

Embassy of the United States of America



Office of Development Affairs

July 20, 1990

Mr. Roy Padayachie
Community Education Development Trust
P.O. Box 45221
Chatsglen
4012

Subject: Community Education Development Trust
Agreement No: 674-0301-G-SS-0026-00

Dear Mr. Padayachie,

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter "USAID") hereby enters into this Agreement with Community Education Development Trust (hereinafter the "Trust" or "the Recipient") and obligates the sum of \$68,000 to provide support for a program described in Attachment No. 1, entitled "Schedule," and Attachment No. 2, entitled "Program Description," of this Agreement.

This Agreement is effective and obligation is made as of the date of this letter. The Agreement and obligation shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning on the date of this letter and ending July 31, 1992.

This Agreement is entered into with the Trust on condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, "the Schedule," Attachment 2, "Program Description," and Attachment 3, "Standard Provisions." This letter and the three attachments just described, which have been agreed to by your organization, constitute the Agreement.

Please sign the original and one (1) copy of this letter and then return the original to USAID/Pretoria.

Sincerely,


Janice M. Weber
Acting Director

ACKNOWLEDGED AND ACCEPTED


By: Mr. Roy Padayachie

Title: Director

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions and Optional Provisions as applicable
4. Advance Request (as applicable)
5. A.I.D. Geographic Code 935 List

18

ATTACHMENT NO. 1

SCHEDULE

I. OVERVIEW OF AGREEMENT

A. Purpose of Agreement

This Agreement provides funds to Community Education Development Trust for its community awareness program, a media resource unit and administrative expenses. The program is more fully described in Attachment 2, Section V., Program Description.

II. PERIOD OF AGREEMENT

The effective date of this Agreement is the date the cover letter is signed by an authorized USAID representative. The expiration date is July 31, 1992 meaning that no USAID funds under this Agreement shall be applicable to goods not furnished or services not performed for the program by this date.

III. AGREEMENT FUNDING AND PAYMENT

A. The total estimated amount of A.I.D. funds to be provided under this Agreement for the period beginning the date the attached letter is signed by the authorized A.I.D. representative through July 31, 1992 is US\$ 130,000.

B. A.I.D hereby obligates the amount of US\$ 68,000 for program expenditures during the estimated period of August 1, 1990 to July 31, 1991, as shown in the Financial Plan below. Additional funds up to the total amount of the Agreement shown above may be obligated by A.I.D. subject to the availability of funds, and to the requirements of Attachment III., Standard Provisions entitled "Revision of Financial Plan."

IV. FINANCIAL MANAGEMENT

The Community Education Development Trust shall be responsible for accounting for all funds provided under this Agreement. The Trust shall open a separate bank account to be used solely for funds provided under this Agreement. The Trust shall deposit all USAID cash advances into this separate account and shall make all disbursements for goods and services from this account. Execution of this Agreement constitutes USAID approval of the advance, and for A.I.D.'s internal purposes, earmarks and commits all funds obligated under the

h'

Agreement. Any interest earned from funds provided under this Agreement must be returned to USAID.

Each month after the initial advance, the Trust will submit to the USAID Project Officer a voucher for reimbursement based on expenses incurred during the previous month. The voucher will consist of three parts:

1. Disbursement Report. A detailed report of disbursements by budget line item. Each report will include (a) a summary sheet listing, in a format compatible with the budget, the purpose and amount of all individual expenses incurred with a sub-total for each budget line-item and a grand total; and (b) copies of paid invoices (not proforma invoices), checks, or other documentary evidence showing that funds were expended and the payee received such funds; e.g. an invoice stamped "paid", a cancelled check, a payroll sheet signed by the employee.
2. Summary of Projected Disbursements. A summary, by budget line item, of projected disbursements for the next reporting period.
3. Cash Advances Status Report in the following format:

USAID CASH ADVANCE STATUS REPORT

Community Education Development Trust
Agreement 674-0301-G-00-0026-00

A. Period covered by this report:

From (Month, day, year) _____
To (Month, day, year) _____

Period covered by next report:

