

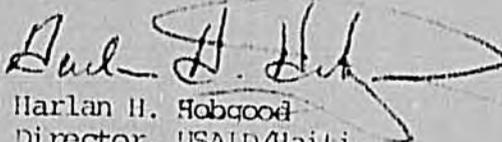
PROJECT AUTHORIZATION

Name of Grantee : Centre Haitien de Recherches pour la Promotion Féminine
(CHREPROF)
Name of Project : Women in Development, Phase I
Number of Project : 521-0109

1. Pursuant to Section 106 of the Foreign Assistance Act of 1961, as amended, I hereby authorize the Women in Development Project, Phase I, for the "Centre Haitien de Recherches pour la Promotion Féminine" (CHREPROF) ("Grantee") involving planned obligations of not to exceed Two Hundred Thousand United States Dollars (\$200,000) in grant funds to help finance foreign exchange and local currency costs of the Project. The initial obligation will be \$100,000 and future increments will be provided subject to the availability of funds and the mutual agreement of A.I.D. and the Grantee to proceed with the Project, in accordance with the A.I.D. OYB/allotment process.

2. The Project consists of support to the Grantee to carry out an integrated development program devoted to improve quality of life of women in marginal communities of Port-au-Prince and rural women affiliated with the CHREPROF provincial branches. The Project will also finance the construction of a dormitory in Miragoâne for use by market women from rural areas.

3. The Project Agreement which may be negotiated and executed by the officer to whom such authority is delegated in accordance with A.I.D. regulations and Delegations of Authority, shall be subject to such terms and conditions as A.I.D. may deem appropriate.


Harlan H. Hobgood
Director, USAID/Haiti

Date: 8-29-81

*Walter
Dandson*

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT

MISSION TO HAITI

For U.S. MAIL:
USAID / HAITI
Department of State
Washington, D.C. 20520

For INTERNATIONAL MAIL
USAID / HAITI
P.O. Box 1674
Port-au-Prince, Haiti, W.I.

AUG 31 1981

Miss Marie Carmel Lafontant
Director
Centre Haitien de Recherches
pour la Promotion Féminine
P.O. Box 2333
Port-au-Prince

Mademoiselle Marie Carmel Lafontant
Directeur
Centre Haitien de Recherches
pour la Promotion Féminine
P.O. Box 2333
Port-au-Prince

Dear Mrs. Director:

Madame le Directeur,

Subject: Grant No. AID-521-0109-G-
00-1043-00

Sujet: Don No. AID-521-0109-G-
00-1043-00

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 the Centre Haitien de Recherches pour la Promotion Féminine (hereinafter referred to as "CHREPROF" or "Grantee") the sum of \$100,000 to help finance the Women in Development Project (the "Project"). The Project will support the overall program of CHREPROF and, more specifically, will (a) reinforce its staff and strengthen its managerial and financial capability; (b) improve the job skills of both rural and urban women in Haiti that will offer alternatives to present economic status; (c) construct a dormitory that could serve about 100 women in Miragoâne; (d) provide evening classes in literacy, home economics, family health, and community leadership to market women in Pétion-Ville and in Miragoâne; (e) expand CHREPROF's operations in training

Conformément à la loi sur l'Aide Etrangère de 1961, telle qu'elle a été amendée, l'Agence pour le Développement International (désignée ci-après comme "A.I.D." ou "Donateur") accorde par la présente au Centre Haitien de Recherches pour la Promotion Féminine (désigné ci-après comme "CHREPROF" ou "Bénéficiaire"), la somme de \$100.000 pour aider au financement du Projet "Promotion Féminine" ("le Projet"). Le Projet assurera de son soutien l'ensemble du programme du CHREPROF, plus particulièrement, il (a) renforcera son staff et sa capacité financière et administrative, (b) améliorera les qualifications dans l'emploi, ce qui offrira des alternatives à la situation économique actuelle des femmes dans les aires rurales aussi bien qu'urbaines d'Haiti, (c) construira à Miragoâne, un dortoir pouvant servir à environ 100 femmes, (d) organisera des cours du soir en économie domestique, hygiène familiale, leadership communautaire et alphabétisation pour les marchandes à Pétion-Ville et à Miragoâne,

