

I. PROJECT IDENTIFICATION

1. PROJECT TITLE  
Development Program Grant for World Vision Relief Organization  
*DBC*

2. PROJECT NO. (M.O. 1095.2)  
032-13-950-059

3. RECIPIENT (specify)  
 COUNTRY World-wide  
 REGIONAL  INTERREGIONAL

4. LIFE OF PROJECT  
BEGINS FY 75  
ENDS FY 77

5. SUBMISSION  
 ORIGINAL 1/12/75 DATE  
 REV. NO. \_\_\_\_\_ DATE  
CONTR. PASA NO. \_\_\_\_\_

II. FUNDING (\$000) AND MAN MONTHS (MM) REQUIREMENTS

A. FUNDING BY FISCAL YEAR	B. TOTAL \$	C. PERSONNEL		D. PARTICIPANTS		E. COMMODITIES \$	F. OTHER COSTS \$	G. PASA/CONTR.		H. LOCAL EXCHANGE CURRENCY RATE: \$ US _____ (U.S. OWNED)		
		(1) \$	(2) MM	(1) \$	(2) MM			(1) \$	(2) MM	(1) U.S. GRANT LOAN	(2) COOP COUNTRY (A) JOINT (B) BUDGET	
1. PRIOR THRU ACTUAL FY												
2. OPRN FY 75	165	90					75					
3. BUDGET FY 75	234	149					85					
4. BUDGET +1 FY 77	201	143					61					
5. BUDGET +2 FY												
6. BUDGET +3 FY												
7. ALL SUBQ. FY												
8. GRAND TOTAL	603	332					221					

9. OTHER DONOR CONTRIBUTIONS

(A) NAME OF DONOR	(B) KIND OF GOODS/SERVICES	(C) AMOUNT
N.A.	N.A.	N.A.

III. ORIGINATING OFFICE CLEARANCE

1. DRAFTER <i>M. Kohla</i> M. Kohla/M. Kohan	TITLE Project Manager	DATE 1/30/75
2. CLEARANCE OFFICER <i>Cleo F. Shook</i> Cleo F. Shook	TITLE Associate Director PHA/PVC	DATE

IV. PROJECT AUTHORIZATION

1. CONDITIONS OF APPROVAL

2. CLEARANCES

BUR/OFF.	SIGNATURE	DATE	BUR/OFF.	SIGNATURE	DATE
PIA/PVC	J.A. Ulinski	2/10/75	APR/DP	D. Wilson (in draft)	
PPC/DIR	A. Handly	2/12/75	EA/PD	H. Cordova (in draft)	
NESA/TECH	D. Steinberg (in draft)		IA/MRSD	M. Zak (in draft)	

3. APPROVAL AAS OR OFFICE DIRECTORS

SIGNATURE <i>Warren S. Crowley</i> AA <sup>311</sup> /PIA, H.S. Crowley, Acting	DATE 2/12/75
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4. APPROVAL A/AID (See M.O. 1025.1 VI C)

SIGNATURE <i>Warren S. Crowley</i>	DATE 2/12/75
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Clearance.

PROJECT PAPER FOR A DEVELOPMENT PROGRAM  
GRANT FOR WORLD VISION RELIEF ORGANIZATION

DATE: 1/28/75

# World Vision Relief Organization PROP

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# World Vision Relief Organization PROP

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## DEVELOPMENT PROGRAM GRANT FOR WORLD VISION RELIEF ORGANIZATION (WVRO)

### INTRODUCTION

After many years of carrying out relief programs, WVRO decided that it was necessary to become involved in development programs. While the organization will continue to provide emergency relief programs when needed, they are orienting themselves to establishing long-term development programs in selected LDC's.

Once the decision was made to enter into development activities, WVRO set up a Relief and Development Division, providing three executive level personnel and a secretary. Because of their past experience in LDC's, it became apparent that planning, programming and implementing integrated development programs would require new capabilities, an expanded staff and support. WVRO has thus requested the following Development Program Grant.

### PROJECT NARRATIVE

#### I. Program Goal

##### A. Statement of Goal

The goal of this Development Program Grant is to enhance World Vision's capacity to raise the standard of living in LDC's by providing integrated programs in health, nutrition, family planning, agriculture, education and labor intensive programs appropriate to the local culture.

##### B. Measurement of Goal Achievement

In order to be able to indicate achievement of the goal, World Vision, as a result of the DPG, will have in existence increased and identifiable development assistance programs in Africa and Asia; and, dependent upon planning, lead time, additional resources and qualified field staff, programs in Latin America may be initiated as well.

C. Means of Verification

The indications of goal achievement will be adequately reflected in World Vision Relief Organization reports and records. Annual evaluation of the grant will also tend to substantiate progress toward this end.

