

AID 1350-1X
(7-71)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT
932-069
PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES
PD-AAK-253

PIO/T

1. Cooperating Country
WORLDWIDE

Page 1 of 6 Pages

2. PIO/T No. 932-13-950-069
-73-3259040

3. Original or
Amendment No. _____

4. Project/Activity No. and Title 932-13-950-069 (4)
DEVELOPMENT PROGRAM GRANT FOR
MEALS FOR MILLIONS FOUNDATION (MFM)

DISTRIBUTION

5. Appropriation Symbol
72-111027

6.A. Allotment Symbol and Charge
427-72-099-00-76-52

6.B. Funds Allotted to:

A.I.D./W Mission

7. Obligation Status

Administrative Reservation

Implementing Document

d. Funding Period (Mo., Day, Yr.)

From **6/1/75** To **5/31/76**

9.A. Services to Start (Mo., Day, Yr.)

Between **6/1/75** and **6/30/75**

9.B. Completion date of Services
(Mo., Day, Yr.)

5/31/76

10.A. Type of Action

A.I.D. Contract

Cooperating
Country Contract

Participating Agency
Service Agreement

Other Grant

10.B. Authorized Agent

AID/W

Estimated Financing		(1)	(2)	(3)	(4)
\$1.00=		Previous Total	Increase	Decrease	Total to Date
11. Maximum A.I.D. Financing	A. Dollars		142,570		142,570
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission
References

14. Instructions to Authorized Agent

AID/CM is requested to negotiate a Development Program Grant with Meals for Millions Foundation (MFM), a private and non-profit organization. The grant is to be for a three (3) year period, of which funds will be provided for the first year, and subject to availability of funds additional funding will be provided for the subsequent years.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate

Maurice D. Kohan, PHA/PVC/OPNS

B. Funds for the services requested are available

Minnie W. Hooper, PHA/PVC/PSS

C. The scope of work lies within the purview of the initiating and approved Agency Programs

Cleo P. Shook, PHA/PVC/OPNS

D.

Penelope Farley, PHA/PVC/PE

E.

John A. Ulinaki, Jr., PHA/PVC

F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

17. For the Agency for International Development

18. Date of Signature

Signature and date:

Signature: David McMakin

Title:

Title: Acting Chief, PHA/PNS

AID 1350-1X 9-70	Cooperating Country Worldwide	PIO T No. 932-13-950-069 -73-3259040	Page 4 of 6 Pages
PIO T	Project Activity No. and Title 932-13-950-069 Development Program Grant for Meals for Millions Foundation (MFM)		

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.

A detailed annual report (6 copies) shall be submitted to PHA/PVC prior to May 31, of each year of the grant. The report shall include all the information pertinent to the grant and include such outputs indicators as indicated in Block 19.b. MFM shall, to the extent possible, analyze how women are employed and include such findings in this report. It is expected, though not required, that all quarterly reports, technical papers, journal articles, state of the art monographs that may directly or indirectly emanate from the increased capability of MFM, be submitted to assist in evaluation of the grant and, when applicable, for consideration for inclusion in the "AID Research and Development Abstracts" and/or other AID technology transfer publications. Copies of agreements between MFM and developing country governments will also be forwarded, as related to the DPG.

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

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID **MFM is solely responsible for negotiations and agreements between themselves and host country governments. But MFM keep the local USAID Mission informed as to the substance of agreements.**

B. Cooperating Country Liaison Official

N/A

C. AID Liaison Officials

AID/W principal liaison officer is the Project Manager, PHA/PVC/OPNS.

CONTINUATION
SHEET

X Worksheet

Page 5 of 6 Pages

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Worldwide

2.a

2.b.

2.c X Original

3. Project/Activity No. and Title
Development Program Grant for
Meals for Millions Foundation (MFM)
/932-13-950-069

19.b.

(Continued)

This will be accomplished by strengthening the program support and technical capability of MFM. Once the additional Program Support and Technical Staff is in place and additional facilities are available, priorities and specific programs will be defined in terms of quantifiable and measurable indicators. Country selection will be based on an analysis of four major factors:

1. A.I.D. priorities and USAID's concurrence.
2. Availability of local support.
3. Establishment of appropriate agreements with selected host country governments.
4. Identification of suitable nutrition and food problem solving programs.

