



United States Agency for International Development

Contract Information Management System (CIMS)

DIRECT ACTION DATA FORM FOR GRANTS & COOPERATIVE AGREEMENTS

1. Basic Award Number 674-0301-G-SS-4034-00

2. Recipient Name The Institute for a Democratic Alternative for South Africa

3. Award Description (This description will be seen by high level Agency officials, as well as members of Congress.) The recipient shall develop a voter education and voter documentation training program for the Eastern Transvaal...

4. Principal Place of Performance South Africa

5. Benefiting Country South Africa

6. Project Officer

Office Symbol: CDD/GDO/USAID South Africa; Name (Last, First): Wendel, Dennis

7. Grant Agreement Type

- Options for grant agreement type: A. Disaster Assistance, B. American Schools & Hospitals Abroad (ASHA), C. Other Than Those Listed Above (checked), D. Title XII Authority

8. Basic Purpose

- Options for basic purpose: A. Tech. Services to Host Country, B. Commodities, C. Train. Services to Host Country (checked), D. Research, E. Arch. & Engineering Services, F. Construction

7a. Extent Competed

- Options for extent competed: E. Competed by the Technical Office, F. Competed by the Contracting Office, G. Not competed (unsolicited proposal) (checked), H. Not competed (predominant capability, etc.)

9. Taxpayer Identification Number

X

10. Business Organization Type

- Options for business organization type: A. Corporation, B. Individual, C. University or College, D. Historically Black College or University, E. Educational Organization (other than University or College), F. International Center, G. Research Organization (other than International Center), H. Voluntary Organization, I. Foundation, J. Hospital, N. Hispanic American College or University, Z. Other

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11. If U.S. University, Host Country Institution

12. If obligated amount is in local currency, provide U.S. Dollar amount \$167,662

13.a. Negotiator (Last, First, MI) Wendel, Dennis

13.b. Signature [Handwritten Signature]

14.a. Contract Officer (Last, First, MI) Dean, Leslie A

14.b. Signature [Handwritten Signature]

COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

USAID/SOUTH AFRICA



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Institute for a Democratic Alternative
for South Africa
Ms. Alice Coetzee
Botho House, 299 Duncan Street
P.O. Box 56950
Arcadia, Pretoria
0007

1994 -02- 15

Subject: South Africa Community Outreach and
Leadership Development Project; Grant Agreement with
the Institute for a Democratic Alternative for South
Africa (IDASA); Agreement No. 674-0301-G-SS-4034-00

Dear Ms. Coetzee:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the South African Democratic Transition Support Act of 1993, as amended, the Agency for International Development (hereinafter "USAID") hereby enters into this Grant Agreement (hereinafter "Agreement" or "Grant") with the Institute for a Democratic Alternative for South Africa (hereinafter "IDASA" or the "Grantee") and obligates the sum of \$167,662 to provide support for a program described in Attachment 1, entitled "Schedule," and Attachment 2, entitled "Program Description," of this Agreement.

This Agreement is effective and obligation is made as of the date this letter is signed by an authorized USAID representative. The Agreement and obligation shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning on January 10, 1994 and ending August 31, 1994.

This Agreement is entered into with the Grantee on the condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, "Schedule," Attachment 2, "Program Description," Attachment 3, "Standard Provisions," Attachment 4, "Disbursement of and Accounting for Agreement Funds," Attachment 5, "A.I.D. Geographic Code 935 List," Attachment 6, "Guidelines for Financial Audits Contracted for by Foreign Recipients," and Attachment 7, "Grantee Certifications". This letter and the seven attachments just described, which have been agreed to by your organization, constitute the Agreement.

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We request that you and a member of the Board of Trustees of the IDASA sign the original and one (1) copy of this letter and then return the original to USAID/South Africa.