D. Assumptions

As the Private and Voluntary Community becomes more involved in working with developmental problems in LDC's, it is assumed that there will continue to be development assistance programs susceptible of being undertaken by World Vision Relief Organization. It is also assumed that PVO's, such as WVRO, will continue to have the desire and potential to undertake these development programs.

II. Project Purpose

A. Statement of Purpose

The purpose of this grant is to create an expanded development staff for World Vision Relief Organization which will produce a variety of development programs and projects in a number of overseas countries in Asia and Africa. At this time those countries being considered in Asia are:

Cambodia.

South Vietnam

Philippines

Indonesia

Thailand

and in Africa:

Ethiopia  
Sudar  
Niger  
Upper Volta  
Mali

Once the development staff is in place, the priorities and specific programs will be defined. Country selection will be based on an analysis of three major factors:

1. data collection - being able to identify suitable development programs.
2. establishment of appropriate agreements with selected host country governments.
3. availability of local support.

The staff will consist of Area Directors, Subject Experts (i.e., agriculture, education and medical), a long-range Planner/Programmer and necessary clerical staff.

B. End of Project Status (EOPS)

World Vision Relief Organization intends to maximize its project performance on a wide spectrum encompassing all the activities it undertakes in Africa and Asia. WVRO currently has a series of activities in Asia which constitute the base for establishing integrated development programs and expanding their scope. In Africa, where only incipient activities exist, on-going activities will be brought into an integrated development program. As a minimum, WVRO will have instituted four new country programs,

with six development assistance projects ongoing by the end of the grant. At least 500,000 of the poorest majority will have directly benefitted from these activities.

C. Means of Verification

The accomplishment of the above indicators will be verified by field visits by the World Vision Relief Organization regional directors reports from WVRO and, when possible, site visits by AID/W and/or USAID Mission staff or their representatives.

D. Assumptions

In order to obtain the conditions for the project to achieve its purpose, it is assumed that:

1. LDC governments will be receptive to WVRO programs.
2. Availability of adequate funding for both staff and projects will continue to exist.
3. There will continue to exist needs of the poorest majority that can be met by WVRO's programs.

III. Project Outputs

A. Outputs and Output Indicators: The outputs to be obtained from the grant will be:

1. Two regional directors who will be responsible for the initiation, management and evaluation of development programs in their respective geographic areas of responsibility. They will have expertise in the history, culture, economics and current events of each country in their regions.



2. Three specialists in the following subject areas:
  - a. Medical Specialist: This person will serve the development staff by advice on, design, and development of those programs that deal with the health portions of the WVRO programs. This specialist will be advisor to the Regional Directors, the Country Directors, and medical personnel in the field. Design will include researching the health needs, existing conditions and programs in countries of operation. In coordination with the Regional Directors and Host Country personnel country specific programs for the health portion of the WVRO integrated development programs will be developed.
  - b. Agriculture Specialist: This person will concentrate on specific local programs aimed at families and communities as well as providing the advice, design, and development aspects for the Regional and Country Directors as it relates to the agricultural portions of the WVRO program.
  - c. Education Specialist: The primary concentration will be working with the other specialists and WVRO and LDC staff on basic occupational training as it relates to the development programs in each country. Practical literacy programs required by the programs will be developed to respond to the needs of the programs.

3. The long-range Planner will function similarly to an AID Program Officer, responsible for analyzing the overall goals and programs of the Development Division, assisting with the preparation of general plans that encompass all areas of proposed programs, and assist with the evaluation of existing programs and projects.
4. Two regional plans will be developed to describe general development needs of each region, particular development needs in specific countries of WVRO interest and identification of potential development projects in these countries. The plans will include assessment of WVRO's capability to meet these needs and suggest guidelines, illustrative schedules and budgets for implementation. Country plans will describe in detail development needs in a country, identify specific projects and programs, assess WVRO capability to respond to these needs, describe other in-country agencies in developmental work, suggest schedule, budget and implementation as well as reflect consistency of described projects with stated WVRO philosophy and guidelines.
5. The Development Division staff will produce a comprehensive field survey annually which entails an overview and broad evaluation of WVRO activities in LDC's.
6. Another important output of the grant will be a five person support staff to handle the clerical and administrative services required.

### B. Means of Verification

The project outputs will be verified by review of the various program/project documents and reports, personnel records, field reports and direct observation when possible.

### C. Assumptions

The listed outputs are dependent on several factors, such as:

1. Qualified personnel to staff the development unit are available with the parameters of salary levels, background experience, health and potential.
2. Both financial and material resources from the WVRO constituency continue to be available to support these activities. (Note: Constituency support for WVRO activities reached the highest level in 1974 since the organization started.)
3. In several countries where WVRO has commenced activities, war and/or revolution could seriously influence their continued presence, thus, it must be assumed that relative political stability in the selected countries will continue.

