



PD/ASB/056
UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT 96921

Regional Development Office/South Pacific

American Embassy
P.O. Box 218
Suva, Fiji.

September 28, 1990

Telephone: 311-399
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Mr. Atanraoi Baiteke
Secretary General
South Pacific Commission
B.P. D5
Noumea Cedex
New Caledonia

Grant No. 879-0022-G-SS-0194

Dear Mr. Baiteke:

This letter refers to the Commission's proposal submitted to the United States Agency for International Development, Regional Development Office for the South Pacific (RDO/SP), proposing funding for its "Information and Communication Project for the Prevention of AIDS and STDs in the Pacific" prepared by its Community Health Services.

I am pleased to inform you that, pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as the Grantor or A.I.D.) hereby grants to the South Pacific Commission (hereinafter referred to as the Grantee or SPC) the sum of Two Hundred Thousand United States Dollars (\$200,000), to be used for support of SPC's Information and Communication Project for the Prevention of AIDS and STDs in the Pacific, as described in the Schedule of this Grant and in Attachment 2, entitled "Program Description".

To avoid confusion in terminology, this and subsequent communications with the Grantee will use the title "Regional AIDS Prevention Project" (A.I.D. Project 879-0022) or "RAP" or the "Project" to refer to the specific activities being financed by A.I.D. under this grant to SPC and will use the title "SPC Program" or "SPC AIDS Prevention Program" to refer to your larger effort which is also being supported by other donors.

This Grant is effective as of the date of this letter, and is applicable to commitments made by the Grantee in support of the project from the date of this Grant Letter and through March 31, 1993. The Grant may be extended after the satisfactory evaluation of the first two years of implementation and subject to performance, the availability of funds, and the mutual agreement of both parties to continue the project.

This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth on Attachment 1 (the Schedule); Attachment 2 (the Program Description) and Attachment 3 (the Standard Provisions); all of which have been agreed to by your organization.

Please indicate your acceptance of this Grant by signing the original and one copy of this letter in the space provided below and returning one copy to the Grant Officer.

THE UNITED STATES OF AMERICA

By: John B. Woods
John B. Woods, Grants Officer
Title: Regional Director
Date: September 28, 1990

ACCEPTED:

SOUTH PACIFIC COMMISSION

By: Atanraoi Baiteke

Title: Secretary-General, South Pacific Commission

Date: 28 September 1990.

ATTACHMENTS:

1. Schedule
2. Program Description
3. Standard Provisions

Fiscal Data:

Appropriation No.: 72-1101021

BPC No.: QDHA9027879KG13

RSCNTL No.: S990441

EARCTL No.: F990055

ATTACHMENT 1

SCHEDULE

A. Purpose of Grant

The purpose of this grant is to provide support for the SPC "Information and Communication Project for the Prevention of AIDS and STDs in the Pacific" which is more specifically described in Attachment 2 (the Program Description) of this Grant.

B. Period of Grant

1. The effective date of this grant is September 28, 1990. The expiration date of this grant is March 31, 1993. The Grant is for an initial two and one half year period and may be extended for up to an additional two and one half year period, subject to performance, the availability of funds to A.I.D., and the mutual agreement of the parties to continue the grant.

2. Funds obligated hereunder are available for program expenditures for the estimated period from the effective date of the Grant to June 30, 1991 as shown in the Grant Budget below.

C. Amount of Grant and Payment

1. The total estimated amount of this Grant for the period shown in B.1 above is US \$850,000.

2. A.I.D. hereby obligates the amount of US \$200,000 for program expenditures during the period set forth in B.2. above and as shown in the Grant Budget below.

3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 (the Standard Provisions).

4. Additional funds up to the total amount of the grant shown in C.1. above may be obligated by A.I.D. subject to the availability of funds, the mutual agreement of the parties to proceed, and the requirements of the Standard Provision of the Grant entitled "Revision of Grant Budget."

D. Grant Budget:

The following is the Grant Budget. Revisions to this Budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget."