Sincerely,


Leslie A. Dean
Director

Date: Feb 11, 1994

ACKNOWLEDGED AND ACCEPTED

The Institute for a Democratic Alternative
for South Africa

By: Ms. Alice Coetzee
Title: Project Coordinator
Date: _____

By:
Title:
Date: _____

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions and Additional Provisions as Applicable
4. Disbursement of and Accounting for Agreement Funds
5. A.I.D. Geographic Code 935 List
6. Guidelines for Financial Audits Contracted for by Foreign Recipients
7. Grantee Certifications (Grantee Signatures Required)

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ATTACHMENT 1
SCHEDULE

I. OVERVIEW OF AGREEMENT

The Institute for a Democratic Alternative for South Africa (IDASA) will develop a voter education and voter identity document support program for eligible voters in the Eastern Transvaal.

II. PERIOD OF AGREEMENT

The effective date of this Agreement is the date the cover letter is signed by an authorized USAID representative. Unless otherwise agreed to by USAID in writing, the expiration date is August 31, 1994, 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. USAID has also agreed to provide funding for a limited amount of allowable and eligible Grant implementation costs incurred from January 10, 1994 in the amount not to exceed R20,000 for salaries, travel and voter education materials costs.

III. AGREEMENT FUNDING AND PAYMENT

A. USAID hereby obligates the amount of \$167,662 for eligible program expenditures under this Agreement.

B. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 4 "Disbursement of and Accounting for Agreement Funds."

C. Additional funds up to the total amount of the Agreement as shown in Section III.A., above, may be obligated by USAID subject to the availability of funds, the agreement of the Parties hereto to proceed with the Grant program, and to the requirements of the Mandatory Standard Provision, Attachment 3 to the Agreement, paragraph 4 entitled "Revision of Grant Budget."

IV. FINANCIAL PLAN

A. Financial Plan

The Financial Plan for funds obligated under this Agreement is set forth in Table 1 below. Revisions of this Plan shall be made in accordance with Mandatory Standard Provision 4 of this Agreement, located in Attachment 3 and entitled "Revision of Grant Budget." The Grantee is authorized a 15% deviation between line items, provided that USAID is notified in writing of such budget changes in the Grantee's following Disbursement Report. However, any deviation in excess of 15%, or any increase in the total Grant, must be approved in advance in writing by the Director, USAID/South Africa.

Set forth in Attachment 2, Section VI., is a Detailed Illustrative Financial Plan.

Table 1
Financial Plan
South African Rand (SAR)

<u>Item</u>	<u>Total</u>
Compensation (salaries)	40,500
Travel and Per Diem	222,120
Workshop Costs	228,080
Administrative Support Costs	39,200
Audit	15,000
Total	544,900

The total Rand amount is converted at the exchange rate of R3.25 and rounded to \$167,662.

B. Level of Assistance

The total Rand amount in the Financial Plan (Table 1) above is the maximum Rand amount available under this Agreement. The conversion rate from U.S. Dollars will be the prevailing rate at the time of conversion as determined by the Controller, USAID/South Africa. To determine the U.S. Dollar amount of disbursements to the Grantee under the Agreement, an exchange rate of R3.25 to one (1) U.S. Dollar will be used. Notwithstanding the above, in no event will the total Rand amount provided to the Grantee under the Agreement exceed the obligated Dollar amount provided for in Section III. A., above.

Due to exchange rate fluctuations, the total amount of Rands available after converting the total obligated U.S. Dollar amount into Rands may exceed the Rand Budget. If the Grantee desires to use such excess Rands to finance additional eligible program expenses, it may submit to USAID a written proposal for use of such funds. If USAID is in agreement with the Grantee's proposal, the Agreement may be modified to provide for the authorized expenditures. USAID reserves the right to deobligate any Dollars in excess of those needed to fund the Rand Budget. However, should changes in the exchange rate result in fewer South African Rands being available than budgeted for, the Grantee will be responsible for financing the shortfall, since the U.S. Dollar amount prevails.

