AID may need in order to keep fully informed of the progress of the Center and of the students.

A separate section of the report will concern itself with the financial details of the contract's implementation. This, and the above described section of the report, will be based on a complete/comprehensive set of records and files which the Director or will insure are maintained by the Center. Quarterly reports will be due within ten days after the end of each calendar quarter.

An annual report reviewing all aspects of the Center's previous 12 month's of operation will also be required within 75 days after each anniversary of the Center's opening date.

The Director may also, from time to time, be requested to submit special reports as needed by the SARG or the USAID.

## 23. Background Information (Additional information useful to Authorized Agent and Production Contractors or Participating Agency; if necessary cross reference Block 19.C(4) above.)

1. AID English Language Training Project Paper, dated June 1976.
2. US-SARG English Language Training Grant Agreement and project description, dated June 30, 1976.
3. Report on English Language Training in Syria by Jack Degilaitis, dated May 1976.
4. AUB CDLRT Report "A Proposal for a Joint AID-SAR English Language Program", dated May 1975.
5. The SARG will also gather and provide such other information as may be required for the successful carrying out of the contract's purposes.

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

## A. Relationships and Responsibilities

The ELTC Director will be responsible in the early phases of the project to the USAID Director or his designee. At a later stage, overall direction of the project may be assumed by a joint US/SARG Board.

## B. Cooperating Country Liaison Official

Deputy Minister of Planning, or his designee, and Director, Vocational Training Center.

## C. AID Liaison Officials

USAID/Director and Training Officer, Damascus.  
NE/TECH, AID/Washington.

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**LOGISTIC SUPPORT**

25. Provisions for Logistic Support	In Kind Supplied By		From Local Currency Supplied By	
	AID	Cooperating Country	AID	Arranged by <del>Contractor</del> Supplier
A. Specific Items (Insert "X" in applicable column or right. If entry needs qualification, insert asterisk and explain below in C. "Comments")				
(1) Office Space		X		
(2) Office Equipment		X		X
(3) Heating and Utilities				X
(4) Furniture				X
(5) Household Equipment (Stoves, Refrig., etc.)				X
(6) Transportation in Cooperating Country		X		
(7) Interpreter Services				X
Other: (Specify) (8) Interpreter Services/Secretarial		X		X
(9) Medical Facilities				X
(10) Vehicles (official)		X		
(11) Travel Arrangements/Tickets				X
(12)				
(13)				
(14)				
(15)				

B. Additional Facilities Available From Other Sources

~~Standard law enforcement procedures are to be followed in all instances. The contractor shall be responsible for all expenses incurred in connection with the performance of the contract.~~

All clearances, payments of duties/taxes or their waiver, obtaining visas and other documentation requirements of the contractor are the responsibility of the SARG. In accordance with Sections 4.03(a) and (b) of the English Language Training Grant Agreement between the US and the SARG dated June 30, 1976, the services provided under the contract shall be free from any taxation and fees imposed under the laws in effect in Syria.

C. Comments

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PROPOSED CONTRACT BUDGET

I. Technical Services		
a). Director <u>1/</u>		\$ 60,000.00
b) TEFB teachers <u>2/</u>		\$ 200,000.00
c) Technician - TDY for up to six M/H		\$ <del>14,000.00</del> 14,000.00
II. Administration Overhead		\$ <del>54,000.00</del> 54,000.00
<u>TOTAL</u>		\$ 328,000.00

- 1/ Assumes wife and two children and includes salary, transportation, excess baggage, unaccompanied baggage, household effects, POV, education allowance, rent and furniture.
- 2/ Assumes three teachers with wife and two children each and two teachers with wives and includes items listed in 1/ above.

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CONTINUATION SHEET

## Block 19 B (Contd.)

The SARG will provide the space to house the Center. Initially this may be temporary quarters pending completion of a new structure which is being planned as the permanent site.

