

PD ABE-714
79000

September 28, 1981

Save the Children
50 Wilton Road
Westport, Connecticut 06880

Subject: Grant N°. AID/Gambia-81-1

Gentlemen:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to Save the Children, Inc. (SCF) (hereinafter referred to as "Grantee") the sum of \$300,000. These funds are provided to support a program in The Gambia as described in the attachment to this grant entitled "Program Description".

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period December, 1981 through November, 1983.

This Grant is made to Save the Children, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 entitled "Program Description", Attachment 2 entitled "Standard Provisions" and Attachment 2 (Supplement) dated August, 1978, which have been agreed to by your organization.

Please sign the Statement of Assurance of Compliance, enclosed herein, and the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted.

Sincerely yours,

Norman P. Skow

Norman P. Skow,
Grant Officer.

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Attachments:

1. Program Description
2. Standard Provisions and Attachment thereto (Aug. 1978)
3. Statement of Assurance of Compliance

ACCEPTED:

Save the Children, Inc.

By: Bilge Reid (Bilge Reid)

Title: Regional Director for Africa
Save the Children

Date: September 28, 1981

FISCAL DATA

Appropriation : 72-11X1012
Allotment : 812-52-635-00-69-11
PIO/T N° : 635-0217-3-00139
Project N° : 635-0217
Total Grant Amount: \$300,000

Program DescriptionI - Project Objective

The Grantee will initiate and establish a program of community based integrated rural development in the Gambia. The program or project objective is to strengthen and increase the capability of Community Development Assistants (CDA's) of the Department of Community Development (DCD) to better perform their function and duties in the following areas:

- A. Improving CDA curriculum, in areas of job conceptualization, implementation, and management skills as a model for country-wide institutionalization.
- B. Providing opportunity for villagers to play a greater role in their own development activities and better meet their basic economic and social needs.

II - To accomplish the above mentioned objectives the Grantee will perform the general activities set forth below during a two (2) year period:

- A. A comparative analysis between DCD Training curriculum for CDA's and SCF "Community Based Integrated Rural Development" (CBIRD) methodology shall be conducted in collaboration with the Community Development Training Center in Mansakonko. On the basis of this analysis 2 training modules shall be designed:
 1. Design CDA trainer of Trainers (TOT) module to address the facilitator role of CDA's in design of community projects. Baseline data collection, needs assessments, cost/benefit analysis and general knowledge of technical sectors and project design shall be included. The process will be reviewed and appropriate methods selected to be used in the facilitation of community based projects. All project personnel will attend a training period during the first 5 months of the first grant year.
 2. An on-the-job training module shall be designed for continued guidance in order to increase the field supervision and management capacity of the CDA's, particularly as related to project implementation. Simplified planning tools will be adapted to existing realities. All project participants will attend a training period during the third (3rd) quarter of the first grant year.
- B. CDA's will design, organize and implement 3 technical training activities for the benefit of selected village participants.

C. 40 villages shall be selected as key community participants from 3 districts (Upper Niimi, Lower Niimi and Jokada) of North Bank Division. DCD will provide 8 CDA's fulltime and 2 specialized CDA's part-time to participate in the project. Each CDA participant will be responsible for the following:

1. Providing assistance to 5 communities (40 total) in the formulation, design, implementation and evaluation of program development projects.
2. Undertaking 2 project activities per village within the 2 years (40 x 2 = 80 projects total) with the guidelines as set forth below:
 - (a) one project out of 2 will be related to food production, water/environmental hygiene or nutrition.
 - (b) 30% of projects will have income generating components.
 - (c) increase of 20% in-kind and cash contribution to projects by the village at the end of 2 years.
 - (d) 10 of the 80 projects shall be funded by the area council or other central government source.
 - (e) 3 of the 80 projects shall be funded by other PVO's, self-help or bilateral funding.
 - (f) 10 of the 80 projects will include a revolving fund to be maintained within the village.
3. Facilitating the establishment or strengthening of a Village Development Committee in each community participant (CDA) works. VDC's will identify through assessment procedures the project needs of their respective villages.

