

PROGRAM DESCRIPTION

A. PURPOSE AND OBJECTIVES

The specific objectives or goals of the Project are to identify high school students and selected adult leaders of talent and/or leadership potential who can be considered for training in the U.S. Their U.S. training program will consist of (1) an introduction and orientation to U.S. life and culture; (2) home stays of several months' duration with families throughout the U.S. which will enable them to participate fully in the life of the family, the secondary school and their "adopted" communities; and (3) an evaluation and debriefing session which will enable them to more fully comprehend their U.S. experiences, as well as to prepare for the adjustment of returning to Costa Rica. Before departing for the U.S., each participant will undergo an intensive seven-week training program in Costa Rica, which will feature English language training (ELT) and orientation sessions on the people, life and culture of the U.S.

The purpose of this Grant is to enable the National Foundation of 4-S Clubs to assist USAID/Costa Rica to carry out, effectively and efficiently, a major portion of the latter's high school program under the Central American Peace Scholarship Project (CAPS, Project No. 597-0001). The Project will facilitate the training of 150 high school youth and 15 teachers and adult volunteer leaders in the U.S., 60% for a four-month period and 40% for seven months

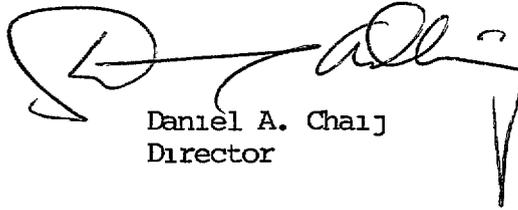
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FUNAC will work closely with its sister organization in the U.S., the National 4-H Council. The Council's International 4-H Youth Exchange (IFYE) Program pioneered the international 4-H experience of living with families in another land. This Project is similar to the Council's IFYE program, except that it is for four and seven months rather than two months of the U.S. summer, the stays with host families are much longer, and participation in school classes and activities is a part of this Project.

The young people selected for training under this Project will observe and participate in the life of the family and the community. Those who live with farm families will devote much of their time to working with their host families on the farm, as well as becoming involved in local activities such as

Please sign the original and seven (7) copies of this letter to acknowledge your receipt of the grant, and return the original and six (6) copies of the Office of the A.I.D. Mission Director, San José, Costa Rica.

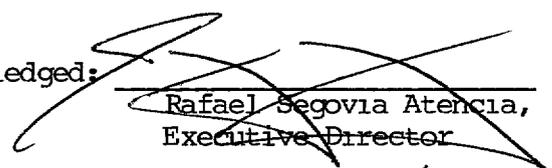
Sincerely,



Daniel A. Chaij
Director

- Attachments:
1. Schedule
 2. Program Description
 3. Standard Provisions
 4. Payment Provisions

Acknowledged:



~~Rafael Segovia Atencia,
Executive Director~~

Date:

December 2 / 1985

SCHEDULE

A. Purpose of the Grant

The purpose of this Grant is to enable the National Foundation of 4-S Clubs to assist USAID/Costa Rica to carry out, effectively and efficiently, a major portion of the high school program under the Central American Peace Scholarships Project (CAPS, Project No. 597-0001). This Grant will provide the funds and means whereby 150 Costa Rican high school students and 15 teachers and adult volunteer leaders will be sent for training in the U.S. Sixty percent of these participants will spend approximately four months each in the U.S., while the remaining forty percent will be on seven-month programs.

