



Democracy and Human Rights Fund
Manual
116 (e) Program

U.S. Department of State/U.S. Agency for International Development
April 1995

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Section I : Democracy and Human Rights Fund Program Overview

A. Purpose of the DHRF

The Democracy and Human Rights Fund (DHRF) Project (USAID # 698-0541) was authorized in July 1991 under the authority of Section 116(e) of the 1961 Foreign Assistance Act to provide an easy-access, quick-disbursing mechanism in support of the transition to greater democracy in Africa. *The DHRF finances small, short-term, high-impact, activities which target support of democratic institutions, political pluralism, and the protection and advocacy of human rights in African countries.* This project also complements other funding mechanisms which support larger, multi-year initiatives as part of overall USG country strategies to promote improved governance and increased democracy. The DHRF Project replaced the Human Rights Fund for Africa (USAID # 698-9801), which previously funded similar activities.

B. Original Project

The DHRF Project originally had two components: central funds for technical assistance of electoral planning provided by the International Foundation for Electoral Systems (IFES) (which are now exhausted), and funds for **small**, short-term activities. *This manual concentrates on support for small activities.*

C. Human Rights Policy Determination

These funds target precise activities consistent with priorities of Policy Determination 12 on Human Rights. The Policy Determination encourages activities that promote:

- Research and training of civil and political rights
- Adherence to the rule of law through a legal framework conducive to civil and political rights
- Free and democratic electoral systems
- Development of democratic principles and institutions that promote human rights
- Development of human rights organizations
- Increased participation of women and ethnic groups in the judicial system and political process.

D. Funded Activities

All DHRF-funded activities are based on specific requests from African governments or non-governmental institutions. Posts consider and approve **small** (under \$25,000) project activities. USG Field Missions generate **large** project activities (\$25,000-\$100,000) in the proper format, and forward them to the Washington Committee for approval. *Proposed activities conform to the Mission Program Plan's Human Rights & Democracy Work Plan, which Washington reviews by the end of each fiscal year's first quarter.* All DHRF-funded activities must have a substantive link to the promotion of democracy or human rights. (See page 9)

E. Management of DHRF-Funded Activities

The Embassy manages all DHRF-funded activities, with support from the USAID Mission or Regional Controller (See pages 16-18). Because DHRF activities are management-intensive and would require Embassy staff to manage them on a full-time basis, only a small number of activities receive funding in each country in any one year. The managerial burden placed on Embassy and USAID staff should be taken into account when requesting funding for projects.

F. Duration of Activities

Unless specifically authorized, *all DHRF-funded activities should be completed and all funds expended within one year of obligation of funds.* Signing an activity agreement obligates the funds. Missions need to promptly inform the DHRF Committee of unavoidable delays in project implementation, or an activity's suspension or cancellation. (See pages 11, 17-18)

G. Grant Amounts

The maximum grant of DHRF funds is \$100,000; however, most grants are less than \$25,000. "Small" projects are for \$25,000 or less. "Large" projects are between \$25,000 and \$100,000. *Proposed grant funding levels are based on need, accurate budget estimates, and the capacity of the proposed grantee to adequately manage the funds.* The DHRF Committee leaves it to the post's discretion to review small proposals and decide which projects to fund. Posts must carefully review the DHRF guidelines. Funding levels for the next fiscal year are jeopardized when guidelines are not followed. The DHRF Committee reviews and approves large projects (\$25,000 - \$100,000).

H. DHRF Committee

The DHRF Washington Committee consists of representatives of the State Department's Africa (AF) and Democracy, Rights and Labor (DRL) Bureaus, and USAID's Africa (AFR) Bureau. USIA has observer status. State AF/RA, in consultation with other DHRF Committee members, manages the overall fund allocation process of the DHRF Project. The purpose of the DHRF Committee is to ensure inter-agency coordination of DHRF-funded activities in support of democracy and human rights in Africa. In previous years, the DHRF Committee approved all proposals and allocated funds to field Missions for human rights activities. The field is increasingly delegated the responsibility of proposal development and prioritizing.

*All field communication with the DHRF Committee should be **Unclassified** and slugged for AF/RA, AID/AFR/SD, DRL/AAA and USIA/AF. All queries regarding the overall allocation process, project eligibility, or general procedures should be directed to AF/RA. All queries regarding USAID regulations and procedures, fiscal data, and financial accountability should be directed to AID/AFR/SD.*

AF/RA is responsible for on-going monitoring of funded activities, liaison with State desk officers and posts, and serves as Chair and Secretariat of the DHRF Committee. AID/AFR/SD is responsible for providing funding, the overall management of the DHRF Project, and monitoring and reporting project progress. AID/AFR/SD is also responsible for liaison with the USAID country desk officers, providing advice on USAID financial and procurement regulations, and ensuring that funding information is given to Field Missions.

I. USG Field Missions

1. Human Rights & Democracy Work Plan

Field Missions produce a Human Rights & Democracy (HRD) Work Plan on an annual basis as an annex to the Mission Program Plan. This plan summarizes the USG country strategy to promote democracy and human rights in the host country. Democracy and Human Rights Program Plans are submitted to Washington by the end of each fiscal year's first quarter. Guidance on the HRD Work Plan is provided annually.

2. DHRF Activities

Until 1991, Embassies managed most activities funded under the Human Rights Fund for Africa, with little USAID involvement. *Embassy staff will still manage the DHRF.* Close liaison with the USAID Mission or USAID Regional Controller's Office regarding financial management procedures and use of funds is imperative. *The USAID Mission or Regional Controller clears all grant agreements before signing.* Obtain USAID clearance for all large proposals forwarded to the DHRF Committee.

More activities eligible for funding under the DHRF will develop as African countries engage in political liberalization. This requires careful assessment of activities' potential impact, proposals' priority ranking, and consideration of other USG funding options. Activities funded under the DHRF is part of the USG overall strategy to

support democratization and improved governance in individual African countries. Where possible, therefore, such activities should complement activities funded from other sources.

3. Post Democracy Teams (PDT)

Missions form PDTs composed of Country Team members to maximize assistance and ensure good communication. PDTs include both USAID and USIS members so that DHRF-funded activities are coordinated with any other democracy/governance programs funded. The PDT is responsible for reviewing DHRF proposals and making funding decisions for **small** projects. The PDT approves **large** proposals, and forwards them to the DHRF Committee in Washington for final approval.

Section II : PROGRAM MANAGEMENT

A. Basic Management of DHRF Activities

USAID regulations govern procedures for both grantee organizations and project managers during the grant cycle from proposal submission to final evaluation. *USAID Handbook 19 governs DHRF-funded activities*, rather than Handbook 13, which provides guidance for most USAID grants. The USAID Mission should have copies of Handbook 19 for reference, and the USAID Mission or Regional Controller, Regional Legal Advisor, and Contracts Officer provide specific information and guidance on specific issues.

Embassy DHR Officers who manage DHRF activities are encouraged to seek advice from other members of the PDT. Other USAID staff, such as project development officers and commodity management officers, may provide specific guidance and advice. AF/RA and AID/AFR also send additional guidance as needed. This section summarizes issues to consider at different points in the project management cycle, and also indicates record keeping and reporting requirements. Each section contains information on the roles and responsibilities of both grantees and DHR officers, including procedures to follow and regulations to observe.

1. Proposal, Submission and Approval Procedures

a. Human Rights & Democracy (HRD) Work Plan

As noted in the previous section, Embassies submit a HRD Work Plan during the first quarter of the fiscal year as an annex to the Mission Program Plan. *DHRF-funded activities must remain consistent with and supportive of individual HRD Work Plans, including updates or revisions.*

b. Proposals

All grants made or activities funded respond to project proposals received from organizations or government bodies, and conform to Mission HRD Work Plans. In many cases, organizations have good ideas, but require assistance to translate them into coherent project proposals. Small and large proposals include grantee name and organization, a short description, dollar amount and intended impact. Large project proposals must include more information about project management and potential impact, as well as more detailed descriptions of planned activities. Posts review and approve small proposals. Posts forward initially approved large proposals to the DHRF Committee in Washington for final approval.

1. Proposals under \$25,000 (Small) Proposals under \$25,000 are submitted to the PDT only. Posts submit requests for a single FY allotment for small projects to the Washington DHRF Committee in lieu of individual small project proposals. (See c. below and page 23) DHR Officers must include the following information in proposals the PDT reviews in order to decide what kinds of activities and organizations to fund in the small grants range. (See page 22)

•**Grantee Information:** . Include the grantee's name, address, telephone number as well as name and title of person who will be responsible for the activity and for liaison with the DHR officer. Include a brief description of the organization or government entity. Give some indication of how long the organization has been in existence, where it is based, membership size, and funding sources (in the case of non-governmental organizations).

•**Background Information:** Includes the *context* in which the activity is set, and rationale for the activity. This is a brief statement in terms of democracy/human rights needs or constraints.

•**Description of Activity and Intended Impact:** *This includes the purpose and intended impact* of the activity; i.e., what it is intended to achieve. Include the extent of participant or community involvement for the activity. *Include in the brief description of the activity* its duration, proposed start date, and relationship to other activities undertaken by the organization. *Also include the estimated cost* of the activity, and the amount requested from USG, and other sources of funding.

2. Proposals for \$25,000 - \$100,000 (Large) Posts submit to the Washington Committee large proposals following the same basic format as smaller proposals, but with more specific information and detailed activity description. (See page 22) These proposals contain a clear statement of how such

activities promote human rights or support political pluralism and encourage the creation of more open, democratic societies.

Large DHRF proposals also contain:

- *Grantee management structure, especially as regards financial management:*¹ This is particularly important if the organization is to be given responsibility for management of funds.
- *Description of Activity and Intended Impact: Indicate implementation details and timing of each component if the proposal is for more than one activity. Include the sustainability of the activity, particularly if funding is sought for a discrete component of a larger activity, or for commodities or training in support of a longer-term activity. Include the estimated cost of the activity, the amount requested from USG, and other sources of funding. This section contains illustrative budgets with budget line-items.*² While such budgets are essentially estimates, line-item amounts should be as firm as possible, and based on some sort of financial and cost analysis. Also include activity management details, including responsibility for implementation and monitoring.

c. Submitting Small Project Fund Requests and Large Proposals

By November 15 annually, PDTs submit funding requests to the Washington DHRF Committee. For small projects, posts submit a cable requesting a single FY allotment to be divided among small projects approved at post (See page 23). The small project fund level request includes:

- Total small project allotment request by post
 - A list of small projects proposed or planned, including a brief discussion of how these further the current year's HRD Work Plan. This brief list also includes the general category or nature of each planned activity and estimated amount of funds for each project. Post may also include grantee names and exact project amounts for firm projects.
 - An assessment of Post's administrative performance during the previous FY:
- Obligations** - Were funds obligated by the deadline? Were obligation notice cables sent to Washington as funds were obligated?
- Interim and Final Reports** - Was the previous FY Interim Report submitted by the June 30 deadline? Was the previous FY Final Report submitted by September 30?
- Evaluations** - Post should list Final Project Evaluations completed during the previous FY, evaluations to be submitted pending project completion and overdue evaluations for completed projects.
- Large proposals are submitted separately as described in b.2. above

All small project allotment requests and large project proposals should be Unclassified, use the KDEM tag, and should be slugged for AF/RA, AID/AFR, DRL/AAA and USIA/AF.

d. Roles and Responsibilities

Grantees develop proposals; however, *DHR officers are responsible for ensuring that all proposals contain the required information.* The PDT makes an initial funding decision based on both the potential activity and the organization. If members of the Mission or PDT work with organizations to develop proposals, the DHR officer must ensure that grantees understand the program requirements. Missions may distribute the proposal format for funding requests (See page 23) to interested organizations to ensure submissions follow a relatively standardized fashion. As part of the proposal development stage, DHR officers or other Mission staff visit grantee organizations and discuss proposed activities. *Attention should be given to the administrative and financial management capacity of potential grantees, particularly for longer or more costly activities.*

¹ Ability to adequately manage funds is a key factor in funding consideration. It is possible that Missions will be required to perform financial reviews of prospective grantees prior to making a grant award. Further information regarding both the necessity for, and the content of, financial reviews will be communicated by AF/RA and AID/AFR/SD as procedures are developed.

² Budget line-items are the breakdown of general budget into individual items. A general budget of \$18,000 for production of training materials could be broken down into budget line-items of \$5,000 fees for writing materials, \$10,000 for printing, and \$3,000 for distribution. Breaking budgets into individual line-items is useful for more costly activities as it permits development of more accurate cost estimates and provides a financial management tool.

2. Post Democracy Team Review of Proposals

a. Procedures

The Post Democracy Team, composed of Embassy, USAID and USIS staff, reviews completed proposals. The PDT can make initial funding decisions based on brief concept papers, rather than proposals, but activities under \$25,000 must have details fully worked out before decisions are final. Prospective grantees are responsible for developing complete proposals with reasonably firm budgets (post should provide a copy of the "Proposal Format" in Section Three for the grantee to follow). The PDT will need detailed information on the activity, including its implementation and estimated cost. The PDT can only review proposals, not concept papers, for large activities in the \$25,000 - \$100,000 range. For record keeping and reporting purposes, Missions are encouraged to standardize review procedures. A standard proposal format for all projects and advance circulation to PDT members before meetings facilitate the review process. Adequate project management and appropriate use of funds are imperative. Therefore, *PDTs thoroughly discuss each organization's financial management and administrative capacity, and pay close attention to grantees' ability to manage and account for funds.*

b. Roles and Responsibilities

DHR officers receive and circulate all proposals and concept papers to PDT members prior to review meetings. DHR officers also keep files of received proposals, noting decisions made and/or actions taken at review meetings. The PDT should, to the extent feasible, be comprised of country team members. The USAID Mission or Regional Controller should be a member of the Committee. The PDT takes initial funding decisions and makes recommendations to the Ambassador. The Ambassador retains final approval of small proposals. The Washington Committee approves large proposals. The PDT ranks proposals in order of priority, in case funding is not available for all selected activities.

c. Issues to Consider When Reviewing Proposals for Funding

Although Field Missions best understand the importance or utility of activities within the context of the political situation and USG Mission objectives in any given country, the PDT must follow DHRF guidelines for project eligibility. *Sound financial management, including accountability and maximizing scarce resources, is important; thus, consideration of the following questions are crucial:*

- Does the activity directly contribute to the development of civil and political rights and promotion of democratic principles and institutions?
- Does this activity suit the objectives of the DHR Program Plan?
- Are the objectives of the activity reasonable and attainable within the country context?
- What is the priority-ranking of the particular activity over others?
- *Will the organization's managerial and administrative infrastructure achieve sound management and financial accountability, or if not, can certain measures offset the negative effect of these weaknesses on the activity?*
- Will the organization continue after the activity, or if not, what mechanisms exist to guarantee that the resources provided will be used to their maximum advantage?³
- Will there be participant support, or, in the case of non-participatory activities, will there be broad-based support?
- If the organization or activity is funded from other sources, will the requested funds be commensurate with the activity, and are they based on reasonably firm cost estimates?
- Will the proposed time frame and duration fit the activity, and will the potential grantee organization be able to implement the activity?
- Will USG Mission management capabilities ensure that adequate financial management and procurement procedures are followed?
- Are DHRF funds the most suitable funding mechanism for the activity?

³ It could be desirable in certain instances to fund a single activity, or organization which is intended to serve a specific purpose and is not intended to last for a long time. In such cases, however, it is useful to ascertain that resources are used to the maximum extent, and that if commodities are funded there are mechanisms to ensure that such commodities are used for a similar purpose after the activity is over.

3. DHRF Committee Review of Proposed Activities

a. Procedures

The DHRF Committee in Washington will not review individual small project activities. They will, however, set a total country FY allotment for small projects based on the post request, prior post administrative performance, and other factors. Following PDT review of large proposals, the DHRF Committee will make final decisions. Because of competition, funds are often insufficient for all activities submitted by Field Missions; therefore, the DHRF Committee may not be able to allocate the total amount requested for each country's proposals. The Committee will also allocate "fallout" funds (unused funds and funds returned from the field) during the final meeting of the fiscal year, usually in early August. *Funds are only allocated to Field Missions during the final meeting of the fiscal year if the DHRF Committee believes that such funds can be reasonably and responsibly obligated by the end of the fiscal year.*

b. Small Activities

After considering each allotment request, the DHRF Committee sets a funding level for each country's small projects and sends a single budget allowance to the field. With the streamlined procedure authorized in FY 94, the mission makes final decisions on project funding for activities under \$25,000. Posts use their discretion according to the DHRF project eligibility guidelines to select individual projects. (See pages 9-10) Missions will then be free to obligate funds as appropriate and when pre-funding requirements, such as financial reviews, have been completed.

c. Large Activities

The DHRF Committee will approve all activities in the \$25,000 - \$100,000 range. Insufficient information can result in activities being rejected or delayed until the next fiscal year. After DHRF Committee approval, Washington sends Field Missions an Award Notice and Budget Allowance cable for each approved large activity.

4. DHRF Committee Funding Decisions

a. Award Notices

AF/RA coordinates the DHRF Committee, and provides guidance for the field. This includes handling post inquiries, notifying posts of funds awarded, and setting post deadlines. The DHRF Committee sends Award Notice cables within a few days of the decision. AF/RA requests additional information from Missions for DHRF Committee review on an as needed basis. *Receipt of the DHRF Committee funding decision cable does not guarantee an obligation of funds, but allows activities to begin development (see b. below).*

b. Budget Allowance Cables

An advice of budget allowance cable is required before funds can be obligated. Following DHRF Committee funding decisions, AF/RA must inform AFR/DP of such decisions in writing, and request that budget allowances be sent to Field Missions. After DHRF Committee approvals, AF/RA requires one month before sending budget allowance cables to the field, due to required USAID procedures. In some cases, this period is in addition to a fifteen-day waiting period for Congressional technical approval or notification. *As indicated above, a single budget allowance will be sent to Field Missions in the first quarter of the fiscal year for activities under \$25,000. Individual budget allowance cables will be sent for projects exceeding \$25,000.*

** The following chart summarizes the process to follow from the proposal's receipt to the budget allowance cable's arrival:

<i>Action</i>	<i>Person/Entity Responsible</i>
Initial proposal	Potential Grantee
Submission of proposal to Post Democracy Team	DHR Officer at post
Review of Proposals, ranking and final approval of small projects	Post Democracy Team and Ambassador
Review of proposals, ranking, and initial funding decisions for large proposals	Post Democracy Team
Submission of small funding level requests for DHRF Committee review	DHR Officer, clearance of Post Democracy Team
Submission of large proposals to the DHRF Committee	Post Democracy Team
Coordination of DHRF Committee review process	AF/RA
Set level of small project allotment / approval of funding decisions for large projects	DHRF Committee (AF/RA, AID/AFR/SD, DRL/AAA, USIS)
DHRF Committee decisions communicated to field Missions	AF/RA
Budget allowances requested	AF/RA
Budget allowance cables sent to field Missions	AFR/DP

B. Projects Eligible for Funding

1. Purpose of DHRF Eligibility Criteria

The DHRF funds political activities which promote political pluralism and human and civil rights, rather than longer-term, more development-oriented activities. Thus, while activities addressing improved governance, such as strengthening the legal system, are eligible for funding, other activities, such as civil service reform, are better funded via other mechanisms. *The DHRF project funds small, distinct, high-impact, short-term activities.* It does not fund on-going activities of organizations or government bodies, even though these may support democracy or promote human rights. Also, it does not fund long-term institutional development of civil or government bodies, even though institutional development is crucial to sustaining democratic initiatives. However, activities that are part of larger programs, or which contribute to an organization's institutional development - if such activities have a distinct, discernible impact - can be funded, provided both program and organizational sustainability are addressed.

The DHRF falls under the authority of *Section 116(e) of the 1961 Foreign Assistance Act* as amended, which clearly states that project activities must "promote civil and political rights." Within that rubric, the fund promotes the rule of law and respect for international human rights, as well as domestic civil and political rights. Any other use of DHRF funds is prohibited by law. A convenient rule to determine project eligibility is the following: if the activity promotes "*first generation*" civil and political rights, then it is **eligible**. If the activity or components of an activity promote "*second generation*" social, economic or cultural rights, or amount to humanitarian assistance, then the activity or components in question are **ineligible**. "*First generation*" human rights are civil and political rights as stated in the UN Convention on Civil and Political Rights. These may be enshrined in or expanded upon by national statutes. Activities which promote the rule of law or domestic legal rights fall under the civil and political rights area as well. "*Second generation*" rights are social, economic or cultural rights (including rights contained in the UN Convention on Social, Economic and Cultural Rights or in other UN conventions).

Confusion about project eligibility exists because many African countries consider "*second generation*" rights and humanitarian assistance to be "human rights". However, given U.S. Congressional parameters in *Section 116(e) of the FAA*, the DHRF is simply not the appropriate mechanism to fund these projects. Some of these projects may be funded under the *Ambassador's Special Self-Help (SSH)* program. For worthy projects that are eligible for neither SSH nor DHRF funding, African organizations should seek funding elsewhere, perhaps from other donors or international organizations (See pages 39-42).

