



FEDERATION INTERNATIONALE DES SOCIÉTÉS DE LA CROIX ROUGE ET DU CROISSANT ROUGE
INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES
FEDERACIÓN INTERNACIONAL DE SOCIEDADES DE LA CRUZ ROJA Y DE LA MEDIA LUNA ROJA
الاتحاد الدولي لجمعيات الصليب الاحمر والهلال الاحمر

PD ABCQ-872

79. =

FINAL REPORT

USAID Grant N° ENI-G-00-97-00010-00



SOCIAL MOBILISATION FOR IMMUNISATION CAMPAIGNS IN GEORGIA

Geneva, October 1998

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1 FINAL OPERATIONAL REPORT

**INTERNATIONAL FEDERATION OF RED CROSS AND RED
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*DELEGATION IN GEORGIA***

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**Social Mobilisation for Immunisation
Campaigns**

Final Operational Report

1 BACKGROUND

Over the period of the last couple of years several immunisation campaigns have been implemented in Georgia with an objective to reduce the transmission of vaccine-preventable diseases such as Measles, Diphtheria, Polio

The EPI (Expanded Programme of Immunisation) Coverage Survey undertaken by UNICEF and the Ministry of Health in 1996 indicated that the immunisation coverage rates of both the regular EPI and the immunisation campaigns were not satisfactory

This was the rationale for the International Federation and the Georgian Red Cross to propose through the Emergency Relief Appeal 1997 a social mobilisation project to be implemented in a close cooperation with the Ministry of Health and UNICEF

The funding for this project was received in July 1997 from the USAID. Immediately thereafter, the Federation Delegation and the Georgian Red Cross started the preparatory work towards the project implementation, in close coordination with the Ministry of Health and UNICEF's office in Tbilisi

2 GOALS / OBJECTIVES

In August 1997 the Federation Medical Department under the supervision of the Regional Health Delegate for the Caucasus prepared a plan of action for the project and the operational budget. In coordination with UNICEF, it was decided that the social mobilisation activities would complement those already planned in the framework of immunisation campaigns which were about to begin in the month of September 1997 (Measles and Diphtheria) and in April 1998 (Polio)

- Second round of the National Anti-Diphtheria Immunisation Campaign, targeting adults aged 30 - 50 years (September 1997) ,
- Anti-Measles Immunisation Campaign for children aged 12 months - 6 years (September 1997),
- Mass Immunisation against Polio (April-May 1998)

A Mass Immunisation Campaign Against Measles and Diphtheria

The flyers and posters for these two campaigns were already prepared and printed. Same was the case with a technical information booklet for the doctors, as well as the video clip for the Anti-Measles Campaign

Therefore, it was decided that the Federation and the Georgian Red Cross would concentrate on preparation and organisation of the social events, production of a video clip for the third round of Anti-Diphtheria immunisation campaign, and support the distribution of the printed material and broadcasting of the video clips. It was decided to disseminate the information about the immunisation campaigns using the Georgian Red Cross network by the distribution of printed materials (posters, flyers), through the electronic media (local and national television, radio), as well as through the organisation of special events

B Mass Immunisation Campaign Against Polio - "MEGAKAR"

In February 1998 all parties involved in immunisation campaigns started intensive works on preliminary plan-schedules for the coming mass immunisation of children under 3 against Polio. It was agreed, that the Federation / the GRC will be involved in this campaign through the following activities

- Distribution of public health education materials throughout Georgia through the GRC branch offices using the GRC visiting nurses,
- Placing advertisements on public transport in Tbilisi,
- Preparing the broadcasting the video clip produced by the Ministry of Health and UNICEF through the central and regional TV companies
- Monitoring and evaluation of the Program implementation

2 PROGRAMME ACTIVITIES

Letter of Agreement on the implementation of the Program between the Federation, the Georgian Red Cross and the Ministry of Health was signed on September 11, 1997

A Mass Immunisation Campaign Against Measles and Diphtheria

a) Social events

The Youth Theatre of Georgia was engaged by the Federation Delegation to prepare a performance for children, promoting the immunisation against measles

The scenario for the performance was prepared by the theatre and revised by the Federation, the Georgian Red Cross and the Ministry of Health

At the same time all involved parties have prepared a draft plan calendar of events for big cities of Georgia - Tbilisi, Kutaisi, Batumi. In a meeting between the Federation Medical Coordinator and the Deputy Head of Public Health Department of the Ministry of Health - Dr Iago Kalandadze and Director of the National Centre of Disease Control of Georgia Dr - Paata Imnadze, the Head of Public Health Department in Imereti - Dr Kote Gvetadze explained, that he would appreciate events in Kutaisi, but unfortunately all the parks were under the renovation and kindergartens were not functioning at that time. Therefore, the social events were not staged in Kutaisi.

The Federation and the Georgian Red Cross proposed to include Kobuleti - a popular resort in Georgia instead of Kutaisi, as many families with children were spending their holidays here at the time. This was accepted by the Ministry of Health.

The final version of the calendar of the events was as follows

September 13, 1997 - Vake park, Tbilisi,
Mushtaid park, Tbilisi

- September 14, 1997 - Vake park, Tbilisi,
Mushtaid park, Tbilisi
- September 15, 1997 - Vake park, Tbilisi
- September 19, 1997 - Kobuleti
- September 20, 1997 - Batumi 2 performances
- September 21, 1997 - Batumi

The colourful events were full of joy, music and fairy tales, which attracted more than 200 children and their parents in both places in Tbilisi, where in total 5 performances took place. Red Cross logos were visible everywhere.

The Red Cross Regional Chairperson of Ajara Ms Guliko Kiknadze successfully organised 2 performances in a beautiful garden of the Puppet theatre of Batumi. Approximately 300 children and their parents attended the colourful events. The interest of the public to see the performances was much greater than the capacity of the site. On 20 of October the Red Cross Regional Office in Ajara in cooperation with the Public Health Department organised a big concert with children, which was dedicated to Anti-Measles campaign in Ajara. The entrance and a big hall of the Summer Theatre of Batumi boulevard was placed with posters announcing the campaign and Red Cross logos. There were over 500 spectators in the hall, which was not big enough to receive all those who came to attend the concert.