V. REPORTING

The Grantee will submit to USAID, in a timely manner, a written final progress reports to USAID on activities funded and general performance under the Agreement. The content of this final progress report will be mutually agreed upon by the Parties but should include a brief description of program

accomplishments, number of voters trained, voter identification documents processed, and locations where voter support activities were carried out. Also, the Grantee will provide a discussion of any problems encountered and how they were resolved. The Grantee will also keep and compile other data and information relevant to voter education support activities financed by the Agreement in a format to be mutually agreed upon by the Parties.

VI. ADMINISTRATIVE SUPPORT COSTS

Administrative support costs are provided for activities funded under this Grant as specified in the Financial Plan.

VII. TITLE TO PROPERTY

Title to all property purchased under this Agreement shall vest in the Grantee in accordance with the terms of Attachment 3, Additional Standard Provision 18, entitled "Title to and Use of Property."

VIII. 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 the suppliers of services, their nationality in the United States, the Republic of South Africa or in other countries included in A.I.D. Geographic Code 935. To the maximum extent practicable, goods and services financed with funds provided under this Grant should be procured from the United States. Please refer to Attachment 5 for a list of countries included in Code 935.

IX. SPECIAL PROVISIONS

A. Procurement

1. 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 offshore procurement could otherwise occur.

2. Policy. In the procurement of goods and services in South Africa, the Grantee shall, to the maximum extent practicable, award contracts to individuals who or organizations which have been disadvantaged by apartheid and are responsive and appropriate providers of goods and services.

3. 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.

B. Competition

Except as otherwise provided in Sub-Section A. above, all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

C. Staff Recruitment

The Grantee 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.

D. Travel and Per Diem

The Grantee will provide for USAID approval a copy of its travel and per diem policy covering both domestic and international travel for its staff and for program participants. The travel and per diem rates established under such policy shall not exceed U.S. Government rates. In the event the Grantee does not establish a policy, U.S. Government regulations governing travel and per diem shall apply.

E. Political Affiliation

The Grantee agrees that programs funded under this Agreement will be made available to individuals and groups regardless of their political beliefs or affiliations. The Grantee shall not discriminate in its hiring practices or in the provision of its services against individuals or organizations who associate themselves with any particular political philosophy. The Grantee shall periodically review the level of actual provision of its services to assure that persons or organizations sympathetic to certain political groupings or philosophies are not intentionally excluded from activities financed by USAID.

F. Non-partisan and Non-political Activities

The Grantee agrees that funds provided under this Grant will not be used to influence the outcome of any election and that the training, planning and management and any workshops developed under this Grant Agreement will be developed and presented on a non-partisan and impartial basis and without any implied, perceived or actual reference to political parties or groups. Specialists, trainers, and any staff associated with any aspect of the Grant Agreement will not express or espouse a political preference, encourage a

political position, or orient any of the training, planning or any workshops toward any political party or grouping during their participation in the activities supported by this Grant.

G. Collaboration and Sharing of Information on Voter Education, Voter Documentation, and Civil Society

The IDASA will collaborate with other nongovernmental organizations to the extent possible and feasible to ensure that voter education training materials and information resources are shared and that new materials are not developed for training courses, workshops and outreach programs that already exist. Also, the IDASA will coordinate voter education outreach activities and voter documentation support activities with other groups in South Africa to avoid unnecessary duplication and replication of program activities.

X. STANDARD PROVISIONS

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

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ATTACHMENT 2
PROGRAM DESCRIPTION

I. OVERVIEW OF AGREEMENT

The Institute for a Democratic Alternative for South Africa (IDASA) will develop a voter education and voter identity document support program for eligible voters in the Eastern Transvaal.

II. BACKGROUND

The IDASA is a well known South African Nongovernmental Organization (NGO) that has played a significant role in supporting voter education and documentation programs for the disadvantaged electorate. IDASA has developed highly effective voter education materials and training programs that are being used throughout South Africa. During the last few years, USAID/South Africa has provided support for a number of IDASA democracy and civil society programs. In FY 1993 for example, USAID provided support for party agent monitoring training for political organizations and voter education materials development programs. In addition, other international donor organizations are providing support to IDASA for election and civil society related activities.