MFM intends to maximize its program development performance on a wide spectrum with the following results at the end of this DPG period:

1. Transfer of appropriate protein food technology will have taken place in 20 countries.
2. 30 Food Technologists will have received training.
3. Nutrition and food development programs will be functioning in at least 6 developing countries.
4. MFM's ability to sustain operations will continue.
5. Other PVO's will have availed themselves of specialized training programs.

The outputs to be obtained from the grant, and its indicators, will be:

1. An expanded program staff and facilities. An Associate Director of Programs, A Food Nutritionist, A Food Development Researcher, a Food Engineer, a Training Program Coordinator, a Laboratory Chemist, and a Librarian position, with support staff and logistics, will have been created and filled. Additional space will have been leased for added staff.

CONTINUATION
SHEET

X Worksheet

Page 6 of 6 Pages

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Worldwide

2.a.

2.b.

2.c. X Original

3. Project/Activity No. and Title
Development Program Grant for
Meals for Millions Foundation (MFM)
/932-13-950-069

19.b. (Continued)

2. Added programming and evaluation capacity. The programming and evaluation teams will be operative and the evaluation systematized.
3. Technology development capability. An indicator will be training increased to include two yearly sessions and seminars added as needed.
4. Training for food technologists.
5. Specialized programs for training staff of other PVO's.

An illustrative implementation plan is detailed on the attached schedule for staff additions and facilities expansion, and for work assigned to the new staff during the first year.

An illustrative budget for the three years of the grant, by year, is also attached.

Memorandum for Williams Foundation
 Santa Monica California
 March 1975

ADD:JTG

IMPLEMENTATION SCHEDULE
 for
 STAFF ADDITIONS and FACILITIES EXPANSION
January 1975 - March 1978

<u>Jan 1975</u>	<u>April 1975</u>	<u>June 1975</u>	<u>July 1975</u>	<u>Aug 1975</u>	<u>Sept 1975</u>	<u>Oct 1975</u>	<u>1976 Jan-Feb</u>	<u>April 1976</u>	<u>1976-1978</u>
Exec. Prog. Director	1. Nutritionist/ Feed Scientist	Feed Eval. Researcher	1. Feed Engineer	1. Begin remodeling	1. Finish remodeling	Program develop- ment trip to West and East Africa	Program develop- ment trip to Latin America	1. Training Coordinator 2. Laboratory -Chemist-	Travel expenses for 1976-78 are pre-rated on quarterly basis
	2. 2 Secretaries		2. Remodeling plans	2. Warehouse equipment	2. Install equipment				
	3. -Director-		3. Equipment		3. Program develop- ment trip to Egypt				
	4. Rental of office space		4. Warehouse						
	5. Rental of warehouse								

IMPLEMENTATION SCHEDULE
of
WORK ASSIGNED NEW STAFF
April 1975 - March 1976

	<u>April - June</u>	<u>July - September</u>	<u>October - December</u>	<u>January - March 1976</u>
Director	Preparation for next existing program of IIPVT Project Program Dir. in coordinating work of the staff and training	Coordinate resource information for sub-Sahara/Africa	Final preparation for IIPVT training	Administer training program
Program Director	Develop reference nutrition info. as basis for program development (with other staff) Gather info. for literature reference in program development	Compile data on local & regional nutrition needs in sub-Sahara and Africa	Program development trip to East & West Africa with Program Director; Evaluate info., concept of project, coordination of proposal; Coordinate data on nutritional needs of Andean region of Latin America	Teach nutrition component of IIPVT; Continue consultation to Staff on program development on nutritional matters
Food Development Specialist		Initiate analytical work to define para- meters of variables in texturized products made in modified texturizer (village level technology)	Initiate research with Food Engineer on method to produce beverage base & infant formula, using modified extrusion technology	Continue research; Instruct food development section of IIPVT
Food Development Specialist		Initiate work in documentation of design & instructions for manu- facture of WNI extruder & village level texturizer as part of R&D	Work out equipment design for use of extruder to develop beverage base/infant formulas; Development work w/Food Devel. Researcher	Instruct in IIPVT train- ing program; Continue development wor-