The activities were well highlighted by the local TV company of Ajara region.

- b) The Georgian Red Cross regional offices in Batumi and Kutaisi have arranged that the video clip for Anti-Measles immunisation campaign is broadcasted through the local TV companies in Ajara, Imereti and Guria free of charge. This video-clip was previously broadcasted only through the national (central) TV company as per the arrangements made by UNICEF, who also produced it.
- c) As per the letter of agreement the Federation / the Georgian Red Cross have produced a video-clip for Anti-Diphtheria campaign. The National TV company charged for the broadcasting time of the clip. Once again, thanks to the Red Cross Regional Chairpersons, the regional TV companies have broadcasted the video-clip in Ajara, Guria and Samegrelo free of charge.
- d) A fee was requested by the Fleet Department of the Mayor's Office in Tbilisi for placing 200 posters - advertisements on the public transport vehicles in Tbilisi. This cost was incurred by the Federation. In all the other districts of Georgia local governmental authorities agreed to place the posters on the public transport vehicles free of charge.
- e) All printed materials concerning the campaigns (posters, flyers, technical information booklets for doctor) for the West Georgia (Imereti including Svaneti, Samegrelo, Ajara, Guria) were distributed by the Federation to the Regional Offices of the GRC in Kutaisi,

Batumi, Ozurgeti. The Georgian Red Cross Regional Chairpersons delivered them to local Public Health Departments. The printed documentation for East Georgia was distributed by the Ministry of Health and UNICEF.

- f) The Georgian Red Cross Headquarters office requested all the Red Cross Regional Offices to contact and coordinate with local Public Health Departments in respective regions in order to distribute public health education materials among the population using the nurses of the Visiting Nurses Programme of the Georgian Red Cross. The Georgian Red Cross visiting nurses distributed all printed materials among the population of villages of Guria, Kvemo Kartli, high mountain regions of Ajara and Svaneti. The Ministry of Health decided not to use the Georgian Red Cross Visiting Nurses Programme in the large cities of Georgia though, as no problems with the distribution of health education materials were anticipated there.
- g) As per the plan of action the Federation / the Georgian Red Cross were involved in monitoring procedures of the campaigns. The plan for monitoring was agreed between the Ministry of Health, the Federation, the Georgian Red Cross and UNICEF.

The Federation / the GRC alongside with the MoH took part in monitoring of campaigns in Guria and Samegrelo regions of Georgia on 1-2 and 6-7 of October respectively. The main goal of the monitoring exercise was to get an orientation about the coverage rates achieved during campaigns. Both field visits were arranged by the Federation.

On 1-2 of October monitoring was conducted in Guria regions (2 cities and 4 villages). The Ministry of Health was represented by an expert from the National Centre of Disease Control of Georgia - Dr. Khatuna Zakhshvili.

In Samegrelo region the monitoring procedure was conducted on 6-7 of October in three cities and 4 villages of the region. An expert from the National Centre of Diseases Control of Georgia - Dr. Tamar Dolakidze represented the Ministry of Health.

According to a preliminary information received from the institutions visited during the monitoring, it was estimated that the average coverage rates for both campaigns in Samegrelo and Guria were as follows:

Anti-measles campaign - 60-65%,
Anti-diphtheria campaign - 40-45%

The complete monitoring report will be sent to the Federation as soon as the National Centre of Disease Control prepares it.

Thanks to great efforts of the GRC Regional Office in Senaki the campaigns and the monitoring visit were well highlighted by the local TV company.

The flyers and posters for this campaign were already prepared and printed. Same was the case with a technical information booklet for the doctors. Therefore the Federation and the Georgian Red Cross were concentrate on production of a video clip for the campaign, support the distribution of the printed material and broadcasting of the video clip. It was decided to

disseminate the information about the immunisation campaign using the Georgian Red Cross network by the distribution of printed materials (posters, flyers), through the electronic media (local and national television, radio)

The Federation and the GRC has created a special team containing of the representatives of Medical, Information Departments and Youth Red Cross of the GRC, who were involved in social mobilisation activities

B Mass Immunisation Campaign Against Polio - "MEGAKAR"

The following actions were held by Red Cross

- a) The Federation / the GRC helped the MoH / UNICEF to put posters advertising the campaigns on public transports, transport stations, parks etc
- b) The Federation / the Georgian Red Cross have produced a video-clip for the campaign The National TV company charged the Federation for the broadcasting time of the clip
- c) All printed materials concerning the campaigns (posters, flyers, technical information booklets for doctor) for the West Georgia (Imereti including Svaneti, Samegrelo, Ajara, Guria) and East Georgia (Kakheti) were distributed by the Federation to the local Public Health Departments
- d) As per the plan of action the Federation / the Georgian Red Cross were involved in monitoring procedures of the campaigns The plan for monitoring was agreed between the Ministry of Health , the Federation, the Georgian Red Cross and UNICEF

The Federation / the GRC alongside with the MoH took part in monitoring of campaigns in Kakheti region of Georgia on 7-10 of April 1998 The main goal of the monitoring exercise was to get an orientation about the coverage rates achieved during campaigns Both field visits were arranged by the Federation

2 PLAN OF ACTION

"Social Mobilisation for Immunisation Campaigns in Georgia"

PLAN OF ACTION

1 Late August 1997

- Initial meetings with UNICEF and Ministry of Health
- Prepare the letter of agreement for the program implementation between the Delegation, Georgian Red Cross, Ministry of Health and UNICEF
- Initial discussions about involvement of the Georgian Red Cross district branches in the program implementation
- Appoint team leaders - Visiting Nurses Program regional coordinators/ Red Cross volunteers
- Aware the Georgian Red Cross Information Department and Youth Red Cross on the program activities