B. Specific Objectives

The specific objectives of this Project are to:

1. Promote understanding and friendship between the peoples of Costa Rica and the United States of America.
2. Contribute to the process of acquainting youth and adult leaders with the principles of democracy and free enterprise as practiced in the U.S.
3. Identify students with exceptional talent and those with leadership potential so that they can be considered for training in the U.S.
4. Strengthen the education of high school-aged youth--the majority of whom are from poor, rural families--by providing exposure to the culture, values and system of life in the U.S.
5. Extend the same opportunities to a select number of teachers and adult volunteer leaders. This "training of trainers" will have a multiplier effect upon high school youth and their schools.
6. Prepare the students and adult participants with an in-country program which features intensive English language training and an orientation to U S. life and culture, so as to participate as fully as possible in the life of the family, school and U.S. community.
7. Widen and strengthen the transfer of relevant, appropriate technologies and incorporate youth in the national productive process.
8. Establish the basis for an annual program for the training of Costa Rican high school youth in the U.S., if evaluations of the program merit its continuation.

C. Period of Grant

1. The effective date of this Grant is December 2, 1985. The expiration date of this Grant is December 1, 1986.

2. Funds obligated hereunder are available for program expenditures for the estimated period December 2, 1985 to December 1, 1986 as shown in the Financial Plan below.

D. Amount of Grant and Payment

1 A.I D. hereby obligates the amount of \$726,750 for purposes of this Grant.

2 Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 4--Standard Provision Non-U S., Nongovernmental Grantees, entitled "Payment Provisions "

E. Evaluation and Reports

1. General Evaluation Plan

Project evaluation will cover all phases of the program from selection of candidates for U.S. training to their progress and experiences in both countries. The target date for the first formal evaluation of this project will be September, 1986. It is expected that 4-S, USAID/Costa Rica and an outside consultant will participate in this evaluation.

Some specific areas to be included in the formal evaluation are:

- a. Promotion, publicity and "outreach" of the Program.
- b. Recruitment and pre-selection of candidates.
- c. Participation in the basic, intensive seven-week course in English language and orientation to U.S. life.
- d. Process of final selection of the candidates.
- e. Actual trip to the U.S., including logistical support.
- f. Period of orientation in the National 4-H Center
- g. Home stays, schools visits and work experiences in U.S.
- (h. Participation in the IFYE (Alumni) Conference.
1. Period of final debriefing and wrap-up sessions in U.S
- j. Adjustment upon return to Costa Rica.

- k. Evidence of civic interests and commitments resulting from the Program including activities carried out in Costa Rica as a result of the Program.
- l. Personal benefits derived from the Program.
- m. Sociological aspects (family, attitude, behavior, etc.) during the trajectory of the Program.

2. Implementation of project monitoring

FUNAC 4-S will prepare form sheets and questionnaires, which will determine the most critical areas to be monitored, to delineate the activities to be carried out in each phase of the Project, and how each element will contribute to the overall success of the Project. The evaluation questionnaire will be presented to USAID for its observations, recommendations and approval.

A personnel file will be established in FUNAC 4-S national headquarters for each participant. The file will include personal data, date training was awarded, academic records, periodic reports, correspondence and opinions expressed by the participants, family members, secondary school staff, host families, and the National 4-H Council. The principal elements to be recorded are:

- a. Pre-Selection and Selection. Covered in the monitoring will be the selection process for identifying students and adults for U.S. training. The criteria used for selection, English language training received in Costa Rica, and the orientation received at the National 4-H Center in Chevy Chase, Maryland, will be reviewed periodically by FUNAC.
- b. U.S. Training. Includes the reports on the participants' experience while in the U.S.. Bi-monthly, the participant will submit a standard form to the National 4-H Council that is designed to evaluate acquired experiences, skills, knowledge, attitudes, future plans, etc. The reports also serve to point out potential problem areas and are a useful tool once the student or adult returns to Costa Rica.
- c. Follow-Up. This will include visiting returned Program participants to detect changes in attitude, examples of technology transfer, the extent of continuing ties with individuals and organizations in the U.S., improved teaching skills, problem areas, the principal positive and negative features of the Program, and the benefits of such a program to the individual participant, his/her family, and community If funds are available, follow-up will continue for two years after the participant returns to Costa Rica. It should:

1. determine the effects or impact occurring in the secondary schools (particularly the agricultural and technical-vocational schools) whose students are involved in U.S. training and the changes in the teaching offered;
2. gauge the changes brought about in the organizations with which the returned adult leaders work, changes which can be attributable all or in part to them; and
3. determine improvements in the living conditions of the beneficiaries as a result of their experiences in the Program.