Director
Centre Haitien de Recherches
pour la Promotion Féminine

Directeur
Centre Haitien de Recherches
pour la Promotion Féminine

and placement of socially and economically deprived young women in Port-au-Prince and in vocational and leadership training for women in rural communities. The Project is more fully described in Attachment I, entitled "Program Description". Additional amounts of up to \$100,000 for a total A.I.D. contribution of not to exceed \$200,000, will be granted in future increments to CHREPROF to support the Project subject to the availability of funds for this purpose and to the mutual agreement of CHREPROF 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 March 31, 1983.

This Grant is made to CHREPROF 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" which have been agreed to by your organization.

(e) étendra les opérations du CHREPROF à Port-au-Prince en matière de formation des jeunes femmes socialement et économiquement déshéritées en vue de leur placement et fera de même pour la formation professionnelle et de leadership des femmes des communautés rurales. Le Projet est décrit plus en détail à l'Annexe I, intitulée "Description du Programme". Des sommes additionnelles jusqu'à concurrence de \$100.000 seront fournies au CHREPROF par tranches successives pour totaliser \$200.000 qui représentent le montant de la contribution de l'A.I.D.; elles seront sujettes aux disponibilités de fonds à cet effet et à l'accord mutuel du CHREPROF et de l'A.I.D. pour continuer le Projet.

Ce Don est effectif et l'obligation souscrite à partir de la date de cette lettre; il servira à couvrir les engagements pris par le Bénéficiaire dans le but d'atteindre les objectifs du programme jusqu'au 31 mars 1983.

Ce Don est consenti au CHREPROF à condition que les fonds en soient administrés conformément aux termes et aux conditions énoncés dans l'Annexe 2 intitulée "Description du Programme" et l'Annexe "Clauses Standard" qui ont été acceptées par votre organisation.

Director
Centre Haitien de Recherches
pour la Promotion Féminine

Directeur
Centre Haitien de Recherches
pour la Promotion Féminine

Please sign the Statement of Assurance of Compliance (Attachment 3) 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.

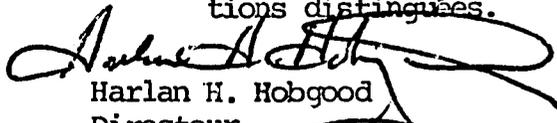
Nous vous serions obligés de signer la Déclaration de Garantie d'Exécution (Annexe 3) jointe à la présente ainsi que l'original et sept (7) copies de cette lettre pour indiquer votre accord aux conditions dans le cadre duquel ces fonds ont été accordés.

Please return the Statement of Assurance of Compliance and the original and six (6) copies of this Grant letter to USAID/Haiti.

Nous vous prions de bien vouloir retourner à l'USAID/Haiti la Déclaration de Garantie d'Exécution, l'original et six (6) copies de cet Accord de Don.

Sincerely yours,

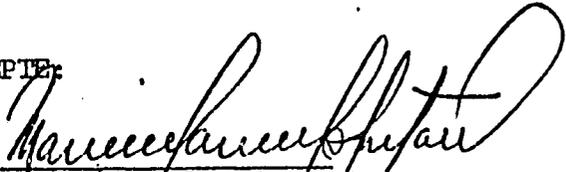
Dans cette attente, nous vous prions d'agréer, Madame le Directeur, nos salutations distinguées.