Grant Budget (US \$ 000)			
	Obligated Amount 9/28/90 to <u>6/30/91</u>	Estimated Additional 7/1/91 to <u>3/31/93</u>	Total Est. 9/28/90 to <u>3/31/93</u>
1. Technical Assistance	45	130	175
AIDS Communications Specialist (salary, fringe benefits)			
Travel & Per diem	5	35	40
Office Supplies & Equipment	10	15	25
Communications & Misc.	5	20	25
Secretary	<u>5</u>	<u>20</u>	<u>25</u>
(subtotal)	(70)	(220)	(290)
2. Training	20	105	125
3. Community Grants	30	95	125
4. SPC Media Center Support	15	60	75
5. KAPB Studies	20	60	80
6. TA Buy-Ins	25	25	50
7. Evaluation	--	50	50
8. Contingency	20	35	55
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Total Grant	200	650	850

The Grantee's contribution to this project shall include such in-kind contributions as office and storage space for the Communications Specialist and secretary, support services from the InfoNet Centre to be established, support services from the Grantee's administrative staff (e.g., accounting, travel, translation, publications and printing, communications, etc.), and participation of Grantee's personnel in other programs such as Women's Bureau, Youth Development, and Community Education Training Centre. The estimated value of these in-kind contributions for the period of initial obligation is \$50,000.

E. Source and Origin of Goods and Services

Unless otherwise agreed by A.I.D. in writing, all commodities financed under the Grant must have their source and origin in the The South Pacific Region (ten Countries served by RDO/SP plus Noumea) or the United States (A.I.D. Geographic Code 000). All suppliers of goods and services financed under the Grant must have their nationality in the The South Pacific Region (ten Countries served by RDO/SP plus Noumea) or the United States (A.I.D. Geographic Code 000) except as otherwise agreed by A.I.D. in writing.

F. Procurement Procedures

The Grantee may use its established procedures for the procurement of goods and services for the project which may involve A.I.D. grant funds. It is expected that all procurement will be in accordance with the SPC prepared work plans unless written concurrence is obtained from RDO/SP.

G. Reporting

In addition to the financial reporting requirements outlined in payment (Periodic Advances) provision of ATTACHMENT 3, the grantee will provide to RDO/SP within 30 days after the end of each quarter a quarterly performance indicator report on its activities financed by this Grant to support SPC's AIDS prevention program. Format for this report will be provided at a later date.

The function of this performance indicator report is to provide documentation on support and results of support provided by SPC through this Grant. This report will be one of the bases by which the effectiveness of this grant will be measured during planned project evaluations.

The Grantee shall prepare and submit two copies of each report required by this Grant to the Regional Development Office/South Pacific (RDO/SP), to the following address:

Project Officer
Regional AIDS Prevention Project
RDO/SP
P.O. Box 218
Suva, Fiji

The title of all reports to RDO/SP shall include a descriptive title, the author's name (s), grant number, the project number and title, name of the A.I.D. office to which submitted, and the publication or issuance date of the report, following the format provided herein.

H. Grant Implementation Letters and Project Implementation Orders:

To assist the Grantee in the implementation of this Grant, RDO/SP, from time to time, may issue Grant Implementation Letters (GIL) that will furnish additional information about matters stated in this Agreement. The parties may also use jointly agreed-upon Grant Implementation Letters to confirm and record their mutual understanding on aspects of the implementation of this Grant. Grant Implementation Letters will not be used to amend the text of this Grant Agreement, but can be used to record revisions or exceptions which are permitted by the Agreement, including the revision of elements of the Program Description in Attachment 2.

Project Implementation Orders for the procurement of technical services, commodities and participant training services (PIO/T, PIO/C and PIO/P) may be used by the parties in those instances in which A.I.D. will undertake such procurement on behalf of the Grantee.

I. Evaluation

The project shall be formally evaluated within six months after the second operational year of the project. The evaluation will be made by a team contracted by RDO/SP, after consultation with the Grantee. Both RDO/SP and the Grantee, however, will assist the evaluation team and participate in the evaluation.