3. Reports

There will be an evaluation and quarterly progress reports which include evaluative information. Both types of reports will feature program progress, achievements attained, problems encountered and possible steps for their resolution and, in the case of the quarterly reports, progress and problems anticipated during the coming quarter. These reports will be submitted to USAID/Costa Rica in Spanish (unless otherwise requested) and in five copies.

F. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is 941.

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community meetings, recreational and sporting events, 4-H club meetings, visits to local industries, cultural groups, and commemorations of holidays. As mentioned earlier, the National 4-H Council and FUNAC have agreed to add new dimensions desired by USAID/Costa Rica: more total time in the U.S., much longer home stays, and the novel feature of attendance and active participation in secondary schools in the U.S.

IMPLEMENTATION

A Project Strategy

In support of the foregoing, the following general strategy will be implemented.

1. Project resources will be concentrated on helping socially and economically disadvantaged and academically qualified high school students--mainly in rural areas--who would have at least one more year of secondary school after their return to Costa Rica
2. FUNAC will
 - a. involve local teachers, adult volunteers and youth throughout the country in the administration of the program, under the general direction of FUNAC's national headquarters and with USAID collaboration and monitoring
 - b. Establish a methodology for selecting the students and adults to participate in this program, the criteria for which appear elsewhere in this Attachment
 - c. Thoroughly explain the program in as many Costa Rican high schools as possible, especially those in rural areas
 - d. Contact periodically the beneficiaries to determine how the program affects them, as well as to obtain evidence on the management of the program.
 - e. Develop for U.S.-bound participants an intensive seven-week ELT course in Costa Rica, which also includes American culture orientation. This orientation will be an inductive course with emphasis on U.S. history, geography, customs, food and demographic traditions
 - f. FUNAC will arrange and coordinate with the National 4-H Council student reception and orientation in the U.S., and student placement and progress

- 15 30
- g. Give preference to ~~these~~ Costa Rican students in the 9th and 10th years of school (roughly equivalent to a "junior" in the U.S.), who will have at least one year after their return from the U.S. to share what they have learned with their high school classmates as well as their families and communities. Those students ages 16-23 are eligible for the program, but no more than 10% of the total number of students should be more than age 19 when selected. [Those students 20 years of age or more are to receive special attention in the evaluation(s) to ascertain how they fare and the extent to which they are deriving benefits from the program.]
3. The secondary students, teachers and adult volunteer leaders who participate in this program are expected to be active in their communities after their return to Costa Rica. This could include work in a municipal development association, 4-S club, a sports federation, cooperative, political party, women's development league, etc. Their commitment will be to learn the civic, procedural and technological lessons they can from their U.S. experiences, and apply and adapt whatever they can to the benefit of their communities and Costa Rica.
4. Besides home stays and general involvement in their "adopted" U.S. communities, the participants will attend secondary schools as ¹² observers and/or auditors. Those in rural agricultural areas will have the opportunity to attend vocational agricultural and technical classes. All students will have the opportunity to learn the range of their schools' extra-curricular activities, and to partake in such selected activities.

B. Project Implementation

1. The project will be carried out by the National Foundation of 4-S clubs, with guidance, funding and collaboration given by USAID, and with the strong support of the National 4-H Council in the U.S. (which will hire a coordinator for this project) and its national network of state chapters, local organizations and adult volunteers and youth members.
2. A national coordinator will be directly in charge of the project. His/her functions will be those of promotion, coordination, implementation and supervision of the program at different levels. His/her chief responsibility will be to adhere to the objectives of the program so that the desired benefits are derived. He/she will report directly to the Executive Director of FUNAC 4-S. FUNAC 4-S will also hire an assistant coordinator and a bi-lingual secretary to provide the required administrative and logistical support.

