

PD-ABI-193
87337

USAID Program No. 693-0463 OIC-Togo

PROGRAM GRANT AGREEMENT

Between

THE UNITED STATES OF AMERICA

Acting Through

THE AGENCY FOR INTERNATIONAL DEVELOPMENT
("A.I.D.")
("Grantor")

And

Opportunities Industrialization Center - Togo
("OIC-Togo")
("Grantee")

23 JUL. 1993
23 JUL. 1993

Date	:	
Appropriation	:	72-112/31014
Budget Plan Code	:	GSS2-92-21693-KG12
Allowance	:	N/A
ECN	:	T320240
PIO/T No.	:	693-0463-3-20322
Project No.	:	698-0463.93
Total Estimated Amount:	:	\$49,700
Total Obligated Amount:	:	\$49,700
DUNS Number:	:	N/A
IRS Employer Identification Number:	:	N/A
Letter of Credit No.	:	N/A
Paying Office	:	WAAC/REDSO/Abidjan
Technical Office	:	USAID/Togo
Funds Available	:	HRDA (698-0463.93)

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SCHEDULE

A. Purpose of Grant

The purpose of this grant is to provide funding support to OIC-Togo to allow young underprivileged Togolese rural women and men to complete their farming training which has been interrupted by a general strike last November. This program is outlined in Attachment 2 of this grant entitled "Program Description", as more specifically described in the grantee's proposal dated May 1993, which is hereby incorporated into and made a part hereof this grant.

B. Period of Grant

The effective date of this grant is June 01, 1993. The expiration date of this grant is August 31, 1993.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$49,700 for purposes of this grant.
2. Payment shall be made to OIC-Togo in accordance with procedures set forth in Attachment 3 - Section 1. "Disbursement."

D. Financial Plan

The following is the grant budget. All items are local costs.

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Illustrative Budget
(06/23/93) - (09/30/93)

<u>Category</u>	<u>fCFA Amount</u>
Student Roundtrip Costs	
YFT & YWP: 2 500 * 128 * 2	640,000
Seminars: 2 500 * 200 * 2	1,000,000
Stipend	
YFT & YWP: 6,000 * 128	768,000
Seminars: 1 500 * 200	300,000
Training Materials	
Farming and Rural Construction	515,825
Animal Husbandry	700,000
Student Field Travel Costs	
Rent: 30 000 * 15 buses	450,000
Allowance: 300fCFA * 188	56,400
Office Supplies	
55,000 fCFA/mo. * 3	165,000
Training Staff Travel & Transport	
Fuel & Oil: 306 570 fCFA/mo. * 3	919,700
Vehicle Repairs & Maintenance	750,000
Insurance: 1 335 510 fCFA/yr * 1/4	333,800
Extension/Supervision	
Ext. Agents Travel: 1 755 000 fCFA * 1/4	438,750
Allowance: 2 500 fCFA * 45 days * 3	337,500
Training Staff Salaries	
1 814 675 fCFA/mo. * 3 mo.	5,444,025
Miscellaneous: fCFA 12,818,600 * 4.684%	600,400
Total (Amount Requested from USAID)	fCFA 13,419,000
	\$ 49,700

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E. Reporting and Evaluation

1. Monitoring and Reporting Program Performance:

a. OIC-Togo shall manage the performance under the Grant and, where appropriate, ensure that time schedules are being met, planned training activities are being accomplished, and other performance goals are being achieved. This review shall be made for each training cycle and seminars set forth in this grant.

b. OIC-Togo shall submit a performance/technical report upon completion of all planned training activities and no later than thirty days after the Grant expiration date i.e. August 31, 1993. The report, in form of OIC-Togo's Quarterly Activity Report, shall briefly present the following information for each training activity involved:

- i. a comparison of actual accomplishments with the goals established for the period. The output of programs (number of graduates) can be readily quantified, and must, therefore, be related to cost data for computation of unit costs;
- ii. reasons why established goals were not met, if appropriate; and
- iii. Other pertinent information including the impact of the ongoing socio-political and economic attrition, and, if appropriate, a justification cost overruns or unit cost outliers.