2. Project Eligibility Criteria

Post approves and funds only those projects which meet the criteria listed below. If doubt arises concerning any project or project component, posts should consult the DHRF committee. Post approves only short-term, high-impact, action-oriented projects in support of civil society and democratic institutions. Project activities fit the categories below:

- Human Rights:** education, human rights NGO start-ups, creative projects to improve respect/enforcement, torture rehabilitation
- Legal:** publication and dissemination of the Constitution and other laws, legal education, bar and legal association start-ups, legal aid projects
- Judicial:** improving the Judiciary's efficiency, training court officials - including local or traditional officials - on the rule of law or the role of the Judiciary in a democracy
- Legislative:** improving the Legislature's efficiency, training MPs and their staff
- Civic Education:** public education for independent journalists on the role of the independent media, technical assistance, journalist association start-ups, equipment for independent associations when access to government printing prohibited (prior committee consultation required)
- Women's Rights:** education, counseling and legal support for the prevention of violence against women or female genital mutilation (female circumcision), empowerment of women (non-economic), women-led NGO start-ups
- Electoral:** Very limited assistance to electoral commissions or officials (committee consultation required), assistance to NGO monitoring groups
- Conflict Resolution:** limited to activities which promote tolerance and understanding between sectors of society, such as ethnic or religious groups or political factions; i.e., workshops, discussion groups, publication of civic education material pertaining to equality of rights and responsibilities under a democratic system

In October 1992, the DHRF committee notified posts of the following *prohibitions* on DHRF funding. These should continue to be applied :

- Training of military and police (including direct civic and human rights education).
- Building construction or maintenance, or vehicles of any sort
- Long-term (more than one year) core costs (salary, rent, training or technical assistance)
- Health-related projects, including medical services and population control, except projects promoting the discontinuation of female circumcision
- Conferences or workshops without a clear goal
- Research projects without an action-oriented activity component (i.e. presentation of research at a workshop for policy makers)
- Intercontinental travel, including per diem and airfare
- Grants to organizations lacking other means of support (unless a start-up)
- Grants or major dual-use equipment for the executive branch of any government or American NGO, except in limited cases to help local NGOs or to help with elections (committee concurrence required, and judicial and
- Legislative branches are excepted
- Economic development projects
- Projects that duplicate AID D/G, USIS, or other democracy projects in the same country, or that could be funded under these programs
- Social or cultural rights activities, including social welfare or general education projects that promote social or cultural aspirations
- Children's rights or activities in support of destitute children, except projects that support children's legal rights
- Humanitarian assistance, including refugee assistance, assistance to prisoners or social services projects
- Labor Unions (unless human rights related) or projects in support of economic empowerment

In general, DHRF-funded activities with a cumulative impact - or capacity-building - are preferred, but activities should nonetheless stand alone. Thus, training workshops are preferable to seminars, unless the seminars result in publications which have a wider circulation, or are deemed likely to make a substantive contribution to the promotion of political pluralism. Similarly, acceptable procurement means that the commodities will contribute to information dissemination or will cumulatively contribute to the process of change.

It is advantageous to fund an activity's start-up costs, if it appears that recurrent costs will come from another source, or if the activity will be self-perpetuating in the long-term. Although funding attendance at regional or international conferences is not a high priority of the DHRF Committee, there are exceptions, provided that travel absolutely cannot be funded through USIS or other USAID sources. Missions should closely link any such proposed activity to the process of political liberalization and the promotion of human rights, and indicate the potential spin-off effect such travel might have.

3. Lessons Learned

The Reference Section of this manual provides more detailed information about lessons learned through implementing DHRF projects in the past. In brief, they center on the following:

- Ownership of activities by implementing organizations, and involvement of participants at all stages
- Cumulative impact of activities, and issues affecting such impact
- Recognition that DHRF activities are management intensive, and the need for clear guidance and procedures for grantees
- Institutional capacity of most grantee organizations, and the need for organizations to undertake manageable activities
- Information and experience sharing between countries; and
- Activities with a clear, demonstrable connection to the promotion of democracy and human rights.

C. Grant Award and Obligation of Funds

1. Grant Award Procedures

a. Pre-Grant Award Period

Once the DHRF Committee has approved large projects (or post has approved small projects), DHR field officers proceed to work with grantees to more fully develop proposals, discuss project activities, and prepare grant award documents. Prior to any grant awards, DHR officers address all technical and managerial issues, check that budget estimates are firm, and ensure that grantees understand procurement and financial management procedures. *Pay close attention to a potential grantee's financial management capacity and the financial systems employed.* AF/RA and AID/AFR/SD will send additional information regarding pre-grant award financial reviews to the field.

b. DHRF Activity Agreements

A DHRF activity agreement obligates funds to non-governmental organizations or a host country government entity. The grantee must use the funds within one calendar year of the Agreement date. The grantee will not always manage the funds. In many cases, grantees are not grant-worthy⁴ due to lack of adequate financial management procedures (for DHR Officer responsibility, see page 14). *However, grantees should be aware that the DHR Activity Agreement is a contractually binding document. Funds are only provided in the amounts specified in the activity agreement budget for the specific activities described in the agreement.* Many grantees do not fully understand this, and problems can occur through overspending on specific areas of the funded activity, or by attempting to use funds for purposes other than those specified in the agreement.

In some cases, funds will be given to USIS or a contractor to undertake specific activities. In such cases, Missions still enters into a general DHR Activity Agreement with the organization or government body requesting assistance, even though actual funds go to the designated institution or person providing assistance. The DHR Activity Agreement is still the obligating document. *A standard DHR Activity Agreement format should apply to all DHRF grants.* An activity agreement format is on page 24. Standard Provisions must be attached to all DHR Activity Agreements, and constitute a part of the agreement (See page 26).

c. Amending DHRF Activity Agreements / Reprogramming Funds

The Activity Agreement specifies the amount of funding, the activity, and the completion date. Funds cannot be used for activities or purchases not specified in the Activity Agreement. *However, Post may REPROGRAM funds by AMENDING the Activity Agreement.* For small projects, the PDT and USAID Mission or Regional Controller approve amendments to the Activity Agreement without reference to the DHRF Committee. For large projects, Posts need approval from the DHRF Committee, the PDT, and the USAID Mission or Regional Controller in order to amend the agreement. Activity Agreements may also be extended through an amendment. (See page 27)

d. Other Obligating Documents

Under certain circumstances, Missions who prefer not to enter into an activity agreement with a host country entity can give the funds directly to USIS or make a contractual arrangement to provide specific goods or services with another person or institution. In these cases the agreement with USIS, the contract, or purchase order (only for activities under \$25,000) becomes the obligating document.

⁴ Organizations are considered to be grant worthy if they have adequate financial and administrative systems and have the ability to implement such systems effectively. USAID Controllers can undertake assessments of organizations to determine if they can manage USG funds as required.

e. Required Information and Clearances

Before executing a DHR Activity Agreement or any other obligating mechanism, funding data must be received from the USAID Mission or Regional Controller, and AFR/DP must send the budget allowance. The Controller's office will assign an activity agreement number and provide fund cites, including a budget plan code, earmark, and commitment numbers. The Controller also certifies that funds for the activity are available. All DHR Activity Agreements must include such information from the Controller's office. Obtain clearances for all DHR Activity Agreements or other obligating documents prior to signature.

The USAID Mission or Regional Controller clears all activity agreements, along with at least one other member of the DHR Committee. For agreements in excess of \$25,000, obtain clearance from the USAID mission or regional USAID controller (for USAID non-presence countries) and the USAID legal advisor (where possible). This means addressing all necessary financial management, procurement, and reporting issues.

2. Roles and Responsibilities

The DHR Officer has primary responsibility for completing proposals, preparing activity agreement documents, and ensuring that grantees understand the agreement's contractual nature. The DHR officer is also responsible for all required clearances for DHR Activity Agreements or other obligating documents. If other contractual documents, such as purchase orders or contracts, obligate DHRF funds, the DHR officer is advised to seek guidance from USAID when preparing documents. The USAID Mission or Regional Controller is responsible for providing fiscal information and for certifying availability of funds. The Ambassador, or the Ambassador's designated representative signs the DHR Activity Agreement. Purchase orders and contracts are signed by the USAID Mission Director, or other appropriately certified officer.

3. Obligation of Funds

a. Procedures

Send all signed DHR Activity Agreements or other obligating documents to the USAID Mission or Regional Controller to enter into the accounting system. USAID uses a financial system called MACS, which maintains all financial information pertaining to obligations and expenditures. All financial transactions, or actions affecting finances, are entered into this system. Failure to do this prevents access to funds. The USAID Mission or Regional Controller can explain financial procedures and the MACS system in further detail. Send a cable to Washington following signature of the DHR Activity Agreement or other obligating document. Indicate the date of the agreement, name of grantee, amount of agreement, brief description of the activity, and termination date of the agreement. The cable is sent to AF/RA, AID/AFR/SD and AFR/DP, using the "KDEM" tag in order to enter action into the financial tracking system, and record the obligation.

AFR/DP will assume that funds have not been used upon failure to receive a cable, and funds are then potentially available for re-programming. The information will also enable the DHRF Committee to track funds obligated against funds allocated to Missions, and thus know the balance of funds available for other activities. A copy of the DHR Activity Agreement or other obligating document should be pouched to AF/RA for record keeping purposes.

b. Roles and Responsibilities

DHR officers are responsible for providing a copy of the signed DHR Activity Agreement or other obligating document to the USAID Mission or Regional Controller. The Controller is responsible for ensuring that financial information is entered into the MACS system, and that the obligation is recorded. DHR officers draft cables informing Washington that activity agreements have been signed, contingent upon the clearance of USAID Mission or Regional Controllers. DHR officers send a copy of each DHR Activity Agreement to AF/RA, who provides copies to other members of the DHRF Committee as required. All members of the DHRF Committee and AFR/DP will enter details of obligation of funds into their own financial and activity tracking systems.

c. *Summary Table*

The following table summarizes actions required and persons responsible for the grant award and obligation of funds.

<i>Action</i>	<i>Person/Entity Responsible</i>
Grant agreement or other obligating document drafted	DHR officer; possibly USAID contracts officer in the case of contracts or purchase orders
Grant or other obligating document number provided	USAID Mission or Regional Controller
Fiscal data provided	USAID Mission or Regional Controller
Availability of funds certified	USAID Mission or Regional Controller
Grant agreement or other obligating document cleared	USAID Mission or Regional Controller; members of PDT; possibly USAID Regional Legal Advisor
Grant agreement or other obligating document signed	Ambassador (or designate); USAID Mission Director or contracts officer in case of contracts or purchase orders
Copy of grant agreement forwarded to USAID Mission or Regional Controller	DHR Officer
Funds obligated	USAID Mission or Regional Controller
Obligation Cables	Missions to DHRF Committee
Grant or other obligating document award notice cable sent to Washington	DHR officer, with USAID Mission or Regional Controller clearance
Copy of signed grant or other obligating document pouched to AF/RA	DHR officer

D. Financial Management and Procurement

1. Procedures

Adequate management of funds is the greatest problem facing grantees and DHR officers. Grantees must have reasonable financial management and record keeping systems, and the ability to use them. In many instances they do not - at least in the beginning - and thus *much of the responsibility for financial management rests with DHR officers and their staff.* The main issues concerning financial management are that:

- USAID regulations are followed;
- Expenditures are supported by adequate documentation (receipts, etc.);
- Financial records are kept; and
- Funds are expended for the purposes they were intended.

If grantees are grant-worthy, they directly manage the funds provided. *Awards in excess of \$25,000 are not made to grantees who cannot pass a grant worthiness test, unless the funds are for large procurement or contracting actions which are easily managed.* Grant-worthy entities receive funds through either *cost reimbursement or advance of funds.* USAID prefers the *cost reimbursement* method, whereby grantees use their own resources to pay for activities and claim reimbursement for expenditures.

It is unlikely that organizations in receipt of DHRF funds will have an adequate cash flow to permit them to operate on a cost reimbursement basis. Therefore, *cash advances* can be made. In such instances, grantees request an advance to cover immediate expenditures and, once they expend funds, submit documentation to clear the advance. *Grantees not considered grant worthy cannot directly manage funds; therefore, DHR Officers and their staff retain most of the financial management burden.*

Another acceptable way to manage funds is for *DHR officers to approve payment for goods and services, and for checks to be made payable to vendors.* In this case, grantees should obtain *pro forma* invoices (written quotations) from various vendors. Then a vendor is selected or goods or services provided, and payment made directly to the vendor by the Embassy.

Pre-positioned checks are another mechanism, but these are less useful a method than *pro forma* invoices and direct payment.

Whether or not grantees have direct management of funds, *grantees and DHR officers should be aware of USAID procurement regulations.* These regulations support *free and open competition, and encourage quotations from at least three sources prior to procurement of goods, and informal competition in the case of services.* This is standard practice for ensuring the best quality of goods or services for the lowest price, and also to guard against corruption or nepotism. Procurement under the DHRF should, where possible, be "off the shelf", meaning in-country.⁵ However, procurement from other sources is permitted, especially in the case of services, where procurement in-country is impossible. In such cases, an order of preference of host country, United States, selected free world (USAID Geographic Code 941), and finally special free world (USAID Geographic Code 935), should be followed.

2. Roles and Responsibilities

Grantees have primary responsibility for financial management and procurement in direct fund management, although DHR officers are responsible for ensuring that grantees understand the USAID regulations. DHR officers have primary responsibility for ensuring that funds are used properly and in accordance with USAID regulations for grantees who are not grant-worthy. However, grantees do undertake as much responsibility as possible by establishing and keeping proper financial records, and by following sound procurement practices which support free and open competition. DHR officers approve *pro forma* invoices and arrange direct payment to vendors, but grantees themselves undertake much of the procurement preparatory work. *In all cases, USAID Mission or Regional Controllers provide advice pertaining to use of funds and financial transactions, while other USAID staff, such as regional legal advisors, commodity management officers, and contracts officers provide advice on specific procurement issues. Contact AID/AFR/SD for guidance on USAID regulations.*

⁵ AID/AFR will inform Missions if "Buy America" regulations are to be applied to the DHRF.

3. Procurement

a. Procurement Regulations

USAID Handbook 19 regulations govern DHRF activities. These activities are exempt from normal USAID procurement source regulations, which cover both the source (where the item was procured) and origin (where it was produced) of commodities procured using USAID funds. The only exceptions to this exemption are vehicles and commodities originating in non-free world countries (as defined by USAID Geographic Code listing).

Handbook 19 regulations require that goods and services be procured in-country in, to the extent possible.⁶ If not, an order of preference for procurement using DHRF funds, based on the USAID Geographic Code, is (a) the cooperating country; (b) the United States; (c) selected free world; and (d) special free world. The USAID Geographic Code list changes periodically, but information can be obtained from USAID regional legal advisors. A current Geographic Code list can be found on page 32.

b. Payment Provisions for Goods and Services

As explained under Section D. 1, there are a number of ways in which DHRF funds can be used to pay for goods and services. These are:

- grantees use own funds and request reimbursement
- Embassies procure goods and services on behalf of grantees
- grantees obtain *pro forma* invoices, (written price quotations) and payment is made directly to vendors by Embassies once goods and services are received and an invoice presented
- pre-position advance checks are requested and given to grantees as needed
- grantees are given a partial or full advance of funds to manage

Direct management of advanced funds by grantees will not be an option in most cases, as grantees have to be considered grant worthy and possess adequate financial management capability before this method can be used. *Handbook 19 regulations indicate that direct payment of vendors is the preferred method of payment*, and in this case it is recommended that the option whereby grantees obtain *pro forma* invoices and Embassies pay vendors directly is adopted.

Clear advances by submitting invoices for the whole amount provided, or by submitting invoices for the portion of the advance used and returning the unused portion. *No advances should be left outstanding when activities are completed*, as this means that the USAID Mission or Regional Controller cannot close the financial accounts for activities and de-obligate any remaining funds.

Whichever payment option is chosen, certain documentation is required to ensure that payment is made and the financial transaction recorded. *DHR officers are responsible for preparing payment vouchers*, either SF 1034 or FS-455 forms⁷, together with a project officer approval sheet, and for *forwarding such documentation, together with invoices, to the USAID Mission or Regional Controller*. DHR officers should seek guidance from USAID Mission or Regional Controllers regarding procedures to be followed and substantiating documentation required to process payment.

c. Source/Oriigin Requirements

Procurement source and origin issues are unlikely to be a problem, because most goods and services will be obtained from the cooperating country (the country in which the activity is taking place), or the United States. Surrounding countries may also provide services.

⁶ AID/AFR will provide additional guidance on "Buy America" regulations should it be deemed necessary to apply these regulations to DHRF funds.

⁷ These are standard USAID forms used to process payment for goods and services. They can be obtained from USAID Controllers, who can also provide guidance regarding their completion.

d. Small Business Notification Waiver

Handbook 19 regulations allow the normal Small Business Notification procedure for U.S. purchases of \$5,000 or more to be waived. Generally, if goods or services with a value of \$5,000 or more are procured from the United States, USAID regulations require standard procedures for small businesses to bid for contracts. This regulation does not apply to U.S. procurement under \$5,000, or to procurement of any value from countries other than the U.S.

Most procurement for DHRF activities will not fall into this category. However, for *procurement of goods or services in excess of \$5,000 from the United States, a waiver of the Small Business Notification should be prepared and kept in DHRF files.* USAID staff, particularly regional legal advisors, can advise on preparation of waivers, which should be signed by the Ambassador or designate.

e. Marking Requirements

Handbook 19 regulations concerning marking requirements apply to DHRF-funded activities. These regulations require USAID decals on all equipment and commodities financed with DHRF funds. However, the regulations also permit marking requirements to be applied with discretion, because DHRF funds might only be provided for part of a larger activity, or because the appearance of emblems might produce an adverse reaction. *In general, the application of USAID decals to equipment or commodities, or an acknowledgment of USG funding, is left to the discretionary opinion of the Ambassador.* AID/AFR can offer additional guidance on specific cases.

f. Free and Open Competition

While normal USAID procurement regulations do not apply to DHRF funds, the spirit of such regulations promoting free and open competition do. Free and open competition means that the best quality of goods or services will be obtained at the lowest cost in the most timely manner to meet the requirements of the organization. As such, it both guards against nepotism and corruption, and promotes accountability and transparency. It also opens up the goods and services market to a wider range of individuals and companies.

Grantee organizations should be encouraged to adopt the principles of free and open competition as part of good management and sound business practices. This means that they *should obtain at least three quotations for equipment or commodities procured using DHRF funds, or consider at least three candidates for provision of services.* Selection should then be made objectively on the basis of quality, cost, availability, and the extent to which the specific needs of the organization can be met. Such decisions should be documented and kept on file.

4. Financial Management

The USAID Mission or Regional Controller addresses financial management issues which arise during implementation of activities. The following section discusses these issues in the overall context of managing DHRF funds.

a. Financial Records

Because DHRF funds are subject to audit, follow sound financial management procedures throughout. *DHR officers ensure that adequate financial records are kept (simple bookkeeping will serve), and that copies of all documentation supporting financial transactions, such as invoices, are kept on file.* USAID Mission or Regional Controllers record obligations and financial transactions in the MACS system for tracking advances and expenditures. Financial records for funded activities should be closed as soon as possible once activities have been completed. Any remaining funds can then be de-obligated for re-programming by the DHRF Committee.

b. Fiscal Year (FY) Issues

DHRF funds are allocated as part of a fiscal year allowance. *All funds must be obligated by the end of August each fiscal year, although July 31 is preferred, thus allowing unused funds to be allocated for fallout.* In exceptional cases, funds may be obligated as late as September, but only with the specific authorization of the DHRF Committee. DHRF funds are for immediate, short-term activities, and therefore are used within a relatively short time frame. *The maximum activity duration in activity agreements is one year from the start date.*

Activity agreements may extend beyond one year only in special circumstances and with the concurrence of the DHRF Committee. Funds obligated in one fiscal year are fully expended within one calendar year from the date of the signing of the activity agreement. For example, funds obligated through an activity agreement in June 1992 using 1992 fiscal year funds would be fully expended by June 1993, or with the agreement of the DHRF Committee, by September 1993 (the end of FY 1993). *Activities can only be funded from current fiscal year funds.*

Funds remaining after one fiscal year cannot be used to fund other activities in other fiscal years. Thus, if an activity is funded at \$25,000 in June 1992 (FY 1992), and \$5,000 remain once the activity is completed in November 1993 (FY 1993), these funds cannot be re-programmed to another activity in FY 1993, or used to meet a shortfall in another activity originally funded in FY 1992. Activities cannot be split into components and funded over a period of years in order to finance large, on-going projects. Even if an organization receives funding in two consecutive years for different activities, funds remaining from the first fiscal year activity cannot be re-programmed to supplement funds obligated for the second fiscal year activity.

c. Extending the Activity Agreement

Activity agreements extend beyond one year only in special circumstances by obtaining concurrence from the USAID Mission or Regional Controller, amending the activity agreement, and notifying the DHRF Committee.

d. Activity Close-Out

All activity agreements must be properly closed out when activities are completed. This includes accounting for all funds, recording final expenditures, and reconciling financial records (See page 21). The total amount of funds used, as opposed to obligated under an activity agreement, must be recorded in MACS. Following this, the amount actually expended is deducted from the amount obligated, the balance de-obligated, and the MACS record of the activity closed out. With adequate financial management, final expenditures will not exceed original obligations.

e. Co-mingling of Funds

DHRF funds should not be co-mingled with other funds provided in support of activities. This does not mean that DHRF funds cannot be provided as part of a multi-donor effort to support a particular activity, but rather that the component financed with DHRF funds is readily distinguishable within the overall activity, and that goods or services purchased with DHRF funds can be clearly identified.

f. Budget Shortfall or Surplus

Although activities are sometimes completed under cost, they cannot be extended or expanded simply to utilize remaining funds. The activity agreement should be closed out, and funds de-obligated by the USAID Mission or Regional Controller. In certain instances the PDT might decide that it is advantageous for remaining funds to be used by organizations in support of the activity for which the funds were originally provided, or PDTs may decide to shift funds between small project activities; however, funds cannot move between small and large projects. For large projects, seek DHRF Committee concurrence before amending the activity agreement. For small projects, PDT approval and USAID Mission or Regional Controller concurrence is needed before amending the activity agreement.

Activities also run over cost, either because of changes in costs or because of exchange rate fluctuations. *Grantees should be made aware that the US\$ amount provided under the activity agreement is*

the binding amount, and that, should shortfalls occur, they are responsible for finding alternative sources of funds. If the PDT wants to provide additional funds for an activity, requests for supplementary funding are made to the DHRF Committee, should this be available, or for concurrence to use de-obligated funds from the same fiscal year to meet the shortfall. Activity agreements should then be amended accordingly.

g. De-Obligation of Funds

Funds are obligated when a contractually binding document is entered into by the USG and a grantee organization. If funds remain upon activity completion, these funds are de-obligated and returned to Washington. Funds obligated but not utilized in the same fiscal year can then be re-programmed by the PDT to other Missions, or authorized for re-obligation by the Mission for other activities within the same fiscal year. Funds remaining after activity completion, but obligated in a previous fiscal year, cannot be re-obligated to other activities. These funds return to the Treasury. *In all cases, the USAID Mission or Regional Controller is responsible for de-obligation of funds.*

E. Record Keeping and Reporting

1. Record Keeping and Reporting Procedures in the Field

It is important to keep adequate records and reports of funded activities, required for assessment purposes. DHR officers need a record of activities funded, problems encountered and results achieved. *Grantees* keep basic books and records for the duration of the funded activity, and for a period of at least three years afterward, in case of audit. *In many cases, fledgling organizations will require assistance to establish record keeping systems and financial records, as well as to understand how to use such records as management tools.* If required, funding for an accounting consultant to build the financial management capacity of the grantee could be included as a budgeted project expense or paid from other sources.