Criteria for evaluation will include, but not be limited to the following:

1. The performance of the Grantee in (a) complying with the terms of this Grant, and (b) carrying out the activities included in the Program Description and the work plans to be prepared later.
2. The performance of the Grantee in collaborating with RDO/SP and other donors.
3. The performance of the Grantee in maintaining and keeping accurate, up-to-date data and statistical analyses related to STD/HIV/AIDS incidence.
4. The performance of the Grantee in exploiting its NGO network to plan and implement AIDS prevention activities, including the Grantee's making at least five community grants.
5. Performance of the recipients of community grants in implementing their grant-funded AIDS prevention activities.

J. Unallowable Costs

Notwithstanding Standard Provisions in Attachment 3, the following costs are not allowable and reimbursible costs under this Grant: (1) overhead or general and administrative (G&A) costs attributable or allocable to the activities financed under the Grant; and (2) any other costs incurred by the Grantee which, while partially allocable to Grant activities, were not incurred solely for the purposes of the Grant.

K. Protection of the Individual as a Research Subject

1. Safeguarding the rights and welfare of human subjects involved in research supported by A.I.D. is the responsibility of the organization to which support is awarded. It is the policy of A.I.D. that no work shall be initiated under any grant for the support of research involving human subjects unless the research is given initial and continuing review and approval by an appropriate committee of the applicant organization. This review shall assure that (a) the confidentiality and rights to privacy of the individuals involved as the subject of surveys, studies and social and/or medical research is guaranteed, (b) the rights and welfare of the individuals involved are adequately protected, (c) the methods used to obtain informed consent are adequate and appropriate, and (d) the risks and potential medical benefits of the investigation are assessed.

2. The Grantee must provide written assurance to A.I.D. that it will abide by this policy for all research involving human subjects supported by A.I.D. This assurance shall consist of a written statement of compliance with the requirements regarding initial and continuing review of research involving human subjects and a description of the Grantee's review committee structure, its review procedures, and the facilities and personnel available to protect the health and safety of human subjects. In addition to providing the assurance, the Grantee must also certify to A.I.D. for each proposal involving human subjects that its committee has reviewed and approved the proposed research before any work may be initiated.

3. Since the welfare of the subject individual is a matter of concern to A.I.D. as well as to the Grantee; A.I.D. advisory groups, consultants, and staff may independently review all research involving human subjects, and prohibit research which represents unacceptable hazards. This provision, however, shall not derogate in any manner from the responsibility of the Grantee set forth herein.

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4. All of the above provisions apply to any research involving human subjects conducted outside of the United States and, in addition, such overseas research will conform to legal and other requirements governing human research in the country where they are conducted.

5. The Grantee will comply with the procedures relating to the safeguarding of human subjects involved in research contained in the U.S. Code of Federal Regulations, Title 45, Part 46 (45 CFR, Part 46), except as modified above, and shall include in all subgrants, agreements or contracts with organizations or individuals which are to do such research the requirements that such organizations or individuals comply with the other requirements of this Paragraph K.

L. Special Payment Provisions

Standard Provision 12, PAYMENT (PERIODIC ADVANCES), is modified by deleting subparagraph (b) thereof, substituting therefor the following:

"(b) To request an advance, SPC will submit a certified consolidated projected cash flow statement (Attachment 3, Annex 1) to the Regional Development Office/South Pacific in Suva, Fiji (RDO/SP). The Advance to be requested, initial or otherwise, must be for not more than a 90-day cash requirement, unless there are compelling reasons that can be fully justified.

Each advance payment, whether initial or otherwise, must be accounted for at least quarterly in order for any subsequent advance payment to be made. If a request for an additional advance is desired then it should be accompanied by a certified consolidated expenditure report (Attachment 3, Annex 2) as well as the project cash flow statement (Attachment 3, Annex 1).