## IV Inputs

### A. Inputs from AID:

1. DPG
2. Training programs and seminars (e.g. PMS, etc.)
3. Counsel and advice from Missions, Regional Bureaus and PVC.

B. WVRO Inputs:

1. Three executives assigned to the development unit
2. Office facilities
3. Headquarters and field infrastructure
4. Operating expenses

C. Assumptions

1. AID grant approved
2. AID training programs and counsel available
3. WVRO able to maintain development unit once created.

V. Beginning of Project Status (BOPS).

Currently WVRO has three executives dedicated to establishing a full scale development office, plus a secretary. They have, to date, initiated the basis for four country programs and projects and have identified seven additional country activities as having developmental potential. WVRO has relief programs in Asia and Africa and has made incipient starts in each area to begin to orient these efforts into development activities.

RATIONALE

I. Background Summary

World Vision Relief Organization (WVRO), headquartered in Monrovia, California, was incorporated in 1962 as a non-profit, charitable agency providing aid, relief and rehabilitation services overseas. Its statement of purpose reads:

"World Vision Relief Organization exists to help alleviate human need and suffering in less developed areas of the world and to assist in the improvement of the social and economic conditions of peoples in these areas. WVRO carries out its purpose through programs of emergency relief, social welfare and community development."

WVRO was formed as the relief arm of its parent organization, World Vision International, a Christian humanitarian service agency, also of Monrovia, California. WVRO is governed by a five-person board of directors and its programs and finances are described and audited separately from its parent agency. WVRO is registered with the Advisory Committee on Voluntary Foreign Aid of the U. S. Agency for International Development (AID) to receive assistance in shipping of supplies and for receipt of food items under Title II, PL-480.

As the parent agency, World Vision International provides certain support to WVRO. This includes office facilities, assistance with recruiting and staffing, data processing and mailing services, and fund-raising to accomplish its relief activity. WVI is the source of most of WVRO funds, but other sources include grants from USAID and gifts in kind from U. S. companies, corporations, and private donors.

Initiated as a relief agency, WVRO seeks to provide a channel for emergency assistance from the U.S. to persons in need overseas. It continually monitors areas of continuing and emergency needs (using information and research services of WVI), maintains liaison with potential sources of supplies, and initiates a disaster response team to provide on-site

reporting and assistance with supplies. Relief activities over the past thirteen years have included response to hurricane and typhoon victims in Hong Kong, Taiwan, Haiti, Bangladesh, Philippines, and Honduras; flood victims in Bangladesh and Bolivia; earthquake relief in Iran and Nicaragua; and general assistance to refugees in Vietnam, Cambodia, Bangladesh/India, Sudan, Laos and Nigeria.

In recent years the growing recognition of the importance of long-term assistance culminated in official board action in March 1974 to include developmental programs and projects in the mandate of WVRO. The focus of this mandate is on medium-range programs with initial pilot projects in Asia and Africa. The scope of these programs include the fields of Health/Nutrition/Family Planning, Agricultural Production, Land Regeneration, Employment and Income-generating programs which are labor intensive, and Training and Education.

In addition to emergency and short-term relief (and refugee rehabilitation) projects, WVRO has undertaken certain activities of a developmental nature. By late 1974, some such activities were underway in nine countries of Africa and Asia, including Bangladesh, Cambodia, Ethiopia, India, Indonesia, Niger, Philippines, Upper Volta, and South Vietnam. Notable activities include a medical program in Cambodia embracing hospital construction, mobile clinics and medical/nutrition teams; a comprehensive village-level improvement program in southwest Ethiopia; agricultural-educational projects in Indonesia; an agricultural development project in Niger; and a fishing cooperative in South Vietnam. WVRO is currently administering four USAID grants: two in Cambodia to provide relief and assistance to refugees,

and two in South Vietnam for nutrition centers and for a home nursery program for pre-school children.

WVRO receives funds from World Vision International, from USAID, and, as gifts in kind, from various companies. In the fiscal year ending September 1974, WVRO received \$1,738,182. In the period July 1973 through June 1974, WVRO shipped supplies valued at \$1,674,939. Ocean freight reimbursement from USAID was \$125,875. To date in 1974-75, WVRO has received commitments of \$75,000 for ocean freight reimbursement and \$25,000 for Food for Peace. Dollar value of AID grants for relief efforts now being administered by WVRO totals \$850,000 plus Khmer riels 172,700,000.

Total dollar value of supplies shipped has increased over past years:  
1971-72: \$1,-82,566; 1972-73: \$1,338,201; 1973-74: \$1,674,939.