In most cases, DHR officers will have to ensure that grantees understand the need to keep records and will supervise financial management and make suggestions on an informal basis. Grantees are encouraged to report on activities, both because such information is required by DHR officers, and also because analysis and reporting is an important management tool. Such reports indicate what has been accomplished during the reporting period, problems encountered, and plans for the next period. They are accompanied by a brief financial status report indicating funds expended. Because many grantees will be unaccustomed to preparing such reports, a standard format is useful. An example of a report format can be found in the Reference Section of this manual.

Reporting on activities assists organizations in better planning and managing activities, and thus serving as an institution-building mechanism. Each post decides on the procedures and systems to adopt, but, at a minimum, this includes records of obligating documents and any relevant amendments, communications between DHR officers and grantees or the DHRF Committee, copies of all financial and procurement documents, progress reports and financial status records. These are kept for each funded activity for three years after a project is closed out, in case of audit.

2. Procedures for Reporting to Washington

Three reports are required. Two reports, the *Interim report due in June and the Final report due in September*, are similar to Special Self-Help reports and are needed to manage fallout and ensure fiscal accountability. Each of these two reports will include *all* DHRF projects at post, including projects from previous fiscal years and those closed out during the current FY. The third report, the *Individual Project Evaluation*, allows the Committee to assess the impact of DHRF project and manage substantive aspects of the DHRF program as a whole. Interim reports and final reports are slugged for AID/AFR/DP.

a. *Interim Report due June 30 annually (See format, page 28)*

This annual report covers *all* DHRF projects still active in-country (including previous fiscal year projects still active, and projects closed out during the FY). For each project, the Interim report must include the following:

- Activity Agreement number
- Grantee Name
- Amount of Agreement
- Date of Agreement
- Activity termination date
- Financial Status of the Grant: Amount of funds used to date, amount advanced, amount unliquidated]
- A brief description of the Activity/Current Status of the Activity: Context, rationale, impact on respect for human rights and transition to democracy, number and nature of participants, problems encountered and steps taken to correct them
- Fallout Notification: The Interim report must indicate whether there are funds that the post *will not* be able to obligate by August 31. Post should ask the AID Controller to return all unusable funds to AID/AFR/DP as soon as possible before July 31, so they may be used for fallout. If after July 31, posts discover that they will not be able to obligate by August 31, they should turn the funds back in immediately so that they can be reprogrammed.
- Fallout Request Plans:

• Indicate whether post plans to seek fallout funds in July, and the amount to be requested. Those posts planning to seek fallout must obligate all previous FY funds before they turn in a request.

b. Final Report due September 30 annually (See format, page 28)

The Final Report covers *all* DHRF projects still active in country as well as those closed out during the fiscal year. Posts simply update the June Interim Report in order to produce the Final Report. Under the new program procedures delegating responsibility to the field, the DHRF Committee will work from the Final report to determine whether funds were spent according to DHRF guidelines and how much posts should receive in the following fiscal year. The Final Report will also enable the Committee to track fiscal management at post. The format for the annual Final Report is given below. Post should keep the report as simple and brief as possible. For each large and small project, post should list:

c. Final Project Evaluations due as projects are completed (See format, page 29)

Final Project Evaluations should be submitted as the projects are closed out. Posts who fail to turn in evaluations will be ineligible to receive funding for the following year. Grantees have one calendar year from the date that the individual activity agreement is signed in which to complete a DHRF project. At the end of that year, projects should be closed out and any remaining funds should be de-obligated and turned back in to AID/AFR/DP.

If a post wishes to extend a project, an activity agreement amendment must be signed. Instructions on close out of activities is found on page 21, and an example of an agreement amendment can be found on page 27. *Posts may not re-program small or large DHRF funds from a project implemented one fiscal year to a project approved during a subsequent fiscal year.* However, posts may re-program funds between small projects implemented during the same fiscal year using the eligibility guidelines stated on pages 9-10. The DHRF Committee must approve re-programming funds to or from a large project.

3. Summary Table

Grantees are primarily responsible for monitoring activities, and should also be required to report on activities, either formally or informally, as appropriate. The HRD Officer reports to the PDT and the Washington Committee. AID/AFR/SD reports to Congress.

<i>Action</i>	<i>Agent</i>	<i>Time</i>
Progress Reports	Grantee	As required by agreement; close-out at end of activity
Financial Reports	Grantee	As required by agreement; close-out at end of activity
Status Reports	DHR officers to Post Democracy Team	At scheduled committee meetings
Interim Report	DHR Officers to DHRF Committee	June 30, 19....
Final Report	DHR Officers to DHRF Committee	September 31, 19....
Final Evaluations	DHR Officers to DHRF Committee	As activities are completed
Report to Congress on DHRF	AID/AFR/SD for DHRF Committee	Annually

F. Close-Out of Activities

When activities are completed, terminate activity agreements and close related records, unless any unused funds can be used for additional activities and activity agreements amended accordingly. DHR officers should inform USAID Mission or Regional Controllers of completed activities, and obtain final reports from grantee organizations. Controllers then reconcile their MACS records and de-obligate any remaining funds (See page 18).

Financial accounts cannot be reopened nor funds accessed once an activity is closed-out or funds de-obligated. Therefore, it is important that all financial transactions are complete, and all vendors paid in full before agreements are closed out. Close agreements as soon as possible once funded activities are completed. DHR officers should seek guidance from USAID Mission or Regional Controllers when agreements cannot be closed due to problems of reconciling financial records or obtaining receipts.

G. Fallout Requests

All funds from the current fiscal year must be obligated before post requests fallout funds. The annual deadline for fallout requests is July 31. Fallout requests for small projects must include an amount, the name of the organization and a brief description of the proposed activity. Large proposals, as before, require more detail, and posts should use the format provided in the Reference Section of the manual. The DHRF Committee will award fallout funds in August. *The deadline to obligate fallout funds is September 15.*

H. Overview of Timeline

<i>Time frame</i>	<i>Action</i>
<i>Ongoing</i>	Brief obligation notices are due in Washington as activity agreements are signed
<i>June 30</i>	Interim reports are due
<i>July 31</i>	Funds that will not be obligated by August 31 must be turned back in to Washington prior to this date
<i>July 31</i>	Fallout requests are due (Post must obligate all funds before requesting fallout)
<i>August 31</i>	Fund obligation deadline (all FY funds awarded must be obligated by this date or should be turned back in)
<i>September 15</i>	Obligation deadline (for Fallout Funds only)
<i>September 30</i>	Final Reports are due
<i>November 15</i>	Deadline for submitting small funding requests and large project proposals
<i>January-February</i>	Small and large funds sent to post
<i>As individual projects are completed</i>	Project Evaluations are due when a project is completed / USAID Mission or Regional Controllers must be notified and unused funds de-obligated

** Posts have one calendar year from the Activity Agreement date to complete a project.

Section III : REFERENCE

A. Formats

Small/Large Project Proposal

Both small and large project proposals follow the following format. Small proposals are submitted to the Post Democracy Team for approval. Completed large proposals are sent to the DHRF Washington Committee for approval. Attach relevant supplementary information, but be as concise as possible.

1. Organizational Details

Name of organization:

Address:

Telephone Number:

Name and Title of person responsible for the project:

2. Description of the Organization/Government Entity: Please give a brief description of the organization including information on how long the organization has existed, where it is based, membership, funding sources, and other activities accomplished.

3. Background Information: Please give a brief description of the context in which the activity is set, and the rationale for the activity. Indicate how the activity addresses issues of democracy and human rights.

4. Description of Activity and Intended Impact

a. State the purpose and intended impact of the activity, i.e., what it will achieve. Indicate who will be involved.

b. Give a brief description of the activity, including the schedule, duration, and start date. Indicate the relationship of the activity to others undertaken by the organization.

For Large Proposals Only: This section indicates implementation details and timing of each component if applicable. The sustainability of the activity should be addressed, particularly if funding a component of a larger activity, such as commodities or training for a longer-term activity. Include management details for implementation and monitoring as well as a clear statement of how such activities promote human rights or support political pluralism and creation of more open, democratic societies.

c. Estimate the total cost, amount requested from the U.S. Government, and other funding sources.

d. Estimated budget format: *For Large Proposals: Line-Items should be as firm as possible, based on some sort of financial and cost analysis.*

Budget Line-Item*	Amount (US\$)
Budget Line-Item*	Amount (US\$)
Budget Line-Item*	<u>Amount (US\$)</u>
	Total Amount (US\$)

* Budget line-items are individual cost items such as equipment, consultant fees, production of reports, etc. which make up the activity (See pages 30-31).

Format for Annual Small Project Fund Request

- 1. Total small project allotment request for FY**
- 2. List of small projects proposed or planned and a brief discussion of how they support the DHRF Program Plan, including the general category or nature and estimated cost of each activity. (If applicable, posts may include grantee names and exact costs for firm projects)**
- 3. Previous FY Post Administration performance**
 - **Obligations** - Were funds obligated by the deadline? Were obligation notice cables sent to Washington as funds were obligated?
 - **Interim and Final Reports** - Was the previous FY Interim Report submitted by the June 30 deadline? Was the previous FY Final Report submitted by September 30?
 - **Evaluations** - Post should list Final project Evaluations completed during the previous FY, Evaluations to be submitted pending project completion and overdue Evaluations for completed projects.

Individual Activity Agreement Format

AGREEMENT BETWEEN THE GOVERNMENT OF THE UNITED STATES OF AMERICA AND XXXXXXXXXXXXX⁸

Activity Agreement No: DHR-92-676-01⁹
Title: National Association of Lawyers, Training Seminars
Amount of Agreement: \$10,000¹⁰

Authority: Pursuant to the Foreign Assistance Act of 1961, as amended, and in accordance with the General Agreement on Special Development Assistance between the Government of the United States of America and the Government of XXX dated XXXXX,¹¹ and in accordance with the standard provisions attached to this Agreement, the Government of the United States of America agrees to grant the Grantee under the terms of this Agreement an amount not to exceed ten thousand United States Dollars¹² to meet the costs of carrying out the activity described in this Agreement.

Agreement Completion Date: December 31, 1993.¹³

This Agreement consists of this title page and Attachment 1, Terms and Conditions, Attachment 2, Project Description, and Attachment 3, Standard Provisions.

For the XXXXX
XXXXXXXXXXXXXXXXXX

For the Government
of the United States of America

Typed Name
Title
Date

Typed Name
Ambassador
Date

Activity Agreement No: DHR-92-676-01

Fiscal Data¹⁴

Appropriation:
BPC:
Allowance:

⁸ Enter Grantee organization name.

⁹ The following format should be used to number activity agreements:

Prefix	Fiscal Year	Country Code	Agreement No.
DHR	94, 95, etc.	676, etc.	01,02,etc.

¹⁰ Enter amount of grant.

¹¹ Enter details of the agreement.

¹² Enter the amount of the grant.

¹³ Enter the date by which activities should be completed.

¹⁴ Obtained from the USAID Controller. Agreements need to have fiscal data indicated somewhere on them before they can be signed.

The appropriation, budget plan code (BPC) and allowance data are sent to the USAID Controller by AID/AFR/DP. The USAID Controller will provide this information for each agreement.

The project is the DHR Project, 698-0541.

The reservation control number (res. ctrl. no.) and earmark control number (ermk. ctrl. no.) are accounting system numbers required and provided by the USAID Controller.

The Controller should certify that funds for the activity are available before an agreement is signed.

Project:
Amount:
Res. Control No:
Ermk. Control No:

Funds Available:

Terms and Conditions

This attachment should specify any special terms and conditions relating to the agreement, such as source/origin issues, method of payment, reporting requirements or specific procedures to be followed.

Project Description

This attachment should consist of a brief description of the activities to be undertaken, together with a time frame and budget.

Attachment # _____ to
Individual Activity
Activity Number: _____

Standard Provisions for Special Development Assistance

- a. The Embassy shall expend funds and carry on operations pursuant to this agreement only in accordance with the applicable laws and regulations of the United States Government.
- b. The parties shall have the right at any time to observe operations carried out under this agreement. Either party during the term of an activity under this agreement and until three years after the completion of the activity, shall further have the right (1) to examine any property procured through the financing by that party under this agreement, wherever such property is located, and (2) to inspect and audit any records and accounts with respect to funds provided by, or any properties and contract services procured through financing by, that party under this agreement, wherever such records may be located and maintained. Each party, in arranging for any disposition of any property procured through financing by the other party under this agreement, shall assure that the rights of examination, inspection, and audit described in the preceding sentence are reserved to the party which did the financing.
- c. Any property furnished through financing pursuant to this agreement shall, unless otherwise agreed by the United States Government, shall be devoted to the project until completion of the project, and thereafter shall be used so as to further the objectives sought in carrying out the project. Unless otherwise agreed by the United States Government, _____ shall offer to return to the United States Government, or to reimburse the United States for, any property which it obtains through financing by the United States Government pursuant to this agreement which is not used in accordance with the preceding sentence.
- d. The Individual Activity Agreement shall enter into force when signed. All or part of the assistance provided herein may be terminated by either party by giving the other party 30 days written notice of intention to terminate the agreement. Termination of the agreement shall terminate any obligations of the two parties, except for payments which they are committed to make pursuant to uncancellable commitments entered into with third parties prior to termination of the IAA. It is expressly understood that all implementing documents, such as purchase orders, requisitions, procurement actions, etc., must be initiated under this obligating Individual Activity Agreement by the agreed upon terminal date, but no later than one month from the effective date of the agreement, otherwise the cancellation provision stated in the preceding sentence will automatically become effective without the necessity of a written advance notice of intent to cancel.

**Agreement Between
the Government of the United States of America**

and

XXXXXXXXXXXXXXXXXXXXX
(Grantee Name)

Amendment No. 1 (2,3, etc.)

The Agreement between the Government of the United States of America and XXXXXX (Grantee name), dated XXXXXX (date of original agreement) is hereby amended as follows:

Indicate the changes to be made, citing both the section of the agreement to be changed and the nature of the change.

Except as amended herein, all terms and conditions of the Agreement remain in force and effect.

For: (Grantee name)

For the Government of the
United States of America

Name and Title

Name, Ambassador

Date

Date

DHRF Interim and Final Reports

(To be submitted to the Washington DHRF Committee on an annual basis)

A. Overview of funded activities in terms of success in meeting individual objectives, and contribution to promotion of democracy and human rights.

B. Individual Projects

List all projects active in-country as well as those closed out during the fiscal year. Activities funded at levels greater than \$25,000 should be fully reported. Pay particular attention to the management, monitoring, and assessment of an activity's impact.

This section includes a brief description of each project with the following information:

Agreement Number:

Grantee Name:

Amount of Agreement:

Date of Agreement:

Activity Termination Date:

Financial Status of Grant: (i.e., amount of funds used to date, amount advanced, amount available etc.)

Activity: (brief description of the grant activity)

Activity Status: (brief description of the status of the activity: intended accomplishments versus final results, reasons for delays, major issues/problems, proposed steps to resolve issues/problems if still outstanding, and other extraneous factors)

Final Report Only:

Mission Assessment of Activity: (brief evaluation of activity in terms of a) accomplishing what was intended; and b) its contribution to the promotion of democracy and human rights within the specific country context)

Final Project Evaluation Report

(To be submitted to the Washington DHRF Committee as individual projects are completed)

- A. Name of Grantee, amount of grant, date of agreement, date activity completed.
- B. Context of the Activity.
- C. Number and nature of participants and description of the activity itself including all components (i.e. publication of human rights guide and a follow-on workshop to train trainers).
- D. Relation of an activity to Mission strategy program plans for promoting democracy and human rights.
- E. Final impact of an activity and success of activity in meeting stated objectives, including contribution of activity to promotion of democracy and human rights within country.
- F. Comments/Issues/Lessons learned.

B. Glossary of USAID Accounting and MACS Terminology

This glossary alphabetically includes both USAID accounting and MACS terminology. All of the accounting terms should be used similarly in AID/W as well as in the Missions. In several instances, additional information, as it relates to MACS, has been added to the basic accounting definition. Those terms which are only MACS related will be easy to ascertain.

1. **Accountability Date** The date by which an advance account should be liquidated.
2. **Accruals** The value of goods delivered and services performed which have not yet been paid for regardless if invoice has been received. Accruals plus disbursements, less prepaid expenses, equal accrued expenditures. Accruals are input at the end of each quarter and reversed prior to processing at the beginning of the next quarter.
3. **Accrued Expenditures** The total value of goods delivered, construction performed, and services performed. The sum of disbursements plus accruals. Accrued expenditures are only reflected in reports run at the end of a quarter.
4. **Advance** The amount of funds paid against an obligation or commitment before expenses are incurred. Advances are granted for a specific period of time and should be liquidated by the "accountability date". Advances are not reflected as disbursements until the liquidation of the advance occurs through a "No Pay" voucher.
5. **Advance Code** See Agent Contractor Code.
6. **Advance Number** An account number used to identify a particular advance account. Usually the voucher number of the original advance is used for this purpose.
7. **Agent/Contractor Code** A number code which identifies an entity associated with an obligation, commitment, advance or payment. Dunn's number and social security numbers are frequently used.
8. **Allotment** The highest level of apportionment or allocation of appropriated funds to the person or organization authorized to control or use them for specified purposes. (The Agency does not allot appropriated funds below the AID/W level - see Budget Allowance)
9. **Allowance** A resource allocation made to a person or organization by an allottee of appropriated funds or the holder (repository) of non-appropriated funds. Human Rights funds are appropriated by Congress, allotted to the Africa Bureau, and allowed to an USAID accounting station on behalf of the Embassy, thus providing funding authorization for an obligation to occur. Budget allowances are the source of all appropriated fund financing Human Rights activities. (See Budget Allowance).
10. **Anti-Deficiency Funds** Refers to 31 U.S.C. 665 which requires federal agencies and/or officials thereof not to obligate or expend US government funds in excess of the amount of an apportionment of OMB. This also pertains to Human Rights funds, and "Funds Availability" cite. Must be obtained from the USAID Mission or Regional Controller prior to the Human Rights agreement being signed.
11. **Appropriation** USG-owned funds made available to the Agency or other governmental organization by Act of Congress for authorized purposes; e.g. Foreign Assistance.
12. **Budget Allowance** A budget allowance represents authority to obligate funds during a fiscal year up to the amount allowed. AFR/DP/PAB will issue a budget allowance to the USAID accounting Station in the form of an Advice of Budget Allowance. The advice indicated the total amount that can be obligated for a specific purpose, such as the Human Rights Fund. A budget allowance is represented by a Budget Plan Code (BPC), which identifies the allotted, appropriation, and type, fiscal year, organization and

management of funds, and functional account. A separate control account (budget allowance ledger) is maintained for each budget allowance in the official accounting records.

- 13. Budget Plan Code** (See Budget Allowance)
- 14. Commitment** A contractual agreement to pay a specified amount for goods and services. For example, a purchase order or supply contract. Human Rights disbursements can take place only against commitments.
- 15. Commitment Reservations** A set aside of funds to cover a contract, purchase order or other commitment document.
- 16. Disbursement** Amount of money actually paid and charged against an obligation or commitment for goods and services delivered or performed. Advance payments are not considered disbursements.
- 17. De-obligations** Represents unexpended obligated funds which are subsequently withdrawn, following a determination that the funds are not required.
- 18. Earmark** An executed PO or other document authorizing the procurement of goods or services. The setting aside of a sum of money within a budget element. Besides specifying the monetary amount, the earmarking document specifies whether USAID or the host country will contract for the activity, the purpose of the contract, and the period of performance.
- 19. Expenditures** Disbursements plus accruals; synonymous with accrued expenditures.
- 20. Fixed Amount Reimbursements (FAR)** A technique used in product assistance under which the amount of reimbursements is fixed in advance based upon cost estimates reviewed and approved by USAID. Reimbursement is made upon the physical completion of a project, sub-project, or a quantifiable element within the project. The emphasis is upon reimbursement based on planned outputs, rather than inputs or costs.
- 21. Fund Citation** Authority to obligate funds or incur costs or disburse funds on behalf of another up to a set amount for a specific purpose. A fund citation may be provided by an allottee to allowee of USAID funds. The budget plan code and amount must be provided. Frequently, other data, such as purpose, project number, limitations, CN requirements, obligation or commitment control number and document number, are provided.
- 22. Liquidation** Generally refers to the amount disbursed against an obligation or commitment. Also refers to the amount of an advance which has been recovered or accounted for.
- 23. Obligation** An accounting transaction evidenced by a document or agreement in writing, signed by an authorized representative of the US government (one having a delegation of authority to obligate the US government), which forms a contractual obligation to make payment when certain conditions are satisfied. For Human Rights projects, the obligating document is normally an agreement signed by the organization's leader and the Ambassador.
- 24. Pipeline** A measure of project financial progress. Pipeline is the amount of cumulative accrued expenditures.
- 25. Program Funds** Funds appropriated by Congress to pay for the Agency's assistance activities exclusive of administrative costs unless specifically authorized in the appropriation legislation.
- 26. Reservation** Amounts administratively set aside against a current year budget allowance which represent a planned obligation for a Human Rights activity. Reservations are tentative in nature and are automatically canceled at the end of the fiscal year if planned obligations are not effected.
- 27. Reservation Control Number** A number assigned by the Controller at the time funds are reserved for a planned obligation (See above). The number is obtained from a manual log.

AID Geographic Codes

654	Angola	Luanda
680	Benin	Cotonou
633	Botswana	Gaborone
686	Burkina Faso	Ouagadougou
695	Burundi	Bujumbura
631	Cameroon	Yaounde
655	Cape Verde	Praia
676	C.A.R.	Bangui
677	Chad	N'Djamena
602	Comoros	Moroni
679	Congo	Brazzaville
603	Djibouti	Djibouti
653	Equatorial Guinea	Malabo
663	Ethiopia	Addis Ababa
678	Gabon	Libreville
635	Gambia	Banjul
675	Guinea	Conakry
657	Guinea-Bissau	Bissau
681	Cote d'Ivoire	Abidjan
615	Kenya	Nairobi
632	Lesotho	Maseru
669	Liberia	Monrovia
687	Madagascar	Tananarive
612	Malawi	Lilongwe
688	Mali	Bamako
682	Mauritania	Nouakchott
642	Mauritius	Port St. Louis
656	Mozambique	Maputo
683	Niger	Niamey
620	Nigeria	Lagos
696	Rwanda	Kigali
658	Sao Tome e Principe	Sao Tome
685	Senegal	Dakar
662	Seychelles	Victoria
636	Sierra Leone	Freetown
649	Somalia	Mogadishu
674	South Africa	Pretoria
650	Sudan	Khartoum
645	Swaziland	Mbabane
621	Tanzania	Dar es Salaam
693	Togo	Lome
617	Uganda	Kampala
660	Zaire	Kinshasa
611	Zambia	Lusaka
613	Zimbabwe	Harare
618	East Africa Regional	
623	REDSO/ESA	
624	REDSO/WA	
690	Southern Africa Regional	
698	Africa Regional	

C. General DHRF Activity Categories and Illustrative Activities

Below are informal categories of 116(e) DHRF activities funded in FY 92-93 and examples of activities undertaken thus far (examples are not exhaustive).