2 September 1997

- Social events in Tbilisi, Kobuleti, Batumi (anti-measles campaign)
- Distribution of public health education materials throughout Georgia through the GRC branch offices using the Georgian Red Cross nurses (anti-measles and anti-diphtheria campaigns)
- Broadcast of video-clip produced by UNICEF through the regional TV companies in Ajara and Imereti (anti-measles campaign)
- Placing advertisements on the city transport vehicles (anti-measles and anti-diphtheria campaigns)
- Producing and broadcasting of the video clip through the central and regional TV companies (anti-diphtheria campaign)

3 October, 1997

- Involvement in monitoring and evaluation of the campaigns

4 February-March, 1997

- Distribution of public health education materials throughout Georgia through the GRC branch offices using the Georgian Red Cross nurses
- Placing advertisements on the city transport vehicles (anti-diphtheria campaign)

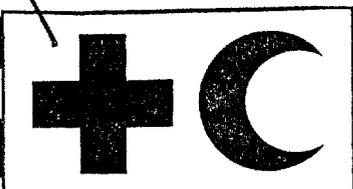
- Producing and broadcasting of the video clip through the central and regional TV companies (anti-diphtheria campaign)
- Involvement in monitoring and evaluation of the campaigns

5 April 1998

Immunisation Campaign Against Polio

- Distribution of public health education materials throughout Georgia through the GRC branch offices using the GRC visiting nurses,
- Placing advertisements on public transport in Tbilisi,
- Preparing the broadcasting the video clip produced by the Ministry of Health and UNICEF through the central and regional TV companies,
- Monitoring and evaluation of the Program implementation

**3 LETTER OF AGREEMENT BETWEEN
THE INTERNATIONAL FEDERATION OF RED CROSS AND
RED CRESCENT SOCIETIES,
THE GEORGIAN RED CROSS SOCIETY AND
THE MINISTRY OF HEALTH OF GEORGIA**



FEDERATION INTERNATIONALE DES SOCIETES DE LA CROIX-ROUGE ET DU CROISSANT ROUGE
INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES
FEDERACION INTERNACIONAL DE SOCIEDADES DE LA CRUZ ROJA Y DE LA MEDIA LUNA ROJA

LETTER OF AGREEMENT

on the implementation of the program "SOCIAL MOBILIZATION FOR IMMUNIZATION CAMPAIGNS" (hereinafter THE PROGRAM) in the Republic of Georgia

The International Federation of Red Cross and Red Crescent Societies - the Delegation in Georgia (hereinafter THE FEDERATION), the Georgian Red Cross Society (hereinafter the GRC) and the Ministry of Health of the Republic of Georgia (hereinafter THE MINISTRY) have agreed upon the following

1 The Federation, together with the GRC, has initiated and prepared the Program aimed to support implementation of immunization campaigns in the Republic of Georgia

2 The Program will be implemented by the Federation Delegation, the Georgian Red Cross Society, UNICEF and the Ministry of Health according to the program description (attached), which is an integral part of this Letter of Agreement

3 The responsibilities of the Federation Delegation in Georgia related to the program implementation are

- mobilization and management of funds needed for program implementation
- liaison with and reporting to the program donor / donors on all issues related to the program
- program coordination in Georgia
- design and fund the public awareness campaign through social events (anti measles campaign), distribution of public health education materials (anti diphtheria campaign) and activities through mass-media (anti diphtheria campaign)
- close cooperation with the Ministry and UNICEF
- regular attendance of immunization coordination meetings at the Ministry
- involvement in program monitoring and evaluation,
- preparation of end of program report

4 The responsibilities of the Georgian Red Cross Society are

- create a small team at the GRC HQ for social mobilization activities consisting of the representative of the Health/Social Welfare Departments
- active involvement the Youth and information Departments of the GRC in the program implementation
- close cooperation with the respective Departments at the Federation Delegation

- organization of social events in Tbilisi, Batumi, Kutaisi and other big cities of Georgia through the GRC Regional Branches (anti measles campaign)
- preparation and distribution of public health education materials through the Regional Branches of the GRC (anti diphtheria campaign)
- organization of activities through mass-media TV clip, radio (anti diphtheria campaign)
- close cooperation with the Ministry and UNICEF
- regular attendance of immunization coordination meetings at the Ministry
- active involvement in program monitoring and evaluation

5 All parties acknowledge that the Program implementation and continuation is a subject of availability of funds provided by the external donors through the Federation and that this fact may influence the contents or the duration of the Program
All relevant information in this regard shall be timely shared with the Georgian Red Cross and the Ministry

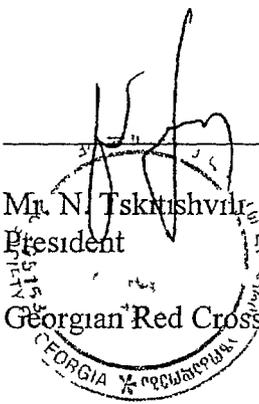
6 All parties acknowledge that this program is governed by the Statutes of the International Red Cross and Red Crescent Movement, the Constitution of the International Federation of Red Cross and Red Crescent Societies and Principles and Rules of Red Cross and Red Crescent Disaster Relief

7 This Agreement is valid until the full implementation of the program as per the program proposal, maximally up to 12 (twelve) months as of the day of signing, with possible extension to be agreed in written form by the Parties to the Agreement

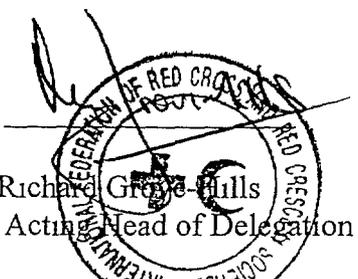
Signed in Tbilisi, 11 September, 1997



Mr. R. Urushadze
Public Health Department
Ministry of Health



Mr. N. Tskitishvili
President
Georgian Red Cross



Richard Graye-Hills
Acting Head of Delegation
Federation Delegation

4 FINAL FINANCIAL REPORT

Grant No ENI-G-00-97-00010-00
Georgia, Social Mobilisation for Immunisation Campaign