The SARG will also employ the Syrian administrative and teaching staff for the Center. The Syrian staff will receive training ranging from on-the-job programs provided by the contractor for the administrative staff to on-the-job technical and/or academic training in the U.S. for the teachers who require such training.

The Director and the staff provided by the contractor will be expected to operate in a largely independent manner. Daily supervision of the project by the USAID will be minimal, and most of the direction supplied by the USAID will be of a policy and procedural guidance type. The Center will be expected to develop a close working relationship with the SARG Ministry of State for Planning Affairs which will be the Ministry responsible for the project from the Syrian side.

The contractor will also be expected to provide travel and housing for his staff. The SARG will provide logistical support for the Contractor personnel. Contract funding estimates should include line items for the international travel of the contractor's staff to and from Syria, housing, including rented furnishings and the shipment of personal household effects, and the shipment of personal vehicle per staff member or family unit. Medical and other insurance will also be the contractor's responsibility. The SARG will afford duty and tax free import for such personal items. An allowance for schooling for dependant children in or out of Syria should also be made part of contract costs.

Except for the laboratory technician, all team members will be expected to serve not less than a one year tour of duty in Syria. Options to renew on an annual basis will be available to the Director and those teachers needed to continue the project. Hours of the work week, accrual of annual and sick (and home) leave, and other conditions of work shall be in accordance with and shall conform with regulations of the U.S. Government, as modified by specific working conditions in Syria.

Director's Qualifications:

1. Ph.D. in Teaching of English as a Foreign Language (TEFL) or applied linguistics.
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CONTINUATION SHEET

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BLOCK 19(Contd.)

2. Minimum five years practical experience in TEFL -- at least two of those years of experience must be in the administration of a TEFL facility or program, preferably overseas.
3. Academic and practical experience in the development of TEFL teaching and evaluation materials.
4. Available for a minimum assignment of at least two consecutive years in Syria, preferably for the life of project.
5. Overseas teaching/administrative experience highly desirable, particularly in an Arab country.
6. Good physical health.

Director's Duties:The ELTC Director:

1. Will be the person primarily responsible, in cooperation with Syrian Government officials, and USAID, for organizing the ELTC and bringing it into full operation, so as to train AID participant candidates and other Syrian officials to specific established levels of English proficiency. This will include, but not be limited to:
  - a) supervision of the final preparation of the ELTC site, including overseeing any structural modifications and installation of equipment.
  - b) preparation of an organization plan for the ELTC, including establishing a suitable coordination arrangement for the ELTC with the SARG State Planning Commission.
  - c) the preparation of the ELTC's curriculum which will include a description of the methods and materials to be used at each level of instruction offered by the ELTC.
  - d) development of a comprehensive class and teaching schedule including a schedule for the optimum use of the language laboratory.
  - e) the working out with the State Planning Commission, and other involved Ministries, of standards and procedures for the acceptance of students into the ELTC.

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CONTINUATION SHEET

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BLOCK 19 (Contd.)

2. Will have responsibility for the day-to-day supervision of the ELTC, which will include reporting to USAID and the Government any problems of an operational or policy nature which may require action by either party in order to be solved.
3. Will be required to assist in the development of participant training specifications for the ELTC and sub-center participants.
4. Will be required to develop teaching materials lists for, and supervise an active extension program with, the Ministry sub-centers.
5. Will, in addition to the above, be expected to teach a minimum of ten (10) hours per teaching week.

TEFL Teachers' Qualifications:

1. At least M.A. in TEFL.
2. Minimum 3 years TEFL teaching, preferably overseas and in an Arab country.
3. Available for next two years.
4. Good health.

TEFL Teachers' Duties:

Under the supervision of the ELTC Director, the teachers will teach AID participant candidates and other Syrian officials in a newly established TEFL program. This work will include:

- 1) Teaching approximately twenty class-room hours per week at the ELTC.
- 2) Where necessary, teaching or advising for up to four hours per week at a Ministry sub-center.

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