1. Human Rights

- o Human Rights education for government officials, students, attorneys, civic organizations or the general public through workshops, seminars, publications, drama presentations, media or other projects. Topics include: International human rights instruments, human rights in the national constitution, human rights monitoring, reporting and enforcement.
- o Start-up funds for human rights NGO's and/or computer, photocopy or other equipment to assist with publication and distribution of material and reports. Technical assistance re: organization, administration, funding and running human rights NGO's.
- o Creative projects to enhance enforcement of human rights, i.e., training law students how to defend human rights cases, computers to clear up prison detainee records or case backlog, etc.
- o Remedial projects, such as torture rehabilitation, pressing the government to improve prison conditions, etc.

2. Legal

- o Drafting, translating, publishing, or disseminating constitution, statues and other legal documents.
- o Workshops, seminars or education for attorneys or the general public on legal topics, including women's legal rights.
- o Start-up funds for legal or bar associations, equipment for action-oriented legal projects.
- o Legal aid projects, such as free clinics or training for paralegals

3. Judicial

- o Strengthening the infrastructure or improving the efficiency of the judicial branch: library books and references, publications of jurisprudence, computers, photocopy and court recording equipment and training
- o Training for High Court and other Judges, Magistrates, and local or Traditional Court officials through workshops or seminars. Topics might include: independence of the judiciary, rule of law, role of the judiciary in a democracy

4. Legislative

- o Strengthening the infrastructure or improving the efficiency of the Legislative branch: library books and references, publication of legislative proceedings and legislation, computers, photocopy and recording equipment
- o Training for legislators and their staffs re: organizational, administrative or communication skills
- o Training for legislators and their staffs re: independence of the legislature, rule of law, role of the legislature in a democracy

5. Civic Education

- o Seminars, workshops, creative presentations, and other means of distributing information concerning the following: how a democracy works (elections, civic participation, roles of media and branches of government, role of civil society, etc.), the role of individual citizens or civic organizations in a democracy, etc.
- o Technical assistance to NGO's: the "how to's" of organizations, funding, management, etc. (equipment and materials are given to NGO's for start-up purposes only if the NGO is involved with enhancing civil or political rights, or in connection with an action-oriented civil or political rights project)
- o Voter education: right to vote (including women's right to vote), how to vote, why vote, etc.

6. Media Support

- o Education of journalists and media (seminars, workshops, publications, etc.) concerning the role and rights of the independent media in a democracy
- o Technical assistance to the media: professionalism, reporting skills (usually in conjunction with USIS)

- o Material assistance: desktop computer equipment for independent media coops where access to government printing is constrained (only in limited cases and only if accessible to other NGO's)
- o Start-up for journalists or media associations, computer and other equipment for action-oriented projects

7. Women's Rights

(Non-economic projects that do not fall under general legal or human rights categories)

- o Education, counseling and legal support in prevention of violence against women
- o Education aimed at eliminating the practice of female genital mutilation (circumcision)
- o Education or other projects aimed at enhancing the status and participation of women in society and politics, and enjoyment of internationally recognized human rights
- o Start-up funds for women's NGO's and/or computer or other equipment to assist with publications and rights education projects

8. Electoral

(DHRF funds are used for electoral assistance only where other democracy project assistance cannot be used for the request.)

- o Technical assistance or equipment for an independent electoral commission for the purposes of organizing and administering elections
- o In countries lacking an independent electoral commission, small amounts of commodities or equipment may be given to the executive branch for electoral purposes (computers for voter lists, ballots, etc.), but only after consultation with the Washington DHRF committee
- o Technical assistance, equipment or other assistance for domestic monitoring NGO's

9. Conflict Resolution

(DHRF funds cannot be used to train or assist the police or military in any way)

- o Education, including human rights education (free expression, peaceful assembly, etc.) and civic education (the role of loyal opposition in a democracy, tolerance of dissent, etc.) for citizens and government officials
- o Discussion forums which bring religious, ethnic or political factions together in a way that promotes understanding
- o Joint activities which promote civil and political rights and which bring religious, ethnic or political factions together to accomplish a common goal

D. Lessons Learned: Previous DHRF Experience

A review of Field Mission reporting, evaluation cables, and discussions with PDT members reveal the following lessons:

1. Selecting Project Activities for Funding

In countries where freedoms of association, assembly, and expression are emerging, DHRF seminars and workshops for urban elites have proven timely and meaningful. Promoting a democratic culture of participation and accountability, legal, civic and human rights education is important. Moreover, posts need to encourage grantees to build on successful workshops and seminars for urban audiences with projects to help victims of violations or by changing the structure to educate a wider or more rural audience. Posts should encourage grantees to increase their effectiveness by selecting and approving projects that meet needs in new areas.

2. Ownership and Involvement

Activities are most successful when designed and implemented by indigenous organizations. On rare occasions when activities originated with Embassy staff, they were not successfully implemented, however relevant the idea. The most successful activities involve community participation, receive endorsement from a wide range of people, and based on a readily identified need. While Embassy staff can provide input and specific guidance where required, activities must be managed by grantee organizations themselves. This develops organizational capacity-building, and avoids the perception of external domination.

3. The Use of Consultants

Grantees often struggle to meet DHRF project management or USAID fiscal accountability requirements. Yet, approach the use of consultants to design or run projects on behalf of grantees with caution. This risks the grantee institution's failure to truly direct a consultant-run project, or to follow through with the project's long-term goals. Missions should not completely avoid using consultants; however, consultants need a full briefing on DHRF guidelines and restrictions, and the goals and objectives of the funded project. Forewarn consultants about pitfalls and prepare them, along with the DHRF Project Officer, to follow through with project goals and objectives.

4. The Use of Volunteers

Voluntary organizations with a small full-time staff often find that larger DHRF grants involve extensive time and effort and are difficult to manage. The grantee organization must have enough volunteers willing to invest in a project. For example, "Training Trainers" for regional and rural outreach is popular and effective, relying on such cooperation and commitment. Project managers carefully select trainers who are willing to commit the time and effort required to train others.

5. Cumulative Effect

Activities can have a cumulative effect, leading to new activities, or expanding the range of people involved. One project used DHRF funds to produce and print a series of guides to the law. The proceeds from the guides helped print other guides on additional subjects.

Conversely, both grantee organizations and DHR officers can over-estimate the potential cumulative effect of activities. Take care to fully understand funded activities' details to avoid this. Issues such as accessibility, literacy, social customs, and use of indigenous as opposed to official languages can all affect the impact of activities.

6. Measuring Project Impact

For the grantee's as well as the donor's benefit, grantees incorporate an evaluative component into each project. This measures the final impact of the activity on its recipients. It cannot be a simple survey in which people express what they liked or did not like. It should occur after some time has elapsed and involve first-hand observation. Examples from the

research sample include field monitoring for trainers or auditing court statistics to check improved efficiency. A baseline survey prior to the project activity, which was done in one case, is also a good idea.

7. Management Issues

Almost without exception, DHRF funded activities are management intensive and involve a lot of work for DHR officers. However, if activities are carefully thought through at the proposal stage, a number of potential problems can be avoided. Most management problems occurred because DHR officers confused procedures or misunderstood requirements. For example, Embassies tried to obligate funds to international organizations such as UNICEF, and were caught up in a series of procedures and regulations which were ultimately time consuming and counterproductive. In some cases, they followed Handbook 13 guidance and were unable to obligate funds because grantee organizations did not meet required standards.

DHRF funds best supported activities with other donors when all parties understood that DHRF funds could only target selected components and could not combine with other funds to provide general support. Careful financial management on behalf of DHR officers and USAID Mission or Regional Controllers is essential. Often, funded activities are not properly closed out, with obligated funds unused. DHR officers should check with USAID Mission or Regional Controllers on financial management issues when in doubt, and USAID Mission or Regional Controllers should clear all documentation relating to financial transactions.

8. Grantee Institutional Capacity

Most fledgling grantee organizations are unused to project planning or implementation. Encourage grantees to see proposal writing as a management tool which can prevent problems later. The most successful activities are well-planned and implemented along realistic schedules. Fledgling organizations generally experience most difficulty in budgeting accurately and estimating the time and level of effort required to undertake activities. Assistance to think through these issues can be very helpful.

Most grantee organizations do not have adequate financial management or administrative systems. Institution-building provides assistance to establish systems and train personnel. Generally, such institution building is beyond the scope of the DHRF project, but other donors frequently have more flexibility to provide this type of assistance. Given the institutional weaknesses of most grantee organizations, small-scale, individual activities are more likely to be the most successful. Larger, or longer-term activities, can present cost and scheduling problems by placing an undue management burden on organizations. New organizations that undertake too ambitious a program have difficulty planning and implementing activities. Encourage grantees to start small, and grow based on experience, rather than to expand quickly or try to meet too broad a range of needs.

9. Information Sharing

Missions need to share lessons learned, including successful activities and problems encountered. In general, both DHR officers and grantee organizations communicate little among countries with shared project experience. Several Missions strongly recommended individuals or institutions that had implemented seminars or training sessions under the auspices of grantee organizations. This information helps other Missions reviewing requests to fund activities that require a recommendation for personnel with technical assistance.

10. Scope of Project Activity

Low levels of female attendance at seminars designed specifically to empower women is a recurring problem. The length and timing of workshops aimed at women should take their time constraints into account. Those who plan and conduct seminars are learning that cramming too much information in is ineffective, and that expecting participants to absorb eight or even five hours of lecture is unrealistic. Adequate breaks, discussion periods, and careful selection should go into every seminar and workshop. Seminars and workshops are effective in disseminating general information and principles, raising awareness, and providing a discussion forum for governmental and non-governmental actors on a sensitive issue. However, the depth of instruction that participants can absorb is limited. Formal or technical training is best accomplished through a longer-term approach. In the absence of resources for serious training, a DHRF workshop is better than nothing; however, the workshop should be designed with realistic expectations in mind.

11. Connection to Civil and Political Rights

All DHRF-funded activities need a clear connection to political and civil rights. The DHRF Committee rejected proposals in which embassies underestimated a clear, demonstrable connection with democracy and human rights. The following section describes selected successful activities with excellent use of DHRF funds, as well as proposed activities rejected by the DHRF Committee. The majority of successful activities addressed the rule of law, the promotion and protection of rights, civic education, or freedom of information and media. Other positive activities included training for members of the legislature, election planning, and voter education.

12. Research Projects

Research projects should lead to action. Publications should not gather dust on shelves. DHRF projects involving research and publication should have clear, concise plans for distribution, including seminars or workshops for individuals capable of changing the system, such as members of parliament, judges, or government officials. Washington should to change DHRF guidelines which currently restrict training for the police and military to allow these officials to attend seminars and workshops on human rights issues.

13. Examples of Successful Activities

This section draws upon evaluation reports submitted by Missions for completed DHRF-funded activities. Activities cover a variety of topics. Although many activities have succeeded, only one from each area has been selected for illustrative purposes.

a. In Guinea-Bissau, two constitutional experts spent two weeks working with Guinea-Bissau counterparts responsible for revising the constitution. All participants in the activity agreed that it had been an excellent source of technical assistance to explore issues and propose options. Excellent technical assistance personnel who spoke Portuguese were central to the success of the activity.

Both the Guinea-Bissau Constitution Revision Commission for logistical arrangements and the consultants received obligated funds through direct contracts.

b. The U.S. Embassy used DHRF funds to support the transition from single party rule to multi-party democracy in Zambia in a variety of ways. One such use was a small grant to a multi-donor supported conference organized by University of Zambia students. The conference brought together leaders of major political parties at a time when deadlock between the government and the opposition threatened to forestall the election process. Those attending the conference agreed on a number of crucial issues, a new constitution. Allowing opposing parties to reach consensus or compromise removed the threat of an election boycott.

c. A seminar for Gabonese journalists at the American Cultural Center provided basic training in political reporting and election campaign coverage. The Gabonese chapter of the Association of African Women Professionals in Communications conceived and organized the seminar. USIS contracted for the consultants. Organizers held two sessions per day, because of the high attendance at the seminar.

Journalists covered technical issues, and explored mutual support through strategies to improve the quality and quantity of information available to the public. The press also heavily covered the proceedings. Afterwards, participants attended an evaluation session to review the seminar and plan the next steps.

d. The Embassy in Antananarivo provided equipment and supplies to the Organizing Committee for the National Forum. The equipment used extensively during the National Forum provided documentation to the delegates. Later, the equipment was moved to the Christian Council of Churches headquarters to prepare a summary of the Forum debates. The Christian Council plans to work with other non-governmental organizations to produce civic education materials using the equipment.

e. A small grant funded the African Jurists Association Workshop, permitting prominent Beninese legal experts to work with the Ministry of Justice. Together they redrafted Benin's legal codes for submission to the newly elected

National Assembly. The workshop could not address all legal codes requiring revision, but it served as a planning session, drafting quite a few.

f. A small grant co-funded the first seminar on the role of justice in the Central African Republic's development. The seminar brought together government, private sector, and legal representatives to focus attention on the constraints of the inefficient legal system on development.

Civil, social, and labor law, illegal activity impact on corruption, legal personnel training, public financial management were discussed. Following extensive debate of politically sensitive issues, a number of action-oriented recommendations were made. While the long-term impact of the seminar is hard to predict, the frank and open discussion of such issues was a valuable starting point for reform.

14. Reasons for Large Project Proposal Rejection

The DHRF Committee rejected proposals for a variety of reasons:

- Other sources, such as Self-Help, AREAF, or USAID projects, were more appropriate.
- They did not meet established criteria, exceeded \$100,000, or did not adequately address management issues.
- The activities proposed required an excessive use of funds or were not cost-effective.
- The activities did not directly address civil and political rights
- They included request for travel to or from Africa (USIS may be willing to assist with bringing outside experts, if required)

E. Other Funding Sources For Democracy, Governance, and Human Rights Activities¹⁵

1. USG Funding Sources

The DHRF is one of several USG funding sources for democracy, governance and human rights activities. Other sources include USIS and USAID Mission funds, and the Ambassador's Self-Help Fund, which finances activities contributing to civil society development and the promotion of civic associations.

A. USIA

USIA has a number of programs to support democracy, governance and human rights activities. These include providing US expertise for seminars or training, sending host country nationals to the US or third countries for study tours or specific training, and providing materials and information on a variety of topics.

Additionally, USIA offers a range of teleconference programs and exhibits. USIA has extensive expertise in media, regarding freedom of the press and association, and civic education. It has also broadened its traditional scope to expand opportunities promoting democracy and human rights. Democracy and Human Rights have long been a focus of USIA programs, and continue to be funded. USIS PAOs have information about the range of USIA programs and country specific programs planned.

USIA democracy and human rights topics planned for 1993 included "Reform, Growth and Stability in Africa", under Peace and Security, and "Democratic Institutions and the Rule of Law" and "Human Rights" under Freedom and Democracy. DHRF funds finance USIS-implemented activities when USIA has specific expertise, or when existing USIA programs best meet the needs of a host country government or organization. Examples of this include organizing seminars on journalism or non-formal education.

B. USAID

USAID has the largest amount of resources available for supporting improved governance and increased democracy in Africa. Democracy and governance have not always been emphasized *per se* in USAID programs, but increasingly USAID Missions focus on these issues in both project and non-project assistance. Also, the democracy/governance status of countries has been factored into the USAID Africa Bureau annual budget allocation process.

The USAID Mission can also access USAID resources supporting democracy and governance.

- a. designing a democracy/governance/human rights multi-year project to address specific issues;
- b. incorporating activities which support democracy/governance/human rights into other projects or its overall program; or
- c. requesting assistance for specific activities from centrally-managed project USAID activities in Africa for the most part funded under the Development Fund for Africa (DFA).

This allows USAID to fund projects and programs which have a connection with economic and human resource development. This source also funds activities promoting good governance and civil society development, rather than more political activities supporting elections. However, DFA and 116(e) authorities can fund specific democracy/governance projects, such as financing election planning.

Several USAID Missions are currently developing democracy/governance projects, the content of which varies according to specific country requirements. Such projects will probably be signed with host country governments, although they may include non-governmental activities, and will be implemented over a number of years. In several instances, DHRF-funded activities can complement these projects, or fund discrete components more difficult to fund as part of larger projects. Small DHRF-funded activities can also provide the basis for a larger project.¹⁶

¹⁷ See Democracy and Good Governance in Africa; Shin, David and McCoy, T. ; Center for the Study of Foreign Affairs; May 1992, for a more complete discussion of other funding sources for democracy and human rights activities.

¹⁸ This in fact was the case in South Africa, when a number of projects began as small, Human Rights Fund activities, and then grew into larger, multi-year projects.

USAID Missions can incorporate activities supporting democracy, governance and human rights into other projects and programs. In real terms, much that is associated with good governance, such as reduction of governmental control over prices and markets, and support for private sector activity, has usually been negotiated as part of USAID non-project assistance programs. Decentralization of authority, community participation, and private sector development have long been components of USAID projects as well, while umbrella PVO projects have encouraged development of local resources and capacity.

Generally, USAID projects are multi-year and relatively large-scale. Finally, USAID has a number of centrally-managed projects and contracts which Missions can access to obtain specific services. Included among these are a) election planning and support, b) legal sector reform, and c) democracy/governance country assessments.

In addition, a wide range of other projects can provide specific expertise on issues such as land tenure, non-formal education, decentralization of government, and policy planning and implementation.

C. Other USG Funds

Along with USIA and USAID, USG funds are provided to the National Endowment for Democracy (NED) to undertake activities in a variety of countries. Generally, NED contacts Embassies in countries from which it has received requests for assistance. Additional assistance about NED programs and policies can be obtained directly from NED in Washington.

2. Non-USG Funding Sources

Funding for democracy, governance and human rights activities in Africa is available from a number of other sources, and in many cases can fund activities difficult to finance under the DHRF. Several private U.S.¹⁹ and non-U.S. foundations have an interest in funding such activities, and many have a field presence in-country to manage programs. DHR officers can contact their representatives to obtain information about which activities are funded.

A variety of other organizations and institutions, often funded by A.I.D., also offer programs supporting increased participation in governance. Among these are the African-American Institute, the African-American Labor Center and a number of private voluntary organizations and religious groups. Most embassies and foreign aid missions also have funds available in support of democracy, governance, and human rights activities. Increasingly, like the U.S., bilateral donors take governance, democracy and protection of human rights into account when allocating aid. Also, aid agencies can fund activities more properly associated with governance than with political pluralism, although special funds are increasingly available for election support.

Informal meetings held between embassies and donor agencies help to share information, to avoid duplication, and to ensure maximum utilization of resources. International organizations also fund democracy, governance and human rights activities. Although their operational mandate determines their focus, they increasingly characterize activities in terms of participation, democratic institutions, rule of law, and accountable government.

While each organization has country-specific programs, UNICEF tends to focus on civil society activities. But, it also supports challenges to human rights abuses affecting women and children. UNESCO supports non-formal and civic education and media. The ILO assists community and labor organizations and the protection of labor rights. The UNDP tends to focus on community development, decentralization, capacity building, and local provision of services.

The World Bank is increasingly providing assistance for improved governance, and while it works primarily with governments is exploring ways to expand its focus. Thus far it has concentrated on accountability and transparency of government, legal sector reform, decentralization of government functions, development of local government structures, civil service reform, and capacity and institution building. However, recently it has begun to look at issues of demilitarization and demobilization, and civil society.

The IMF focuses on fiscal accountability and transparency and civil service reform as part of overall adjustment packages.

In all cases, with the exception of the IMF, some funds are generally available for small-scale, community development activities, although all multi-national organizations have country agreements with host governments. As with other bi-lateral donors, it is often useful for information sharing purposes if DHR officers contact representatives of such organizations.

¹⁹ Of the US foundations, the Ford Foundation probably has the largest and most well-established presence in Africa, although it does not operate in all countries. Information about Ford programs can be obtained either through country or regional representatives, or directly from the Ford Foundation in New York.

F. Non-Governmental Organization Contacts

The following is a list of sources for support for African social, cultural, and economic development within the private sector (as of March 1994).

African-American Institute

Washington:

1625 Massachusetts Avenue, N.W.
Suite 210
Washington, D.C. 20036
contact: Stoney Cooks
(202)667-5636

New York:

833 United Nations Plaza
New York, N.Y. 10017
contact: Vivian Derryck or Shirley
Davis-Joseph
(212)949-5666

Cotonou:

c/o Departement de Sciences Politiques
Universite Nationale du Benin
BP 03-1012
contact: Doctor Moussa A. Okania

Africare

Washington:

Africare House
440 R Street, N.W.
Washington, D.C. 20001
contact: C. Payne Lucas, Joseph
Kennedy or Gayle George
(202)462-3614

Dakar:

BP 2272
Dakar, Senegal, West Africa
contact: Camerica Rodriguez
(011)(221)24. 76. 64

Africa Leadership Forum

821 United Nations Plaza

Seventh Floor

New York, N.Y. 10017
contact: Ayo Aderinware
(212)687-2324

Center for Democracy

1101 15th Street, N.W.
Suite 600
Washington, D.C. 20005
contact: Bruce Vroomn
(202)429-9141

The Ford Foundation

New York:

320 East 43rd Street
New York, N.Y. 10017
contact: Tim Bork
Director, Africa and the Middle East
(212)573-4836

Dakar:

BP 1555
Dakar, Senegal, West Africa
(60 Rue Carnot)
contact: Akwasi Aidoo
(011)(221) 23. 96. 19 or 22. 55. 75

Lagos:

29, Marina
Lagos, Nigeria, West Africa
contact: Mora McLean, Assistant
Representative
(011)(234)(1)26. 30. 141

The Heritage Foundation

214 Massachusetts Avenue, N.E.
Washington, D.C. 20002
contact: Tom Sheehy
(202)546-4400

The Institute on African Affairs

733 15th Street, N.W.
Suite 700
Washington, D.C. 20005
contact: Moses Tesi
(202)393-0150

Int'l Republican Institute

1212 New York Avenue, N.W.
Washington, D.C. 20036
contact: Ed Stewart, Greg Simpkins,
Wendy Lofgren
(202)408-9450

Nat'l Council of Negro Women

Washington:

1667 K Street, N.W.
Washington, D.C. 20006
contact: Janet Douglass
(202)659-0006

Dakar:

BP 2984
Rue Tolbiac X Autoroute, Immeuble
Hassane Ousseynou
Dakar, Senegal, West Africa
contact: Cheryl Williams-Nam

National Democratic Institute

1717 Massachusetts Avenue, N.W.
Suite 503
Washington, D.C. 20036
contact: Ned McMahan, Eric
Bjornlund, Kevin Johnson

G. Past Projects

1. FY 91-92 Africa Democracy and Human Rights Activities¹⁸

FY 92 Legal Assistance

\$47,000 for a Rule of Law Conference in Benin. This project aimed to provide direct contact between two experienced American jurists and most of the career magistrates of Benin in order to discuss topics including judicial training, the independence of the judiciary, due process of law, rules of evidence and trial procedure, constitutional review, and the role of the media.