	1971		Total 1971	1972	Total 1972	1973	Total 1973	1974		Total 1974	
	Actual	Est.						Actual	Est.		
Salaries	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	
Travel Expenses	100	100	100	100	100	100	100	100	100	100	
Telephone	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Office Expenses	170	170	170	170	170	170	170	170	170	170	
Printing	700	700	700	700	700	700	700	700	700	700	
Postage	100	100	100	100	100	100	100	100	100	100	
Supplies	100	100	100	100	100	100	100	100	100	100	
Utilities	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Depreciation	400	400	400	400	400	400	400	400	400	400	
Development Travel											
Other											
Contingency											
Subtotal	570	570	570	570	570	570	570	570	570	570	
Total	\$ 5,173	\$ 5,173	\$ 7,620	\$19,975	\$16,231	\$ 9,231	\$10,981	\$35,243	\$35,293	\$34,059	\$142,577

- 1. Report Investment 5,245
 - 2. PICA 1,100
 - 3. Office Expenses 100
 - 4. Compensation Insurance 1,100
 - 5. Paid Sick Leave 220
 - 6. Total 7,620
7. Office space rental refers to space in present 1775 building which will be used for administrative, fund-raising and P.R. functions, and which is now being used for expanded program activities.
8. Not included for expenses for Program Development Travel.
9. Total for 1974 (Jan-Mar 1974) 10% cost of living increase

10. Funds for each quarter are expected to be received at the beginning of the quarter to cover projected expenses.

ATTACHMENT 1

Meals for Millions Foundation
March 1975

AJD/RS

CASH FLOW (F/Y 1975-76)

Itemization of Program Development Travel

September 1975

Kenya (1 person)

Air Fare	\$ 1,100
In-country travel	500
15 days @ \$30/day per diem	<u>450</u>
	\$ 1,750

October 1975

West Africa/East Africa (2 people)

Air Fare	3,700
In-country travel	500
40 days @ \$30/day per diem per person	<u>3,800</u>
	5,000

January-February 1976

Latin America (2 people)

Air Fare	2,000
In-country travel	400
30 days @ \$30/day per diem per person	<u>1,800</u>
	<u>4,200</u>
	\$ 11,550

	1975			1977	Total 1975-1977
	Apr. - June 1st Qtr.	July - Sept. 2nd Qtr.	Oct. - Dec. 3rd Qtr.	Jan. - March 4th Qtr.	
Assoc. Prog. Dir. Salary	\$ 4,125	\$ 4,125	\$ 4,125	\$ 4,538	\$ 16,913
Payroll Expenses (1)	679	679	679	747	2,784
Food Dev. Researcher	4,125	4,125	4,125	4,538	16,913
Payroll Expenses	679	679	679	747	2,784
Nutritionist	3,576	3,576	3,576	3,034	14,662
Payroll Expenses	538	538	538	647	2,411
Food Engineer	4,125	4,125	4,125	4,538	16,913
Payroll Expenses	679	679	679	747	2,784

Training Coordinator	3,250	3,250	3,250	3,575	13,325
Payroll Expenses	535	535	535	588	2,193
Secretary	2,475	2,475	2,475	2,725	10,149
Payroll Expenses	407	407	409	459	1,682
Secretary	2,054	2,054	2,054	2,270	8,432
Payroll Expenses	350	350	350	373	1,393
Consultants	6,000	6,000	6,000	6,000	24,000
Office Space Rental (2)	1,350	1,350	1,350	1,350	5,400
Prog. Development Travel	3,000	3,000	3,000	3,000	12,000
Warehouse	1,800	1,800	1,800	1,800	7,200
	\$ 39,787	\$ 39,787	\$ 39,787	\$ 42,563	\$ 162,954

* 4th Quarter: 10% cost of living increase.

1. Payroll Expenses:	S.O.I.	3.40%
	FICA	5.85%
	Group-Insurance	5.50%
	Compensation Insurance	1.00%
	Paid Sick Leave	.70%
		16.45%