III - Staffing Required for Project

The project shall be staffed by a permanent project manager responsible for program planning, control, other staff selection, and maintaining close working relations with central and local government and village councils. An accountant, secretary and driver/mechanic shall be hired as full-time project staff. Grantee shall provide consultants on a short-time basis as deemed necessary by SCF Banjul, DCD and OAR/Banjul for specific needs in planning and evaluation which cannot be locally met.

IV - Reporting Requirements

Reports shall be submitted to OAR/Banjul in accordance with the following life of the project:

After Month 3	Narrative Progress Report
" Month 5	Management Implementation plan consisting of sector Strategy and Individual village project plans.
" Month 6	Semi-Annual Narrative and Indicator Report
" Month 12	Semi-Annual Narrative and Indicator Report
" Month 18	SCF/USAID Project Evaluation and Semi-Annual Report
" Month 24	Final Narrative Report and Annual Report

- Quarterly financial reports shall be submitted to OAR/Banjul

- 5 copies of those reports submitted after 6, 12, 18 and 24 months shall be sent to AID/W and OAR/Banjul.

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V. Project Evaluation Criteria

An 18 month evaluation shall be conducted by Grantee and OAR/Banjul to determine the effectiveness of the CBIRD approach to community development as a model for replication throughout The Gambia. The progress and training curriculum will be evaluated for its appropriateness and level of relevance as well as the degree of success the communities have had in deciding and implementing projects. The following questions shall be answered in evaluating the program success:

- A. The relation of the Village Development Committee to previous existing social organizational structures in terms of:
 1. Membership of important village decision-makers in the VDC.
 2. Resources (e.g. communal labor, funds, equipment) committed to VDC and its activities as compared to those committed to other social organizational units.
 3. Identification of villagers with VDC as compared with identification with previous organizations.
- B. The actual accomplishments of VDCs in terms of actions taken, plans formulated, baseline data gathered, or organizations established. Specifically, examination should be made of revolving funds (management identified and trained, funds gathered, procedures for loans established, loans made, payments begun) and the baseline data and needs assessment, (quality of data, utility of data for planning specific actions).
- C. The training of CDAs should be evaluated for adequacy and relevance to the job which they must perform including the evaluator's judgement and the judgement of the trainees.
- D. The level of interest shown and commitment made to the project by the DCD in terms of:
 1. General priority given to this effort (funding, staff, equipment, efforts made to arrange service delivery from other agencies).
 2. The place of this effort in the most current 5-year plan, especially whether it is effectively seen as a model for the country.
 3. Degree to which this effort is seen as an initiative introduced by an external agency or as one developed through cooperation/collaboration, specifically what is relationship of project director and staff with other parts of the DCD.
- E. The level of technical collaboration provided from the various technical ministries and agencies and other PVOs and development groups in The Gambia to the efforts made in this project (in terms of services, personnel, funds, publicity).
- F. The technical feasibility, sustainability, recurrent costs, and potential spread effect of activities undertaken by the VDCs.

VI. Project Continuation

USAID has committed its support to SCF for a total of 24 months. However, SCF agrees to continue the project for an additional 3 years beyond the term of this Grant for a total of 5 years with or without further USAID support.

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VII. Budget

- A. It is understood that two (2) othe. donors, SCF and DCD of GOTG will also make contributions to this project. The amounts contributed by AID and the other donors are set forth in the following budget:

BUDGET FOR TWO (2) YEARS

(Dec. 1981 - Nov. 1983)

	<u>USAID</u>	<u>SCF</u>	<u>COMMUN. DEV.</u>	<u>TOTAL</u>
1. SALARIES				
Project Manager (24 mo)	\$30,000			
Accountant (24 mo)		\$3,780		
Secretary (24 mo)		3,024		
Driver (24 mo)		1,512		
3 Commun. Dev. Assts. (24 mo)			\$28,800	\$67,116
2. FRINGE BENEFITS				
Project Manager (14%)	4,200			
Accountant		756		5,863
Secretary		605		
Driver		302		
3. TRAINING, EVALUATION, T.A. CONSULTANTS AS REQUIRED AND FEES INCL. TRANS & TRAVEL COST	10,200		2,600	12,800
4. TRAVEL AND TRANSPORTATION IN-COUNTRY ONLY	1,500			1,500
5. ALLOWANCES - C.O.L.L., HOUSING RELOCATION	26,780			26,780
6. EQUIPMENT, MATERIALS, SUPPLIES	20,200	7,000		27,200
7. PROJECT FUNDS - VILLAGE	160,000	15,000		175,000