\$25,000 for women's legal seminar conducted by Women Jurists of Benin. The *Women's Jurist Association* led by Grace D'Almeida, the only woman to sit on the high council of the Republic, is an organization dedicated to promoting the legal and constitutional rights of women in Benin. This conference, entitled "The Role and Commitment of Women in the City and in the World," will present the legal guide prepared by the Association which outlines the justice system of Benin, the rights of women, and the use of legal institutions.

\$5,000 to cover the remaining costs to print copies of the proceedings on the role of justice in the development of the C.A.R. The document describes the weaknesses in the C.A.R. legal system, including the lack of any coherent civil code defining inheritance and family rights and the problems women face in seeking equal justice.

\$3,500 to finance the publication of a brochure explaining the legal rights of women in the C.A.R. related to the areas of female excision and food taboos.

\$16,000 for women jurists in the C.A.R.

\$7,600 for the publication and distribution of pamphlets on legal issues affecting women in Cameroon. The pamphlets will be drafted by volunteers from the Association of Female Jurists, and will be aimed at promoting awareness of women's rights in general in Cameroon, and of the work of the Association itself.

\$4,800 for legal texts for the new legal aid clinic run by the Association of Women Jurists in Cameroon. The clinic in Douala would be in addition to the clinic currently run by AWJ in Yaounde.

\$21,000 to the Ivorian Movement of Democratic Women (MIFED) for a women's legal center to provide working class women with legal assistance and civic education in Cote d'Ivoire. MIFED is a non-partisan organization dedicated to improving the situation faced by Ivorian women as well as working for the establishment of democracy in Cote d'Ivoire. This project will attempt to sensitize women to their rights under Ivorian law, especially in the areas of family disputes, property disputes, and legal questions related to commercial activity. Also, the center will provide legal advice and serve as a source of information about how to approach government agencies. As a long term goal, the project seeks to make poorer women active participants in a democratic system.

\$3,000 for the provision of law texts to the Supreme Court in Guinea.

\$55,000 to the African Center for Democracy and Human Rights Studies (ACDHRS) in the Gambia for a magistrates training workshop.

\$10,000 to the Bar Association in Madagascar for a law library.

\$44,000 for two Rule of Law in Traditional Courts seminars in Malawi. There is a widespread feeling among legal professionals in Malawi that the traditional court system is poorly equipped to carry out the broad judicial powers granted it under the 1970 law. Given the scarcity of trained lawyers in Malawi, due process and the right to a fair trial will depend on the abilities of judges at the traditional level to carry out their responsibilities. The workshops are designed to instill a greater respect for defendant's rights as well as upgrade the court's ability to carry out its broad responsibilities.

¹⁸ All amounts authorized under the African Human Rights Fund Project (698-9801) or the Africa Democracy and Human Rights Fund Project (698-0541)

\$30,000 for a fund for legal aid defense and political action to be used to strengthen rule of law and freedom of expression initiatives in Malawi, specifically as related to political detentions.

\$11,000 for Niger Bar Association for a basic law library. Providing a basic law library will promote the strength of this important private sector legal organization and improve the overall standards of the legal profession. The Bar is the only Nigerian organization mandated to instill a code of ethics and behavior to help make the judicial process responsive to the rights of the citizens that use it.

\$29,000 to the Legal Research and Resource Development Centre for a project to increase the level of awareness of human rights among women and to provide free legal assistance to needy women in Nigeria. A large portion of Nigerian women do not exercise their rights due to their ignorance of these rights and lack of access to legal aid services, largely due to poverty. The project will develop and apply content material and methodologies of legal education that will encourage the understanding of the legal system and basic human rights principles among women. Financial assistance will contribute to a research study of the legal needs of women, an enlightenment campaign through workshops and seminars, the establishment of a legal aid clinic, and the training of volunteers within the area to assist in the education of others.

\$20,000 to assist the Sao Tomean Ministry of Justice in equipping a legal reference center for the legal community. The courts in this country have few resources and both lawyers and judges have a limited knowledge of the law. The reference center's primary purpose would be to increase the amount of legal knowledge in Sao Tome and as a result, encourage a fair and informed court system.

\$25,000 to send an expert to assess scope of codification effort in Uganda. Ugandans working at all levels of the legal profession indicate that a key constraint on competence is the lack of a single reliable source of Ugandan law in important areas. Funding is for the first stage of an effort to codify commercial, corporate, criminal, and human rights law, publish the codes, and establish a system to update codes when necessary.

\$25,000 for books for the Makerere University Law School in Uganda. These books will be available to the entire legal community and serve to increase both the knowledge and fairness of the court system.

\$15,000 to support the purchase of tape recorders for the High Court Justices in Uganda. Under the current system, Ugandan judges have to take notes of court proceedings by hand, which slows down the judicial process within the country. The provision of tape recorders will be a small but effective first step in strengthening judicial effectiveness within Ugandan.

\$13,000 for seminars at the High and Supreme Courts, the Ministry of Justice, and the University of Zimbabwe Law School on the role of the courts and legal professionals in a pluralistic society. The workshops, taught by American experts, aim to show how the American courts are being incrementally reformed to improve their performance and how lawyers' conduct and performance is reviewed to ensure that their clients receive adequate representation.

\$75,000 to support the Women in Law and Development in Africa (WILDAF) project to train a corps of 15 women to assist organizations interested in developing legal literacy programs in Francophone and Anglophone Africa. WILDAF is an Africa regional network of organizations and individuals using law to improve the status of women in 15 countries and is headquartered in Zimbabwe. The women trained will be able to assist rural and illiterate women to understand their legal rights through the publication of books with drawings that illustrate the legal resources open to them.

FY 91 Legal Assistance

\$40,000 to the Supreme Court to train judges, public prosecutors and legal librarians, and to provide reference texts and assorted equipment in Benin.

\$18,000 to provide a judicial administration expert to study the Burundi court system and to recommend improvements in the administration of justice.

\$16,700 for a seminar on the justice system and the civil code in the C.A.R.

\$16,000 for a magistrates training program to strengthen district tribunals conducted at ACDHRS in the Gambia.

\$80,000 to provide books for a law library at the University of Conakry in Guinea.

\$10,000 to provide a computer for a library catalogue and legal codes for a law library at the University of Conakry in Guinea.

\$5,300 to the Malian Association of Young Lawyers (AJAM) for a national forum on legal reform.

\$26,000 to the Malawi Law Society for technical equipment.

\$15,000 to the Union des Travailleurs Mauritanien (UTM) to produce booklets for human and workers rights, and a layman's guide to law.

\$10,000 for a compilation of annual statutes, law codes and related materials for the Justice Ministry's Department of Research and Legislation in Mozambique.

\$71,000 for a program to train judges in Mozambique.

\$17,000 to provide support to the court system in Mozambique.

\$6,000 to the Namibian Legal Assistance Center for the purchase of legal reference materials.

\$5,000 to provide legal reference materials to the office of the Attorney General in Namibia.

\$16,500 to the Nigerian Institute for Advanced Legal Studies (NIALS) to design and implement a rule of law workshop.

\$10,000 to the Rwandan Council of State to provide legal texts and reference materials.

\$10,000 for the publication of Supreme Court decisions in Rwanda.

\$40,000 for legal reference materials for the courts in Sierra Leone.

\$5,000 for rural courts material support in Sierra Leone.

\$15,000 to provide training for local court personnel in Sierra Leone.

\$3,500 to the Council of Swaziland Churches to assist in the production of brochures and a newsletter for a legal aid education project.

\$2,000 to the Supreme Court for an uninterrupted power supply system in Uganda.

\$85,000 to help in the codification of Zambian court rulings.

\$25,000 for training workshops for regional magistrates conducted by the Harare Legal Resources foundation in Zimbabwe.

\$22,000 to the National Assembly to establish a legislative resource center in Madagascar.

\$100,000 to publish documents related to the proceedings of Togo's national conference.

FY 92 Human Rights

\$10,000 to fund the Inter-African Committee to conduct research and print materials on the dangers of female circumcision in Benin. The IAC will conduct research in ten different regions throughout the country in order to assess the severity of this problem in several areas. After the research is completed, IAC will distribute bulletins and posters which focus on the drawbacks of circumcision.

\$42,000 for the *Burkinabe Human Rights Movement*. (MBDHP) The Burkinabe Movement for the Rights of Man and Peoples is dedicated to Burkina Faso's evolution to democracy. Funding will enable the organization to develop its local chapters, publish and circulate a journal, and acquire basic office equipment to strengthen its institutional capacity.

\$5,000 for a seminar on human rights and academic freedom in Burkina Faso. This project is a response to the frequent human rights violations suffered by academics including arbitrary dismissals and firings, disappearances, and assassinations. The project proposes to sensitize the public and government to the importance of academic freedoms.

\$25,000 to fund an umbrella regional organization in Burkina Faso to support national human rights groups in their work. The Burkinabe Movement for the Rights of Man and Peoples (MBDHP) is coordinating this conference in order to encourage human rights NGO's in Africa to unite and thereby increase their effectiveness. Funding will contribute to the group's two-day organizing congress where organizers hope to bring together representatives of thirty African human rights groups.

\$20,000 to fund a Human Rights Calendar for the English Club, a student organization at the University of Burundi. The project is design to promote awareness of human rights, especially to the Kirundi-speaking, rural population of Burundi through seminars for students, production and distribution of the calendars, and public service announcements over the radio.

\$9,000 for the National Committee of Human Rights and Liberties of Cameroon in order to access the expertise of an experienced human rights group organizer to define its operating policies, develop clear objectives to meet its goals, and begin to carry out effective investigations. Implementation of the project will help turn the Committee into an effective advocate for human rights and civil liberties in Cameroon.

\$9,000 for seminar on inter-ethnic conflict in Cameroon. The seminar will be conducted by *Tribus San Frontiers* (TSF) [Tribes Without Borders], a group of young professionals interested in maintaining Africa's cultural diversity while minimizing inter-ethnic conflict.

\$14,600 to fund activities to stop violence against women.

\$41,000 to provide support to the Comorian Human Rights League. The Comorian Human Rights League has been active in confronting the government on several issues including prison conditions, illegal detention, trade unions, as well as other activities.

\$27,150 to the Committee on Human and People's Rights in Ghana to publicize human rights under the new constitution and to convene a national conference on human rights.

\$25,000 for a seminar for government officials and others on refugees in Kenya. In light of Kenya's dire refugee situation, the Moi University Refugee Studies Center, has organized a program for a seminar in order to acquaint participants with the international conventions which govern refugee law, and provide some discussion of the experience of other countries faced with the same administrative problems which confront Kenya officials.

\$22,000 to the Constitutional Rights Project (CRP) for a publication designed to draw public and government attention to police practices violating Nigeria's laws, and to define police powers and the rights of criminal suspects in an effort to increase public and official awareness of limitations on police powers. Certain police practices continue to be a major source of human rights abuse in Nigeria. The CRP, established in 1990 by Clement Nwankwo, largely focuses on rule of law issues such as the strengthening of the judiciary and democratic institutions. Financial assistance will contribute to the production costs of this publication which will be distributed among government officials, police authorities, the bar association, politicians, legislators, the media, local and international human rights organizations, and diplomats.

\$57,000 to fund Haguruka's projects to familiarize women to their civil, political, and human rights in Rwanda. Haguruka is an apolitical organization created to promote the application of international declarations and conventions on human rights, civic and political rights, and the rights of women and children in Rwanda. In this project, Haguruka will prepare an information brochure outlining women's rights and obligations, train 80 selected women activists in one-week workshops on the role of women in a democracy, and have these women act as trainers and resource persons interacting with the government and the local community.

\$5,600 to the Liaison Unit Non Governmental Organizations in Seychelles to bring in a human rights expert from Benin to the to present lectures on human rights. The lectures will be disseminated widely, including through the national media and will includes topics such as the proper role of the military in protecting the human rights of its citizens.

\$25,000 to FIDA/Uganda for the establishment of a will writing and registration service in Uganda. Will writing and registration is not easily accessible to the average Ugandan, especially women. As a result, the combination of traditional

practice (which discriminates against female heirs) and aggressiveness by surviving relatives usually determines the settlement of the estates. The Uganda Chapter of FIDA is seeking to establish a formal will writing and registration service that would be available to all Ugandans.

FY 91 Human Rights

\$20,000 to the Burkinabe Movement for the Rights of Man and Peoples (MBDHP) to increase journal circulation and outreach activities, and to provide office equipment and training in Burkina Faso.

\$18,000 to provide a consultant to assist with the development of a human rights conference in Burundi.

\$12,000 to the Cape Verdean Institute for Minors for a project to promote children's rights.

\$10,000 to help in the establishment of a newspaper dedicated to human rights issues, managed by the National Committee on Human Rights, in cooperation with the National Lawyers Association in Cape Verde.

\$8,000 to support indigenous NGOs in a publicity campaign to reduce violence against women in Cape Verde.

\$11,400 for a workshop to train union representatives in the CAR.

\$65,000 to support the Chadian Human Rights League.

\$25,000 to support the Comite National des Droits de L'Homme (CONADHO), a human rights group in the Congo dedicated to sensitizing the government and the public to human rights issues.

\$20,000 to the Association of Women African Communicators of Congo.

\$21,000 for a human rights project to translate the Ivorian constitution and basic human rights documents into local languages and to disseminate them through audio-visual means and publications.

\$82,000 to the African Center for Democracy and Human Rights Studies (ACDHRS) for a conference facility in The Gambia.

\$7,000 to the International Federation of Women Lawyers (FIDA) to publish pamphlets in local languages with the aim of promoting increased awareness of widowhood rights and wills in Ghana.

\$45,000 to the International Federation of Women's Lawyers, Kenyan Chapter (FIDA/K) for an education project to increase government awareness of the needs of women in prison.

\$70,000 to the International Commission of Jurists/Kenya (ICJ/K) to hold seminars on human rights and basic freedoms including freedoms of expression, assembly, and association and to publish a quarterly newsletter on democracy and human rights.

\$43,500 to the Federation of Women Lawyers for activities in support of women's rights, including training workshops and distribution of materials in Lesotho.

\$30,000 to the Malawi Law Society to conduct workshops on assorted issues related to the delivery of justice and human rights.

\$20,000 to the National Institute for Juridical Assistance (INAJ) to put on a public education program about basic civil rights, the results of which are to be translated and distributed throughout the northern provinces of the country in Mozambique.

\$20,000 to the Rwandan Human Rights Association (ARDHO) for institutional support.

\$10,000 to the Zairian League for Human Rights (LZDH) for support for human rights reporting, and newspaper publishing.

\$8,000 to Voice of the Voiceless (VSV) to support the publication of a newsletter in Zaire.

FY 92 Electoral Assistance

\$10,000 for basic election commodities for the Comoros.

\$55,000 to NDI for seminars to train GERDDES in Benin and Cote d'Ivoire in the basics of financial management.

\$11,000 to provide the GERDDES office in Gabon with material support to expand its institutional capacity within the country.

\$20,000 to fund the use of computers in Ghana's voter registration process. The registration system in Ghana is widely considered to be fraught with various problems of such a magnitude that they threaten the credibility of any election.

\$100,000 to the International Commission of Jurists/Kenya (ICJ/K) and the International Federation of Women Lawyers/Kenya (FIDA/K) to fund the establishment of a domestic monitoring program in Kenya through the coalition group of the National Elections Monitoring Unit (NEMU).

\$100,000 to provide services, trainers and selected commodities to the domestic monitoring effort of NEMU in Kenya.

\$75,000 for a voter education program for Lesotho's upcoming general elections. The Voter Education SubCommission of the Lesotho Council of NGO's will implement the program aimed at educating all sectors of Basotho society on the meaning of democracy, the elements required for free and fair elections, the manner of voting, and respect for the outcome of a fair ballot. Money will contribute to posters, artwork, seminars, a media campaign, and office infrastructure.

\$85,000 to provide for the printing of ballots for Lesotho's upcoming elections.

\$70,000 to provide ballot boxes for Niger's elections.

\$2,200 for Tanzanians to participate in NDI's regional electoral training conference in Burundi.

\$25,000 to GERDDES for training of local election observers in Togo. GERDDES is a regional organization with other chapters throughout Africa and has conducted election-related activities in other countries such as Benin. This project is geared towards providing effective domestic monitors for the upcoming series of local, legislative, and presidential elections.

\$7,000 for the *National Women Lobby* and *YWCA* electoral training workshop in Zambia. The groups will conduct a training workshop for grassroots participants (women and youth) on electoral processes and civic responsibilities.

\$14,000 to FODEP to monitor the local elections in Zambia. FODEP is the successor organization to ZEMCC which was considered highly successful in providing domestic monitoring for the national elections in October, 1991.

FY 91 Electoral Assistance

\$17,000 for an election observation mission, organized by the African-American Institute, for the first round of elections held in mid-March in Benin.

\$16,000 for an election observation mission, organized by the African-American Institute, for the second round of presidential elections held at the end of March in Benin.

\$32,000 for a pre-election assessment performed by the International Foundation for Electoral Systems (IFES) in Lesotho.

\$25,000 to the International Foundation for Electoral Systems (IFES) for a pre-electoral assessment in Mali.

\$12,000 to support the Commission on Multipartyism in Tanzania.

\$200,800 to the National Democratic Institute for International Affairs and the Zambia Independent Monitoring Team to support a major domestic and international effort to ensure free and fair presidential and parliamentary elections in October.

FY 92 Media Support

\$15,000 for the Union of Journalists to produce pamphlet and periodicals on the state of press liberties in Cote d'Ivoire. The purpose of the project is to inform journalists of developments affecting their profession, in particular, attacks on press freedom. The Union of Journalists was formed in November of 1991 for the purpose of defending the freedom of the press, providing legal aid to journalists arbitrarily arrested or sued, promoting support for the privately owned press, developing a code of journalistic ethics, and improving the quality of Ivorian journalism through training seminars and awards for excellence.

\$550 for cost overruns in a journalism seminar in Gabon.

There were marginal cost overruns encountered in a 116 (E) funded project in 1991 to organize a seminar for Gabonese journalists in election reporting techniques.

\$13,000 to the Association of Editors in Guinea for a journalism seminar. The Association is sponsoring a one week seminar led by a U.S. journalist designed to improve the professional skills of the twenty Guinean journalists participating.

\$3,000 for a Desktop Publishing Workshop in Malawi. The workshop is directed towards independent publishers seeking to acquire low-cost desktop technology, and public relations officers from a variety of non-governmental organizations which are currently attempting to develop newsletters. Lacking trained personnel, many of these publishers and organizations have in the past been unable to effectively use the technology at their disposal.

\$12,000 for a journalism seminar through the Togolese Association for a Free Press (ATCP) and the Union of Editors of Independent Journals (UTEJI) for a seminar on principles in journalism including a special unit on covering local elections. Both groups have active contacts with international journalism groups and have sought to promote freedom of the press in Togo. The goal is to foster the development of a more professional and responsible press, as an essential element in a successful democratic transition.

\$1,000 for radio programming in Togo.

FY 91 Media Support

\$40,000 to sponsor a journalist training seminar, focusing on assorted issues involving the free press in Cameroon.

\$15,000 to the Gabon Chapter of the Association of Professional African Women in Communication (APAC-Gabon) to hold two journalism seminars and to provide material support.

\$4,200 to the Journalists Association of Malawi for a journalist training workshop.

\$16,200 to assist the Journalists Association of Malawi in starting a journal and newsletter.

\$22,000 to the Sao Tome Journalism Association for institutional support.

FY 92 Constitutional Reform and Democratic Institution Building

\$30,000 for a constitutional forum in Madagascar organized by the Malagasy Christian Council of Churches (FFKM), which represents 50% of the churches operating in Madagascar. It has played a major role in mediating the nation's political crisis and has worked diligently preparing for the forum, which could have long term effects on the development of democracy in Madagascar.

\$10,000 for the translation of the draft constitution into local languages in Togo. Though Togolese voters will soon be asked to vote on a new constitution, no official text has yet been published. This project is designed to assist voters in understanding the proposed constitution by encouraging debate of its provisions through the production of the written constitution in the two principle local languages. Non-partisan groups, including the DDD (an organization active education and human rights activities) will distribute the texts.

\$100,000 to educate parliamentary leaders and ministerial staff on legislative functions in Namibia. Currently, the parliament suffers from a lack of experience in parliamentary politics in general and in the legislative process in particular, which restricts the national assembly's ability to review and scrutinize the policies, administration and day-to-day decisions and

actions of government. NDI is responsible for the administration and oversight of the program. Primary areas of focus include general management principles, legislative drafting, press statements and releases, and relations with other government institutions.

\$100,000 to fund training and education of parliamentary leaders and ministerial staff on procedural matters and constituent relations. This project, as well, will be managed by NDI. Primary areas of focus include legislative procedures, policy debate and oversight, constituent services, professional ethics, responsibilities to the parliament, the political party, and the public, and time management.

FY 92 Constitutional Reform and Democratic Institution Building

\$13,000 to provide a constitutional law expert to consult with the new constitutional commission in Burundi.

\$42,000 for technical assistance and other support for the constitutional reform efforts organized by the Constitutional Revision Committee in Guinea-Bissau.

\$25,000 for a constitutional expert in Mali.

FY 92 Civic Education

\$39,000 to the Kituo Cha Sharia (Legal Advice Center) in Kenya for a civic education radio campaign for the upcoming elections.