RDO/SP, upon receipt of the above mentioned documents, will review them and if they are in order, will process the next advance and/or liquidation of the outstanding advance."

M. Title to Property:

Title to all property financed under this Grant shall vest in the Grantee, subject to the following conditions:

(1) The Grantee shall not charge for any depreciation, amortization, or use of any property, title to which remains in the Grantee under this provision under the Grant or any other U.S. Government agreement, subagreement, contract, or subcontract.

(2) The Grantee agrees to use and maintain the property for the purpose of the Grant in accordance with the requirements of paragraphs (3), (4) and (5) below.

(3) The Grantee shall use the property in the program for which it was acquired as long as needed, whether or not the program continues to be funded by A.I.D. When no longer needed for the original program, the property may be used for such other purposes as may be agreed by A.I.D. or, with the prior approval of A.I.D., disposed of by sale and the proceeds thereof used for purposes mutually agreed upon by the Grantee and A.I.D.

(4) The Grantee agrees to report all items of nonexpendable property with a unit costs of the equivalent of U.S.\$500 or more to the Grant Officer from time to time as they are acquired and to maintain a control system which will permit the ready identification and location of all property, expendable and non- expendable, financed under the Grant. For the purposes of this subparagraph, nonexpendable property shall be considered to consist of any item of tangible personal property having a useful life of more than two years.

(5) The Grantee will ensure that a control system is in effect to insure adequate safeguards to prevent loss, damage, or theft of all property financed under the Grant. Adequate maintenance procedures shall also be implemented to keep such property in good condition. At the conclusion of the Grant period, the Grantee shall provide the Grant Officer with a complete inventory of all property financed under the Grant which remains in the Grantee's possession at the time with the Grantee's recommendations for disposition.

N. Funding of Community Grants:

The Grantee agrees that none of the funds provided under the Grant will be used to fund grants to NGOs or NACs for community education grants until the Grantee and A.I.D. have mutually agreed upon the criteria, eligibility requirements and procedures for the making of such grants.

O. Standard Provisions:

The Standard Provisions for this Grant are those provisions numbered 1 through 12, in Attachment 3.

PROGRAM DESCRIPTION

I. BASIC INFORMATION

Title for A.I.D Grant: Regional AIDS Prevention Project
Project No. 879-0022
("RAP Project" or "A.I.D. Project")

Title for SPC Program: Information and Communication Project
for the Prevention of AIDS and STDs
in the Pacific ("SPC AIDS Program")

Planned Life of Grant: Two and one half years

Planned Level of Grant Funding: \$850,000,

Grant Features: Part of a larger multi-donor supported broad regional AIDS prevention program, donor collaboration and networking, community education activities, encouragement of private sector participation, and leverage of Grant funds by buy-in of A.I.D. centrally funded projects.

II. GOAL AND PURPOSE

The goal of the Grant is to minimize the impact of STD/HIV/AIDS in the South Pacific. The purpose of the Grant is to promote behavior change that will thwart STD/HIV/AIDS transmission.

The grant is expected to accomplish its purpose at two levels. First, at the regional level, it will help SPC establish an effective AIDS education resource to serve the region. Second, at the national level, it will strengthen AIDS education in the community level programs of the countries served by RDO/SP.

III. STRATEGY

The strategy guiding the design and planned implementation of this Grant includes the following:

A. Participation in the Broader Regional Effort:

The challenge of reducing the spread of AIDS in the South Pacific is so large and complex that no one donor has the resources to finance the entire campaign. Other donors had already begun some activities prior to the design of this Grant.

The various components of a comprehensive program to prevent the spread of AIDS lend themselves to separate discrete financing by different donors, but the inter-relationship of the different components requires close coordination among the donors and their clients or recipients.

B. Coordination with other Donors:

With a large number of donors contributing to AIDS prevention in the South Pacific within a short time period, coordination to avoid duplication, overlap and gaps is critical. The donors, under the overall guidance of WHO, have been meeting informally since May, 1989 in Suva. The nine donors have decided to formally create a Technical Advisory Group (TAG).