From (Month, day, year) _____
To (Month, day, year) _____

B. Cash Advance and Needs:

1. Cash advance on hand at the beginning of this reporting period R _____
2. USAID check advances received during this reporting period R _____
3. Interest earned on cash advance during this reporting period R _____

4'

4. Gross cash advance available during this reporting period (total of lines 1, 2 and 3)
R _____
5. LESS, interest remitted to USAID during this reporting period
R _____
6. Net cash advance available during this reporting period
R _____
7. Total disbursements during this reporting period
R _____
8. Amount of cash advances available at the end of this reporting period (line 6 minus line 7)
R _____
9. Projected disbursements for the next reporting period
R _____
10. Additional cash advance requested for the next reporting period (line 9 minus line 8)
R _____
11. Total interest earned on cash advance from the start of the grant to the end of this reporting period, but not remitted to USAID
R _____
12. Total cash advances to subgrantees, if any, as of the end of this reporting period
R _____

C. The undersigned hereby certifies: (1) that the amount in paragraph B.9 above represents the best estimate of funds needed for the disbursements to be incurred over the period described, (2) that appropriate refund or credit to the Agreement will be made in the event of a disallowance in accordance with the terms of the Agreement, (3) that appropriate refund or credit to the Agreement will be made in the event funds are not expended, and (4) that any interest accrued on the funds made available herein will be refunded to USAID.

Date _____

By _____

Attachments:

1. Disbursement Report
2. Summary of Projected Disbursements

V. FINANCIAL PLAN

A. The Binding Financial Plan for this Agreement is set forth in Table I below. Revisions of this Plan shall be made in accordance with Standard Provision 4 of this Agreement, located in Attachment 3 and entitled "Revision of Agreement Budget". The Recipient is authorized a 15% deviation between line items. However, any deviation above this amount, or any increase in the total Agreement amount, must be approved in advance in writing by the Counselor for Development Affairs.

Table 1
Financial Plan
SAR

<u>Item</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Total</u>
Community Awareness Program	56,900	65,435	122,335
Media Resource Unit	64,200	41,055	105,255
Administration	62,000	71,300	133,300
Total	183,100	177,790	360,890

B. Level of Assistance

The financial plan (Table I) in South African Rands is the binding financial plan of the Agreement. The conversion rate from U.S. dollars will be the prevailing rate at the time of conversion by the Controller, USAID/South Africa. The conversion rate used for calculating the dollar amount of this Agreement was R2.7 for Year 1 and R2.9 for year 2. Notwithstanding the above, in no event will the total level exceed the obligated dollar amount. Should changes in the exchange rate result in fewer South African Rands being available than budgeted for, the Trust must finance the shortfall since the U.S. dollar obligation of \$130,000 equals the total amount available for conversion to Rands. Should exchange rate fluctuations result in more Rands being available, the Institute may request the USAID to reprogram the excess for continued activities under the Agreement.

VI. REPORTING

The Trust will submit semi-annual progress reports on a format to be defined at a later date. The Trust will also submit a final report on all activities

financed by the Agreement. The content and format of the final report will be agreed upon between A.I.D. and the Recipient at a later date.

VII. OVERHEAD RATE

Not Applicable.

VIII. TITLE OF PROPERTY

Title to all property purchased under this Agreement shall vest in the Recipient in accordance with the terms of Attachment 3, Additional Standard Provision 19, entitled "Title to and Use of Property".

IX. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for all procurement with A.I.D. funds under the Agreement is the United States, the Republic of South Africa and countries included in A.I.D. Geographic Code 935, meaning that all goods and services financed by this Agreement shall have, with respect to goods, their source and origin and, with respect to services, their nationality in the United States, the Republic of South Africa or in countries included in A.I.D. Geographic Code 935. Please refer to Attachment 6 for a list of countries included in Code 935.