c. OIC-Togo shall submit a Financial Status Report to A.I.D.. In addition to the performance/technical report (in form of the OIC-Togo Quarterly Activity Report), a full accounting of the training activities funded by the Grant shall be provided in OIC's Annual Progress Report to be submitted in October 1993 and no later than November 30, 1993. An overall program evaluation is planned for early FY 1994 along with the annual financial audit. The interim program shall be taken into account.

d. Between June 01, 1993 and August 31, 1993, events may occur that have significant impact upon the timely completion of the training cycles. In such instances, OIC-Togo shall inform A.I.D. as soon as the following types of conditions become known:

- i. Problems, delays, or adverse conditions that will materially affect the ability to attain training objectives, prevent the meeting of time schedules and goals, or preclude the attainment of the planned number of trainees for the interim period (June 01 to August 31, 1993). This disclosure shall be accompanied by a

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statement of the action taken, or envisaged, and any A.I.D. assistance needed to resolve the situation.

- ii. Favorable developments or events that enable time schedules to be met sooner than anticipated or more prospective young farmers to be recruited and trained than originally projected.

e. If any performance review conducted by OIC-Togo discloses the need for change in the budget estimates, then OIC-Togo shall submit a request for budget revision.

- f. All financial and activity reports shall be submitted to:

Sarah C. Clark
AID Representative
B.P. 852 Lomé
Togo

2. Financial Reporting

- a. Financial Status Report

(i) OIC-Togo is required to use the Public Voucher for Purchases and Services Other than Personal, SF 1034 and SF 1034A to report the status of funds.

(ii) The report shall be on an accrual basis.

(iii) A final report shall be submitted upon the completion of the grant.

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(iv) OIC-Togo shall submit the Financial Status Report (original and two copies) no later than 30 days after August 31, 1993 along with the usual Quarterly Activity Report. The report period will be from June 01 to August 31, 1993.

- b. Federal Cash Transactions Report N/A.
- c. Request for Advance or Reimbursement N/A.
- d. OIC-Togo shall submit copies of all documents to:

John P. Grant
Supervisory Program Officer
U.S.A.I.D.
B.P. 852 Lomé
Togo

F. Special Provisions

1. Medical Clearances: All of OIC-Togo's personnel must be medically fit for services required by the implementation of the interim training activities to be funded through the Grant.

2. Logistical Support: No logistical support will be provided by A.I.D. to OIC-Togo under this Grant. All logistical support shall be provided or arranged for by OIC-Togo.

3. Relationship and Responsibilities: OIC-Togo will be responsible to the AID Representative, USAID/Togo, or his/her designee. The Minister of Rural Development or his/her designee shall be the liaison official for the Government of Togo.

4. A.I.D. Liaison Officials: The A.I.D. Liaison Officials will be the AID Representative, and the Supervisory Program Officer of USAID/Togo.

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5. Standard Provisions

The Mandatory Standard Provisions For Non-US, Non-Governmental Grantees found in Attachment 3 to this Grant and the following Standard Provisions are applicable.

G. Indirect Cost Rate

No indirect cost will be reimbursed under this grant agreement.

H. Title to Property

Standards provisions related to title to and use of property are included in Attachment 3, Section 5 entitled "Title to and Use of Property (Grantee Title)" (May 1986).

I. Authorized Geographic Code

USA (000) and cooperative country (Togo)

End of ATTACHMENT 1

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PROGRAM DESCRIPTION

I. OBJECTIVE: GOAL AND PURPOSE

The goal and purpose of OIC-Togo remains the same as in the current approved multi-year operational plan (MYOP) for FYs 1991-1993.

OIC-Togo's goal is to contribute to Togo's rural development strategy in general and to increase food production in particular. The human resource training program for underprivileged young rural school drop-outs and women would directly enhance the living standards of families in the rural areas especially in the regions contiguous to the Center. It is noteworthy that OIC-Togo's goal corresponds to that of the mission which consists in contributing to a broad-based economic development in Togo.

The purpose of the grant is to provide OIC-Togo with funding to resume its normal training activities during the interim period in order to retain its personnel, and prevent its facilities, equipment and infrastructure from degradation.