Final Financial Report

	CHF
Total received USD 10,000 (26 03 98)	14,940 00
Expenditures	
5900 - 5999 Transport and Storage	(2,671 00)
5930 Fuel	
5940 Car Rental	
6000 - 6999 Personnel	(1,021 19)
6601 Local Staff - Salary	
6614 Local Staff - Per Diem	
6616 Local Staff - Hotel Accommodation	
7000 - 7999 General and Administration Costs	(11,247 81)
7107 PR Activities - Printing	
7121 PR Activities - Events	
7131 Publicity	
7153 Photographs	
7301 Admin - Stationery and Sundry Equipment	
7551 Operations Support - Admin Costs	
7601 Banking Charges	
Total Expenditures	(14,940 00)

5 HEALTH EDUCATION MATERIALS

31 მარტი

4 აპრილი

I რაუნდი



unicef

5 მაისი

9 მაისი

II რაუნდი

მიზანი: 2000 წელი

საერთაშორისო კოალიციის
გარეშე

საპარტეზოლო განვითარების დაცვის სამინისტრო



**ნ წლებდა ასაკის გავზვების საყოველთაო
იფუნიზაცია ნითელას სანიტაღებებოდ**

**15 სექტემბერი – 15 ოქტომბერი
ასრები უფასოა**

საქართველოს ჯანმრთელობის
ღაცვის სავინისტრო

გაეროს გავზვთა
ფონდი იუნისეფი

საქართველოს ადამიანთა განვითარების ინდექსი

საქართველოს ადამიანთა განვითარების ინდექსი



სახელი	სახელი
დასახლება	2 თვის
სახელი	3 თვის
სახელი	4 თვის
სახელი	12 თვის
სახელი	18 თვის
სახელი	1 წელი
სახელი	14 წელი და ქვემოთ
სახელი	15 წელი

საქართველოს ადამიანთა განვითარების ინდექსი

საქართველოს ადამიანთა განვითარების ინდექსი

საქართველოს ადამიანთა განვითარების ინდექსი

საქართველოს ადამიანთა განვითარების ინდექსი

სახელი	სახელი	სახელი
სახელი	სახელი	სახელი



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საქართველოს ადამიანთა განვითარების ინდექსი

6 QUARTERLY REPORT

International Federation of Red Cross and Red Crescent Societies

2nd Quarterly Report (December 1997 - February 1998)

USAID

Country of Operation	Georgia
Title of Operation	Support of IDP Shelter Rehabilitation and Immunization Social Mobilization in Georgia
Starting/Finishing dates of contract	17 July 1997 - 31 July 1998
Total Budget	370,000 USD (includes budget for Social Mobilization for Immunization Campaigns)
Grant No	ENI-G-00-97-00010-00

Social Mobilization for Immunization for Immunization Campaigns

The International Federation of Red Cross and Red Crescent Societies and the Georgian Red Cross initiated the project with a goal to support the implementation of immunization campaigns in Georgia through the social mobilization. The funding for the project was received in July 1997 from USAID. Immediately thereafter the Federation Delegation and the Georgian Red Cross started the preparatory work towards the project implementation in close coordination with the Ministry of Health and UNICEF's office in Tbilisi.

In August 1997, the Federation Medical Department under the supervision of the Regional Health Delegate for the Caucasus prepared a plan of action for the project and the operational budget. In coordination with UNICEF, it was decided that the social mobilization activities would complement those already planned in the framework of two immunization campaigns which were about to begin in the month of September.

- Second round of the National Anti-Diphtheria Immunization Campaign, targeting adults aged 30 - 50 years
- Anti-Measles Immunization Campaign for children aged 12 months - 6 years

The flyers and posters for these two campaigns were already prepared and printed. Same was the case with a technical information booklet for the doctors, as well as the video clip for the Anti-Measles Campaign.

Therefore, it was decided that the Federation and the Georgian Red Cross would concentrate on preparation and organization of the social events, production of a video clip for the third round of Anti-Diphtheria immunization campaign, and support of the distribution of the printed material and broadcasting of the video clips. It was decided to disseminate the information about the immunization campaigns using the Georgian Red Cross network by the distribution of printed materials (posters,

flyers), through the electronic media (local and national television, radio), as well as through the organization of special events

All progress made during the campaigns were according to the Plan of Action and the Letter of Agreement signed on September 11, 1997 between the Federation, the GRC and the Ministry of Health

During the period the Federation and the Georgian Red Cross were regularly attending all immunization coordination meetings held by the Ministry of Health. All issues concerning the immunization campaigns implemented in Georgia were addressed to the participants involved in the program

As per official information received from the Ministry of Health (National Center of Disease Control) in April - May the Ministry and UNICEF will start the Mass Immunization Campaign against Polio targeting children aged 2 months - 3 years

During the last meeting held on February 18, 1998 at the Ministry of Health of Georgia all parties started intensive works on preliminary plan-schedules for the coming program. It was agreed that the Federation / Georgian Red Cross will be involved in this campaign through the following activities

- Distribution of public health education materials throughout Georgia through the GRC branch offices using the GRC visiting nurses
- Placing advertisements on public transport in Tbilisi
- Broadcasting the video clip produced by the Ministry of Health and UNICEF through the central and regional TV companies
- Monitoring and evaluation of the program implementation

The Federation and the GRC have created a special team consisting of representatives of the Medical Department, the Information Department, and the Youth Red Cross of the Georgian Red Cross, who will be involved in social mobilization activities

At the end of February the Ministry of Health, the Federation and the Georgian Red Cross will prepare the final version of the Plan of Action

<p style="text-align: center;">USAID 2nd QUARTERLY REPORT GEORGIA - Immunization Mobilization</p>		
Budget Code	Description	CHF
5930	Vehicle Costs - Fuel	1,172 83
6601	Local Staff - Salary	249 82
6614	Local Staff - Per Diem	36 87
6616	Local Staff - Hotel Accommodation	276 42
7121	PR Activities	4,272 71
7131	Publicity	226 74
7153	Photographs	61 40
	TOTAL	6,296 79