3. USAID responsibilities under the program:
 - a. Define the policies and operational strategy of the project, in collaboration with FUNAC 4-S.
 - b. Approve the budget and amendments thereto.
 - c. Make the final selection of program participants.
 - d. Participate in decision-making, jointly with FUNAC 4-S.
 - e. Participate in formulating and conducting the periodic and final evaluations.
 - f. Audit and review the financial aspects of the program.
4. ^{ELT} Responsibilities of the National 4-H Council in the U.S. as coordinated by FUNAC:
 - a. Prepare the program in the U.S. for the participants.
 - b. Arrange and conduct a short orientation session in Washington, D.C. upon the participants' arrival in the U.S. The orientation will focus on the historical and civic sites of the city, family life in the U.S., and the operation of this modified IFYE program
 - c. Arrange (individual) home stays throughout the U.S., for three and a half or six and a half months, depending upon the length of the participant's program (either 4 or 7 months).
 - [d. Set up and conduct the mid-course IFYE meeting.]
 - [e. Help arrange vacations during free time.]
 - f. Manage the final days of the program (held in the Council's Washington headquarters) whereby the participants discuss and evaluate their experiences.
5. FUNAC 4-S will administer, coordinate and supervise the following facets of the Program:
 - a. Promotion, publicity and information about the Program.
 - b. Pre-selection of candidates.
 - c. Recruitment.
 - [d. Basic preparatory course in Costa Rica on English language training and orientation to U.S. life and culture.]

- e. Coordination in the sending of the participants to the U.S.
- f. Coordination and follow-up with the U.S. National 4-H Council.
- g. Follow-up and evaluation of the beneficiaries during different phases of the Program.
- h. Financial administration and accounting of the Program.
- i. Maintenance of adequate records and a system of information.
- j. In-country follow-up to the beneficiaries.
- k. Periodic and final evaluation(s).

C. This project will finance three new employees in the headquarters of FUNAC 4-S. Their titles and functions are the following:

- 1. National Coordinator
 - a. Provide the coordination, supervision and implementation of the Program, both in executive development and evaluation.
 - b. Plan, coordinate and carry out the Program.
 - c. Coordinate and consult with USAID, U.S. Consulate and other sections as necessary of the U.S. Embassy, the Ministries of Agriculture and Education, the National 4-H Council and with other national and international organizations, as necessary.
 - d. Prepare progress reports, as well as the supervision of the data-gathering for such reports.
 - e. Oversee and help carry out the final evaluation required, and additional evaluations which might be considered necessary.
 - f. Maintain records and files on the entire Program, including but not limited to those required under A.I.D. Handbook 10 (including Participant Training Management System forms.)
 - g. Keep budgetary control of the Project with the Accounting Department of FUNAC 4-S, and give the FUNAC Executive Director the information he requires to oversee the Program.
 - h. Work under the direct supervision of the FUNAC 4-S Executive Director.

2. Assistant Coordinator

- a. Assist the National Coordinator in all functions and facets that are delegated.
- b. Write, prepare, edit, publish and distribute information monthly about the progress of the Program.
- c. Maintain a calendar of visits to the participants and their families.
- d. Cooperate in the development and conduct of the evaluation(s).
- e. Coordinate everything related to information and communication about the Program.
- f. Work under the direct supervision of the National Coordinator.

3. Bi-lingual Secretary

- a. Carry out secretarial work and some administrative and organizational duties.
- b. Maintain files, records, office materials and documents.
- c. Prepare petty cash and accounting department disbursements
- d. Maintain correspondence with host families.
- e. Process insurance claims, manage and process visas and passports, as well as other matters directly related to the beneficiaries.
- f. Work under the direct supervision of the National Coordinator.