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8. DIRECT COSTS: CAPITAL ASSETS - Motorbikes, Vehicle, Office/ Home Furnishings	26,543	8,000		34,543
9. OVERHEAD (8.33%)	22,077	2,789	4,415	29,281
GRAND TOTAL	\$300,000	\$44,268	\$35,815	\$380,083

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- B. The Grantee may not exceed the total amount of the AID Budget of \$300,000. Reasonable adjustments among the line items in the AID Budget may be made with the prior written approval of OAR/Banjul.
- C. The total AID dollar funds available for payment and allotted to this grant are \$300,000. (See Clause 6 of the standard Provisions entitled "Limitation of Funds."
- D. Overhead Rate (AID Budget)
- Pursuant to the provisions of the Clause of the Standard Provisions of this agreement entitled "Negotiated Overhead Rates - Other Than Educational Institutions," a rate or rates shall be established for the period beginning December 1981 until amended. Pending establishment of final rate(s) for the initial period, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base which is set forth below.

<u>RATE</u>	<u>BASE</u>	<u>PERIOD</u>
8.33%	All direct costs	Dec, 1981 until amended

VIII - Conditions Precedent

Prior to any disbursement or the issuance of any commitment document under this Grant, Grantee must furnish in form and substance, satisfactory to AID, assurance from the Government of the Gambia that eight (8) CDA's will be in the project area at the start of the project and that they will remain there for the life of the project.

IX - The following provisions set forth in Attachment 2 Standard

Provisions of this Grant are hereby deleted:

Standard Provision - 7 B

Standard Provision - 7 C

Standard Provision -12 A

Standard Provision -12 B

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

Save The Children Federation (hereinafter called the "Grantee")
(Name of Grantee)

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Agency for International Development (22 CFR Part 209, 30 FR 317) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under and program or activity for which the Grantee receives Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Grantee by the Agency, this assurance shall obligate the Grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Grantee for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Grantee by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Grantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

Save The Children Federation
(Grantee)

BY (Signature) Bilge Reid

TYPED NAME Bilge Reid

TITLE Regional Dir. for Africa

DATE 9/29/81

INITIAL ENVIRONMENTAL EXAMINATION

Project Location: The Gambia

Project Title: Community-Based Integrated Rural Development, 635-0217:
Grant to Save the Children

Funding: FY 1981, \$300,000

EE drafted by: Anthony Funicello, OAR/Banjul

Project Description:

The project is intended to strengthen the Gambian Government Department of Community Development's capability to assist rural communities organize and implement small scale rural development activities. The project provides funding for two years of technical assistance for the training of twelve locally based community development assistants in the country's North Bank Division. In addition, funds are provided to directly support development activities in the targeted communities. These activities will likely include: vegetable gardening, handicrafts, potable water supply, and food and seed storage.

Save the Children has indicated that there will be no pesticide use of any kind associated with this project.

Class of Action: Negative Determination

Action Requested by: Anthony Funicello *[Signature]*
Program Officer
USAID/Banjul
(per Banjul 2667)

Concurrence: Africa Bureau
Environmental Officer

APPROVED James S. Hester

DISAPPROVED _____

DATE 21 Sept 81

Clearance:
GC/AFR:LDeSoto *[Signature]*

[Handwritten mark]



Department of Community Development,
 Ministry for Local Government & Lands,
 15/16 Wellington Street,
 Georgetown,
 Guyana.

50th September, 1981.

Mr. Ronald Horner,
 Senior Director,
 M.I.,
 Achille Street,
 Georgetown,
 Guyana.

Dear Mr. Horner,

In accordance with Save The Children request, I hereby underline the Department of Community Development commitment to have 6 Community Development Assistants assigned to S/C pilot project in the North West Division, districts of Upper Demerara, Lower Demerara and Potaro areas by the implementation date of the project. We are equally committed to maintain this level of personnel during the life of the project.

I look forward to our collaboration.

Sincerely yours,

.....
 Director, Community Development Department.

DATE RECEIVED	10/1
APPROVED BY:	Supervisor
DATE:	10/5