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7 ILLUSTRATIONS

Social Mobilisation for Immunisation Campaign

Mass Campaign against Measles

Monitoring of the Programme



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Social Mobilisation for Immunisation Campaign

Mass Campaign against Measles

Performances in Tbilisi



Social Mobilisation for Immunisation Campaign

Mass Campaign against Measles

Performances in Batumi



8 USAID GRANT No ENI-G-00-97-00010-00



U S AGENCY FOR
INTERNATIONAL
DEVELOPMENT

JUL 3 1997

Mr George Weber
Secretary General
International Federation of Red Cross
and Red Crescent Societies
17 chemin de Crets
CH 1211 Geneva 19
Switzerland

Subject Grant No ENI-G-00-97-00010-00

Dear Mr Weber

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the United States Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the International Federation of Red Cross and Red Crescent Societies (hereinafter referred to as "IFRC" or the "Grantee") the sum of Five Hundred Fifty Five Thousand Dollars (\$555,000) in response to the IFRC's Emergency Appeal 1997. These funds are intended to support the IFRC's project on IDP shelter rehabilitation and immunization social mobilization in Georgia, and the IDP camp water and sanitation improvement project in Azerbaijan, as further described in the Schedule of this grant and in Attachment 2, entitled "Program Description "

This grant is effective and obligation is made as of the date of this letter and shall apply to expenditures made by the Grantee in furtherance of program objectives during the period described in Section B (Period of Grant) of the Schedule

USAID understands that the IFRC plans to liaise closely with the American Red Cross on the use of the funds provided in this Grant, and expects to use Grant funds to cover the costs associated with a delegate from the American Red Cross, for a period equal to the anticipated Grant, for participation in Grant activities

This grant is made to the Grantee on the condition that the funds will be administered in accordance with the terms and conditions as set forth in 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 sign the original and all enclosed copies of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to me

Sincerely,


Donald L Pressley
Deputy Assistant Administrator
Bureau for Europe and the New
Independent States

Attachments

- 1 Schedule
- 2 Program Description
- 3 Standard Provisions

ACKNOWLEDGED

INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES

By 

Typed Name

Christina Pechner

Title

Director of Finance

Date July 17, 1997

FISCAL DATA

A GENERAL

A 1	Total Estimated USAID Amount	\$555,000
A 2	Total Obligated USAID Amount	\$555,000
A 3	Project Number	110-0001 6
A 4	USAID Project Officer	ENI/DGSR, Dennis Culkin
A 5	Funding Source	USAID/W

B NMS Funding Hierarchy

Azerbaijan grant

- Europe and the New Independent States
 - Overseas
 - Office of the AID/Armenia
 - Reduced Human Suffering and Crisis Impact-16
 - NIS Special Initiatives (Proj 0001)
 - Multilateral Humanitarian Assistance
 - International Federation of the Red Cross

Resource Category	410463 Grants, Subsidies & Contributions
Fund Account	NI97/98
Allottee Acronym	WNI797
Appropriation Symbol	727/81093
NMS Award No	ENI-G-00-97-00010-00
Period of Performance	Date of grant signature to 7/31/98
Amount	\$185,000

*Filed due
30 9 98*

Georgia grant

- Europe and the New Independent States
 - Overseas
 - Office of the AID/Rep Armenia
 - Reduced Human Suffering and Crisis Impact-18
 - NIS Special Initiatives (Proj 0001)
 - Multilateral Humanitarian Assistance
 - International Federation of the Red Cross - Georgia

Resource Category	410463 Grants, Subsidies & Contributions
Fund Account	NI97/98
Allottee Acronym	WNI797
Appropriation Symbol	727/81093
NMS Award No	ENI-G-00-97-00010-00
Period of Performance	Date of grant signature to 7/31/98
Amount	\$370,000

*Fin Rep due
30/9/98*

SCHEDULEA Purpose of Grant

The purpose of this Grant is to provide funding for the IFRC 1997 Emergency Appeal for the Caucasus. The Grant will be used for costs of three activities under the Appeal: (1) the water/sanitation improvement project for internally displaced person (IDP) camps in Azerbaijan, (2) the shelter improvement project for IDP accommodations in Georgia, (3) social mobilization to support mass immunization campaigns in Georgia. All three activities are more specifically described in Attachment 2 (Program Description) of this Grant.

B Period of Grant

The effective date of this Grant is the date of the cover letter and the estimated completion date is July 31, 1998.

C Amount of Grant and Payment

1 USAID hereby obligates the amount of \$555,000 for purposes of this Grant.

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

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."

<u>Cost Element</u>	<u>Total Budget</u>	<u>Major Donor Contributions</u>
Azerbaijan 1997 emergency appeal	\$3,560,000	\$1,065,000 (EU) \$326,000 (Neth)
Camp water/sanitation		\$185,000 (USAID)

Georgia 1997 emergency appeal	\$2,600,000	\$130,000 (EU) \$522,000 (Neth)
IDP shelter project		\$360,000 (USAID)
Immunization mobil		\$ 10,000 (USAID)

E Reporting and Evaluation

1 Program Performance Planning and Reporting

(a) Project Implementation Plan

Not later than 30 days from the effective date of this Grant, the Grantee shall prepare and submit to the USAID Project Officer

Dennis Culkin
USAID/ENI/DGSR/HRHA
Room 2941 NS
United States Agency for International Development
Washington, D C 20523-0028

three (3) copies of a project implementation plan, with critical path indicators, for the full term of this Grant

(b) Program Performance Report

The Grantee shall prepare and submit brief quarterly program performance reports to the USAID Project Office specified above. These reports shall briefly present the following information

- status of work under the grant, including any problems encountered in implementing the work as detailed in the Program Description, and
- other pertinent information, including the status of finances and expenditures and, when appropriate, analysis and explanation of cost overruns or high unit costs

(c) Final Report

Within 60 days following the expiration date of this Grant, the Grantee shall submit three (3) copies of a final report to the USAID Project Office specified above. It will cover the entire period of the Grant and include all information shown in Section E 1 (b), in addition to any applicable

recommendations for future action or lessons learned from the activities under the Grant

2 Financial Reports

(a) In addition to the financial reports required in the Standard Provisions, the Grantee shall submit mid-term and final financial reports, with the program performance reports, to the Project Officer at the address indicated above. The Grantee's financial reports shall include expenditures of USAID grant funds provided hereunder during the reporting period. The format of the financial reports should follow the elements as established in the Budget.