\$35,000 for a civic education project in Madagascar. The project's manager, *The National Observatory of Democracy (OND)*, is a newly registered civic action organization that draws its membership from all points on the political spectrum. OND will try to counter the exploitation of corrupt politicians through public information spots on the national radio, the publication and distribution of a brochure on voting basics, and the printing and distribution of posters. Money will contribute to radio time, printing costs, transportation expenses, and office supplies.

\$55,000 for a civic education training project in Mali. Under the program, village level leaders would be trained on how to provide information and education about democracy and civic responsibilities to Malian citizens.

\$12,000 to the *Legal Research and Resource Development Centre (LRRDC)* for a project to promote legal awareness and human rights education in Nigeria's rural areas through the dissemination of education materials, including pictorial handbooks, pamphlets and games. The LRRDC is an independent, non-profit NGO established for the promotion of respect for human rights principles through education, research, and the initiation of projects. Though all citizens are guaranteed a number of human rights, 80% of Nigerians who live in rural areas or urban slums do not know of the existence of these rights or how to enforce them. Through the publication of materials in the form of pictorial handbooks, pamphlets, and games, information on the use of the legal system can be disseminated to these citizens. Volunteers will also be trained to provide legal counseling services within their communities.

\$43,000 for Printing of Constitution and other documents in Niger including Supreme court decrees, the law on political parties, and the electoral code to increase public awareness of their new rights.

\$70,000 for a multimedia democracy support program in Niger. The purpose of the project is to broaden public understanding of the democratic process and to encourage and facilitate increased public participation in the upcoming elections through training workshops, media productions, and study visits to the U.S.

\$52,000 for civic education in Rwanda.

\$1,000 for *DDD* a nonpartisan group active in civic education and human rights in Togo for a series of weekly public information programs on democratic principles and the electoral process. This project is designed to provide information on basic democratic principles and the electoral process via Radio Togo.

FY 91 Civic Education

\$55,000 to the National Democratic Institute for International Affairs to conduct a multi-national mission to visit Cameroon to evaluate the democratization process.

\$20,000 to the Volunteers for the Defense of Democracy (VDD) for a civic education project in the Congo.

\$25,000 to the National Council of Women for a rural women's education project in Kenya.

\$15,000 to the Nigerian Association of University Women for a civic education program.

\$66,000 for the publication of civic instruction booklets covering basic democratic rights and distribution to public schools in Senegal.

2. FY 1993 Projects

BENIN

\$20,000 for a Computerization of Jurisprudence. This project will create a collection of Beninese statutes, decrees and decisional law to be computerized in order to facilitate the flow of legal information and improve access to the law which is often now unavailable.

\$20,000 for a National Assembly Research Center. This project will enable National Assembly Members to accomplish research pertaining to their legislation through the use of a library including works in comparative law, political theory and economics.

\$24,000 for Supreme Court Word Processing and Training

BOTSWANA

\$15,000 for the University of Botswana's Democracy Project Group. The Democracy Project Group will establish a newsletter in which political opinion and analyses will be published and disseminated to the public.

\$10,500 for a Journalism Training Program. Two practical media programs will be held to train and encourage professionalism in reporting (for the developing journalism sector).

\$45,500 to the Gaborone's Magistrate Judiciary System. This project will enhance the incremental improvement in the efficiency and reliability of the courts through the procurement of recording equipment and the training of court recorders.

BURKINA FASO

\$12,000 for a Press Freedoms Seminar. This media workshop, which will include international and surrounding country journalists, will emphasize the protection of the rights of journalists, and promotion of an independent press in Africa.

\$14,000 for the Annual Africa Human Rights Report. The Inter African Human Rights Union will produce a publication of an annual human rights report on abuses in Africa and will distribute it continent-wide.

\$15,000 for a Human Rights and Unionism Seminar. Given to the UMDHP, a human rights organization. The seminar will have UMDHP and union leaders address the relationship between the rights of workers and human rights.

BURUNDI

\$15,000 to produce and disseminate civil education pamphlets for children. The pamphlet will be created by law students at the University of Burundi in order to sensitize school age children to human and legal rights issues.

\$20,000 for Human Rights Issue Training for Local Magistrates and Prosecutors. The Burundi Center for Human Rights will conduct a set of workshops aimed at training magistrates and prosecutors on their role in the realm of human rights and court administration in general.

\$33,000 for an increase in Burundi's allowance for the "Role of the Military in Democracy" conference.

CAMEROON

\$5,000 for a Report on Ethnic Conflict in the Southern Province of Cameroon. Tribus Sans Frontieres, a nonpartisan civic association committed to reduce tribalism in Cameroon, will prepare a report on ethnic conflict in the southern province, present its findings and provide recommendations for easing tensions which remain high in the region.

CAPE VERDE

\$25,000 to the Praia Mindela Bar Association. These funds were used to generate a Community Public Information service in addition to funding a seminar on the Rights and Duties of the Citizen.

CENTRAL AFRICAN REPUBLIC

\$5,000 for USIS Election Coverage Seminar. This seminar will promote the development of non-government journalism through the use of worldnet clips and local resources in the CAR as well as neighboring countries.

\$10,000 for the Central African League of Human Rights. This Central African League of Human Rights has played a responsible non-partisan human rights watch role in the CAR by sponsoring seminars and general human rights awareness. This project will allow the league to prepare and publish documents and newsletters so their information will be able to be more widely disseminated.

\$20,000 to the Association of Women Jurists . This project will allow the Women's Jurists Association to organize a touring theatrical group that will travel to provincial towns

and villages to present skits about important human rights issues, including the legal rights of women. A theatrical group can readily connect with the large rural population which has a high illiteracy rate.

CHAD

\$20,000 for Humanitarian Assistance with Torture Rehabilitation. This project will enable the Association of Victims of Crimes and Political Repression (AVCRP) in Chad to set up a medical team to treat victims of torture and create a system with the Ministry of Health to provide further health care.

\$25,000 for Printing and Reproduction Services for Chad's National Conference. The National Conference will have an immense requirement for document printing, reproduction, collation and distribution. This project will aid in the production and voluminous reproduction of documents that is a crucial aspect of the conference.

\$25,000 for Materials and Supplies for Chad's National Conference. This project will provide for the purchase of paper and other office supplies for the conference and delegates since the scarcity of additional internal funding leaves the government of Chad unable to meet the material needs of the conference.

\$25,000 for Recording Equipment for the National Conference. This project will enable the National Radio Station, the only radio broadcast program in the country, to record the National Conference proceedings and transmit the Conference, in local language, to all Chadians.

\$75,000 for the Association of Chadian Jurists. This project will provide the start-up costs for the new association of legal professionals in Chad. The ACJ will pursue the following agenda: press for independence of the judiciary, create a bar association, offer revisions of the penal and other codes, establish a law library, and offer free legal advice.

COMOROS

\$10,000 for Human Rights Organization Library. This project will enable the Comorian Human Rights Organization to develop a library consisting of human rights literature. The library would hold public information sessions and distribute information. This will result in an informed public on human rights issues, an immeasurable benefit at this critical point in Comoros' history.

\$24,500 for Ballot Cards for the Comorian Gubernatorial Elections. This project will provide voting cards as Comoros continues its transition to multi-party democracy with gubernatorial elections. A large number of voting cards are

needed in order to include illiterate voters in the electoral process. The voting cards are color coordinated according to candidates.

CONGO

\$20,000 for Human Rights Awareness through Prison Monitoring. This project will allow the Association for the improvement of prison conditions to have on-site visits to prisons, interviews with prisoners and local authorities, documentation of conditions and treatment of detainees, in all areas of the Congo. The end result will produce a campaign to publicize the conditions to dispel official indifference and public ignorance.

\$25,000 for Civic Education on Rights of Women. This seminar will promote the civic education campaign focusing on the rights of women, problems currently experienced in the areas of marriage, domestic violence, the work place, sexual exploitation, access to education and the overall role of women in society.

\$20,000 for Association To Promote African Languages. This project will translate the constitution into indigenous languages in the Congo.

COTE D'IVOIRE

\$8,500 to GERDDES for Conference on Women in Development. This project will enable GERDDES, a human rights organization, to address issues pertaining to women including, inheritance, sexual harassment and discrimination in a conference that will be taped for further distribution.

\$14,000 to the Ivorian Center for Judicial Research. This project will enable CIRJ to develop a seminar that would bring together American and Ivorian jurists to discuss pertinent rule of law and comparative law issues.

ETHIOPIA

\$10,000 for Addis Ababa University Law School. This project will enable the Law School to purchase books for a human rights library. The library would eventually be accessible to the general public. The future goal is to turn the library into a larger human rights center.

\$60,000 for The Carter Center. Grant to provide a forensics expert's assistance to the Special Prosecutor Office in its investigation of deaths during the "Red Terror."

\$20,000 for the Addis Ababa University Law School. This project will enable the Law School to establish a human rights curriculum in their law school to sensitize law students

about general human rights issues and international human rights laws.

THE GAMBIA

\$15,000 for House of Representatives Publishing Equipment. This project will provide publishing and photocopying equipment to the Office of the Speaker-House of Representatives which prints all laws passed by the parliament. The equipment requested will expedite the process of promulgating the Gambia's laws.

\$92,500 to the Ministry of Justice for a Legal Library. This project will enable the Ministry of Justice to procure books for its new legal library which will be open for the use of all legal professionals in the Gambia. Currently, the Gambia does not have such a library, and access to one would significantly improve the administration of justice and the protection of human rights in the Gambia.

GHANA

\$10,000 to the Ghanaian Journalists Association. This journalism project will improve the quality of reporting of, and writing about, political subjects focusing on ethics in journalism and responsible reporting. The workshop will include editors of the independent press who will work with American media to publicly identify with press freedoms; reinforce the concept of free expression; ensure a press independent of the government and provide insights into effective journalism through hands-on training.

\$16,500 to the Institute for Economic Affairs. This project will enable IEA to hold workshops for chiefs and local officials concerning human rights violations and human rights grassroots.

\$16,000 FIDA-Federation of Women Lawyers. Grant to support a workshop for women parliamentarians. This project will enable the 16 (out of 200) newly elected women parliamentarians to increase their understanding of the workings of a democratic society. The women MPs hope to effectively influence the legislative process by strengthening organizational, communication and management skills in the areas of human rights, the rule of law, the role of the media and the role of the legislature in the democratic process.

\$20,000 to the African Commission of Health and Human Rights. This project will enable the Commission to establish research centers for diffusion of information about torture of those working for democracy in government, and a rehabilitation center for victims suffering mental and physical effects of detention and torture.

\$24,500 to the Legon University Human Rights Center. This project will enable the Human Rights Study Group at the Legon University Law school to organize democracy and human rights activities and resources. The project will also publish two handbooks on international human rights to be disseminated to the general public.

GUINEA

\$4,000 to the Guinean Association for the Defense of Human Rights. This project will enable the Association to produce audio cassette tapes on human rights awareness, the new constitution and the electoral code, in local Guinean languages. The project is expected to ultimately impact upon the majority of the population since the illiteracy rate is not a factor in understanding the tapes.

\$14,000 to the Bar Association of Guinea. This project will result in a seminar on the role of the judiciary in a constitutional democracy. The seminar would be organized by the association and include local as well as international legal experts.

\$20,500 to the Association of Editors of Independent Newspapers (AEGPI). This project will enable the Association of Editors of Independent Newspapers and USIS to hold seminar on the principles of democracy. This seminar will aid media educators and executives in communicating to the electorate issues concerning the rule of law, civil rights, citizen responsibilities and official accountability.

GUINEA-BISSAU

\$25,000 for Multi-party Transition Commission Planning Project. This project will enable the MTC to plan the structure of the new Popular National Assembly so that it can work with the executive under a presidential system of government, given Guinea-Bissau is in democratic transition. There is a strong need for such an Assembly as a means to facilitate government and opposition dialogue, policy agreements, legislative proceedings and effective administration overall.

KENYA

\$25,000 for the KHRC Publication of Reports on Human Rights in 1992 and on Kenyan Somalis. The KHRC is a non-profit NGO which promotes, protects and monitors the freedom to practice internationally recognized human rights in Kenya. The Commission plans to produce reports on the state of human rights in Kenya and human rights violations against Somalis living in North Eastern Kenya.

\$30,000 for ICJ/K Paralegal Project. The International Commission of Jurists/Kenya is a non-profit NGO which reviews all aspects of the rule of law and human rights in Kenya. The purpose of this project is to establish a functioning paralegal clinic to provide legal services to rural populations and train local people in the areas of human rights, legal rights and democratic development.

LESOTHO

\$25,000 to the Lesotho Federation of Women Lawyers (FIDA). This project will enable FIDA to prepare women for increased participation and leadership in a democracy, in the election process and in governmental policy reviews. A series of seminars and published proceedings will be disseminated to women specifically, and to the public at large.

MADAGASCAR

\$6,000 to the Malagasy Human Rights League (CNOE). This project will enable the league, the only human rights organization in Madagascar, to promote civic education through brochures, posters and radio spots on the specific subject of human rights and the military under a democratic rule of law.

\$10,000 to the Malagasy Red Cross for a Prison Study. This project will enable the Malagasy Red Cross to conduct a prison study to determine the size and composition of Madagascar's prison population, providing a rational basis for improving prison conditions and acting on the country's judicial backlog.

\$10,000 to the Madagascar Bar Association. This project will enable the 200-member bar association and constitutional court to increase efficiency and independence of Madagascar's judiciary through procuring infrastructure for the main office and to publish a newsletter.

\$20,000 to the National Committee for Election Observation and Civic Education. This project will enable an adult grass-roots civic and human rights education program to be implemented by CNOE, Madagascar's largest and most experienced election-observation organization, by providing audio-visual equipment and the services of video production specialists enabling their programs to reach a wider audience.

\$12,000 for the Association of Women Journalists. This project will enable the Association to create a monthly newsletter designed to increase women's knowledge and strengthen their understanding of women's rights and services available in Malagasy society.

\$13,000 for the Malagasy Electoral Commission. This project will enable the Electoral Commission to train local NGO's, education leaders, and citizens on the electoral process and what it means to be a citizen in a democratic society.

\$2,500 For domestic election monitors.

MALAWI

\$3,500 for a Seminar on Media Freedom. This project will enable the Malawi Journalists Association to enhance the public understanding of the role of journalists in a democratic society, strengthen the role of Malawian journalists and provide a forum for addressing of concerns of journalists and the government.

\$3,500 to the Malawian Judiciary System to Facilitate Due Process in the Courts. This project will enable the legal professionals from the Ministry of Justice to jointly sponsor a seminar to create solutions to clear the large backlog of pending criminal cases in the traditional court system. A short-term study of problem areas in the traditional courts and recommendations for addressing them would be published for dissemination through the Malawi Law Society.

\$8,000 to the Malawian High Court for Improving Court Reporting. Currently, court reporters write in a combination of long and short hand. This project will train court reporters and supply them with modern equipment. This will help alleviate one of the most serious problems the Malawian courts face; processing court information in a timely and accurate fashion.

\$11,000 to the Christian Council of Malawi to Create a Human Rights Office. This project will enable the Christian Council of Malawi to open a human rights office. The office would monitor human rights violations, collect and disseminate related information, organize workshops, and work to resolve conflicts. This would be the first such office in Malawi and could have a significant impact by establishing a systematic means of promoting human rights abuse awareness.

\$19,000 for the Presbyterian General Assembly. This project will enable the Assembly to conduct human rights education seminars for women. They are designed with the goal of enabling the participants to return and train other members of their community on the human rights lessons learned.

\$16,500 for the Malawi Magistrates Association. This project will enable the Association to conduct a seminar on the judiciary and rule of law. Fifty Magistrates, clerks, public prosecutors and other officials will address the roles of

the courts in protecting defendant rights with an emphasis on procedural methods. This project will directly strengthen the judicial process in Malawi during its transition to a democratic society.

\$9,000 for a Women in the Law Handbook

MALI

\$23,000 to the Association of Independent Radio Stations for Civic Education. This project will enable the Association of Independent Radio Stations to develop a series of civic education radio spots in the national languages that will be played throughout the country. This type of civic education will inform people, particularly among the illiterate population, of what their rights and responsibilities are, and the importance of using appropriate channels for expressing their grievances.

\$25,000 to the Association of Women Lawyers for Legal Aid Clinics. This project will enable the professional organization for women in the legal field, which is active in the pro-democracy and human rights movement, to create legal assistance clinics for the poor. The clinics will provide services and information on legal procedures.

\$25,000 to the Association of Young Lawyers for Legal Aid Clinics. This project will enable the Association of Young Lawyers to provide legal services to the poor concentrating in rural areas where people do not have access to quality legal services.

\$97,000 to the National Assembly for a Documentation Library. This project will enable the National Assembly to procure scholarly and professional publications pertaining to democratic society.

\$44,500 to Three workshops on Women's Civic, Legal and Political Education in Northern Mali (MNFUN). This project will fund 3 seminars on women's civil and legal rights in Niger.

MAURITANIA

\$10,000 to the Mauritanien Association of Doctors for a Forensic Medical Seminar. This project will bring in a forensic specialist to advise and educate physicians and lawyers in the methods of investigating and solving the cases of persons who have been tortured to death. This project would enable these professionals to provide accurate, objective and scientific evidence to the press, courts, and international human rights associations regarding cases of torture and disappearances.

\$16,000 for the Mauritania Bar Association. This project will facilitate the current process of judicial reform underway in Mauritania by translating basic constitutional principles into applicable law and regulation with the assurance of effective independence of the judiciary.

\$16,000 for the Mauritanian Press Association. These funds will help the MPA start up their organization.

MAURITIUS

\$2,000 for Reference Materials for the Mauritanien Election Observers. This project will enable the acquisition of a reference library of books, journals, and reports relating to the electoral process with an emphasis on the experiences of election observers in the post-cold war period.

MOZAMBIQUE

\$24,000 for the Kulima NGO Library/Resource Center. This project will create a resource center and library to provide information on human rights, civic education and forming a non-governmental organization. The library/resource center would be open to the public.

NAMIBIA

Received **\$23,000** to fund any or all of five various projects, post has not said which ones have chosen. Projects are: Transport costs for A-G books already purchased

Court Decisions in the "Federal Second" Series
Modern Federal Practices Digest
Shepard Supreme Court Citations
Maintenance Subscriptions for US references

\$80,000 to the Ministry of Justice for Community Court Justice Training. This project will enable graduates from the Community Courts Program to be assigned to both rural and urban areas to deal exclusively with small claims and other civil cases. This project will bring about a system that is less arbitrary and more responsive to the needs of a population whose rights in the past were generally neglected.

\$8,000 to the Ministry of Justice. This project will enable the Ministry of Justice to procure legal references of a set of "The Supreme Court Reporter". As there is only one other such reference book in Namibia, it is an important and much needed addition to the legal library of the Ministry.

\$22,000 to the Legal Assistance Center. This project will enable the Namibian Legal Assistance Center to produce a human rights TV film on the development of human rights

work, and sensitize the general public on issues of human rights.

\$100,000 to NDI for Local Governance Training. This project will enable NDI to provide training in the areas of legislative procedures and ethics through two training seminars and individual consultations with local officials elected to Namibia's second house of parliament.

NIGER

\$5,000 to GERDDES for implementing a new non-governmental organization. This project will create a new organization which will promote the development of democratic principles and institutions in Niger.

\$15,000 to the Democratic Assembly of Nigerian Women to Promote Women's Rights. This project will enable liaison activities of the Democratic Assembly as they sensitize legislators and local officials about women's issues and the promotion of women's rights.

\$20,000 to the Association of Radio Clubs of Niger to Promote Democratization. This project will enable the Association to activate village level discussions of democratization issues and broadcast them on radio.

\$25,000 to the Association for the Defense of Human Rights for a Human Rights Seminar. This project will enable the Association for the Defense of Human Rights to train members of Niger's principal human rights organizations, local authorities and NGO's as to what constitutes human rights abuses and how to document their existence.

\$73,000 to the University of Niamey for a Village Law Project. This project will create a village law training project designed to identify legal issues of direct concern to villagers and the existing laws and codes that address them, in addition to training and dispersing law educated cadres to villages to serve as para-legal resource persons.

\$21,000 for Ministry of Justice. This project will enable the Ministry of Justice to print the Court of Appeals Decrees from 1983 to 1993. Due to lack of funds, this Nigerian jurisprudence has not yet been published for use by attorneys and justices.

NIGERIA

\$5,000 to the Nigerian Labor Congress for a Labor Library.

This project will enable the NLC to update their Library in order to inform labor leaders to current schools of thought on labor relations and worker rights.

\$10,000 to the Civil Liberties Organization to create a Human Rights Publication. This project will enable the CLO to update, reprint and distribute its publication "behind the wall," a report on prison conditions in Nigeria. The publication would result in a heightened awareness of prison conditions, the need to improve those conditions and an increase in understanding of prisoner's legal rights.

\$17,000 to the Legal Research and Resource Development Center Legal Aid Clinic. This project will enable LRRDC to provide free legal aid and services to women in Nigeria as well as the promote the production of additional materials designed to increase women's awareness of their human and legal rights in Nigeria.

\$24,000 to the Constitutional Rights Program Human Rights Defense. This project will enable the CRP to conduct an interactive seminar for law students on defending human rights cases.

RWANDA

\$3,500 for the Reprint of Cour de Cassation Decisions 1982. This project will enable the Cour De Cassation, court decisions of Rwanda's highest court, to complete publication of the decisions for 1982.

\$24,000 for the Reprint of Cour de Cassation Decisions 1983-1986. This project will enable the Cour De Cassation, the court decisions of Rwanda's highest court, to complete publication of its decisions from 1983-1986.

\$18,000 to the Union of Rural Agriculturists and IWACU. This project will enable the Union and IWACU to provide training and information for rural women on women's rights, democracy and the role of the rural cooperative movement.

\$7,600 to LICHREDHOR. This project will enable LICHREDHOR, a human rights organization, to produce a human rights bulletin and human rights and refugee seminars.

\$11,000 for a women's network. Training trainers for democracy.

\$11,000 Comparing Rwandan law to international human rights law followed by a seminar to discuss how to bring Rwandan law in line with the international law with respect to human rights.

\$13,000 for CCOAIB. This project will enable this rural NGO umbrella paralegal group to conduct training for those working in the member NGOs.

SAO TOME

\$18,000 for an Electoral Systems seminar.