Implementation of this Grant will require a considerable amount of networking by the SPC AIDS Communications Specialist and the RDO/SP's project officer as many of the project's activities are linked to activities of other donors. The networking should be done through both the TAG and directly with the various donors.

C. Buy into A.I.D. Central Funded Projects:

Some of the limited funds in this Grant may be used to buy into the AID/W's AIDSCOM and other centrally funded projects. Although RDO/SP will make the contractual arrangements for the buy-ins, the documents will be cleared with SPC prior to submission to AID/W to ensure that such assistance is an integral part of the SPC program. AIDSCOM will provide technical assistance for such purposes as (1) planning and implementing training courses (including workshops and seminars) in campaign planning, project preparation, radio, educational materials and curricula development/testing; (2) better tracking of Grant elements; and (3) assisting SPC on maximum use of the private sector participation in Grant activities.

In addition, close collaboration with SOMARC in PNG will encourage improved social marketing activities and condom sales.

D. Promotion of Community Organizations and Private Sector:

The Grant will provide support for the establishment of the SPC AIDS Program, the strengthening of SPC's Regional Media Center and some support to the national AIDS committees in several countries. However, the main action to educate the public about AIDS prevention will take place at the community level by community organizations. The Grant will support local organizations in four ways: (1) with grants to community organizations, (2) with materials produced by local media firms and the SPC Regional Media Center (posters, radio programs,

videos, etc.), (3) with technical assistance provided by the SPC's AIDS Communications Advisor and short term advisors if needed, and (4) with regional and national workshops and training programs.

The private sector will be involved in at least two ways: (1) by distribution/sales of condoms and (2) through the preparation/publication of posters, radio, etc. The Regional Media Center will provide technical assistance and training to local media producing firms through national and regional training programs.

IV. ACTIVITIES AND OUTPUTS

A. Baseline Data and Monitoring:

To better manage the efforts to prevent the spread of STD/HIV/AIDS, SPC will need baseline data on the extent of STD and HIV infection as well as information on behaviors and attitudes toward sexual practices in specific groups of the community.

Little is known about South Pacific sexual knowledge, attitudes, practices and beliefs (KAPB). SPC-sponsored KAPB studies, complemented by similar studies among other target populations by WHO, will provide valuable base line data for planning better interventions and evaluating their level of success.

The KAPB studies financed by the Grant will be designed to meet the special needs of the project. The studies should be simple and direct, easily administered, efficient to implement and easily assessed. The surveys will provide both a basis for preparing educational programming and comparing the effectiveness of AIDS prevention activities over time. In addition, the data will be used to judge performance during the mid-term and final evaluations. These KAPBs will be in addition to surveys that will be carried out in different localities in the region by WHO.

The Grant activity is the monitoring of progress and planning of educational and community activities (this overlaps with the next activity below). The output is baseline data and improved monitoring.

B. Community Education Activities:

The heart of the Grant will be the educational activities carried out on the community level by community organizations (NGOs).

After assistance in planning and developing AIDS prevention programs, NGOs will begin serious community level education campaigns, culturally appropriate, directed at their constituencies. Educational materials, prepared with the assistance of the Grant, will be distributed to encourage the behavioral change necessary to stop STD and HIV transmission. Condom use will be promoted in appropriate manners.

The output from the community education activities will include: (a) active community AIDS educational programs going on in selected countries, (b) condom use up by 35 percent, and (c) 25 percent reduction in STD rate.

The Grant inputs will include community grants from SPC, media materials produced from the project activity described below, training involving both national and regional workshops and training programs, and technical assistance from the SPC Communications Specialist.

C. AIDS Educational Materials Prepared in Region and Locally:

Much of the AIDS educational materials used by the community organizations must be country or community-specific; i.e., radio programs, posters, etc. prepared by the SPC Regional Media Center or imported from outside the region must be modified to conform to local conditions, culture and language. The materials must be both inexpensive and appropriate to the local culture. This means that most of it must be prepared locally. The community organizations will select, design and buy the materials based on their needs, using their own funds and the grants from SPC.