2. Office Space Rental: Increase over FY 1974-75 due to higher personnel.

	1972			1973		Total
	Apr - June 1st Qtr.	July - Sept 2nd Qtr.	Oct - Dec 3rd Qtr.	Jan - March 4th Qtr.	1972-73	
Assoc. Prog. Dir. Salary	\$ 4,536	\$ 4,536	\$ 4,536	\$ 4,992	\$ 18,600	
Payroll Expenses (1)	747	747	747	831	3,062	
Food Dev. Researcher	4,538	4,538	4,538	4,992	18,606	
Payroll Expenses	747	747	747	831	3,062	
Nutritionist	3,934	3,934	3,934	4,337	16,139	
Payroll Expenses	647	647	647	713	2,654	
Food Engineer	4,538	4,538	4,538	4,992	18,606	
Payroll Expenses	747	747	747	831	3,062	
Training Coordinator	3,575	3,575	3,575	3,933	14,658	
Payroll Expenses	589	589	589	647	2,414	
Secretary	2,723	2,723	2,723	2,995	11,164	
Payroll Expenses	449	449	449	491	1,837	
Secretary	2,270	2,270	2,270	2,497	9,307	
Payroll Expenses	373	373	373	411	1,529	
Consultants	6,900	6,900	6,900	6,900	27,600	
Office Space Rental (2)	1,350	1,350	1,350	1,350	5,400	
Food Development Travel	3,000	3,000	3,000	3,000	12,000	
Warehouses	1,800	1,800	1,800	1,800	7,200	
	<u>\$ 43,463</u>	<u>\$ 43,463</u>	<u>\$ 43,463</u>	<u>\$ 43,463</u>	<u>\$176,393</u>	

② 4th Quarter: 101% of living increase

1. Payroll Expenses: D.O.T.	3,405
MICA	1.25
Group Insurance	3.50
Compensation Insurance	1.00
Paid Sick Leave	1.20
	<u>16,884</u>

2. Office Space Rental: Increase over FY 1975-76 due to added personnel

AID 1350-1X (7-71)	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country Worldwide	Page 1 of _____ Pages
		2. PIOT No. 932-0069-73-3279241	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
PIO/T	PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	4. Project Activity No. and Title 932-0069 Meals for Millions (MFM) (Development Program Grant 932-069)	

DISTRIBUTION	5. Appropriation Symbol 72-11X1026		6.A. Allotment Symbol and Charge 426-32-099-76-71		6.B. Funds Allotted for <input checked="" type="checkbox"/> A.I.D. <input type="checkbox"/> Mission																																		
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document				8. Funding Period (Mo., Day, Year) From 1/1/77 to 5/31/79																																		
	9.A. Services to Start (Mo., Day, Year) Between _____ and _____				9.B. Completion date of Services (Mo., Day, Year) 5/31/78																																		
	10.A. Type of Action <input type="checkbox"/> A.I.D. Contract <input type="checkbox"/> Cooperating Country Contract <input type="checkbox"/> Participating Agency Service Agreement <input checked="" type="checkbox"/> Other																																						
	10.B. Authorized Agent																																						
	<table border="1"> <thead> <tr> <th colspan="2">Estimated Financing</th> <th>1)</th> <th>2)</th> <th>3)</th> <th>4)</th> </tr> <tr> <th colspan="2"></th> <th>Previous Total</th> <th>Increase</th> <th>Decrease</th> <th>Total Date</th> </tr> </thead> <tbody> <tr> <td rowspan="2">11. Maximum A.I.D. Financing</td> <td>A. Dollars</td> <td>- 0 -</td> <td>\$177,430</td> <td></td> <td>\$177,430</td> </tr> <tr> <td>B. U.S. Owned Local Currency</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2">12. Cooperating Country Contributions</td> <td>A. Counterpart</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B. Other</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Estimated Financing		1)	2)	3)	4)			Previous Total	Increase	Decrease	Total Date	11. Maximum A.I.D. Financing	A. Dollars	- 0 -	\$177,430		\$177,430	B. U.S. Owned Local Currency					12. Cooperating Country Contributions	A. Counterpart					B. Other			
Estimated Financing		1)	2)	3)	4)																																		
		Previous Total	Increase	Decrease	Total Date																																		
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	B. U.S. Owned Local Currency																																						
12. Cooperating Country Contributions	A. Counterpart																																						
	B. Other																																						

13. Mission References	14. Instructions to Authorized Agent <p>CI/COB/PIA is requested to amend AID/pha-G-1104 to provide for the third and final year (6/1/77-5/31/78) of the three year grant.</p> <p>A revised budget is attached.</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 <i>Elizabeth Roche</i>	D. Funds for the services requested are available <i>Katherine Flanary 5/12/77</i>
C. D. Parker, PUA/PVC/OPNS <i>5/12/77</i>	E. Katherine Flanary, PUA/PS
C. The scope of work lies within the purview of the initiating and approved Agency Programs	F. Elizabeth Roche, PUA/PROG
E. <i>Clara M. Shook, PUA/PVC/OPNS</i>	
<i>Shirley D. Patterson, PUA/PVC</i>	