(b) The quarterly "Financial Status Report" (SF-269A) shall indicate the costs by country. The costs may be distributed using the same percentages as the obligation percentages for each country.

3 Additional Report Copies

The Grantee shall prepare and submit 2 copies of each report required by this Grant to the Bureau for Program and Policy Coordination, Center for Development Information and Evaluation, Development Information Division (PPC/CDIE/DI). All documents should be mailed to

PPC/CDIE/DI
ACQUISITION
Room 209, SA-18
United States Agency for International Development
Washington, DC 20523-1802

The title page of all reports forwarded shall include a descriptive title, the author's name(s), grant number, the project number and title, grantee's name, name of the USAID program office, and the publication or issuance date of the report.

F Special Provisions

1 Conflicts between any of the Attachments of this Grant shall be resolved by applying the following descending order of precedence:

- Attachment 1 - Schedule
- Attachment 3 - Standard Provisions
- Attachment 2 - Grantee's Proposal (Program Description)

2 The following provisions of Attachment 3, Standard Provisions, are not applicable to this Grant

- 1 308 3 15k(2) Payment (Cost Reimbursement)
- 2 308 3 15k(3) Letter of Credit
- 3 308 5 15j(2) USAID Sole Contributor
- 4 308 5 15j(3) United Nations Grants

3 (a) Unless otherwise authorized in writing by USAID, no USAID funds made available under this Grant may be used to provide assistance to the Government of Azerbaijan Where necessary to ensure timely and cost-effective delivery of humanitarian assistance commodities, Government of Azerbaijan physicians, nurses, and other personnel may take part in distributing commodities, such as medicine, to refugees, displaced persons, and other needy civilians determined by IFRC to qualify for such assistance In addition, humanitarian commodities may be transferred to Government personnel for the purposes of distribution to such refugees, displaced persons, or other needy civilians Also, where necessary to ensure timely and cost-effective delivery of humanitarian assistance commodities for such persons, Government of Azerbaijan facilities, such as warehouses, clinics, hospitals, and vehicles, may be used for the storage and distribution of such commodities In all cases, IFRC will maintain effective monitoring procedures to assure appropriate supervision over humanitarian commodities and their distribution to recipients, and IFRC will make all decisions regarding targeting and distribution of such commodities

(b) Incidental instruction by IFRC necessary for a Government physician, nurse, or other employee to safely and effectively deliver humanitarian commodities is permissible but shall be limited in duration and sharply focused

(c) The Grantee shall regularly and frequently inform USAID of its activities in Azerbaijan, particularly as they relate to cooperation with the Government of Azerbaijan and any proposed use of Government of Azerbaijan facilities Based on such information, USAID will provide further guidance as necessary

4 Unless USAID agrees otherwise in writing, motor vehicles financed under this Grant must be manufactured in the United States

ATTACHMENT 2

PROGRAM DESCRIPTION

INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES
DELEGATION IN TBILISI, GEORGIA

MEDICAL DEPARTMENT

Tbilisi, October 1996

GEORGIA. SOCIAL MOBILIZATION FOR IMMUNIZATION CAMPAIGNS

PROJECT PROPOSAL

BACKGROUND

Over the period of last couple of years several immunization campaigns have been implemented in the Transcaucasus region with an objective to reduce transmission of vaccine-preventable diseases such as Measles, Diphtheria and Polio. The leading agency in supporting these campaigns, as well as in supporting the regular national EPI programs through a close cooperation with the respective Ministries of Health has been UNICEF.

In late 1995 the national mass immunization campaign against Diphtheria was started in Georgia, following a joint appeal of UNICEF, WHO and the Federation for Diphtheria control in the Newly Independent States launched in June 1995.

Implementation of the campaign was challenged not only by difficulties in logistics and organization related to power cuts, lack of fuel, demotivated medical personnel, etc., but also by widespread rumors about alleged severity of vaccine-related adverse effects "more serious than Diphtheria itself". The coverage of the campaign was rather low in the capital Tbilisi, where several mopping up campaigns were implemented thereafter.

Now, in October 1996, Georgia still did not reach 90% coverage of the target population, which practically means that the second round of the anti-diphtheria campaign has to be postponed, despite of very unfavorable epidemiological situation.

The above example was given as to illustrate necessity to develop a capacity in the National Red Cross / Red Crescent societies in the Region for organization and implementation of social mobilization activities related to immunization campaigns.

This would enable them to render support to the efforts of the Ministry of Health in their respective countries by raising the public awareness and encouraging health seeking behavior, thus providing for better results of immunization campaigns, e.g. better immunization coverage.

PROJECT GOAL. To support implementation of immunization campaigns in Georgia.

PROJECT OBJECTIVES

- 1 Create a small team at the National Society HQ for social mobilization activities consisting of the representatives of the Health / Social Welfare Department, Youth Department and Information Department
- 2 In cooperation with the relevant national health authorities and UNICEF, prepare the strategy for social mobilization activities with the time table coordinated with the plans for immunization activities
- 3 Develop and prepare the public health education material

COORDINATION

The Federation Delegation in Georgia (Medical Department) will be responsible for the coordination of the project, together with the Health / Social Welfare Department of the Georgian Red Cross

The idea for this project was welcomed by the Country Representative and health officers of UNICEF in Georgia. The implementation of the project will be most closely coordinated with UNICEF, WHO and the Ministry of Health.