Therefore, an activity of the Grant will be both the preparation of the materials and the improvement in local media firms to produce quality, low cost materials. The outputs will be (1) materials produced for community organizations and (2) local media production capability increased. The project inputs include the country grants to finance purchase of materials and technical assistance from the SPC Regional Media Center to local media firms.

D. Networking:

In many ways networking among the donors and by SPC with the community organizations is not a Grant activity as such but an implementation device. However, it is so important to the success of the Grant and should receive sufficient time and effort by SPC and donors as to be considered both a Grant activity and an implementation method.

The need for donor coordination or networking was described above as one of the elements of the project strategy. However, networking in the sense of this activity is broader than just donor coordination. It involves SPC's Communications Specialist working closely with the community organizations on the activities financed directly by community grants plus SPC's promoting the networking activities among the community organizations themselves.

The output from this activity will be better coordination plus the exchange of information, experiences, and ideas. Inputs will be the promotional efforts of the SPC Communications Specialist and RDO/SP, a regional newsletter, regional and local workshops for exchange of ideas and contacts as well as training and program development.

V. INPUTS

A. Technical Assistance:

This consists of (1) an AIDS Communications Specialist hired by SPC (initially for 2 1/2 years) and a secretary hired for the Specialist plus costs of regional travel and per diem, communications, office supplies, office equipment, and (2) about 15 months of short term technical assistance provided through buy-ins to the A.I.D./W projects.

B. Training:

The types of training to be supported by the Grant include (1) national and regional workshops and training courses on AIDS education, (2) observational travel within the region, to the U.S. and third countries for selected national and community leaders to observe how community level educational activities are conducted, and (3) training sponsored by the SPC Regional Media Center for PVO and media production personnel in the countries on how to plan and implement effective community campaigns, prepare poster, radio programs, videos for the educational programs. No long or short term academic training is anticipated.

C. Community Grants:

This input consists of small grants made to community and national NGOs as well as the national AIDS committees to carry out community level STD/HIV/AIDS educational activities. An important element of the initial work plan to be prepared jointly by SPC and RDO/SP is an agreed upon criteria for eligibility for grants, minimum size grants, use of grants, reporting and accountability of funds, etc.

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D. KAPB Studies:

The Grant will provide limited funding for KAPB studies to be performed among target groups to be decided upon during the preparation of the work plan. These studies will be in addition to similar studies among other target populations planned by WHO. Together these studies will provide valuable base line data that will be used for planning better interventions and evaluating their level of success. SPC will contract with regional and U.S. research institutions, universities or individuals to design the studies, implement the collection and collation of the resultant data.

VI. IMPLEMENTATION

SPC, using its established procedures, will hire the Communications Specialist, a secretary and procure the necessary office equipment, furniture and supplies for the operations of the Grant. ~~Out of SPC's Regional Media Center facilities in Suva.~~ SPC will also arrange all training events, make grants to community organizations, and contract for the KAPB and baseline studies. Any training that takes place outside the region must be carried out in accordance with the participant training rules in A.I.D.'s Handbook 10. J
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Within one month after the Grant agreement is signed, SPC, in collaboration as necessary with RDO/SP, will prepare a preliminary overall workplan for the entire 2 1/2 years of the Grant. Within one month after the Communications Specialist has begun work, SPC will prepare a more refined workplan for the 2 1/2 years and a detailed workplan for the first six months. A new detailed workplan will be prepared every six months. Each workplan is to be submitted to RDO/SP for review and concurrence. Thereafter, no action by SPC to implement the Grant shall require RDO/SP concurrence if it is in accordance with the jointly approved workplan.

The long term Communications Specialist shall be an American unless RDO/SP otherwise agrees in writing. Procurement of goods and services shall be from countries described in Paragraph E, "Source and Origin of Goods and Services" in Attachment 1 (Schedule).

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