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development /s/ C. D. McMakin Signature: _____ Title: _____	18. Date of Signature MAY 21 1977
Signature and date: _____		
Title: _____		

AID 1350-1X
(7-71)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country

Worldwide

Page 1 of 1 Pages

2. PIO/T No. 932-0103-73

3279234

3. Original or

Amendment No. 1

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

4. Project/Activity No. and Title

International Educational Development (IED)-
DPG 932-0103

DISTRIBUTION

5. Appropriation Symbol

6.A. Allotment Symbol and Charge

6.B. Funds Allotted for

A.I.D./W Mission

7. Obligation Status

Administrative Reservation

Implementing Document

8. Funding Period (Mo., Day, Yr.)

From _____ To _____

9.A. Services to Start (Mo., Day, Yr.)

Between 8/1/77

and 8/15/77

9.B. Completion date of Services

(Mo., Day, Yr.) 3/31/80

10.A. Type of Action

A.I.D. Contract

Cooperating
Country Contract

Participating Agency
Service Agreement

Other

10.B. Authorized Agent

AIC/II

Estimated Financing

\$1,000=

(1)
Previous Total

(2)
Increase

(3)
Decrease

(4)
Total to Date

11.

Maximum
A.I.D.
Financing

A. Dollars

225,000

225,000

B. U.S.-Owned
Local Currency

12.

Cooperating
Country
Contributions

A. Counterpart

B. Other

13. Mission
References

14. Instructions to Authorized Agent

CM/COD/PIA is requested to amend contract AID/pha-G-1165, p. 3 attachment A para. C, line 3 to add, after "6 will be selected," (substitution of other countries, not to exceed total of 6 is permissible as mutually agreed to by grant officer and grantee).

It is further requested to amend payment provision of standard provisions Attachment C, para. 1 delete "Each month, or at less frequent intervals as agreed upon in advance," and substitute "Each Quarter"; delete "for the following month" and substitute "for the following quarter"; in the reporting format "quarter" is to be substituted for "MONTHLY". All other provisions to remain the same.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate

~~PIA/PVC/ODNE, Jack L. Williamson~~

C. The scope of work lies within the purview of the initiating and approved Agency Programs

~~PIA/PVC/OPHS, Stephen H. Bergen~~

~~PIA/PVC/ODNE, Cleo F. Shook~~

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to

Signature and date:

Title:

B. Funds for the services requested are available

Katharine F. Flanary 7/24/77
PIA/PVC/PCC, Katharine Flanary

D.

ef 8/10/77
PIA/PVC, Elizabeth Roche

John A. Illinski, Jr.
PIA/PVC, John A. Illinski, Jr.

17. For the Agency for International Development

/s/ C. D. McMakin

Signature: PIA/PROG, C. D. McMakin AUG 11 1977

Title: Director

18. Date of Signature

AID 1350-1X
(7-71)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country

Page 1 of 1 Pages

2. PIO/T No. 932-0103-73

3. Original or
Amendment No. 1

3270234
4. Project/Activity No. and Title

International Educational Development (IED)
DPG 932-0103

DISTRIBUTION

5. Appropriation Symbol

6.A. Allotment Symbol and Charge

6.B. Funds Allotted to:

A.I.D./W Mission

7. Obligation Status

Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)

From _____ To _____

9.A. Services to Start (Mo., Day, Yr.)

Between 8/1/77 and 8/31/77

9.B. Completion date of Services
(Mo., Day, Yr.)

3/31/80

10.A. Type of Action

A.I.D. Contract Cooperating
Country Contract Participating Agency
Service Agreement Other

10.B. Authorized Agent

AID/W

Estimated Financing

\$1.00 =

(1)
Previous Total

(2)
Increase

(3)
Decrease

(4)
Total to Date

11.

Maximum
A.I.D.
Financing

A. Dollars

225,000

225,000

B. U.S.-Owned
Local Currency

12.