Harlan H. Hobgood
Directeur

Attachments:

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

ACCEPTE:

Par: 
Marie Carmel Lafontant

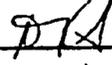
Titre: Directeur du CHREPROF

Date: AUG 31 1981

FISCAL DATA

Project Number: 521-0109
Appropriation: 72-1111021.6
Allotment: 146-50-521-00-69-11
PIO/T No.: 521-0109-3-10024
Total Grant Amount: \$200,000
Amount Obligated: \$100,000

Funds Available:

By:  Controller

Date: 8/27/81

WOMEN IN DEVELOPMENTProject Grant Agreement (Project No. 521-0109)Grant No. AID-521-0109-G-00-1043-00Attachment IPROGRAM DESCRIPTIONA. Background:

A vast majority of the young women of the Port-au-Prince area and rural areas are unemployed and have few or no skills for which employers are searching. There is a severe shortage of training facilities and the low educational level of these young women often makes it impossible for them to enter any training institutions that might be available. In addition, the fees and transportation costs to participate in available training institutes may prohibit their participation. The poor nutrition and health status of women further contribute to the problem. They have little understanding and awareness of basic nutrition and health standards, and limited access to doctors, nurses, and dentists.

The majority of Haitian women aged 15 to 64 are in the job market but are unemployed or underemployed. The jobs available to them are often the lowest paying ones with less opportunities for advancement. Yet, many women must work and earn enough to support large families. Sometimes, some women are able to assemble themselves in cooperatives and other kinds of associations, which give them the opportunity to organize themselves and to collectively address their economic problems. However, educational limitations make it difficult to realize

such associations and, most of the time, adequate leaders are lacking to help them organize themselves. Leaders are needed to motivate low-income Haitian women and help them promote their status. Most of the communities proposed in the Grant Proposal for assistance have requested assistance in leadership training, training in job skills, improvement of health, and creation of revenue producing projects. It is the role of CHREPROF to respond to these requests and to meet the needs of women in Haiti.

B. Purpose of Grant:

The purpose of this Grant is to strengthen the administrative and managerial capabilities of CHREPROF and to expand its operations in urban and rural areas in order to assist an increased number of women in Haiti.

In general, CHREPROF will continue and expand its efforts to enable low-income women to find employment and participate in socio-economic improvement programs. CHREPROF will assist women through training and group activities with the aim of helping them to be mutually supportive and to identify workable solutions to problems which they face. CHREPROF will assist the women and their families to adjust to the significant changes that result from their participation in employment programs.

C. Specific Objectives:

The specific objectives of the Project are as follows:

1. To strengthen CHREPROF's financial and managerial capability in order to carry out the Project efficiently and permit sound management of its resources.
2. To construct a dormitory at Miragoâne to serve market women coming from rural areas.

3. To offer to women in urban and rural areas skills training programs in the following fields: reading, writing, arithmetic, cooking and baking, sewing, hygiene, family planning, community development, and handicrafts.
4. To offer a continuing education program to women who did not reach the end of secondary school. This includes training in the areas of health, family planning, nutrition, money management, communications, leadership skills, family life, and child care.
5. To help women implement small income generating projects and promote development and marketing of different types of products made by women affiliated with CHREPROF's centers.
6. To assure a more systematic placement service of the program graduates.

D. Implementation:

The project Phase I will be implemented over 18 months starting in September 1981. This Phase I is subdivided into a period of approximately 7 months (September 1981 - March 1982) which will focus on institution-strengthening activities and a following period of 11 months (April 1982 - February 1983), which will focus on the expansion of CHREPROF activities.

In order to achieve the above-mentioned purposes, CHREPROF will carry out planned activities, with funds provided under the Grant, according to the following plan:

a. First Period: September 1981 - March 1982

- The first activity under the Project will be the signature of a contract between CHREPROF and Peat, Marwick and Mitchell which will provide to CHREPROF, for a period of six months, technical assistance in project management,

administration, and accounting. These technical services will consist, more specifically in assisting CHREPROF developing procedures necessary to assure sound management of the Grant and of all its other resources. This firm will submit to A.I.D. interim reports on CHREPROF's activities, and a final report under the contract containing recommendations for future action.