## II. Role of Women

As part of its basic philosophy of operation and concern for people as persons, WVRO (and its parent agency World Vision International) is committed to recognizing, enhancing and increasing the role of women in its organization and in its programs.

Overseas programs of WVRO/WVI directed toward women have included maternal health and nutrition; vocational training (e.g. sewing); cultural enhancement (music and art training); and as part of those involved in basic education and economic assistance programs. While specific numbers are difficult to determine, women are benefitting from WVRO/WVI programs in at least nine countries of Africa and Asia. Women are involved in implementation of many of these programs in technical (medicine, education), supervisory and clerical roles. For example, the medical doctor in charge

of the 100-person medical team in Cambodia is a woman; a woman is in charge of on-the-job educational training in the Vietnam program, and so forth.

In program planning and management from WVI headquarters, women are prominent. On the management staff, women fill the posts of Controller and Manager of Information Processing. The former manager of the Data Processing Department was a woman. Many supervisory positions are held by women. Technical posts such as librarian, research assistants, personnel assistant, and assistant editor are held by women.

### III. Rationale

World Vision Relief Organization was originally formed to provide a channel for emergency relief and short-term rehabilitation in developing nations. This has been the focus of its activities and will continue to be part of its function in the future. In recent years, however, it became evident to the organization's management that something more was needed. Short-term help was necessary but not sufficient. Longer-term, multi-faceted programs were needed to permit people in the "poorest majority" within developing nations to achieve a viable and more qualitative lifestyle.

In this light, the Board of Directors approved (March 1974) a policy to substantially expand operations in the field of development. It is, therefore, the intent of WVRO to initiate, convert into, or continue with, developmental programs and projects in developing nations, directed to the poorest inhabitants and with particular emphasis on the aspects of Health/



Nutrition/Family Planning, Agricultural Production, Land Regeneration, Employment and Income-generating programs which are labor intensive, and Training and Education.

WVRO's general method of operation is to work through existing and indigenous agencies, and in cooperation with both foreign and indigenous agencies. Where appropriate organizations do not exist, WVRO seeks to be a catalyst to their formation.

WVRO is, in fact, presently engaged in some activities of a developmental nature. For example, medical care and refugee resettlement and economic assistance in Cambodia, agricultural improvement and basic education in Ethiopia, and agricultural development in Niger. These activities have usually grown out of earlier relief efforts or out of child care programs of WVRO's parent agency. WVRO presently has projects and/or staff in nine countries in Africa and Asia. The parent agency has activities in 15 additional countries in Africa, Asia and Latin America. WVRO shares the capability with WVI of access to about 3,500 largely indigenous staff in technical, supervisory, and managerial roles.

Although developmental activities have been undertaken in the recent past, they have often lacked the total integration desired of development programs or have been directed by persons untrained in development concepts and procedures. In the headquarters, there have been no WVRO staff personnel experts in development skills to provide the strategic planning and overall coordination for the development effort. The desire to improve its capacity for integrated programs, managed by trained personnel, is the basis

for WVRO's request for a three-year Development Program Grant. Such a grant will permit WVRO to obtain and train persons for development programs; allow the initiation of direct impact projects to help needy persons in developing nations; and will create a base for future developmental activities by WVRO.

The direction WVRO is taking is precisely that of PVO programs being suggested by AID and in the Foreign Assistance legislation. The project areas of programming coincide with existing AID priorities and programs.

#### IMPLEMENTATION PLAN

The illustrative implementation plan is detailed on the attached Gant Chart. In general it indicates that the first year will see the establishment of the Development Division, the hiring of the regional directors, the necessary support staff, and at least one of the three specialists and the long-range planner. Field surveys, country plans and project surveys will be initiated late in the first year.

The second year sees the rest of the staff on board and continued field, country and project surveys being initiated, along with an evaluation review.

The third year continues with the regular routine of project surveys, and initiation (note: project initiation is not funded by the DPG, but results from the work of the Development Division and will be evaluated by the Development Division.). Prior to the end of the Grant a final plan for post-DPG funding will be prepared, clearly identifying the continuing resources to be used to supplement the activities supported by the Grant.