Cooperating
Country
Contributions

A. Counterpart

B. Other

13. Mission
References

14. Instructions to Authorized Agent

CI/COD/PIA is requested to amend contract AID/pha-G-1165, p. 3 attachment A para. C, line 3 to add, after "6 will be selected," (substitution of other countries, not to exceed total of 6 is permissible as mutually agreed to by grant officer and grantee).

It is further requested to amend payment provision of standard provisions Attachment C, para. 1 delete "Each month, or at less frequent intervals as agreed upon in advance," and substitute "Each Quarter"; delete "for the following month" and substitute "for the following quarter"; in the reporting format "quarter" is to be substituted for "monthly". All other provisions to remain the same.

15. Clearances - Show Office, Signature and Date for all Necessary Clearances

A. The specifications in the scope of work are technically adequate

B. Funds for the services requested are available

C. The work of this project is in accordance with the policies and approved Agency Programs

D. PHA/PVC/PSI, Katherine Flanery

PHA/PVC/PPMS, Stephen W. Bergen

PHA/PROG, Elizabeth Roche

PHA/PVC/PPMS, Eric F. Chook
16. The cooperating country's policies and conditions set forth herein are hereby agreed to

17. For the Agency for International Development

18. Date of Signature

Signature and date:

Signature: PHA/PDC, C. J. McMahon

Title:

Title: Director

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country
Worldwide

2. PIO/T No. 932-0103-73-
3279234

3. Original or
Amendment No. _____

PIO/T

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

4. Project/Activity No. and Title 932-0103
Development Program Grant for International
Educational Development (IED)

DISTRIBUTION

5. Appropriation Symbol
72 - 11 : 1026

6.A. Allotment Symbol and Charge
421-32-0103-73-71

6.B. Funds Allotted to:
 A.I.D./W Mission

7. Obligation Status
 Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)
From 7/1/77 To 7/1/77

9.A. Services to Start (Mo., Day, Yr.)
Between 7/1/77 and 7/1/77

9.B. Completion date of Services
(Mo., Day, Yr.) 7/1/77

10.A. Type of Action
 A.I.D. Contract Cooperating Country Contract Participating Agency Service Agreement Other Grant

10.B. Authorized Agent
A.I.D./W

Estimated Financing		(1)	(2)	(3)	(4)
		Previous Total	Increase	Decrease	Total to Date
\$1.00=					
11. Maximum A.I.D. Financing	A. Dollars		255,000		255,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

13. Mission References

14. Instructions to Authorized Agent
CM/COD/PIA is requested to make a grant to International Educational Development (IED) headquarters in New York, New York. The grant of funds is in support of the first year of a three year program which is further described in Block 19 and which will be further funded depending on availability of funds. Total grant amount to \$750,000.

15. Clearances - Show Office Symbol, Signature and Date for all Necessary Clearances.

A. The specifications in the scope of work are technically adequate <u>Jack E. Williamson, PIA/PVC/OPNS</u>	B. Funds for the services requested are available <u>Katharine Flanary, PIA/PVC/PSC</u>
C. The scope of work lies within the purview of the initiating and approved Agency Programs <u>Stephen Bergen, PIA/PVC/OPNS</u>	D. <u>Elizabeth Roche, PIA/PSC</u>
E. <u>Cleo Shook, PIA/PVC/OPNS</u>	F. <u>[Signature]</u>

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

17. For the Agency for International Development

18. Date of Signature

Signature and date: _____

Signature: C. David [Signature]

Title: _____

Title: Director, PIA/PSC

AID 1350-1X (9-70)	Cooperating Country: WORLDWIDE	PIO/T No. 932-0103-72-3279234	Page 2 of 8 Pages
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SCOPE OF WORK

19. Scope of Technical Services

- The purpose of the grant is to create an organizational capacity within IED enabling it to plan, design and evaluate projects, and to pass these skills on to leaders of local PVOs.
- A. ~~Organizational capacity within IED~~ ^{Technical Services} The purpose of the grant is to create an organizational capacity within IED enabling it to plan, design and evaluate projects, and to pass these skills on to leaders of local PVOs.
- B. ~~Development Program Grant~~ enables IED to develop and institutionalize a three-phased program designed to improve capabilities of leaders of grassroots groups to design and carry out successful micro projects. The addition of program planning and evaluation personnel to IED's staff will enhance the abilities of the organization to plan, design and evaluate projects. This grant will allow IED to extend these skills in project formulation planning, managing and evaluation to leaders of developing countries. IED intends that the majority of these leaders will be women who already occupy positions of leadership in their respective private voluntary organizations which operate at the grassroots level of the poorest of the poor.