- Institutional reinforcement. CHREPROF will hire additional personnel including an accountant, a community development officer, a social worker, and a literacy program specialist, plus several needed personnel for the provincial branches. CHREPROF will hold special meetings to train new personnel in the aims and objectives of its program and the strategy to be used.
- CHREPROF will purchase a limited amount of office equipment and materials for the Headquarters and will prepare administrative forms for the everyday control of activities.
- CHREPROF will hire a contractor to perform the construction of the Miragoâne Dormitory. That construction will require about 3 months and will be supervised by an engineer from A.I.D.
- CHREPROF will prepare teaching materials, such as: audio-visual materials, textbooks, charts, slides, leaflets, film strips, pictures, etc. for distribution to existing centers.
- Regular supervision of the existing centers will be done by CHREPROF's staff. These are located in Port-au-Prince, Miragoâne, Duvalier-Ville, Verrette. The Community Development Officer will pay regular visits to those centers in order to train personnel and supervise activities. At the same time, other visits will be made to other communities to motivate women to organize new branches.
- The CHREPROF Sociologist will begin to organize the placement service in a rational way with the assistance of the social worker.

- CHREPROF will start light printing jobs which will hopefully generate some revenues.
- CHREPROF will provide training, technical assistance and appropriate equipment to three new centers at Cazale, Croix-des-Missions, Los Poetes.
- CHREPROF will prepare and submit to A.I.D. progress and financial reports on all activities under the Project, on a quarterly basis, with the fourth such report constituting an annual report covering the entire year.
- At the end of its contract, Peat Marwick will submit to A.I.D. an overall report detailing its technical assistance activities and CHREPROF's ability and performance in carrying out the Project, and providing recommendations on equipment, supplies and personnel needed for effective operations in the future.

b. Second Period: April 1982 - February 1983

(1) April 1982 - August 1982

- CHREPROF will purchase equipment and materials for CHREPROF Headquarters, as needed, in accordance with Peat Marwick's recommendations.
- Three other new centers will be opened at Pilate, Place St. Anne, Carrefour to which CHREPROF will provide equipment and technical assistance.
- CHREPROF will hold the first regional seminar in the North Region on the theme: "Women in Management". It will be a 5-day seminar involving a maximum of 40 people.
- CHREPROF will initiate new income generating projects in appropriate centers.
- At the end of May 1982, CHREPROF will submit to A.I.D. the third quarterly report.
- The community development program will continue its activity and efforts will be made by CHREPROF towards the organization of three additional branches.

- CHREPROF will hold a 5-day seminar on functional literacy and community development for the personnel of Pétion-Ville Dormitory.
- By the end of July 1982, CHREPROF will start preparation, for submission to A.I.D., of the last quarterly report which will constitute an annual report covering the entire first year of the Project.

(2) September 1982 - February 1983

- Three other new centers at Gressier, Camp-Perrin, Hinche will be opened and will receive CHREPROF assistance in terms of equipment and technical services.
- CHREPROF will initiate the "Foster Parents Plan".
- CHREPROF will hold a regional seminar in the South Region on the theme: "Women in Management". It will be a 5-day seminar for a maximum of 40 people.
- At the end of November 1982, CHREPROF will submit to A.I.D. another quarterly report on its activities.
- CHREPROF will prepare two special research reports (with copies to A.I.D.) one on its operational methodology and one on income-generating projects.
- By January 1983, an in-depth project evaluation of the Women in Development Project, Phase I, will take place to identify problems in all components of the Project. It will be conducted by the A.I.D. Evaluation Officer with the assistance of independent personnel. The evaluation will make recommendations regarding future A.I.D. support to CHREPROF.

E. Reporting:

Peat, Marwick and Mitchell, a consulting firm which will provide technical assistance to CHREPROF under the Grant, will submit to A.I.D. interim reports every two weeks on CHREPROF's activities. At the end of its contract which will last six months from the beginning of the Project, the Contractor will

send an overall report to A.I.D. detailing the technical assistance activities and assessing CHREPROF's ability and performance in carrying out the Project. Recommendations on future project implementation will also be provided by the Contractor.