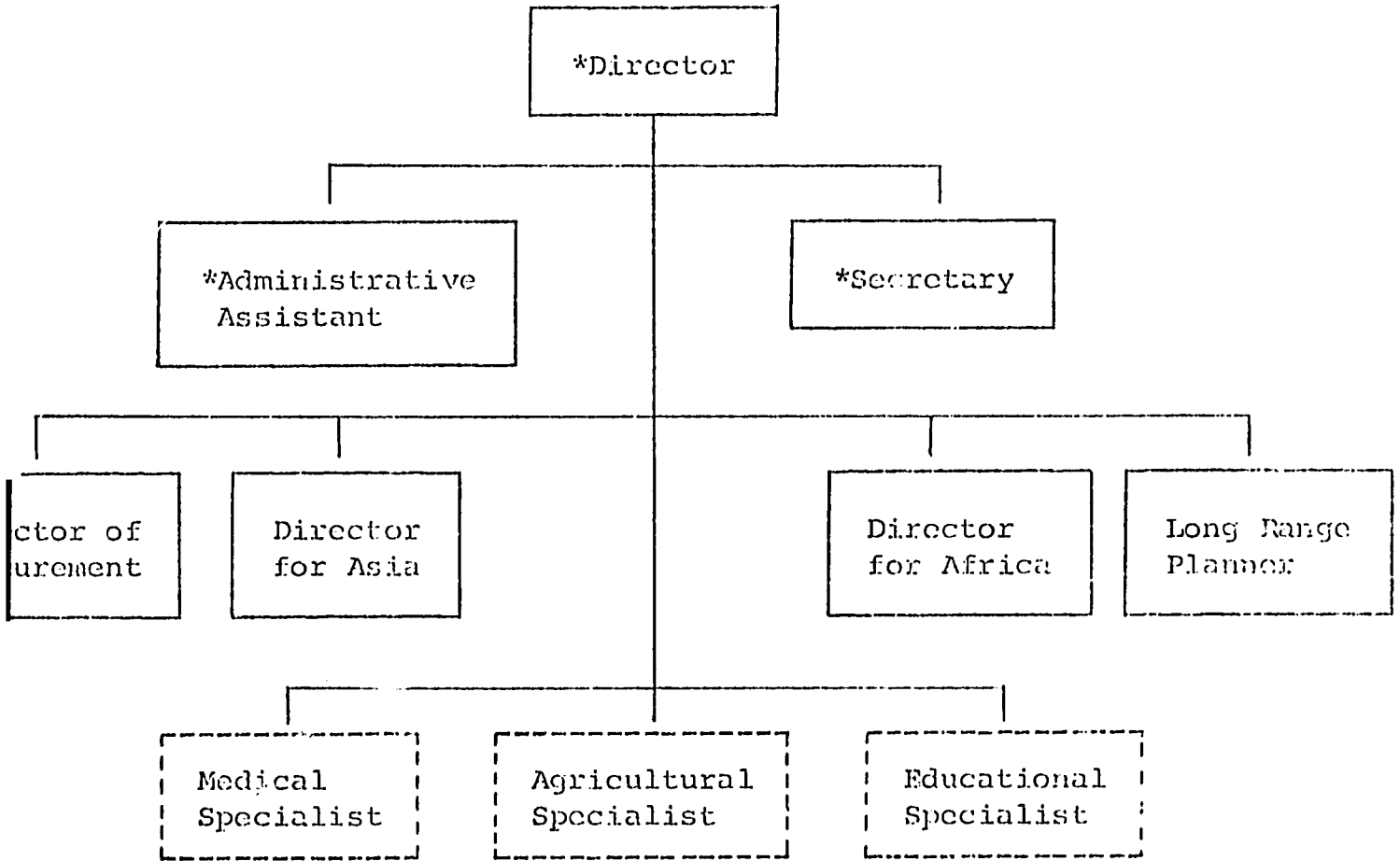
PROJECT DESIGN SUMMARY  
LOGICAL FRAMEWORK

Life of Project: \_\_\_\_\_  
From FY \_\_\_\_\_ to FY \_\_\_\_\_  
Total U.S. Funding \_\_\_\_\_  
Date Prepared: \_\_\_\_\_