TARGET POPULATION General population of Georgia.

AREA OF IMPLEMENTATION Georgia (countrywide)

PROJECT DURATION 12 months (01 January - 31 December 1997)

BUDGET OUTLINE (USD):

<i>5900 - 5999 TRANSPORT & STORAGE</i>	<i>2000 00</i>
5930 Fuel	2000 00
<i>6000 - 6999 PERSONNEL</i>	<i>3000 00</i>
6614 National Society Staff, Per Diem	2000 00
6631 Training	1000 00
<i>7000 - 7999 GENERAL & ADMIN</i>	<i>5000 00</i>
7107 Printing	4000 00
7301 Stationary	500 00
7302 Photocopying	300 00
7153 Photographs	200 00
GRAND TOTAL (USD)	10000.00

ATTACHMENT 3

STANDARD PROVISIONS

STANDARD PROVISIONS
Grants to Public International Organizations (PIO)

308 5 15a ALLOWABLE COSTS

ALLOWABLE COSTS (JULY 1988)

1) The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant which are reasonable, allocable, and allowable

a Reasonable shall mean those costs that do not exceed those which would be incurred by an ordinarily prudent person in the conduct of normal business

b Allocable shall mean those costs which are necessary to the grant

c Allowable shall mean those costs which are reasonable and allocable, and which conform to any limitations set forth in this grant

2) Prior to incurring a questionable or unique cost, the grantee is encouraged to obtain the grant officer's written determination as to whether the cost will be allowable

308 5 15b REFUNDS

REFUNDS (DECEMBER 1996)

1) If the grantee earns interest on Federal advances prior to expending the funds for program purposes, the grantee shall remit the interest annually to USAID

2) Funds obligated by USAID but not disbursed to the grantee at the time the grant expires or is terminated shall revert to USAID, except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant Any funds advanced to but not expended by the grantee at the time of expiration or termination of the grant shall be refunded to USAID except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant

3) If, at any time during the life of the grant, or as a result of final audit, it is determined that USAID funds provided under this grant have been expended for purposes not in accordance with the terms of this grant, the grantee shall refund such amount to USAID

308 5 15c REVISION OF GRANT BUDGET

REVISION OF GRANT BUDGET (JULY 1988)

- 1) The approved grant budget is the financial expression of the grantee's program as approved during the grant award process
- 2) The grantee shall immediately request approval from the grant officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for any of the following reasons
 - a To change the scope or the objectives of the program and/or revise the funding allocated among program objectives by more than ten percent of the total budget amount unless the schedule states otherwise
 - b Additional funding is needed
 - c The grantee expects the amount of USAID authorized funds to exceed its needs by more than \$5,000 or five percent of the USAID award, whichever is greater
- 3) Except as required by other provisions of this grant specifically stated to be an exception from this provision, the Government shall not be obligated to reimburse the grantee for costs incurred in excess of the total amount obligated under the grant. The grantee shall not be obligated to continue performance under the grant (including actions under the "Termination Procedures" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the grant officer has notified the grantee in writing that such obligated amount has been increased and has specified the new grant total amount

308 5 15d TERMINATION PROCEDURES

TERMINATION PROCEDURES (JULY 1988)

This agreement may be terminated, in whole or in part, by either party at any time upon 30 days written notice of termination. Upon receipt of and in accordance with a termination notice from the grant officer, the grantee shall take immediate action to cease all expenditures financed by this grant and to cancel all unliquidated obligations if possible. Further, upon receipt of notice of termination, the grantee shall not enter into any further obligations under this grant. Except as provided below, no further reimbursement shall be made after the effective date of termination. The grantee shall within 30 days of the

effective date of termination repay to the Government all unexpended USAID funds which are not otherwise obligated by a legally binding transaction applicable to this grant. Should the funds paid by the Government to the grantee prior to the effective date of termination be insufficient to cover the grantee's obligations in a legally binding transaction, the grantee may submit to the Government within 90 days after the effective date of termination a written claim for such amount. The grant officer shall determine the amount(s) to be paid by the Government to the grantee under such claim in accordance with the "Allowable Costs" provision of this grant.

308 5 15e INVESTMENT PROMOTION

INVESTMENT PROMOTION (JANUARY 1994)

No funds or other support provided hereunder may be used in a program or activity reasonably likely to involve the relocation or expansion outside of the United States of an enterprise located in the United States if non-US production in such relocation or expansion replaces some or all of the production of, and reduces the number of employees at, said enterprise in the United States.

No funds or other support provided hereunder may be used in a program or activity the purpose of which is the establishment or development in a foreign country of any export processing zone or designated area where the labor, environmental, tax, tariff, and safety laws of the country would not apply, without the prior written approval of USAID.

No funds or other support provided hereunder may be used in an activity which contributes to the violation of internationally recognized rights of workers in the recipient country including those in any designated zone or area in that country.

This provision must be included in all subagreements.

308 5 15f NONLIABILITY

NONLIABILITY (JULY 1988)

USAID does not assume liability for any third party claims for damages arising out of this grant.

308 5 15g AMENDMENT

AMENDMENT (JULY 1988)

The grant may be amended upon mutual consent of the parties by formal modifications to the basic grant document or by means of an exchange of letters between the grant officer and an appropriate official of the grantee

308 5 15h NOTICES

NOTICES (JULY 1988)

Any notice given by USAID or the grantee shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows

To the USAID grant officer, at the address specified in the grant

To grantee, at grantee's address shown in the grant or to such other address designated within the grant

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later

308 5 15i PUBLICATIONS AND MEDIA RELEASES

PUBLICATIONS AND MEDIA RELEASES (FEBRUARY 1994)

(This provision is applicable when publications are financed under the grant)

1) If it is the grantee's intention to identify USAID's contribution to any publication, video or other information/media product resulting from this grant, the product shall state that the views expressed by the author(s) do not necessarily reflect those of USAID Acknowledgements should identify the sponsoring USAID Office and Bureau or Mission as well as the U S Agency for International Development substantially as follows