The Grantee will prepare and submit to A.I.D. progress and financial reports on all activities under the Project on a quarterly basis, with the fourth such report constituting an annual report covering the entire year.

In January 1983, an in-depth project evaluation will be conducted by the A.I.D. Evaluation Officer together with the assistance of an independent evaluation team. The evaluation report will serve as a basis for determining the nature and level of subsequent A.I.D. support for a Phase II OPG to permit the expansion of CHREPROF's program.

F. Financial Plan and Budget:

The total cost of this 18-months Phase I Project is estimated at \$338,266. Of this amount, A.I.D. will provide \$200,000, which represents 59% of the total. The first A.I.D. obligation will be \$100,000 to cover approximately the first 7 months of Phase I (including construction costs). An additional \$100,000 will be provided from FY 82 funds for the remainder of Phase I. A detailed budget table of the A.I.D. contribution to the Project together with a summary table by donor sources is attached to this Program Description. Reasonable adjustments among specific line items may be made without prior A.I.D. approval. Proposed adjustments of more than 15% of any component subtotal should receive prior USAID concurrence.

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.

H. Special Provisions:

Of the attached Standard Provisions (Attachment 2), delete the following: 5, 7A, 7C, 12B, 12C.

Table 3

Detailed Budget of A.I.D. Contribution to CHREPROF
Under the Women in Development Project, Phase I, No. 521-0109

I. ADMINISTRATIVE EXPENSES

<u>A. Administrative Salaries</u>	<u>7 months</u>	<u>11 months</u>	<u>Total</u>
1 Director (part-time) @ \$200/month	\$ 1,400	\$ 2,200	\$ 3,600
1 Accountant @ \$350/month	2,450	3,850	6,300
1 Bilingual Secretary @ \$275	1,925	3,025	4,950
1 Statistician/Demographer @ \$270	1,890	2,970	4,860
1 Sociologist @ \$180	1,260	1,980	3,240
1 Typist @ \$130	910	1,430	2,340
1 Driver @ \$80	560	880	1,440
1 Mimeograph @ \$60	420	660	1,080
1 Janitor @ \$40	280	440	720
Total for Administrative Salaries	\$11,095	\$17,435	\$28,530
B. <u>Others</u>			
Supplies and Stationary	1,200	1,890	3,090
Fuel (20 gal./trip x \$2.10/gal. x 4 trips/month)	1,180	1,860	3,040
Car Maintenance and Repair	300	500	800
Contingency & Inflation for "Others" (5%/15%)	134	640	774
Total for "Others"	\$ 2,814	\$ 4,890	\$ 7,704
TOTAL FOR ADMINISTRATIVE EXPENSES	\$13,909	\$22,325	\$36,234

II. PROGRAM PERSONNEL

<u>Salaries</u>	<u>7 months</u>	<u>11 months</u>	<u>Total</u>
1 Project Manager @ \$375	\$ 2,625	\$ 4,125	\$ 6,750
1 Community Development Officer @ \$300	2,100	3,300	5,400
1 Social Worker @ \$150	1,050	1,650	2,700
1 Literacy Program Specialist @ \$100	700	1,100	1,800
Allocation to the personnel of 7 centers @ \$90* (4 existing ones and 3 new: Cazale, Croix des Missions, Los Poetes)	4,410	6,930	11,340
Allocation to the personnel of 6 other new centers @ \$90 (Carrefour, Place St Anne, Pilate, Gressier, Camp-Perrin, Hinche)	-	5,940	5,940
Personnel of P.V. Pilot Project	3,115	4,895	8,010
	\$14,000	\$27,940	\$41,940

* \$30 for alphabetisation - \$30 for Home Economics - \$30 for Handicrafts.