The IDASA proposes to develop voter education and documentation programs for the Eastern Transvaal region. The Eastern Transvaal region has more than a million voters and has not received the coverage necessary to adequately inform eligible voters of their right to vote or how to vote. The IDASA proposal will fill this gap in voter literacy and work with community leadership to develop a sound base and understanding of the basic principles of democracy, polling, tolerance and voter documentation. This activity also fills an important gap in the geographic coverage of the voter education and addresses specifically rural and women voters.

The IDASA voter education activity will be operated under the auspices of the Eastern Transvaal Regional Economic and Development Forum. However, the IDASA will be the implementing organization responsible for all grant activities. Voter education will be based on the IDASA developed training program which is excellent. This training is one of the most widely respected and used voter education programs available in South Africa. The training curricula will contain orientation to civil society, democracy, accountability in democratic systems, polling and mock balloting training. In addition, the IDASA will provide training in voter documentation and provide coordination for voter documentation activities. The IDASA has a women's oriented voter education

materials activity and voter education for women will be carried out. Also IDASA will provide follow-up and program support assistance to local leadership to carry-out voter education programs and to ensure that voter education activities are non-partisan.

An additional and important feature of this voter education activity is that it will work directly with local leadership and involve this critical group in voter education programs. Survey information and feedback from voter education in Natal and other areas have shown that local leadership tends to be highly skeptical of voter education and unless brought into the picture very early will not allow voter education activities to continue in their areas. In addition, the voter education program will also field other voter education specialists in the program to present information and training to special target groups especially women.

III. PROBLEM

There are over a million potential voters in the Eastern Transvaal region that have not yet been reached by non-partisan voter education activities. In addition many of the potential voters do not have adequate documentation that would allow them to vote in the April 1994 non-racial, national election. The proposed activity will develop a voter education and voter documentation program for the primarily rural and township areas of Eastern Transvaal.

IV. PURPOSE

The purpose of this Grant is to develop a voter education and voter documentation activity for the primarily rural and township areas of Eastern Transvaal.

V. PROGRAM DESCRIPTION

The IDASA will implement an intensive voter education and election support training program beginning mid January through April 1994. Training will be conducted in every township and rural community within the Eastern Transvaal. Training will consist of one day workshops for the communities and by April 1994, the leadership structures in every township and rural community in Eastern Transvaal will be exposed to voter education.

The voter education training will be carried out by local community leaders and by voter education training specialists. Approximately 2,600 local leaders will be trained on how to conduct voter education workshops. The local leadership thus trained will in turn train with the help of voter education specialist trainers, eligible voters in the community. An estimated 500,000 eligible voters will be trained during the life of this activity.

The Grant will provide financial support to the IDASA for salaries, travel, coordination, voter education materials and administrative costs of this activity. In addition, USAID has agreed to reimburse up to R20,000 for eligible and allowable salary, travel and materials costs incurred implementing Grant activities from January 10, 1994.

IDASA will provide USAID/South Africa a final report of the accomplishment of the Grant activities. This final report will include information on the numbers and locations of persons trained under the Grant, the difficulties encountered in implementing voter education activities and other data and information that both IDASA and USAID/South Africa may agree to collect and compile.

VI. DETAILED ILLUSTRATIVE FINANCIAL PLAN

A detailed illustrative budget for the IDASA voter education program is provided below. This detailed budget is intended to assist IDASA and USAID/South Africa monitor the program effectively and corresponds to the Financial Plan Budget, Table 1, described in the "Schedule", Attachment 1, which is the formal binding budget for this Grant.