'This [publication, video or other information/media product (specify)] was made possible through support provided by the Office of _____, Bureau for _____, U S Agency for International Development, under the terms of Grant No _____ The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the U S Agency for International Development "

2) The grantee shall provide the relevant strategic objective or results package team with one copy of all published works developed under this grant and with lists of other written work produced under the grant

3) Except as otherwise provided in the terms and conditions of the grant, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this grant, but USAID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for U S Government purposes

308 5 15j AUDIT AND RECORDS PROVISIONS

Choose one of the following provisions as appropriate

1) Standard

(This provision is applicable when USAID is not the sole contributor to the grant program

AUDIT AND RECORDS (STANDARD) (JULY 1988)

The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The Grantee confirms that this program will be subject to an independent audit in accordance with the Grantee's usual auditing procedures, and agrees to furnish copies of these audit reports to USAID along with such other related information as may be reasonably requested by USAID with respect to questions arising from the audit report

2) USAID Sole Contributor

(This provision is applicable when USAID is the sole contributor to the grant program)

AUDIT AND RECORDS (USAID SOLE CONTRIBUTOR) (JULY 1988)

The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The Grantee agrees to make available to USAID or the Comptroller General of the United States all records and documents which support expenditures made under this program

3) United Nations Grants

(This provision is applicable to grants to the United Nations when USAID is not sole contributor. When this provision is used the "Reporting and Evaluation" clause in the grant schedule should be deleted.)

Audit and Records (U N Grants) (July 1988)

a It is agreed that the grantee will furnish the U S government with a final report on activities carried out under this grant, including accounting for these funds in sufficient detail to enable USAID to liquidate the grant. The report should be submitted to the U S Mission to the U N in New York for forwarding to the USAID program office.

b It is understood that financial records, including documentation to support entries on accounting records and to substantiate charges against the grant, shall be maintained in accordance with the Grantee's usual accounting procedures, which shall follow generally accepted accounting practices. All such financial records shall be maintained for at least three years after the final disbursement of funds under this grant.

c The Grantee confirms that the grant account will be audited in accordance with established procedures under appropriate provisions of the financial regulations and rules of the United Nations.

308 3 15k PAYMENT

One of the following payment provisions shall be inserted as appropriate.

1) Periodic Advance

(This provision is applicable when (i) the grantee maintains procedures to minimize the time elapsing between the transfer of funds and the disbursement thereof, and (ii) the grantee's financial management system meets generally accepted accounting standards for funds control and accountability.)

PAYMENT (PERIODIC ADVANCE) (OCTOBER 1991)

a Periodic advances shall be limited to the minimum amounts needed to meet current disbursement needs and shall be scheduled so that the funds are available to the grantee as close as is administratively feasible to the actual disbursements by the grantee for program costs. Cash advances made by the grantee to secondary recipient or the grantee's field organizations shall

conform substantially to the same standards of timing and amount as apply to cash advances by USAID to the grantee

b The grantee shall submit requests for advances (using SF-270, "Request for Advance or Reimbursement") at least monthly to the paying office specified in the grant letter. Requests shall state the estimated disbursements to be made during the period covered by the request, less the estimated balance of cash on hand at the beginning of the period and the advance amount being requested.

c The grantee shall submit a "Financial Status Report" (SF-269A) quarterly, no later than 30 days after the end of the period, to the paying office specified in the grant letter. The report shall show disbursements, advances received, and any cash remaining on hand for the period covered by the report. Within 90 days following the expiration of the grant, the grantee shall submit a SF-269A showing total disbursements, total advances received, and any cash remaining on hand, which will be refunded to USAID.

d If at any time, the USAID Controller determines that the grantee has demonstrated an unwillingness or inability to (i) establish procedures that will minimize the time elapsing between cash advances and the disbursement thereof, (ii) timely report cash disbursements and balances as required by the terms of the grant, and (iii) impose the same standards of timing of advances and reporting on any sub-recipient or any of the grantee's overseas field organizations, the USAID Controller shall advise the grant officer who may suspend or revoke the advance payment procedure.

2) Cost-Reimbursement

(This provision is applicable when the grantee does not meet the standards for a letter of credit or for periodic advances)

PAYMENT (COST-REIMBURSEMENT) (JULY 1988)

The grantee shall submit to the paying office indicated in the grant letter an original and 3 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal" and SF 1034A, Continuation of SF 1034, normally once a month, but in any event no less than quarterly. Each voucher shall be identified by the grant number and shall state the total costs for which reimbursement is being requested.

3) Letter of Credit

(This provision is applicable when a Letter of Credit is requested by the grantee and approved by USAID's Office of Financial Management)

PAYMENT (LETTER OF CREDIT) (FEBRUARY 1997)

a Payment under this grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by the USAID Bureau for Management, Office of Financial Management, Cash Management and Payment Division (M/FM/CMP)

b As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/CMP constitute the payment conditions of this grant superseding and taking precedence over any other clause of this grant concerning payment

c The grantee should have written procedures that minimize the time elapsing between the transfer of funds and disbursement by the recipient The grantee shall exercise prudent management of Federal funds by drawing only those funds which are required for current use The timing and the amount of the drawdown shall be as close as is administratively feasible to the actual disbursements by the grantee for direct program or activity costs and the proportionate share of any allowable indirect costs

d If the LOC is revoked, payment may be made on a cost-reimbursement basis, in accordance with paragraph (f) of this clause

e Revocation of the LOC is at the discretion of M/FM/CMP after consultation with the grant officer Notification to the recipient of revocation must be in writing and must specify the reasons for such action

f If the LOC is revoked, the grantee shall submit to the USAID Controller an original and 3 copies of SF 1034, 'Public Voucher for Purchases and Services Other Than Personal' and SF 1034A, Continuation of SF 1034, normally once a month, but in any event no less than quarterly Each voucher shall be identified by the grant number and shall state the total costs for which reimbursement is being requested