SENEGAL

\$25,000 to Create Guide on Women's Marriage and Divorce Procedure. This project will develop a guide on women's rights in marriage and divorce to be distributed to various women's groups especially targeting Muslim society where women are less aware of their rights under the law in these areas.

\$22,500 for Information Books on Access to the Legal System. This project will enable Senegalese jurists to write and print books that will teach basic rights and the recourse of citizens against illegal government acts and how to obtain reparations against damages caused by the government.

SOMALIA

\$5,000 to provide a legal expert and the start-up costs for a Jurist associations. The project will also provide for the retraining of jurists in Somalia.

\$8,000 to provide assistance to the Jurist Association and Law Library

\$9,000 to provide education and counseling to women. This project will focus on women's health issues and rape counseling.

\$12,000 to provide civic education. This project will focus on issues affecting women and promote the political participation of women in society.

\$11,000 to provide assistance to the Somali Artist's Association. This project will assist the organization in conducting radio programs and promote conflict resolution.

\$9,000 to provide assistance to the Somali Artist's Association. This project will assist the organization by enabling them to procure sound equipment for refugee presentations.

SWAZILAND

\$6,000 to the Siphila Nje Drama Society for a Human Rights Drama Presentation. This project will enable the Drama Society to perform plays addressing human rights issues in different locations throughout the country targeting a large portion of the rural and urban population.

\$10,000 to the Law Society of Swaziland for Court Decision Publications. This project will enable the Law Society to publish a periodical dealing with recent court decisions, pending legislation and legal issues of concern to Swazi society including: the role of a judiciary in a democratic society, free speech and freedom of assembly.

\$15,000 to the Human Rights Association of Swaziland. This project will enable the Human Rights Association to further their program by procuring office equipment and supplies that will develop a more viable program.

\$15,000 to the Magistrate Courts. This project will enable the Magistrate Courts to procure research materials including five sets of bound volumes of South African statutes and case law. This is of extensive value to the Magistrates Courts, since no other similar research materials exist.

\$16,000 to the Human Rights Organization SWAGAA. This project will enable SWAGAA to conduct human rights workshops for women and produce brochures and newsletters for public distribution, targeting the local community leaders involved in educating the public in civil/legal issues. (Note: 3 projects will be implemented. Two for \$3,000 each and one for \$10,000. See AF/RA's list of projects for more details.)

TANZANIA

\$10,000 to the Northern Tanzania Lawyer's Association for Human Rights Workshops. This project will enable the Lawyer's Association to examine the role of the press and the courts in upholding the rule of law and protecting basic political and civic rights during the government's transition process.

\$12,000 to the Tanzanian Association of Non-governmental Organizations. This project will enable the Association to organize a workshop on the role of NGO's in the political process with a focus on election monitoring and civic education in addition to discussing the role of NGO's in building democratic institutions and working for accountable, transparent governance with other NGO's and professional organizations in Tanzania.

\$12,000 to the Tanganyika Law Society for Seminars on Human Rights. This project will enable the Law Society to bring together the various groups interested in human rights advocacy in Tanzania to develop a human rights organization and a human rights center for further study and activity. There are no such entities at this time.

\$22,500 to the National Electoral Commission. The National Electoral Commission was established early this year to supervise Tanzania's local and national elections scheduled for October 1992 and October 1995 respectively. This project will support the voter education campaign and the production of voting information material. Specifically, the funds will be used for:

- a. Production of leaflets on "guidelines to voters", providing information on the registration of voters, the nomination of candidates and the voting process.
- b. Printing of a training manual to be used by returning officers at the district level and ward executive officers in their capacities as assistant returning officers.
- c. Purchase of advertising space in private newspapers and magazines for voter information and education purposes.

\$25,000 to the University of Dar Es Salaam's Political Science Department. This project will enable the department of political science to proceed with a five year project leading to the establishment of a permanent Institute for Research on Democracy in Africa. The project has two complementary components--research and documentation of the process of democratization, and a program of education for democracy. Funds will procure basic computer equipment to begin compilation and analysis of data and documents and to begin to produce educational materials to be disseminated to the general public. This project will address the pressing need for educating citizens on democratic principles, political participation, and civic responsibilities.

\$9,000 for the Conference on Political Parties in Transition to Multi-party Democracy in Eastern and Southern Africa. This conference will review the experiences of political parties in the context of transition to multi-party democracy, including such aspects as forming and registering a party, establishing a nationwide party organization and structure, raising finances, and use of the media. There will be participation from the eleven fully registered parties in Tanzania, four in Uganda and five in Kenya. This project will address the need of political parties, especially in Tanzania, to receive training on organizing and strengthening their capacities.

TOGO

\$10,000 to the Droits et Devoirs en Democratie (DDD) for Civic Education on Civil Rights. This project will enable DDD to produce a series on educational programs on individual rights and responsibilities in a democracy to be broadcast on television.

\$9,500 to the Droits et Devoirs en Democratie (DDD) for Civic Education on the Election Process. This project will enable DDD to develop how-to-vote seminars in rural areas based on their grassroots civil education campaign.

\$19,000 to the Ligue Togolaise des Droits de L'Homme (LTDH). This project will enable LTDH to develop a seminar on how to run an effective national human rights organization in an unfavorable political environment,

addressing such subjects as objectives on human rights organizations, reporting and advocacy functions and liaison with international organizations.

\$13,000 to the Club Feminin UNESCO La Colombe for Civic Education for Women. This project will enable La Colombe to train rural women in the areas of the democratic process, human rights, women's rights, environmental issues and health.

\$13,000 to the YMCA for Civic Education for Youth. This project will enable the YMCA to install a program of mass youth education on democratic association and participation through lectures and discussions appropriate to the different age groups.

\$4,500 Ecumenical Monitoring Commission. Funding for a civic education project.

UGANDA

\$10,000 to the Makerere Law School. This project will enable the Law School to purchase legal reference books for practicing lawyers to have access to standard reference books as well as law students to begin their work on a stronger foundation of legal knowledge.

\$19,500 to the Human Rights Awareness Group. This project will enable the Human Rights Group to conduct human rights awareness training workshops which will allow people to better defend their rights while sensitizing local government agencies to those rights.

\$25,000 to the Ugandan Law Society. This project will enable the Law Society to develop a project whereby the Law Society employs a lawyer at every society branch throughout the country. This person would be responsible for gathering information on human rights violations and developing resolutions for conflicts.

\$25,000 for Kapchorwa Women in Development Association (KWIDA). This project will provide civic education for the upcoming constituent elections.

\$25,000 Ugandan Electoral Commission. This project will provide maps for the upcoming constituency assembly elections.

\$25,000 to the Ministry of Justice. This project will provide regional conferences for government officials and community leaders on handling and following human rights cases, and training field officers on use of computers and follow-on techniques for proper handling of this type of case.

ZAMBIA

\$19,500 for Publication of Zambia Law Reports from 1986 to 1992.

\$23,500 to the NGO Coordinating Committee for Women's Civic Education. This project will enable the Committee to develop and publish explanatory pamphlets educating Zambian women about their specific legal rights under the "Wills Act" and "Interstate Successions Act", which are reforms to previous custom laws that left a husband's savings to his family rather than his wife.

ZIMBABWE

\$3,000 to the University of Zimbabwe Law School. This project will enable the Law School to purchase law books to keep the magistrates, judges, lawyers, law professors and law students' references up to date.

\$15,000 to the Southern African Human Rights Foundation. This project will enable the SAHRF to procure office infrastructure to permit the office to prepare and issue more press releases and to sensitize members and the public on human rights issues.

\$20,000 to the Legal Resources Foundation. This project will enable the LRF to sponsor a series of alternative sentencing workshops on crimes such as misdemeanors. The workshop would be attended by magistrates and judges who decide sentencing in these areas and a manual would be published for future reference.

\$25,000 to Computerize Zimbabwe's Voter Registration. This project will enable the computerization and update of the voter rolls. This will reduce the potential for fraudulent elections by eliminating duplicate entries in the rolls and insure that every eligible voter is able to vote.

\$99,000 to the Parliament of Zimbabwe. This project will enable the parliament to computerize their research offices. Supporting this project will make transcripts of proceedings available to the MP's more quickly, ease their workload by using the equipment to prepare speeches and expedite lawmaking.

\$61,500 to the Zimbabwe Human Rights Association. This project will enable the Human Rights Association to publish a monthly newsletter to educate the public about human rights issues and to expose violations of human rights.

Section III: REFERENCE

Democracy and Human Rights Fund
Projects Funded in FY '94

BENIN

Study and Research Group on Democracy and Economic and Social Development (GERRDES). This grant purchased office equipment and furnishings for the newly established international headquarters of GERRDES in Cotonou.-----\$24,000.

Constitutional Court of the Republic of Benin. This grant provided office equipment to be used in publishing decisions of the court in order to improve efficiency and public access. The Constitutional Court has been an important check to the Executive and Legislative branches define and explain the rights of Beninese citizens. The subjects addressed include voter rights and responsibilities, media rights, and the rights of children.-----\$20,000.

Court of First Instance of Cotonou. This project improved the equipment infrastructure of Benin's busiest court in order to expedite the functioning of the court.-----\$10,500.

High Authority of Audio Visual and Communications. Computers for word processing, photocopier, a printer, and books on radio programming were provided for this commission which facilitates private radio broadcasting in Benin. The HAAC has already received 50 applications for private radio stations in Benin.-----\$23,000.

BOTSWANA

Botswana Centre for Human Rights. This grant helped the center purchase publications and/or audio-visual materials relevant to the establishment of a documentation center, including the complete set of laws of Botswana and the 1988, 1989, and 1992 editions of the Botswana statute law books.-----\$6,000.

Office of the High Court. Through this project, United States Supreme Court Reporter references were purchased for the Attorney General's office. These will assist the Office of the Attorney General, including his staff and interested lawyers, in helping government and private individuals to research and/or enforce legislation.-----\$4,500.

Emang Basadi. Emang Basadi is one of Botswana's leading women's advocacy groups. This grant helped purchase office equipment which will be used to further the organization's goal of educating the public on issues concerning women in society.-----\$20,000.

National Assembly. This grant enabled the National Assembly library to bring on a senior legislative librarian to upgrade the National Assembly's legislative and research capability. All members of Parliament, including the President and cabinet ministers and the Assembly staff will benefit directly.-----\$7,000.

University of Botswana Legal Aid Clinic. This grant was used to help the clinic purchase office equipment for the benefit of law students and members of the public.-----\$13,800.

Radio Botswana. This grant enabled Radio Botswana, the only radio station in the country, to participate in a USIA-sponsored radio journalism workshop. The workshop was designed to raise the quality of reporting and improve the professionalism of journalists.-----\$24,995.

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WID/NGO Coalition. This grant purchased paper and covered printing costs for the first four issues of a quarterly newsletter published by "Women in Development," a non-governmental organization coalition. With these newsletters, the coalition will be able to mobilize and inform women, particularly in rural areas, about their rights and status in Botswana.-----\$4,205.

WID/NGO Coalition. This grant provided a computer, photocopier, software, fax, and printer. With this contribution the WID/NGO newsletter will be able to be printed cheaper, as it will be done in-house. A variety of other informative pamphlets will also be produced with this equipment. They will further the organization's goals concerning gender issues.-----\$15,000.

BURKINA-FASO

National Committee for the Fight Against the Practice of Excision. This grant covers the purchase of office equipment and supplies and film equipment to be used by the central and provincial offices for a campaign against female excision.-----\$19,000

GERRDES/Burkina. This grant covered the expenses of a four day training-trainer workshop sponsored by the Burkina chapter of GERRDES. The objective of the workshop was to train members of GERRDES organization from six countries in the region on the meaning/implications and requirement of a rights-abiding government.-----\$14,000.

African Women Parliamentarian's Regional Conference. This grant covered the cost of conference office supplies and interpreting services for a regional preparatory conference of African women legislators. The conference brought over 150 women from 14 African countries.-----\$10,300.

Burkinabe Human Rights and Peoples Movement (MBDHP). This grant enabled the MBDHP to host the first of a lecture series on fundamental democratic principles (the importance of elections and the value of political plurality).-----\$11,000

Burkinabe Human Rights and Peoples Movement (MBDHP). This grant covered expenses for creation of a women's wing of the MBDHP and a two day seminar on "Women's Issues and Burkina Faso's family code."-----\$10,700.

BURUNDI

Human Rights League (Iteka). This grant assisted a local human rights league to translate Burundi law into Kirundi and to distribute copies to local magistrates and administrators.---\$25,000.

Center for the Promotion of Human Rights. This grant helped to organize a series of seminars for magistrates and local administrators. This built upon efforts to assist the Beninoise government to familiarize its local officials with Burundi's legal system and its equitable enforcement.-----\$25,000.

CAPE VERDE

Forum for Convergence. A coalition of organizations used this grant to bring 100 Cape Verdeans, who are not accustomed to democratic participation, to a roundtable discussion to develop a country-wide plan for civic education.-----\$2,500.

Organization of Cape Verdean Women. This grant allowed this women's group to create a technical cabinet to advise women about their rights through a radio broadcast program.-----\$25,000.

CENTRAL AFRICAN REPUBLIC

National Assembly. A five day seminar on legislative procedures was held in September 1994, financed by this grant.-----\$15,000.

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Ministry of Education - Human Rights module. This grant was used for production, printing and distribution of a human rights module dealing with the basic precepts of human rights and related socio-political issues.-----\$20,000.

National Assembly Library - The grant was used to procure texts dealing with human rights issues for the national assembly library. Texts in French were ordered in June and September on subjects of law and constitutional reform, democracy, human rights, and media freedom.-----\$4,000.

CHAD

Chadian Association for the Promotion of Human Rights. An un-interruptible power supply (u.p.s.) was purchased for the association.-----\$500.

Chad Association for Non-Violence. This grant funded the participation of the association in a civic education campaign.-----\$5,000.

Chadian League of Human Rights (CLHR). This grant supported a human rights violation investigation in southern Chad and by elements of a rebel group. A report was prepared and we are funding the printing of the report for wider distribution.-----\$2,500.

Secretary-General of the Higher Transition Council. This grant supported the establishment of a human rights reading room in a traditional area of N'Djamena that includes a number of conservative mosques to counter, in a constructive way, their influence among the youth of the area.-----\$3,200.

Chad Association for Non-violence. This grant funded a series of seminars in four regions of the country on conflict resolution by non-violent means.-----\$18,000.

Chadian Association for Family Well-Being. This grant funded an effort to foster communication on the subject of adolescent sexuality by means of four showings of a play on the subject in N'Djamena and its suburbs by a Chadian theatrical group (group also ran midwife seminar).-----\$3,500.

Association of Chadian Women Jurists. The grant provided tickets and per diem for two members of the association to attend a women's conference in Senegal in preparation for the Beijing International Conference on Women.-----\$3,000.

Technical Institutional Committee (CTI). This grant paid honoraria to members of the CTI for drafting the constitution.-----\$24,500.

COMOROS

Comoros Federal Assembly. This grant was used for the purchase of equipment and for the construction of the library of the newly constituted Comorian Federal Assembly.-----\$24,000.

CONGO

Secretariat General of the National Assembly. This grant assisted the Secretariat to purchase equipment to transcribe and print debates and decisions of the legislature.-----\$17,000.

Association of Professional Women in Communication (APAC). A week-long workshop bringing together Congolese journalists and two American journalists to discuss the meaning of a free press was funded with this grant.-----\$15,000.

Save the Children - Congo. A three-day seminar to stimulate discussion of solutions to the problem of abuse and exploitation of street-children and to educate the public and the government about the magnitude of the problem was funded with this grant.-----\$13,000.

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Inter-Parliamentary Committee for the Restoration of Peace. This project will provide assistance to the four working groups set up to address the issues of disarmament, displaced persons, freedom of movement, and civic education of democratic institutions.-----\$15,000.

COTE D'IVOIRE

International Foundation for Electoral Systems. Assessment of voter registration, electoral laws, and civic education were provided under this grant.-----\$73,000.

Association of Magistrates. This grant was used to purchase equipment of the Association of Magistrates.-----\$20,000.

Ivoirian League for Human Rights (LIDHO). This grant was used to produce a 45-minute educational videotape on basic human rights to be distributed to various NGOs and civic groups and to be shown at LIDHO events.-----\$13,000.

Ivoirian Association for the Protection of Human Rights (AIPDH). This project built upon a FY91 project in which funds were used to translate the Constitution, the Universal Declaration of Human Rights, and the African Charter on Human Rights in five local languages via audio cassettes and publications.-----\$3,000.

GERRDES-Cote D'Ivoire. This grant assisted GERRDES to revamp and modernize its office and equipment.-----\$20,000.

GERRDES-Afrigue. This grant assisted the parent organization of GERRDES - Cote D'Ivoire with the purchase of office equipment.-----\$21,000.

DJIBOUTI

House of Representatives. This grant to the National Assembly's document center and library purchased a microfiche machine to convert documents to microfiche, improving research capacity.-----\$10,000

National Women's Union Committee for Female Genital Mutilation. This grant funded educational activities designed to end female genital mutilation.-----\$11,636

Ministry of Justice and Compilation of Laws. This grant supplied badly needed legal reference works for the Supreme Court.-----\$10,000

CARITAS Justice and Peace Commission. This grant supported the work of the CARITAS Justice and Peace Commission.-----\$6,500.

Djibouti Radio and Television. This grant supported civic education through a grant to Djibouti radio and television.-----\$1,864.

ERITREA

Authority of Social Affairs. This project grant helped develop a curriculum and materials for teaching children's rights through 20 community-based seminars in two provinces which will eventually expand to all provinces. Television, radio, videos, and an overhead projector will be used to target the population as a whole, to train teachers, and to present the curriculum.-----\$7,200.

University of Asmara. This grant was used to reproduce laws and related educational materials from the University's library and other resources of Ethiopian law.-----\$7,869.

National Union of Eritrean Women (NUEW). This project addressed women's rights by translating in the two official languages of Eritrea, the Convention on the Elimination of All Forms of Discrimination Against Women. The convention would then be presented to the President of Eritrea for ratification. Once the convention is ratified, 15,000 copies will be

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distributed.-----\$9,681.

Democracy and Human Rights Fund Project Signs. This grant helped fund the purchase of eight project signs that will read, "A Joint Effort of the Eritrean People and the United States of America." The signs will be presented at each project and will continue to promote goodwill between the US and the people of Eritrea.-----\$250.

National Union of Eritrean Youth. The grant was used to publish a 32 page bulletin on constitutional issues, human rights, and the rule of the law as they relate to the drafting of the Eritrean Constitution.-----\$5,500.

ETHIOPIA

Tigray Development Association. This grant was used to conduct a symposium on harmonizing systems of law in Tigray with the aim of consolidating various local procedures.-----\$24,527.

Ethiopian Congress for Democracy. This grant supported the Ethiopian Congress for Democracy in conducting a series of courses on human rights through Ethiopian public radio.-----\$9,885.

Society for the Advancement of Human Rights Education (SAHRE). This grant was used to conduct a rural youth awareness program in citizenship and civic education.-----\$12,000.

Office of the Special Prosecutor of the Transitional Government of Ethiopia. This grant provided assistance to the Special Prosecutor's office in the field of forensic anthropology as part of the effort toward gaining evidence with which to charge and prosecute human rights offenders of the former regime.-----\$60,000.

GAMBIA

Three-week seminar. This grant funded a training seminar to provide Gambian journalists with theoretical and practical training in interviewing, news-writing, and story verification; copy-editing; principles and practice of investigative reporting; and the legal context for reporting and publication.-----\$53,000.

Ministry of Justice. Production of law reports for the COURT of Appeals and the Supreme Court, and purchase of equipment were funded under this grant.-----\$57,000.

GHANA

Ghana Bar Association. This grant assisted the Ghana Bar Association with the publication of Supreme Court decisions and the publication and distribution of legal literacy texts.-----\$24,000.

International Federation of Women Lawyers (FIDA). This grant enabled FIDA to establish a Human Rights Resource Library for the Judiciary.-----\$12,000.

Ghana Bar Association. This grant improved court reporting with the purchase and installation of equipment and training of secretaries and administrative assistants in recording, word processing, and taking dictation.-----\$24,000.

Ghana Association for Women's Welfare/National Council on Women and Development. An educational campaign against female circumcision through the use of film and brochures to be disseminated at the local level were funded by this grant.-----\$18,000.

National Commission on Culture/Commission on Children. An educational campaign through the use of film against the Trokosi system in which girls are given to a shrine to atone for transgressions of the family or village were funded with this grant.-----\$3,000.

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International Federation of Women Lawyers (FIDA). FIDA conducted legal aid and education in the isolated Western region of Ghana with this grant.-----\$14,000.

Commission on Human Rights and Administrative Justice. This grant funded a workshop for legal officers and seminars for human rights investigators.-----\$14,000.

GUINEA

Guinean organization for the Defense of Human Rights. This grant provided monitoring of Guinean government compliance with a human rights accords that it has signed.-----\$20,000.

Independent Union of Educators and Researchers (SLECG). Training of educators for their role in the 1994 Guinean legislative elections were provided under this grant.-----\$19,000.

Study and Research Group on Democracy and Socio-Economic Development (GERRDES). Writing, publishing, and distributing of a guide for voters on the role, purpose, and function of the National Assembly to be formed following the 1994 legislative elections were funded by this grant.-----\$16,000.

Health Coordinating Committee on Traditional Practices Affecting Women's and Children's Health (CPTAFE). Organizing training seminars, presenting workshops, and distributing materials in the regional capitals of Guinea in order to educate the local non-French speaking women about the negative effects of traditional practices were activities carried out under this DHRF project.-----\$20,000.

GUINEA-BISSAU

Guinea Human Rights League (GHRL). This grant supported a human rights symposium for Lusophone African nations organized and hosted by the GHRL.-----\$26,162.

National Elections Commission (CNE). This grant was used for rehabilitation of polling stations for the second round of presidential elections. The money was necessary to enable the CNE to ensure that election irregularities due to infrastructure deficiencies were minimal.-----\$16,838.

KENYA

Kenya Family Development Association (KENFAD). This grant provided civic education for 2,870 women in Kenya's Eastern province to strengthen women's grassroots leadership in political and non-political settings and to focus on democratic practices and human rights.-----\$64,000.

Kenya Human Rights Commission. This grant funded publication of two books and several reports on: a) human rights in Kenya in 1993; and b) human rights violations against ethnic Somalis of northeastern Kenya. The commission's objective is to promote, protect, and monitor the status of internationally recognized human rights accords in Kenya.-----\$15,000.