The objectives of OIC-Togo during the interim period remain in essence same as those of the current approved MYOP, but trimmed down to only the completion of the interrupted Young Farmers Training (YFT) and Young Women Program (YWP), a summer Special Training in Animal Husbandry (STAH), five seminars, and some extension follow-up visits.

II. Project Description

The interim training program covers the four usual core components of OIC-Togo normal annual training program: YFT, YWP, STAH, Seminars and Extension follow-up visits to resettled OIC-Togo's graduates. YFT and YWP will last only one month to complete the interrupted sessions. Thus, the interim program components will be similarly prioritized as the normal program and be subject to progress measurement using the usual indicators.

See attached grant proposal dated May 1993 (specifically pp. 3-8 for the training activities description).

End of Attachment II . A

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OIC - TOGO

**Interim Grant Proposal
to
USAID-Togo**

May 1993

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**OIC-Togo
Interim Period Grant Proposal
to USAID (Jun-Aug 1993).**

1. Background and Problem Analysis

OIC-Togo, an affiliate of OIC International, Inc., is a non-profit, non-governmental organization (NGO) established at Notsé since 1976 with USAID funding. The primary activity of OIC-Togo consists in a human resource training program aimed at improving the living standard of rural inhabitants through farming training, trainees settlement, job creation and services to the peasant communities in Togo.

Since its establishment, OIC-Togo has been centrally funded, and then through bilateral matching grant. Since 1989, OIC-Togo has been financed through PL 480 Wheat Monetization Program coupled with FFW allotment.

OIC-Togo's training activities have been interrupted by an unlimited general strike since mid-november 1992. At the time 71 trainees were enrolled in the 10-month long Young Farmers Training (YFT) and 49 in the 4-month long Young Women Program (YWP) i.e. 120 trainees altogether. The trainees, a month away from their training completion date end of December, had to abandon everything and depart from OIC-Togo.

Meanwhile, the single annual call forward and FFW allotment shipment to OIC-Togo for FY 1993 had to be diverted to another final destination early January 1993 as the port of Lomé was closed down because of the general strike.

Even though, the training activities were suspended, OIC-Togo had to defray fixed costs associated with the upkeep and safeguarding of its training assets (facilities, and personnel) from degradation and dispersion. Consequently, the cash reserves carried over from previous FYs have been thorough depleted. Further, OIC-Togo has not received any funding so far for the FY 1993.

Since April, OIC-Togo has been willing to resume quasi-normal level of activities, but could not proceed with its planned training activities for the remainder of FY 1993 due to a lack of funds. OIC-Togo has virtually been unable to secure timely financing from its other past funding sources.

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A field visit to OIC-Togo by USAID-Togo along with a RFFPO/REDSO/Abidjan mid-May has convinced the mission of the necessity to provide the center with sufficient financial support to overcome the current fund shortage threatening the maintenance of the Center. Dispositions have been taken to

ensure that a replacement call forward and partial FFW allotment be shipped to OIC-Togo. Nevertheless, the shipment would by no means reach OIC-Togo before late August or earlier September at soonest.

In the meantime, OIC-Togo would have to remain idle despite its readiness to salvage at least a portion of its planned training activities for the disadvantaged/underprivileged young rural school drop-outs and women.

The proposed grant will provide OIC-Togo a desperately sought bridging financial leverage to put the three forthcoming months to a good use by (i) completing the suspended YFT and YWP through a month-long session, (ii) carrying out its summer three-month long Special Training in Animal Husbandry (STAH) for 60 people, and (iii) organizing 5 one-week long seminars for 40 former OIC-Togo's graduates per session i.e. 200 planned participants altogether.

2. Project Objectives: Goal and Purpose

The goal and purpose of OIC-Togo remains the same as the ones in the current approved multi-year operational plan (MYOP) for FYs 1991-1993.

OIC-Togo's **goal** is to contribute to Togo's rural development strategy in general and to increase food production in particular. The human resource training program for underprivileged young rural school drop-outs and women would directly enhance the living standards of families in the rural areas especially in the regions contiguous to the OIC-Togo's training center. It is noteworthy that OIC-Togo's goal corresponds to that of the mission which consists in contributing to a broad-based economic development in Togo.