Project Title & Number: \_\_\_\_\_

NARRATIVE SUMMARY	OBJECTIVELY VERIFIABLE INDICATORS	MEANS OF VERIFICATION	IMPORTANT ASSUMPTIONS
<p>Program or Sector Goal: The broader objective to which this project contributes: To enhance World Vision's capacity to raise the standard of living in LDC's by providing programs of integrated development assistance appropriate to the local cultures.</p>	<p>Measures of Goal Achievement: The existence of an increased rate of, and identifiable development assistance programs in Africa, Asia and, possibly Latin America.</p>	<p>WVRO reports and records.</p>	<p>Assumptions for achieving goal targets: 1. That there are development programs susceptible of being undertaken by WVRO. 2. That WVRO will continue to have the desire and potential to undertake these programs.</p>
<p>Project Purpose: To create a development staff for WVRO which is competent to plan, process, administer, control and evaluate a variety of development programs and projects in a number of LDC's.</p>	<p>Conditions that will indicate purpose has been achieved: End of project status. The development staff will have: 1. Prepared formal planning documents for:     a. two regional plans     b. six country plans 2. Have implemented four country programs. 3. Have ongoing at least six projects in those LDC's.</p>	<p>WVRO reports and records, and when possible USAID site visits.</p>	<p>Assumptions for achieving purpose: Receptive country governments. Adequate funds. Continuing conditions of need that WVRO is capable of meeting.</p>
<p>Outputs: Trained staff of executive and support personnel. Planning documents. Implemented programs and projects. Annual field surveys.</p>	<p>Magnitude of Outputs: 6 development executives; 5 support staff. 2 regional and 8 country plans. 4 country programs and 6 projects. 3 annual field surveys.</p>	<p>Program and project documents and reports. Personnel records. Audit reports. Field reports and direct observation when possible.</p>	<p>Assumptions for achieving outputs: 1. Qualified staff available. 2. Continued access to resources. 3. Relative political stability of target countries.</p>
<p>Inputs: AID: 1) DPG; 2) Training programs and seminars; 3) counsel and advice. WVRO: 1) 3 executives, 1 support staff; 2) Office facilities; 3) Headquarters and field infrastructure; 4) Operating expenses</p>	<p>Implementation Target (Type and Quantity) See Section VII of Narrative.</p>	<p>Currently WVRO has activated: 1. 3 executive and 1 support staff for development unit. 2. Initiated work on four country programs and projects. 3. Identified seven potential projects.</p>	<p>Assumptions for providing inputs: 1. AID grant approved. 2. AID training programs and counsel available. 3. WVRO able to maintain development unit once created.</p>

RELIEF AND DEVELOPMENT DIVISION



Funded by World Vision

} 3 Year Duration Only

] Funded by AID

POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal

TITLE: DIRECTOR, DEVELOPMENT DIVISION

DUTIES AND RESPONSIBILITIES:

Under the policy guidance of the Board Chairman, provides management, planning, and supervision of development programs for WVRO. Establishes overall goals and programs, directs the preparation of world-wide plans, and evaluates existing programs. Directs and guides studies which provide the thrust for new programs. Coordinates and cooperates with other voluntary agencies and AID in program planning and execution.

MINIMUM REQUIREMENTS:

Education: Four to six years college education with emphasis on management, social sciences, or international relations.

Experience: 10 to 15 years experience in program management including planning, coordination and budgeting, preferably with an organization having international programs. Proficiency in second language is desirable.

POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal.

TITLE: ADMINISTRATIVE ASSISTANT

DUTIES AND RESPONSIBILITIES:

Under the direction of the Director, Development Division, provides staff assistance in all of the areas under the cognizance of the director, provides expertise in budgeting and accounting, undertakes the shipping of goods, and coordinates with outside shipping agencies and AID concerning regulations and funding.

MINIMUM REQUIREMENTS:

Two years of college with emphasis on accounting and business. Two to four years experience.

POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal

TITLE: Development Area Director (or) Director of Regional Programs

DUTIES AND RESPONSIBILITIES:

Under general guidance of the Director, Development Division, is responsible for the initiation, management and evaluation of development programs in his geographic area of responsibility. The director will make initial surveys of regions, review proposed programs and projects with country directors and with headquarters staff and present programs to WVRO administration for approval. The director will be responsible for presenting programs to USAID and for establishing appropriate evaluation and reporting procedures to insure program implementation, and that financial disbursements are in order. He will be further responsible for grant renewals, for final staff reports on the success of programs and projects, and for overall evaluations. He will also be responsible for management advice to field staff and to the Director, Development Division, concerning programs in his region.

These responsibilities require expertise in the history, culture and current events in countries of his region, current knowledge of the status of development needs and programs, representation of WVRO on field trips as required, and coordination with other staff members, government officials, and representatives of other organizations.

MINIMUM REQUIREMENTS:

**Education:** Four to six years college education, with emphasis in Business, Social Sciences or International Economics

**Experience:** Three to six years experience in program administration, including planning, coordination and budgeting, preferably with an organization having international programs. Proficiency in a second language would be desirable.

POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal

TITLE: DIRECTOR OF PROCUREMENT AND TECHNICAL OPERATIONS

DUTIES AND RESPONSIBILITIES:

Under the direction of the Director, Development Division, WVRO, plans, coordinates, and executes programs involving procurement, receipt, and storage of material for overseas programs. Receives, processes, and disseminates information on overseas needs, stockage status, and technical aspects of end-item utilization.

Investigates, plans, and coordinates projects having to do with technical aspects of overseas material requirements, to include innovation of equipment where needed.

MINIMUM REQUIREMENTS:

Four years college education with emphasis on business administration, particularly in the field of supply management. Three to five years experience.



POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal

TITLE: LONG-RANGE PLANNER

DUTIES AND RESPONSIBILITIES:

Under general guidance of the Director, Development Division, and in coordination with Development Area Directors, is responsible for analyzing the overall goals and programs of the Development Division, assisting with preparation of general plans that encompass all areas of proposed programs, and assists with the evaluation of existing programs and projects. Conducts studies and surveys which, combined with monitoring of current situations, will permit forecasts of where additional programs may be needed. Makes initial country studies, including field surveys when necessary.

These responsibilities require broad and current knowledge of world situations affecting present and projected WVRO developmental programs. The planner may supervise, or coordinate with, staff analysts, librarians, and research assistants.

MINIMUM REQUIREMENTS:

Education: College graduate, with emphasis on political science, economics, international relations, or certain engineering fields.

Experience: Three to five years experience in information analysis, including project administration and planning. Experience with international operations and overseas travel desirable.

POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal

TITLE: Educational Specialist

DUTIES AND RESPONSIBILITIES:

Under general guidance of the Director, Development Division, and in coordination with Development Area Directors, is responsible for evaluation of aspects of development programs and projects which are educational in nature, and with assessing problem areas, recommending appropriate solutions to those problems or technical experts needed for specific situations. The educational specialist will be responsible for those portions of reports coming from his area of competence. He will also consult with field personnel, make survey visits as needed, and provide technical advice as appropriate.

These responsibilities require broad knowledge in educational fields, with emphasis on conditions in less developed nations. The specialist must be able to understand developmental programs in his specialty, make constructive suggestions and have sufficient knowledge in detail to be able to recommend additional expertise when needed.

MINIMUM REQUIREMENTS:

Education: College graduate, with emphasis on educational methodology or international education. Vocational orientation acceptable.

Experience: Three to six years experience in instructional situations, with administrative experience helpful. Demonstrated innovativeness in educational methods and devices.

POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal

TITLE: Agricultural Specialist

DUTIES AND RESPONSIBILITIES:

Under general guidance of the Director, Development Division, and in coordination with Development Area Directors, is responsible for evaluation of aspects of development programs and projects which are agricultural in nature, and with assessing problem areas, recommending appropriate solutions to those problems or technical experts needed for specific situations. The agricultural specialist will be responsible for those portions of reports coming from his area of competence. He will also consult with field personnel, make survey visits as needed, and provide technical advice as appropriate.

These responsibilities require broad knowledge in agricultural fields, with emphasis on the situation of less developed nations. The specialist must be able to understand developmental programs in his specialty, make constructive suggestions and have sufficient knowledge in detail to be able to recommend needed expertise. He must be an effective communicator, verbally or in writing, and be able to train persons of less developed nations who can, in turn, train others in suitable agricultural methods.

MINIMUM REQUIREMENTS:

Education: College graduate, with degree in appropriate field such as horticulture, plant genetics or animal husbandry.

Experience: Two to four years practical field experience, preferably including work in less developed nations. Research background in new food-product development helpful.

POSITION DESCRIPTION  
WORLD VISION RELIEF ORGANIZATION

Annex to Development  
Program Grant Proposal

TITLE: Medical Specialist

DUTIES AND RESPONSIBILITIES:

Under general guidance of the Director, Development Division, and in coordination with Development Area Directors, is responsible for evaluation of aspects of development programs and projects which are of a medical nature, and with assessing problem areas, with recommending to the Director, Development Division, appropriate solutions to those problems or technical experts needed for specific situations. The medical specialist will be responsible for those portions of reports coming from his area of competence. He will also consult with field personnel, make survey visits as needed and provide technical advice as appropriate.

These responsibilities require broad knowledge in medical fields, with emphasis on the problems of less developed nations. The specialist must be able to understand developmental programs in his specialty, make constructive suggestions and have sufficient knowledge in detail to be able to recommend needed expertise.

MINIMUM REQUIREMENTS:

Education: Hold an M.D., preferably with emphasis on public health.

Experience: Medical practice in less developed areas preferable, with French or Spanish language ability desirable.

## WORLD VISION RELIEF ORGANIZATION

## MINUTES OF THE ANNUAL MEETING OF THE MEMBERS

December 10, 1974

The annual meeting of the members of World Vision Relief Organization was held in Monrovia, California, at the principal office of the corporation on December 10th, 1974, at the hour of 11 a.m., pursuant to due notice. The following members of the corporation were present:

Dr. Halverson	Mr. Weaver
Dr. Mooneyham	Mr. Hawkins
Dr. Engstrom	Mr. Edwards
Dr. Rees	Mr. Perry
Dr. Booth	Mr. Ogden
Rev. Newell	

Senator Hatfield was absent with regret.