This planned expansion of IED's program is in response to the expressed needs of the low income community leaders with whom IED is in direct contact through its (see continuation sheet)

C. Technicians

(1) (a) <u>Number</u>	(b) <u>Specialized Field</u>	(c) <u>Grade and/or Salary</u>	(d) <u>Duration of Assignment (Man-Months)</u>
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N.A.

(2) Duty Post and Duration of Technicians' Services

(3) Language requirements

(4) Access to Classified Information

(5) Dependents Will Will Not Be Permitted to Accompany Technician

D. Financing of Technical Services

(1) By AID - \$

(2) By Cooperating Country -

AID 1350-1X 9-701	Worldwide	PI 932-0103-73-3279234 932-0103	Page 3 of 8 Pages
PIO T	Development Program Grant for International Educational Development		

20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier)

The Grantee will report to the Project Manager, AID/W, in accordance with the indicators set forth in the Project Performance Tracking Network attached hereto.

1. Quantity	2. Description	3. Cost	4. Special Instructions
-------------	----------------	---------	-------------------------

In addition, the Grantee will submit a ^{semi-}annual report which will give a general description of the progress, as well as a discussion of any problems encountered and a complete fiscal summary. The report will be submitted in three (3) copies; three for the Project Manager, AID/W on each anniversary date of the grant.

B. Financing of Equipment and Supplies

1. By AID - \$

2. By Cooperating Country -

21. Special Provisions

- A. This PIO T is subject to AID (contracting), PASA implementation, regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO T will be limited to the U.S. under Geographic Code 300.
- D. Other (specify):

Project Manager, PHA/PVC, AID/W

AID-1300-1X (7-69) CONTINUATION SHEET FORM SYMBOL PIO/T	DEPARTMENT OF STATE AGENCY FOR INTERNATIONAL DEVELOPMENT TITLE OF FORM PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	<input checked="" type="checkbox"/> Worksheet <input type="checkbox"/> Issuance 1. Cooperating Country Worldwide 2.b. Effective Date 3. Project Activity No. and Title Development Program Grant for International Educational Development	PAGE <u>5</u> OF <u>3</u> PAGES 2.a. Code No. 2.c. <input checked="" type="checkbox"/> Original OR Amendment No.: 32-0103
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Indicate block numbers.

Use this form to complete the information required in any block of a PIO or PA PR form.

(cont.)

19.B. network of indigenous PVOs. IED will concentrate initially on a group of small private voluntary organizations in Latin America led by proven women leaders with whom IED has built a relationship of trust and confidence. These leaders have their own constituencies of poor people, which not only provides IED with a direct access to the poorest of the poor, but also accelerated acceptance with these groups.

The grant will enable IED to acquire the following new staff members: Program Officer, Program Evaluator, Operations Manager, Information Director and Fiscal Director. (see attachment for position descriptions). Consultants will be engaged to assist in the design of an evaluation system which will be internalized for all IED project design functions. The newly acquired staff will receive training in project management, project analysis, and cross-cultural communication. Selected staff will also enroll the AID course in project management and evaluation as available. Equipment and staff training for videotape communications will enable IED to broaden its training and cross cultural communication capacities.

After the expansion phase of its headquarters staff is completed, IED will proceed to extend its planning and management skills to its affiliates. It has been IED's observation that there are, among the indigenous PVO's belonging to the IED network, considerable technical skills within a country, (or regions) which could be transferred and shared by the various groups. IED will facilitate this transfer of applicable knowledge, skills throughout its network of participating members. At the same time IED will be upgrading the project formulation, project design and evaluation skills of leaders, many of whom are women, of local private voluntary groups which are active within the poorest communities of the country.

As projects come to fruition, IED will document the baseline pre-project conditions and conduct subsequent evaluations of progress. The purpose of these evaluations is to enable IED to give further help if needed, on project design to the project directors. IED will also work within its PVO network in each country to suggest sources of support for projects, chiefly information about similar project experience and possibilities of local funding sources.

The following is the implementation plan which the DPG will fund:

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2.a. Code No.