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VI. Detailed Illustrative Budget
 Agreement No. 674-0301-G-SS-4034-00
 Eastern Transvaal Voter Education
 South African Rands (SAR)

Item	Budget Amount
1. Salaries	
Coordinator 5 months X R3,000 month	15,000
Trainers 2 X R 3,000 month X 4 months	24,000
Receptionist R500 X 3 months	1,500
Sub total	40,500
2. Workshop Training Costs	
a. Travel and Accomodation	
Coordinator Travel Estimate R1,000 month X 4 months	4,000
Coordinator Accomod R50 night X 4/week X 4 X 3 months	2,400
Trainer Accomod R50 night X 60 nights X 4 trainers	12,000
Voter Educator Travel Costs @ 1,300 Training pairs X R100	130,000
Vehicle Rental R4,701 + mileage at R2,299 X 4 months X 2	56,000
Vehicle Rental R3,240 month X 3 months	9,720
Petrol R250 week X 16 weeks X 2 vehicles	8,000
Sub total	222,120
b. Workshop Costs	
Chair and Table rental	1,000
Sound System Rental	2,023
Loud Hailers	800
Catering at R450 per Workshop X 130 Workshops	58,500
Venues at R200 per Workshop X 130 Workshops	26,000
Workshop Photocopying	6,500
Workshop Stationary	
Pencils and Pads @ 3,000 and 1,000 required	3,500
Flip Chart Stands and Paper	1,300
Kokis and Prestick	1,000
Sub total	100,623
c. Materials	
Printed Materials and Ballot Papers	98,457
Posters 3,000	3,000
T Shirts for Voter Educators 2,600 X R10	26,000
Sub total	127,457
3. Administrative Costs	
Telephone 4 months @ R800 month	3,200
Photocopying	2,400
Stationary	2,400
Rent @ R500 X 4 months	2,000
Computer and Printer	7,200
Desks and Chairs	2,000
Coordinator oversight travel and management 16 weeks X R1,250 week	20,000
Sub total	39,200
4. Audit	15,000
Total	544,900

FISCAL DATA AND CLEARANCES:

1. Fiscal Data:

Agreement No: 674-0301-G-SS-4034-00

Grantee: The Institute for a Democratic Alternative for South Africa (IDASA)

Appropriation: * 72-114/51014

BPC: * G554-94-21674-KG13

Reservation Control No.: * B940070

Amount: \$167,662

Total Project Obligations To Date including Current Grant Obligation: \$

Total Project Authorization Amount: \$110,000,000

Agreement Completion Date: August 31, 1994

Project Assistance Completion Date (PACD): 12/31/98

Funds Available: 24 FUNDS AVAILABLE

ACCT: C da Costa

Date: 05/10/94

2. Clearances for Action Memorandum, Grant Agreement Letter and Attachments 1-7:

Drafted: CDD, DWendel *HW*

Clearance:

JBeebe: GDO *J Beebe*

FMangera: PRO

DKeene: RLA

GHensley: CONT *HW*

WFord: DD *HW*

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ACTION MEMORANDUM FOR THE DIRECTOR, USAID/SOUTH AFRICA

DATE: January 31, 1994

FROM: CDD, Dennis Wendel *DW*

SUBJECT: South Africa Community Outreach and Leadership Development Project (674-0301); the Institute for Democratic Alternatives for South Africa Agreement No. 674-0301-G-SS-4034-00

I. PROBLEM

Your approval is required to obligate U.S. \$167,662 of FY1994 funds under the Community Outreach and Leadership Development Project (674-0301) through a Grant Agreement with the Institute for Democratic Alternatives for South Africa (IDASA), as described herein.

II. AUTHORITY

Pursuant to Redelelegation of Authority No. 452, the Director, USAID/SA, has authority to authorize and execute grants, and amendments thereto, with non-governmental organizations (NGOs) in an amount not to exceed \$5.0 million per grant.

III. DISCUSSION

The IDASA is a well known South African Nongovernmental Organization (NGO) that has played a significant role in supporting voter education and documentation programs for the disadvantaged electorate. IDASA has developed highly effective voter education materials and training programs that are being used throughout South Africa. During the last few years, USAID/South Africa has provided support for a number of IDASA democracy and civil society programs. We have supported in FY 1993 for example, party agent monitoring training for political organizations and voter education materials development programs. In addition, the USAID has supported the development of voter education materials which have proved to be highly successful.