The **purpose** of the grant is to uniquely provide OIC-Togo with a last resort funding to resume its normal training activities during the interim period in order to retain its personnel, and prevent its facilities, equipments and infrastructures from degradation and vanishing.

The **objectives** of OIC-Togo during the interim period remain in essence same as those of the current approved MYOP, but trimmed down to only the completion of the interrupted YFT and YWP, a summer Special Training in Animal Husbandry (STAH), five seminars, and some extension follow-up visits.

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3. Project Description

The interim training program covers the four usual core components of OIC-Togo normal annual training program: YFT, YWP, STAH, Seminars and Extension follow-up visits to resettled OIC-Togo's graduates. YFT and YWP will last only one month to complete the interrupted sessions. Thus, the interim program components will be similarly prioritized as the normal program and be subject to progress measurement using the same usual indicators.

3.1. Young Farmers Training (YFT).

Seventy-one rural school drop-outs including eighteen women (18%) under training in appropriate technology for food crop and animal production will be called back for a month-long make-up session.

3.1.1. Activities.

The interim program is designed to complete the normal curriculum composed of courses in:

- * Agronomy - Vegetable and food crop production using animal traction focusing specifically on use of high-yielding varieties (HYV), insect and disease management, alley cropping, and forage production.
- * Animal Husbandry - Poultry, rabbit, goat, sheep, and hog production course emphasizing selection, housing, management, nutrition, breeding, ration formulation using local ingredients, disease control, and marketing.
- * Rural Construction - Basic skills in carpentry, masonry and sheet metal works to enable trainees to make their own primary farm tools, livestock and poultry equipments.
- * Farm Management - Simplified farm planning, budgeting, record-keeping, cooperative and credit management.
- * Basic Mathematics
- * Communication Skills
- * Hygiene.

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3.1.2. Progress Indicators.

Progress will be measured through:

- recorded regular attendance in all training activities by at least 90% of trainees enrolled;
- monthly Standard Operating Procedures (SOP) will be checked to see that the training progress has proceeded as planned;
- training instructors will record and analyze individual and group projects;
- oral and written examination at the end of the month; and
- adoption of appropriate technology in the different production activities.

3.2. Young Women Program (YWP).

Forty-nine young rural women formerly under training in rabbit, poultry, and vegetable production will be called back for a month-long make-up session

3.2.1. Activities.

The interim program is designed to complete the following normal curriculum:

- * Vegetable Production Techniques;
- * Poultry and Rabbit Production Techniques;
- * Rural Construction - carpentry, masonry, and sheet metal work to enable each trainee to make her own garden tools and feeding equipment for poultry and rabbit production; and
- * Family Nutrition - quality preparation and use of farm products at the village level.

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- * Management - basic notions of Home Economics and Marketing with emphasis on credit proposal development, credit utilization, and markets information;
- * Hygiene - elementary notions of Health Science, and Family Hygiene.

3.2.2. Progress Indicators.

- recorded Management Information System (MIS), application and registration forms will be checked to verify attendance and training activities;
- records on adoption and application of appropriate techniques taught;
- follow-up to record increased adoption of improved techniques by trainees at their respective villages; and
- formation of village women groups for the production and marketing of vegetables and small livestock products.

3.3. Special Training in Animal Husbandry (STAH)

The STAH component usually lasts three months, is usually held in summer, and aims at increasing the efficiency of young Togolese farmers in livestock, and poultry production in rural areas.

The planned attendance level is sixty people per session each FY

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3.3.1. Activities.

- * Train togolese rural youth in modern small livestock and poultry production techniques, and upgrade their skills in the management of livestock and poultry.
- * Train rural in the formulation of rations for livestock and poultry using local feeds feed by-products.
- * Train small livestock and poultry producers in the manufacture of equipment for livestock and poultry production using locally available materials.