III. TECHNICAL ASSISTANCE

Short-term Consultants

Evaluation Team

	<u>7 months</u>	<u>11 months</u>	<u>Total</u>
	\$13,500	-	\$13,500
		10,000	10,000
	\$13,500	\$10,000	\$23,500

IV. EQUIPMENT & MATERIALS

	<u>7 months</u>	<u>11 months</u>	<u>Total</u>
Reinforcement of equipment & furniture for Headquarter	\$ 2,440	\$11,750	\$14,190
Reinforcement of equipment for the 4 existing centers @ \$1,000 (P-au-P, Duvalierville, Miragoâne, Verrettes)	4,000	-	4,000
Equipment for the 3 new centers @ \$1,180/\$676* (Gressier, Cazale, Croix des Missions)	3,540	2,028	5,568
Equipment and Arrangement of Miragoâne Dormitory (Foams: \$1,750; kitchen: \$860; kitchen ustensils: \$500)	3,110	-	3,110
Equipment for 6 other new centers @ \$1,856 (Carrefour, Place St Anne, Pilate, Gressier, Camp-Perrin, Hinche)	-	11,136	11,136
Handtools, seeds, insecticides for agricultural projects	600	1,000	1,600
Equipment & Supplies for P.V. Dormitory Literacy Programs @ \$83/m	581	913	1,494
	\$14,271	\$26,827	\$41,098
Contingency & Inflation (4.9%/15%)	710	4,008	4,718
	\$14,981	\$30,835	\$45,816

* \$1,856 is foreseen for equipping a new center: \$574 for kitchen ustensils and \$1,282 for serving articles.

V. TRAINING SESSIONS

A. Local Workshop

- 1 Community Development Officer
@ \$12/day x 3 days x 4 visits/
month
- 2 Specialists @ \$12/day each x
3 days x 4 visits/month
- 1 Driver @ \$9/day x 3 days x 4 visit
month

B. Regional Seminar

- North: \$3.00 x 40 pers. x 5 days
- South: \$3.00 x rs. x 5 days

C. P.V. Dormitory

- 1 Seminar for 10 pers. @ \$12/day x
5 days

Contingency & Inflation 5%/15%

	<u>7 months</u>	<u>11 months</u>	<u>Total</u>
	\$ 1,008	\$ 1,584	\$ 2,592
	2,016	3,168	5,184
	756	1,188	1,944
	-	600	600
	-	600	600
	-	✓ 600	600
	\$ 3,780	\$ 7,740	\$11,520
	190	1,160	1,350
	\$ 3,970	\$ 8,900	\$12,870

Table 4

CHREPROF PROJECTED TOTAL BUDGET

From September 1981 to February 1983

	A.I.D.	UNDP	CIM	CHREPROF (voluntary contributions)	GCH	Total
Administrative Expenses	\$ 36,234				\$ 1,296	\$ 37,530
Program Personnel	41,940			\$30,760		72,700
Technical Assistance	23,500					23,500
Equipment & Materials	45,816	\$15,000				60,816
Training	12,870				8,910	21,780
Construction	39,640					39,640
Research		45,000				45,000
Rentals					6,300	6,300
Land					10,000	10,000
Income-Generating Projects		10,000	\$11,000			21,000
	\$200,000	\$70,000	\$11,000	\$30,760	\$ 26,506	\$338,266

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

CHREPROF
(Name of Grantee)

(hereinafter called the "Grantee")

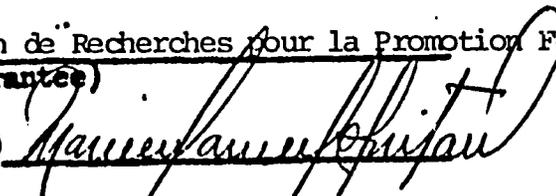
HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Agency for International Development (22 CFR Part 209, 30 FR 317) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under and 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.

Centre Haitien de Recherches pour la Promotion Féminine
(Grantee)

BY (Signature)



TITLE Director

TYPED NAME Marie Carmel Lafontant

DATE AUG 31 1981