Kenya Human Rights Commission. This grant funded a rights awareness project to develop training manuals for paralegal workshops, drama and interactive training materials, stickers and posters and hold a training seminar for legal educators under this grant.-----\$20,000.

Gender Sensitive Initiative. This grant hepled fund a five-day National Concerns Conference on democracy in a multi-ethnic society. The conference, attended by about 100 people, will provide a forum for different ethnic groups in Kenya.-----\$20,000.

LESOTHO

Newsshare. Equipment was provided to this fledgling association of

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journalists in order to support the publication of its new weekly newspaper "Mophene" with this grant.-----\$10,850.

Law Society of Lesotho. This project involved the procurement and presentation of a complete set of South African law reports from 1947-Present to the Law Society of Lesotho.-----\$8,500.

LIBERIA

Center for Law and Human Rights Education. This grant was used to establish a legal aid office in three of Monrovia's five majesterial districts to provide legal assistance, human rights awareness and civic education to local communities. This activity will widen access to the legal system and improve the administration of justice.-----\$8,300.

Concerned Women of Liberia. This grant covered the organization of a series of one-day workshops across Liberia to educate women about their human and political rights and responsibilities to improve their treatment at home and by society and to enhance their participation in a democratic political process.-----\$4,000.

Association of Female Lawyers of Liberia. This grant was used to establish a legal aid office in downtown Monrovia to provide legal assistance and other outreach programs to educate women about their human rights under international and national law.-----\$2,700.

MADAGASCAR

Association of Young Lawyers of Madagascar (AJAM). Project funds were used to finance the publication of AJAM's Quarterly magazine dedicated to the discussion of legal issues.-----\$6,000.

Education des Citoyens (CNOE). This grant provided CNOE with the equipment and supplies to publish its own liaison magazine at the rate of 5,000 at least every two months. The publication represents perhaps the most widely broadcast malagasy-language publication dedicated to the subject of civic education.-----\$20,000.

The Free Association of Journalists of Madagascar (ALJM). This project helped pay start-up costs for the ALJM; namely, secretarial salaries for one year; office supplies; compensation for the association board for expenses related to organizing 12 round table discussions, and round table expenses, to include location rental and refreshments.-----\$3,500.

The National Assembly. With this grant, the national assembly will purchase equipment and supplies, with priority given to electric typewriters and photocopy machines. These purchase will enhance the effectiveness of Madagascar's only national legislative body.-----\$13,000.

The Bar Association of Madagascar. Project funds were used to finance a three-day workshop on legal and juridical issues such as the independence of the judiciary, defense of human rights, modern legal codes and traditional law, civic education, and the right to legal defense.-----\$6,000.

The Pedagogical Research Unit (UERP)/Ministry of Education. Funds were used to teach teachers of civic education in public and private junior high schools throughout the country using basic curriculum materials developed in our previous (116E) project with UERP and other NGOs.-----\$20,000.

The High Constitutional Court. Project funds were used to purchase office supplies and equipment to help the court verify territorial election results in calendar year 1995.-----\$5,000.

MALAWI

Presbyterian Church, Blantyre Synod. This grant funded a Human Rights Seminar sponsored by the Presbyterian Church, Blantyr Synod, which has a wide

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rural network.-----\$6,177.

Journalism Association of Malawi. A journalism symposium on election issues was funded with this grant.-----\$1,500.

Presbyterian Church/Blantyre Synod. A Women and Democracy Seminar was held under the auspices of the Presbyterian Church/Blantyre Synod using these project funds.-----\$500.

Presbyterian Church/Blantyre Synod. This grant enabled a traveling human rights review throughout Malawi.-----\$2,500.

Christian Council of Malawi (CCM). This grant funded a CCM human rights seminar.-----\$1,500.

Ministry of Justice. This grant funded a traditional courts and human rights seminar.-----\$13,000.

Civil Liberties Committee of Malawi. This grant enabled basic public education in legal issues.-----\$5,100.

National Commission on Women in Development. "Women and the Law" workshops were conducted with these project funds.-----\$24,900.

High Court of Malawi. This grant allowed purchase of badly needed texts for the High Court Library.-----\$25,000.

Lilongwe Press Club. Project funds were used to complete a translation of the USIS "What is Democracy" brochure into local languages.-----\$3,000.

Society for the Advancement of Women. This grant funded a women and equal participation seminar.-----\$5,600.

Lilongwe Press Club. This grant funded a "Media and the Law" seminar.-----\$1,500.

Secretariat of the National Working Women's Convention. Local businesswomen formed a group and hired a consulting firm to organize Malawi's first major convention for working women with this grant. Outside speakers emphasized strategies to help women succeed in the workplace.-----\$8,000.

MALI

Office of the Procurer General. Establishment of a Juvenile Court system, including equipment for the court and training to the magistrates, lawyers, legal aides, and youth and family counselors were covered by this grant.-----\$68,000.

Association of Women Lawyers. Study of Mali's Laws and Regulations which affect Women's Rights followed by efforts to change or abolish those laws found to disadvantage women were covered by this grant.-----\$39,000.

Association of Women Lawyers. This project provided legal assistance for impoverished women and children in prison.-----\$15,000.

Observatoire. This grant enabled civic education.-----\$17,500.

Observatoire. This grant expanded civic education and democracy to rural areas.-----\$17,000.

National Pedagogic Institute. This grant enabled updating and revitalizing primary and secondary civic education materials.-----\$17,000.

Committee for the Protection of Women's and Children's Rights. This grant was used for promotion of women's and children's rights; including eradication of female genital mutilation.-----\$15,000.

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MAURITANIA

National Union of Physically and Mentally Handicapped. Project funds were used to support the convening of a seminar of jurists and others knowledgeable about the rights of the handicapped to consider a legislative program to provide for equal protection of the handicapped under the law.-----\$5,000.

University of Nouakchott. The University of Nouakchott, in consultation with the National Bar Association and other jurists, assembled and published, in French and Arabic, annotated texts of the 1991 Mauritanian constitution and other fundamental laws dealing with human and civil rights. The texts were distributed to local and regional government officials.-----\$12,000.

Groupe d'Etudes et de Recherche sur la Democratie et le Developpement Economique et Social en Afrique (GERDES). GERDES organized a three-day seminar with approximately 30 participants from the media, government, and political parties to examine the role of an independent press in a developing democracy.-----\$10,000.

MAURITIUS

S.O.S. Femmes. This project assisted Mauritius' most active women's rights organization to establish a community education/outreach and battered women's center.-----\$15,000.

MOZAMBIQUE

Liga dos Direitos Humanos (LDH). This project funded a series of pamphlets and materials explaining legal rights available to prisoners and detainees for distribution throughout Mozambique in schools and jails, with the assistance of NGOs.-----\$13,000.

Women in Law in Development in Africa (WILDAF). This project supported a training seminar for 25 women "activistas" of the organization of Mozambican women from rural districts in Maputo province on legal rights for women. Trainees will provide assistance to women in their areas. Legal counsel will be provided once a month to eight districts for the five months following completion of the seminar.-----\$11,000.

NAMIBIA

Namibia Institute for Democracy (NID). Democracy training for secondary school teachers was provided under this grant.-----\$21,000.

Legal Assistance Centre (LAC). The project researched the Namibian Police Act of 1990 with a view to rewriting the act in order to ensure that it conforms with the letter and spirit of the Namibian constitution.-----\$20,000.

Human Rights and Documentation Centre (HRDC). This grant funded a rewrite of the Namibian Children's Act. The HRDC and the faculty of law, University of Namibia, brought together experts from Namibia and southern Africa to rewrite the Children's Act of 1960.-----\$5,500.

Human Rights and Documentation Centre (HRDC). This grant brought a legal education program to the Hunene region. The program will assist the Nimba people to make informed decisions regarding any future development in Namibia that might impact their ancestral lands.-----\$6,500.

NIGER

Ministry of Interior. This grant enabled procurement of electoral materials and training of eight regional and 57 sub-regional electoral commissions in charge of supervising, monitoring, and reporting on the electoral process.-----\$76,000.

Niger Bar Association. This grant funded a training seminar focusing on the independent role of the judiciary in a democracy. subsequently, the

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project will procure office equipment and supplies to further the work of the activity.-----\$25,000.

Association of Timidria. This grant funded the holding of a seminaar focusing on human rights in nomadic and semi-nomadic zones of Niger. Subsequently, the project will procure office equipment and supplies to further the work of Timidria.-----\$25,000.

Association des Radio Clubs du Niger (ARCN). This grant funded the procurement of a video camera set which will be used to train ARCN willage animators.-----\$2,000.

RIDD-FITILA. This grant extended a village law project to 9 new villages located in the arrondissements of Dosso and Boboye (Department of Dosso), Konni and Illela (Department of Maradi) and (2) to establish 5 women's legal clinics in 5 chiefs on cantons/districts in the arrondissements of Boboye, Dosso, Konni, Illela and Madarounfa.-----\$10,000.

NIGERIA

Women in Nigeria (WIN). This grant funded a workshop on Nigerian Family Law. Workshop objectives included the study of social and legal conditions of Nigerian women and the identification of discrimination and sexism in family law. The workshop provided a forum for Nigerian women and men to discuss the inequalities and injustices toward women inherent in both civil and customary Nigerian family laws.-----\$20,000.

Institute of Local Government of Nigeria. This grant was used to conduct a workshop on developing effective strategies for local government.-----\$5,000.

Nigerian Labour Congress Labour Library. This grant helped expand the Labor Library's collection through the purchase of books from the U.S.-----\$5,000.

M.E. Kolagbodi Foundation. This labor foundation published 5,000 copies of the collected works of its founder for distribution to labor libraries and for sale to individuals with a DHRF grant.-----\$10,000.

M.E. Kolagbodi Foundation. This grant assisted the foundation in setting up an office away from the Nigeria Labour Congress Secretariat in order to establish its independence.-----\$10,000.

Institute of Human Rights and Humanitarian Law (INHRL). The INHRL put together a textbook on teaching human rights and responsibilities, which they hope will become a handbook for teachers of citizenship and education, using this grant. They intend to distribute 5,000 copies to Nigerian schools.-----\$4,000.

The Senior Staff Consultative Association of Nigeria (SESCAN). This grant funded a political and human rights education project aimed at producing a more well-informed rank and file that can play a more active role in democratization.-----\$10,000.

SEYCHELLES

National Assembly of Seyschelles. This grant purchased equipment and financed a complete library for the new National Assembly. The library will serve citizen legislators who need to draft legislation, understand complex legal issues, and be aware of current international standards of human rights.-----\$30,000.

SENEGAL

Ministry of Justice. This grant enabled the Ministry of Justice to purchase law books and equipment.-----\$20,000.

Institute of Human Rights at the University of Dakar. This grant funded

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publication of a practical guide to human rights, written by the institute's director.-----\$26,000.

African League for the Rights of Man and People (ALRM). Procurement, recording, and distribution of cassette tapes containing audio presentation of human, civil and legal rights in six national languages were completed under this grant.-----\$16,500.

SIERRA LEONE

Sierra Leone Law Courts. This grant purchased equipment and supplies for law court to enable clearance of backlog in High Court, Court of Appeal, and Supreme Court.-----\$12,413.

Sierra Leone Labor Congress. This grant funded a civic education training workshop and civic education seminars in rural areas.-----\$3,215.

Interim National Electoral Commission. This grant assisted with the purchase of battery-powered megaphones for use by the electoral commission in voter registration, education, and election operations.-----\$3,372.

Interim National Electoral Commission. This grant procured audio-visual equipment for the electoral commission to be used in registration, voter education and election management activities throughout the country, especially in the rural areas.-----\$5,000.

SOMALIA

Imam of the Herab. This grant helped the Imam of Herab to bridge differences among conflicting Hawiya sub-clans and reduce hostilities by bringing all sub-clans together.-----\$10,000.

UNOSOM - Nairobi Conference of Somali Political Factions. The 15 Somali factions and their alliances met to discuss preparations for national reconciliation talks in Somalia using this grant to UNOSOM.-----\$16,562.

Gardo District Council and Elders Conference Committee. This grant was provided so that politicians, elders, and businessmen from the Northeast region could meet to reestablish the administration of the Northeast region, elect leadership in a democratic and traditional manner, and discuss how civic values and positive conceptions of good governance can be achieved.-----\$5,000.

SWAZILAND

Parliament of the Kingdom of Swaziland. This grant enabled the purchase of books for parliamentary library on the theory and practice of representative government, human rights, civil rights, and related subjects.-----\$1,500.

Government of the Kingdom of Swaziland. This grant provided election support, specifically the purchase of voting booths, ballot boxes, and ballot paper.-----\$21,500.

TANZANIA

Court of Appeals of Tanzania. This grant financed the printing of nine brochures on the fundamental concepts on the rule of law and system of justice for distribution by the judiciary. The brochures will be based on a series of educational radio programs on legal topics broadcast by the judiciary. Approximately 48,000 copies of each brochure will be produced.-----\$11,000.

Faculty of Law, University of Dar Es Salaam. This grant was used to purchase American resource materials and shelving for the new Human Rights Resource Unit at the University of Dar Es Salaam.-----\$14,000.

Tanzanian Judiciary. This grant assisted the Tanzanian Judiciary to implement administrative reforms to decrease the case backlog and make the

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justice system more accessible by expediting the dispensation of justice.-----\$6,132.

Association of Non-Governmental Organizations in Zanzibar (ANGOZA). This grant supported a two-day workshop for NGOs held on Zanzibar island. The workshop on the role of NGOs in a democracy succeeded in introducing the participants to new issues confronting NGOs under the multiparty system, as well as initiating a valuable discussion.-----\$4,000.

Tanganyika Law Society. This grant allowed publication of five brochures and one human rights poster for public distribution will explain basic human rights, family law, employment law, and the rights of a prisoner. This project will enable citizens to better defend their rights when they have been violated.-----\$15,000.

Eastern and Southern African Universities Research Programme (ESAURP). This grant supported the publication of 100,000 illustrated voter education pamphlets intended to reach 2 million voters. The pamphlets will educate Tanzanians about their rights under a multiparty system, the importance of registering to vote, and will review general voting procedures.-----\$25,000.

Arusha Press Club. This grant assisted in the production of 50,000 brochures in Kiswahili on the role of the free press in a pluralistic society and the importance of media competition. The brochure is named, "The Role of the Media in a Democratic Society."-----\$3,700.

TOGO

National Electoral Commission. This grant helped the Togolese National Electoral Commission compile speedy and accurate returns for the February 6 and 20 legislative elections. The returns were compiled using a computer system devised by IFES experts and was an important contribution to the success of the elections and the public perception that they were conducted fairly.-----\$25,000.

YMCA Togo. The YMCA wrote a civic education training manual to train trainers in grassroots civic education strategies to reach youth and send them out to work directly with youth groups, using this grant. The training will concentrate on rights and responsibilities in a democratic society.-----\$12,600.

GERRDES Togo. This grant funded the study of conditions for a peaceful relationship between the Army and the civilian population. The objective is to foster serious thought and dialogue on the sensitive issue of civil-military relations and to arrive at practical ideas for improving them.-----\$14,470.

GERRDES Togo. GERRDES organized a three-day seminar for approximately 200 participants from labor groups, local NGOs and community groups, to discuss how civic organizations can assist the democratic process.-----\$14,670.

Groupe Femme Democratie et Developpement. This project helped pay some start-up costs for equipping the group's offices, civic education training programs for women's groups, acquisition of journals and other documents for the resource center, and the printing of educational materials.-----\$23,000.

Comite National Preparatoire (for the Beijing Conference on the Status of Women). DHRF funds helped pay for a one-day seminar gathering of women leaders from throughout Togo in order to inform them of the upcoming Beijing Conference, to discuss how to better educate Togolese women about their rights, and to formulate a program of educational programs for women during the year leading up to the Beijing Conference.-----\$2,000.

Ligue Togolaise des Droits de l'Homme. The Ligue organized educational sessions for prisoners and prison guards to teach both groups about appropriate treatment and detainee's rights under Togolese law.-----\$8,260.

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Ligue Internationale pour les Droits de l'Enfant. The Ligue assembled a team of local experts to perform a study on the incidence, prevalence, and causes of child labor in Togo. It will then use this quantitative evidence in its action plan for an informational seminar for journalists and NGOs on practical alternatives to child labor and the encouragement of its eventual elimination.-----\$5,000.

Troupe Ballet-Theatre La Releve. Troupe La Releve, based in Dapong in northern Togo, used the grant to write, rehearse, and then perform in rural villages educational skits on topics covering civic rights, human rights, and a citizen's responsibilities in a democratic society.-----\$5,000.

UGANDA

The Uganda Think-Tank Foundation. This grant funded basic analytical research services for the 284-member Constituent Assembly which was elected on March 28, 1994 to debate, revise, and ratify the draft constitution.-----\$25,000.

The National Organization for Civic Education and Election Monitoring (NOCEM). This grant was given to a consortium of NGOs that decided to collaborate to promote political participation in Uganda through grassroots civic education. Civic education and monitoring for the presidential and parliamentary elections were covered by the grant.-----\$25,000.

Foundation for Human Rights Initiative. This grant was used to develop a training program for selected attorneys who will undertake the defense of Ugandans who have had their human rights violated. Basic legal services were provided to clients during 1994 and 1995 with respect to protection of property and inheritance rights, access to government services, and representation in cases involving freedom of association and speech. The grant also strengthened the citizens advisory bureau, which offers legal advice to victims of human rights abuse and provides referral.-----\$25,000.

Uganda Joint Christian Council. This grant will enable the Uganda Joint Christian Council to implement a civic education and election monitoring program for the presidential and parliamentary elections in 1995.-----\$25,000.

National Association of Women's Organizations in Uganda. This grant enabled NAWO to conduct a survey on defilement in two districts and a prevention campaign against child sexual abuse in five of Uganda's 39 districts.-----\$25,000.

ZAIRE

Zairian Electoral League. This grant provided materials necessary to conduct civic education in Zaire.-----\$15,000.

ZAMBIA

Directorate of Legal Aid. This grant was used to purchase equipment and books to this supplier of legal assistance in Zambia.-----\$12,000.

National Legal Clinic for Women. This grant was used to purchase equipment and provide support for a workshop for police and local court judges.-----\$10,000.

National Institute for Public Administration. This grant improved the quality of justice by funding the printing of a Magistrate's Handbook that is considered vital for all Magistrates and by funding the purchase of textbooks for the Magistrates training course.-----\$24,500.

Director of Public Prosecutions. This grant funded expedited delivery of justice through the purchase of equipment and books. This agency prosecutes all crimes committed in Zambia.-----\$11,500.

Section III: REFERENCE

ZIMBABWE

Catholic Commission for Justice and Peace. This grant helped fund voter education pamphlets and programs created by a coalition of local NGOs.-----\$20,000.

Legal Resources Foundation. This grant provided training for chiefs and headmen in Zimbabwe's new community and primary courts. These new courts bring the legal system to those who would normally not have access to the formal court system. The use of traditional leaders can help eliminate traditional discrimination against women and the handicapped.-----\$20,000.

Ministry of Justice. This grant was used to provide human rights training for prison officials.-----\$9,000.

Attorney General for Zimbabwe. This grant enabled the Attorney General's library and satellite prosecutor's offices to purchase law books since they have no reference books.-----\$4,000.

Secretary General of the Southern Africa Federation of the Disabled (SAFOD). This grant provided equipment which will be used in the publication of a newsletter, "Disability Front-line."-----\$4,000.

Parliamentary Legal Committee. This grant provided legal materials for the Parliamentary Legal Committee which vets all draft bills considered by Parliament.-----\$500.

Labor Relations Tribunal. This grant helped provide legal materials to the newly established Labor Relations Tribunal which will settle labor disputes between unions, management, and government.-----\$1,250.

Legal Resources Foundation (LRF). The Legal Resources Foundation is using provided funds to publish legal and civic education pamphlets on such topics as marriages, rights on arrest, and voters' rights to be distributed through LRF's rural paralegal and tertiary education programs.-----\$10,000.

Zimbabwe Human Rights Association (ZIMRIGHTS). This project will facilitate the opening of ZIMRIGHTS' branch office in Bulawayo which will help ZIMRIGHTS outreach programs and extend its human rights and civic education programs.-----\$20,000.

Commission for Justice and Peace. This grant provided partial funding for a documentary on the 1995 elections, including the current voter registration drive and the campaign.-----\$10,000.

Musasa Project. The Musasa Project purchased equipment for community education and counseling programs in the preparation of legal documents and training materials. The Musasa project is the only organization in Zimbabwe dedicated to addressing domestic violence and sexual abuse against women and children.-----\$4,000.

Supreme Court of Zimbabwe. This grant purchased Human Rights Court Reports for the Supreme Court.-----\$3,100.

Women's National Preparatory Conference. This grant provided voter education for women through Zimbabwe's National Preparatory Conference for the Beijing UN Women's Conference.-----\$20,000.

University of Zimbabwe's Law School. This grant provided a copy printer for the University of Zimbabwe Law School to reproduce law texts and references.-----\$6,500.

USAID REGIONAL ACCOUNTING CENTERS

DHRF budget allowances are sent from USAID Washington through USAID regional accounting centers (**bold type**) to the missions listed below. Posts without an AID Controller rely on AID Controllers in the Regional offices.

REDSO/WCA and the West African Accounting Center (WAAC) in **ABIDJAN** serve:

Abidjan (Cote d'Ivoire closed out)
Bangui
Banjul (Post Controller)
Bissau
Brazzaville
Cotonou (Post Controller)
Freetown
Kinshasa
Lagos
Libreville
Lome
Malabo
Monrovia
Ndjamena
Nouakchott
Ouagadougou
Praia
Yaounde

The Regional Accounting Center in **HARARE** serves:

Gaborone (Post Controller)
Luanda
Windhoek

REDSO/ESA and the Regional Financial Management Center (RFMC) in **NAIROBI** serve:

Addis Ababa (Post Controller)
Asmara
Bujumbura (Burundi/Rwanda Controller temporarily in Nairobi)
Dar es Salaam (Post Controller)
Djibouti
Khartoum
Kigali (See Bujumbura)
Lusaka (Post Controller)
Mogadishu
Moroni
Port Louis
Victoria

The Accounting Center in **MBABANE** serves:

Maseru

Budget allowances are sent directly from USAID Washington:

Accra
Antananarivo (as of 6/95)
Bamako
Conakry
Dakar
Harare
Kampala
Lilongwe
Maputo
Mbabane
Nairobi
Niamey
Pretoria

(updated 4/95)