The members received various reports submitted by the Officers and Department heads and also reviewed the recent operations and financial statements of the corporation. Thereafter, by unanimous action, they elected the following persons to serve as the six Directors of this corporation:

Dr. Stanley Mooneyham  
 Dr. Theodore Engstrom  
 Dr. Carlton Booth  
 Dr. Paul Rees  
 Mr. Hal Barber  
 Mr. Graeme Irvine

In passing, it was noted that Mr. Kliever had resigned from the corporation and that Mr. Irvine will take his place in this position.

There being no further business to come before the meeting, the same was declared adjourned.

*F. Carlton Booth*  
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 Dr. F. Carlton Booth, Secretary

26.

TASK	1975				1976				JAN-MAR
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
Personnel Recruitment		2 directors, 2 Stenos, 1 clerk, 1 Spec., Planner?			2 Specs., 1 clerk	1 Steno,			
Formal Planning			2 Field Surveys, 2 2-3 Country Plans	2 Reg. Plans		2 Field Surveys 3-4 Country Plans			
Project Identification				4 Projects Surveyed	3 Projects Surveyed			3 Projects Sur	
Project Initiation				2 Initiated		4 Projects Initiated			
Evaluation					Eval.				Ev
Funding	DPG Approved ▽				Begin Grant Renewal				Begin Gr Renewal
Office Establishment	Office Established								
Hour Dollars									

Description A program to create a Development Capability within WVRO which will accomplish substantive effects on the poorest majority.

Prepared for USAID by WVRO Date 22 January 1975

	1	2	3	4	
	1st Year	2nd Year	3rd Year	Total	
A. Salaries					
Asia Director	15000	15500	16000	46500	2
Africa Director	15000	15500	16000	46500	3
Agric. Specialist	15000	15500	16000	46500	4
Educ. Specialist	-	15000	15500	30500	5
Medic. Specialist	-	15000	15500	30500	6
Stenos. (2)	16000	16500	17000	49500	7
Steno. (1)	-	8000	8500	16500	8
Clerk No. 1	7000	7250	7500	21750	9
Clerk No. 2	-	7000	7250	14250	10
Planner Programmer	11000	11500	12000	34500	11
B. Office Equipment	8000	6000	-	14000	12
C. Equip. Repair and Maint.	350	500	350	1000	13
D. Telephons	4000	4800	4800	13600	14
E. Printing	1000	1000	1000	3000	15
F. Mailing	600	650	650	1900	16
G. Copying	1200	1400	1400	4000	17
H. Supplies	700	900	900	2500	18
I. Photo Services	400	400	400	1200	19
J. EDP Services	10000	5000	5000	20000	20
K. Research Services	10000	10000	10000	30000	21
L. Training	6000	6000	2000	14000	22
	121250	163200	157750	442200	23
					24
M. Travel (page 2)	32316	48768	35223	116307	25
N. Consultants fees (page 3)	10800	21600	10800	43200	26
	164366	233568	203773	601707	27
					28
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		1	2	3	
		1st Year	2nd Year	3rd Year	Total
<u>Trips to Asia</u>					
2	Asia Director (2)	2828	(1) 1414	(1) 1414	56
3	Specialist No.1 (2)	2828	(1) 1414	(1) 1414	56
4	Specialist No. 2	-	(2) 2828	(1) 1414	42
5	Specialist No. 3	-	(2) 2828	(1) 1414	42
6	WVRO Director (2)	2828	(1) 1414	(1) 1414	56
7	Consultants (3)	4242	(6) 8484	(3) 4242	169
8					
9					
10	<u>Trips to Africa</u>				
11	Africa Director (2)	3728	(1) 1864	(1) 1864	74
12	Specialist No. 1 (2)	3728	(1) 1864	(1) 1864	74
13	Specialist No. 2	-	(2) 3728	(1) 1864	55
14	Specialist No. 3	-	(2) 3728	(1) 1864	55
15	WVRO Director (1)	1864	(1) 1864	(1) 1864	55
16	Consultants (3)	5592	(6) 11184	(3) 5592	223
17					
18					
19	<u>Trips to Other Regions</u>				
20	Specialists	-	-	(3) 2964	29
21	WVRO Director (1)	989	(1) 989	(2) 1976	39
22					
23					
24	<u>Trips to Washington DC</u>				
25	WVRO Director (4)	1476	(4) 1476	(4) 1476	442
26	Area Directors (4)	1476	(4) 1476	(4) 1476	442
27	Specialist No. 1 (2)	738	(2) 738	(1) 369	184
28	Specialist No. 2	-	(2) 738	(1) 369	110
29	Specialist No. 3	-	(2) 738	(1) 369	110
30					
31					
32		32316	43768	35223	11630
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