There are discussions underway with the IDASA and the Institute for Multi-Party Democracy (IMPD) which will permit greater coordination and sharing of program activities. IMPD is also a highly effective NGO developing programs in support of civil society, democracy and monitoring the elections. Although an important development for civil society on the whole, we do not anticipate at this time that the merger or perhaps greater coordination between IDASA and IMPD, will have an adverse impact on the proposed voter education program.

The IDASA proposes to develop voter education and documentation programs for the Eastern Transvaal region. The Eastern Transvaal region has more than a million voters and has not received the coverage necessary to adequately inform eligible voters of their

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right to vote. The IDASA proposal will fill this gap in voter literacy and work with community leadership to develop a sound base and understanding of the basic principles of democracy, polling, tolerance and voter documentation. This latest activity also fills an important gap in the geographic coverage of the voter education and addresses specifically disadvantaged rural and women voters.

The IDASA voter education activity will be operated under the auspices of the Eastern Transvaal Regional Economic and Development Forum. However, the IDASA will be the implementing organization responsible for all grant activities. Voter education will be based on the IDASA developed training program which is excellent. This training is one of the most widely respected and used voter education programs available in South Africa. The training curricula will contain orientation to civil society, democracy, accountability in democratic systems, polling and mock balloting training. In addition, we have asked that IDASA provide training in voter documentation and provide coordination for voter documentation activities. The IDASA has a women's oriented voter education materials activity and voter education for women will be carried out. Also, IDASA will provide follow-up and program support assistance to local leadership to carry-out voter education programs and to ensure that voter education activities are non-partisan.

An additional and important feature of this voter education activity is that it will work directly with local leadership and involve this critical group in voter education programs. Survey information and feedback from voter education in Natal and other areas have shown that local leadership tends to be highly skeptical of voter education and unless brought into the picture very early will not allow voter education activities to continue in their areas. In addition, the voter education program will also field other voter education specialists in the program to present information and training to special target groups, especially women.

Finally, the IDASA has requested that limited costs not to exceed R 20,000 for salaries, travel and voter education materials incurred prior to the effective date of the Agreement be covered under the proposed Grant. In view of the time sensitive nature of the voter education activities, the brief period from January 10, 1994 to the effective date of the Agreement that eligible costs would be covered, and the limited amount of funds involved, the CDD recommends approval of this request.

IV. ISSUES

Through the development of this Agreement, the following issues have been identified and addressed as presented below:

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A. Action Plan and Strategic Objective(s) - This proposed Agreement was discussed during the FY94 COLD Project Action Plan review dated January 10, 1994 and approved. This activity is consistent with the Strategic Objective to support the majority population's participation more fully in the political development and governance of a democratic, human rights based South Africa. The Strategic Target specifically addressed by this Grant is as follows: to help prepare for a free and fair election.

B. Grantee's Illustrative Budget and Cost Negotiation - The CDD conducted verbal negotiations with the IDASA to establish its priorities for funding. Salary costs for outreach and coordination specialists, program and operating costs, voter education and workshop costs and coordination and management costs were specifically reviewed and compared with costs for similar programs. The budget and costs have also been reviewed within the Mission as part of the grant approval process and have been determined to be fair, reasonable and allowable for a grant of this nature. The grant file contains sufficient support for this determination.

C. Competitive Procedures or Non competitive Justification - Although competition is to be encouraged in the award of grants and cooperative agreements to NGOs (Handbook 13, Chapter 2B), Chapter 2B3a permits exceptions to competition where the proposal "is not solicited by A.I.D." and where the proposal is "unique, innovative, or proprietary and acceptance would be fair, reasonable, and would represent appropriate use of A.I.D. funds to support or stimulate a public purpose." The IDASA has submitted an unsolicited proposal, and it is the determination of the CDD that the activity is "unique and innovative". The IDASA proposal will be implemented in an area where no other USAID financed activities have been developed until now and where very few if any other voter education programs are operating. The IDASA will also use their own, highly effective voter education materials and training programs. As a result, we have concluded that the IDASA Eastern Transvaal voter education program is highly unique and necessary. In addition, the outreach program for the voter education and documentation activities will utilize trainers and community leaders to implement workshops and support voter documentation activities. This approach is highly innovative and addresses the need to involve community leadership in decision-making especially in troubled communities in remote and rural areas.