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numbers.

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(cont.)

19.3.

Phase I - Planning and Organization (Months 1 through 9)

Employment search and acquisition of new staff; orientation and training of headquarters staff and the integration of this added expertise into the IED institutional structure;

Development of Phase II program plans to be carried out in Latin America;

Field survey of the following 9 countries from which 6 will be selected, with AID approval: Guatemala, El Salvador, Honduras, Costa Rica, Nicaragua, Dominican Republic, Ecuador, Colombia and Bolivia;

Identification and selection of Regional Coordinator and 6 Country Representatives;

Identification and selection of organizations and leaders to participate in training workshops, about 210 leaders will attend these workshops within the first 24 months.

Gathering of baseline data on participating organizations.

Determination of criteria on which to base selection of organizations and leaders to participate in workshops and proposals for additional "outside" assistance.

Phase II - Testing the Pilot (Months 10-26)

Six workshops focused on improving grassroots leader skills in small project planning and design, management, monitoring of progress and evaluation of results;

Establishment of a coordinated information exchange procedure to provide access to outside information following the training workshops;

Evaluation and recommendations for changes and adjustment would be based on monitoring of the workshops, baseline data, and feedback from IED's information "exchange". A final evaluation would be carried out by an independent evaluator selected and jointly approved by A.I.D. and IED. Recommendations would be incorporated into the third phase. The final evaluation (outside evaluator) should begin

CONTINUATION
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PROJECT IMPLEMENTATION
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SERVICES3. Project Activity No. and Title
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numbers.

Use this form to complete the information required in any block of a PIO or PA PR form.

(cont.)

19.3. during the 23rd month;

Development of Phase III program plans.

Phase III - Correcting the Model Adaptation (Months 23 to 35)

Phase III is predicated on the experience of Phase II and would be initiated at the beginning of the 24th month. There will necessarily be some overlap of these two phases due to lead and lag time required by the field survey of a new region, and the evaluation. Phase III will replicate the process tested in Latin America and adapt it, with modifications, to a second developing region, either Asia or Africa. It will include:

- Field survey of selected countries with the final selection approved by A.I.D.;
- Identification and selection of a Regional Coordinator and Country Representatives;
- Identification and selection of organizations and leaders to participate in a given number of training workshops;
- Gathering of baseline data and monitoring;
- Approximately 3 workshops;
- Establishment of a coordinated information exchange;
- Evaluation and recommendations for corrective action.

Conditions Expected at the End of the First Two Years of the PPG (Phases I-II).

1. Within IED's organizational structure, a Program Office giving special attention to promoting the capabilities of women leaders;
 - An advisory board, made up of Latin American women, to counsel the IED Program Director;
 - Half the members of the Latin American Advisory Council, the country representatives and regional coordinators will be represented by women.

CONTINUATION
SHEETFORM SYMBOL
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TITLE OF FORM

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES1. Cooperating Country
Jordville

2.a. Code No.

2.b. Effective Date

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No: 932-0103

3. Project Activity No. and Title

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numbers.

Use this form to complete the information required in any block of a PIO or PA-PR form.

(cont.)

19.6.

2. An expanded IED staff, who have received training in project design, management techniques and project evaluation.
3. IED's workshops will have given training, in project development and management techniques to about 210 leaders of indigenous PVC's from six Latin American countries.
4. A file of small indigenous non-authoritarian PVCs and leaders, to catalogue experience, expertise, resources and development models;

Six IED country Representatives (one in each country), one Regional Coordinator, and an Advisory Council member capable of reviewing projects for presentation to possible donor funding sources.
5. A trained Latin American coordinator of an information "exchange" in place, capable of carrying on the "exchange" after the end of grant funds;

A separate file devoted to women leaders, projects and activities that tend to integrate women into the economic and social structure on a basis of equality;

A directory of individuals in six countries interested in the integration of women on a basis of equality, with whom IED has made personal contact, including skills, available time for consulting work, professional or vocational training, name of network members who made the contact, and date of contact;

An institutionalized information exchange process on a regional basis;

A bi-monthly information sheet disseminated to a circulation of approximately 3,500 persons in Latin America.

Establishment of in-house audiovisual evaluation capability;
A videocassette library of model projects, indigenous skills and techniques, illustrated needs and problems;

Attached are critical path network and revised budget.