X. LOCAL COST FINANCING

It is hereby specified that the amount of U.S. dollars authorized to be used for local cost financing is the entire amount obligated under this Agreement.

XI. SPECIAL PROVISIONS

1. Procurement

(a) Scope. This provision is applicable to the extent that local cost financing is otherwise authorized by the Agreement. It does not require procurement in South Africa where off-shore procurement could otherwise occur.

(b) Policy. In the procurement of goods and services in South Africa, the Recipient shall, to the maximum extent practicable, award contracts to individuals or organizations which are disadvantaged by apartheid and which are responsive and appropriate providers of goods and services.

1

(c) Definitions. Individuals and organizations disadvantaged by apartheid shall mean (1) South African individuals of black, "colored" or Asian descent whose principal place of business is in the Republic of South Africa; and (2) private partnerships or commercial firms which are incorporated in or organized under the laws of the Republic of South Africa, whose principal place of business is in the Republic of South Africa, and which are more than 50 percent beneficially owned by South African persons of black, "colored" or Asian descent. The Republic of South Africa includes the so-called "independent" and "self-governing" homelands.

2. Except as provided in Section B.1. above, all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

3. The Trust agrees that all staff recruitment for positions funded by USAID will be carried out through an appropriate competitive process and that salary levels will be in accordance with community and professional standards.

4. Travel and Per diem. The Trust will provide for USAID approval a copy of its travel and per diem policy covering domestic travel for its staff and for program participants not to exceed U.S. rates. In the event the Trust does not establish a policy, U.S. Government regulations governing travel and per diem will be applied.

5. Political Affiliation. The Trust agrees that programs funded under this Agreement will be made available to individuals and groups regardless of their political beliefs or affiliations. The recipient will periodically review the level of actual provision of its services to various political groupings active in its areas of operation.

6. The Trust will submit for USAID approval an annual implementation plan for the two programs funded under this Agreement. The plan will provide a schedule of activities and the estimated budget for each. The first implementation plan shall be submitted within 45 days of the signing of this Agreement. The second plan will be due after 13 months of project implementation.

XII. STANDARD PROVISIONS

The Standard Provisions applicable to this Agreement are contained in Attachment 3, Standard Provisions.

ATTACHMENT 2

Program Description

I. SUMMARY

This Agreement provides funds to the Community Education Development Trust for its community awareness program, a media resource unit and administration. Specific activities to be funded are more fully described in Section V. below.

II, BACKGROUND

The Community Education Development Trust promotes the development of innovative educational programs in the fields of early childhood and community adult education. The Trust was established in 1980 as the result of the initiative of community workers in Chatsworth, an Indian township outside Durban. Motivated by the lack of adequate childcare and adult education facilities, community workers representing a number of local organizations formed a Trust to address these needs. The first major project of the Trust was the initiation of the Chatsworth Early Learning Center. The Early Learning Center promotes early childhood and adult education, provides pre-school services for local communities, develops innovative methods of early childhood education and trains teachers, parents and volunteers in pre-school education.

The Trust is now developing a Community Education Development Institute to house a non-racial training center for community education programs. The Trust has acquired several old school buildings in Chatsworth and is in the process of restoring them for use as a training center. When fully operational, the Institute will operate four programs: (1) a Community Training and Development Program aimed at training community educators and other interested persons in pre-school education skills; (2) a Community Education Awareness Program to involve the greater community in the early education process; (3) a Community Media Resource Unit to support the work of the Institute and serve as a resource for other community organizations; and (4) a Youth Education Program.

III. PROBLEM

The Indian community is an integral component of the disenfranchised people of South Africa. Despite the community's steadfast and principled commitment in the struggle to eradicate apartheid and replace it with a non-racial democracy, years of exposure to apartheid propaganda have created problems and perceptions peculiar to a minority syndrome. Government's divide and rule policy has created fear, distrust and understandable anxieties among all South Africans. It has separated communities from each other and forced people to think about everything in racial terms. The school text books, television, radio and newspapers have all been used to divide South Africans.