Because this activity is consistent with USAID program objectives and is so unique and innovative, acceptance of the IDASA proposal would be fair and reasonable and would represent an appropriate use of USAID funds.

D. Technical and Management Capability - It is the CDD

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determination that the subject organization possesses suitable policies and practices to ensure adequate management of USAID funds provided under the Grant Agreement. This determination is based on our past experience with the IDASA, our full discussion of program activities and the ongoing monitoring and follow-up of voter education activities and problems being experienced in the field.

E. Financial Management Capability - A financial review of the IDASA financial management systems was not conducted since the IDASA has current Grant Agreements with USAID which are adequately managed. The Grantee also possesses adequate accounting systems, books and records for the administration of this Agreement.

F. PVO Registration Determination - The proposed Grantee does not qualify as a Private Voluntary Organization, as defined in A.I.D. Handbook 3, Appendix 4C and 88 State 356010 because the IDASA does not solicit or receive voluntary contributions of money, staff time or in-kind support from the general public.

G. Grantee Contribution - A Grantee contribution (financial and/or in kind) of not less than 25% of total grant project costs has been provided. Other donors are providing substantial support for IDASA voter education and election monitoring programs. In addition, some limited numbers of the community outreach specialists associated with the program are providing in-kind support for the activity or volunteering their work.

H. Sustainability - The voter education and voter documentation programs supported under the proposed Grant are intended for the non-racial, national election planned solely for April 1994. The knowledge, information and practical experience gathered under this program will nevertheless be useful for future elections as well.

I. Standard Issues

1. Section 611(a) Requirements - Consistent with Section 611(a) of the FAA, adequate technical and financial planning underlie the proposed Agreement and reasonably firm cost estimates have been established. Such planning is evidenced by the Agreement program itself, as described in Attachment 2 of the proposed Agreement, which contains a detailed methodology for implementing Agreement activities and attaining specified Agreement outputs. The Illustrative Financial Plan is based on reasonably firm cost estimates for program activities.

2. Payment Verification Requirements - Payment verification requirements for the Grantee are satisfied by: (a) the specification of financial management and reporting

procedures in the attached Agreement; (b) the certification by the USAID Controller of the recipient organization's ability to handle initial Agreement disbursements; and (c) provision in the proposed Agreement for annual audits of use of Agreement funds.

3. Recurrent Costs - Donor financing of recurrent costs, such as salaries, allows the Grantee to provide an essential service that is unmet by the public sector and, due to the limited income of the beneficiaries, cannot be met through normal market channels. Recurrent cost assistance in such cases is justified under category 2 of USAID's Recurrent Cost Policy. The "design considerations" outlined in this policy document have been taken into consideration in the design and negotiation of this Agreement.

4. Selection of a Grant as the Assistance Instrument - It is the determination of the CDD that, in accordance with Handbook 13, Chapter 6, a grant is the appropriate assistance mode to be utilized, as A.I.D. is not procuring goods or services and does not require a substantial degree of operational control or involvement in project implementation. The attached document is, in form and substance, a grant as defined by A.I.D.

V. RECOMMENDATION

It is recommended that, pursuant to your authority under Redelegation of Authority No. 452, you: (1) approve noncompetitive selection in accordance with the justification provided above; (2) authorize the proposed Agreement to the IDASA by signing below; and (3) execute said Agreement, as attached, by signing on the appropriate page and line as indicated.

Approved: Leslie A. Dean
Leslie A. Dean
Director, USAID/SA

Disapproved: _____

Date: Feb 11, 1994