3.3.2. Indicators.

Progress toward meeting the STAH's objectives will be measured through the following indicators:

- recorded regular attendance in each training activity by at least 90% of enrolled trainees;
- analysis of records of training instructors;
- bi-weekly evaluation of the training program;
- adoption of new appropriate techniques in animal production; and
- evaluation of resettled producers three months after training.

3.4. Seminars and Extension

OIC-Togo's seminars and extension program aims at increasing the proficiency of resettled OIC-trained young farmers by keeping them abreast of the food crop and animal production techniques and issues. It furnishes technical assistance and follow-up visits to these farmers.

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3.4.1. Activities.

- * Plan, organize, and implement demonstration and production crop units at the resettlement sites.
- * Provide technical advise on the use of improved crop technology (alley cropping) on resettlement sites.
- * Training sessions for farmers and groups to explain:
 - ♣ the use of the alley farming system;
 - ♣ the use of high-yielding corn and other new high yielding crops (HYC);
 - ♣ the use of cover crop;
 - ♣ the formulation of low-cost animal rations using locally available feeds; and
 - ♣ the relationship between the alley cropping system and small ruminant production.

3.4.2. Indicators.

Progress toward objectives devoted the Seminar and Extension Program will be measured through:

- number of farmers participating in the program;
- number of farmers adopting the alley cropping;
- number of farmers attending the seminars;
- increase in the yield of food crops;
- decrease in the use of chemical fertilizers;
- increase in the number of farmers using HYCs; and
- increase in the production of small ruminants.

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3.5. Planned Training Outputs

	Number of Participant	Women
Young Farmer's Training (YFT)	71	18
Young Women's Program (YWP)	49	49
Special Training in Animal Husbandry (STAH)	60	0
Seminars	200	80
Extension Follow-up	410	205
Total number of Trainees	790	352
Gender breakdown:	women	45 %
	men	55 %

The average annual gender breakdown approximates 50% for each group.

Further, as it appears from the above figures, the interim grant will make it possible for:

- . 120 underprivileged young rural people to resume and complete their training;
- . 60 similar kind of people to acquire skills in animal husbandry;
- . 200 former OIC-Togo trained farmers to rehearse their skills in cropping and livestock production; and
- . 410 others to benefits from OIC-Togo's extension and follow-up visits.

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4. Implementing Agencies

OIC-Togo has been involved in farming training since its establishment in 1976. Every FY since 1987, OIC-Togo trains on the average 200 disadvantaged young rural men and women. The staff have been in place for many consecutive years and has accumulated skills and competency required to accomplish OIC-Togo's objectives.

The main objective of the matching grant from 1984 through 1989 was to build up an autonomous training institution with adequate management systems and tools, facilities, infrastructures, qualified personnel and appropriate programs.

The USAID EOP evaluation carried out in 1988 found that the institutional build-up objective has been achieved.

In fact, as witnessed by the recent field visit of USAID-Togo and REDSO/Abidjan, OIC-Togo's training center is ready to implement the interim program and furthermore to resume its normal level activity as soon as funding for FY 93 is in place.

5. Project Implementation Plan

The interim training program will be implemented as follows:

YFT	71	1 month	Jul 1993
YWP	49	1 month	Jul 1993
STAH	60	3 months	Jul-Sep 1993
Seminars	200	1 week	Aug-Sep 1993
Extension	410	once/2 mo.	Jul-Sep 1993

6. Monitoring and Evaluation

The interim training program will be monitored, just like the regular program, monthly by the OIC-Togo Board of Directors and periodically by Technical assistance from OICI headquarters. OIC-Togo has installed a MIS which is sufficient to indicate problems. Control systems in place have proven adequate for the necessary financial and program management. Quarterly reports will be made available to USAID. A full accounting of these activities will be provided in OIC's annual progress report to be submitted October/November.

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An overall program evaluation is planned for early FY 1994 along with the annual financial audit. The interim program will be then taken into account.

7. Budget

Minimum costs necessary to run the interim program amount to US\$ 49,700.

Part of the staff is on the payroll of Government of Togo. Their wages represent the bulk of the GOT's contribution to the OIC-Togo's operating expenses.

End of Attachment II . B