The Institute recognises the need to develop non-formal educational strategies to tackle these problems so that more enlightened attitudes about various issues can be developed. Educational programs must be designed in a non-threatening way so as to prepare the community to accept the challenge of a non-racial democratic future with a greater degree of confidence.

IV. PURPOSE

The purpose of this Agreement is to support a community awareness program, the establishment and operation of a media resource unit and administration costs of the Community Education Development Institute.

V. PROGRAM DESCRIPTION

This Agreement funds two programs of the Institute and specific administrative expenses. An implementation plan describing the specific activities planned under each program, a schedule of events and the estimated budget for each separate activity will be submitted to the USAID for approval (see Attachment I, Schedule, Section XI, Special Provisions).

A. Community Awareness Program

This program seeks to engage the community in an on-going dialog on educational and other community issues. Specifically, it will promote community and parent involvement in the education process through a variety of methods. Appropriate educational materials will be

developed to inform the public on education issues, workshops and seminars will be held with community members and a formal network of community organizations will be established to promote cohesive education policy at the community level.

Under the Agreement funds are provided for project staff salaries, transport (vehicle hire or travel on a mileage basis), materials and workshop costs (venue rental, participant attendance costs on a per diem or flat fee basis).

B. MEDIA RESOURCE UNIT

The establishment of a media resource unit will enable the Institute to provide educational media services for its own programs and those of other community organizations. The unit will provide media services such as design, layout and production of education information brochures, training materials and newsletters. The unit will also provide training in media skills to members of other community-based organizations. Organizational networking and the improvement of communication between community groups will be a focus of the unit and will be achieved through training workshops and other educational fora.

Funds under the Agreement are provided for staff salaries, transport (vehicle hire or travel on a mileage basis), materials, workshops (venue rental, participant costs on a per diem or flat fee basis) and capital equipment (computer, laser printer, software, etc.).

C. Administration

This Agreement provides funds for a program coordinator, secretarial support, bookkeeper services and telephone costs to support the above programs.

D. Items not Financed

This Agreement does not provide funds for the purchase of vehicles, liquor or the cost of family or friends of workshop participants.

VI. Illustrative Financial Plan

A detailed illustrative Financial Plan is presented in Table 2 below. The binding financial plan under the Agreement is found in Attachment I, Section V. Financial Plan.

Table 2
Illustrative Financial Plan

Item	Year 1	Year 2 ^{1/}	Total
1. <u>Community Awareness Program</u>			
Salaries	21,600	24,840	46,440
Transport	7,800	8,970	16,770
Workshops	15,000	17,250	32,250
Materials	12,500	14,375	26,875
	-----	-----	-----
Subtotal	56,900	65,435	122,335
2. <u>Media Resource Unit</u>			
Salaries	26,400	30,360	56,760
Transport	3,500	4,025	7,525
Materials	3,000	3,450	6,450
Workshops	2,800	3,220	6,020
Equipment	28,500	-	28,500
	-----	-----	-----
Subtotal	64,200	41,055	105,255
3. <u>Administration</u>			
Co-ordinator	32,500	37,375	69,875
Secretarial Support	19,500	22,425	41,925
Financial Services	8,000	9,200	17,200
Telephone	2,000	2,300	4,300
	-----	-----	-----
Subtotal	62,000	71,300	133,300
Grand Total	183,100	177,790	360,890

1/ Year 2 is increased by 15%

Attachment 4
 Quarterly Cash Flow
 and Advance Request

	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>Total</u>
Community Awareness Program	14,225	14,225	14,225	14,225	56,900
Media Resource Unit					
Operating Costs	8,925	8,925	8,925	8,925	35,700
Equipment	28,500				28,500
Administration	<u>15,500</u>	<u>15,500</u>	<u>15,500</u>	<u>15,500</u>	<u>62,000</u>
Total	67,150	38,650	38,650	38,650	183,100

An advance of R54,266 is provided for 60 days of operating costs and the purchase of equipment for the media center (R28,500).