Candidate Selection Procedures

The selection criteria are those utilized for all programs under the CAPS Project, and as outlined in USAID/Costa Rica's Country Training Plan. Criteria for high school youth vary somewhat from those of the other beneficiaries under CAPS since they are younger, and usually have not had the time nor the opportunities to work professionally or technically, and tend less to have been involved in as many community endeavors.

The FUNAC 4-S will be responsible for publicity, and the recruitment and pre-selection of candidates. It will coordinate the program with private entities, GOCCR offices such as the Ministries of Education and Agriculture, USAID, and schools and communities around the country. Once this Agreement is signed, FUNAC 4-S will send teams throughout the country to visit secondary schools, explain the Program to students and school officials (particularly

the Guidance Counselor and Director in each school), and help pre-select the best candidates. Seven hundred and fifty applications will be given out, which translates into five applications for each participant eventually chosen. FUNAC 4-S persons will pre-select the candidates, and USAID will make the final selection, as mandated in AID regulations applied worldwide.

Since the focus of the CAPS and this high school program is largely rural, USAID and FUNAC 4-S officials have decided that 70% of the students chosen will be from rural areas, while the remaining 30% will be from one of six Costa Rican urban areas. Thus, 105 students to go to the U.S. will be from rural areas, and 45 from urban zones. The six cities and the number of students to be selected from each are: Limón (8), Puntarenas (8), Alajuela (8), Heredia (8), Cartago (8), and San José (5). Students selected can be from any of the types of high schools found in Costa Rica (i.e. academic, agricultural, technical-vocational, arts and crafts, commercial, service, etc.).

The criteria for the selection of the 150 students under this program are:

1. Must be a student in the third or fourth year ("ciclo") of a Costa Rican secondary school.
2. Must be a Costa Rican citizen.
3. Cannot be a family member of anyone on the (19-person) FUNAC 4-S National Committee.
4. Minimum age of ¹³16 and maximum ¹⁹of 23 at the time of application. However no more than 10% of the total number of students can be over ¹⁹~~20~~ years of age.
5. Possess leadership or the potential for leadership (as especially demonstrated by participation in civic and community activities).
6. Preference for persons of low-income families, persons who could not possibly go to the U.S. without the assistance of this Program
7. Priority to women and members of minority groups (blacks, Indians, etc.) A minimum of 35% of the participants will be women.
8. Priority to candidates who can diffuse what they learn upon their return to Costa Rica; that is, persons who can exercise a "multiplier effect."
9. Academic record above ⁸7.00 (out of a possible 10.00).
10. Consent of parents or guardians.
11. Certificate of good health and free of delinquent behavior.

12. Pass the basic intensive English language course of ⁸seven weeks.
13. Pass a psychological examination of adaptability and stability.
14. Recommendation of the Director, Head Teacher and the Guidance Counselor of the secondary school.

The criteria for the selection of the 15 secondary school teachers or adult volunteer leaders are:

1. Must be a Costa Rican citizen.
2. Cannot be a family member of anyone on the (19-person) FUNAC 4-S National Committee.
3. Be an active teacher in one of the accredited secondary schools of the country, or actively involved as an adult volunteer leader.
4. Good moral conduct, and certificate of good health.
5. For teachers, consent of the Ministry of Public Education.
6. Possess leadership or the potential for leadership (as especially demonstrated by participation in civic, political and community activities).
7. Priority for persons of scarce economic means, persons who could never travel and live in the U.S. without a program such as this.
8. Priority to candidates who can diffuse and adapt what they learn upon their return to Costa Rica; that is, persons who possess a "multiplier effect."
9. Priority to women and members of minority groups (blacks, Indians etc.). The target is that 35% be women
10. Pass a psychological examination on adaptability and stability.
11. Be no more than 50 years of age.
12. Pass the basic, intensive English course of seven weeks.
13. Promise upon return to Costa Rica to participate actively in the affairs of his/her community for a period of three years. This participation includes any combination of community endeavors, a cooperative, 4-S club, municipal development association, school committee, political party, women's development league, economic improvement council, etc.