

**South Pacific Regional Development Office**  
**U. S. Agency for International Development**

American Embassy  
 POST OFFICE Box 218,  
 Noumea, N.P.

August 24, 1982

Secretary General  
 South Pacific Commission  
 Post Office Box D.5  
 Noumea, CEDEX, New Caledonia.

Dear Mr. Bugotu:

Grant No: 879-0274-G-SS-2008-00  
Allotment No: BPC-HDAA 8222879 EG-13  
Obligation No: PG-879-20039

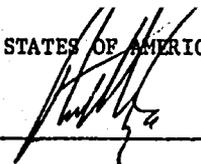
1. I have the honor to refer you to letter of request of June 14, 1982 relating to an expanded training program at the Community Education Training Centre to further enhance the Development of Women.
2. I am pleased to inform you that, pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as AID) hereby grants to the South Pacific Commission (hereinafter referred to as the Grantee) the sum of one hundred thousand United States Dollars (\$100,000). to be used to improve and expand the scope and content of the Community Education Centre's training program from a predominantly domestic orientation to one geared to meet the larger social, economic and welfare needs of the family and the community as a whole, and as more fully described in attachment A.
3. This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in support of the program during the period October 1, 1982 through September 30, 1985. Funds disbursed by AID but uncommitted to the Grantee at the expiration of this period shall be returned to AID.
4. AID's contributions in support of the Project will be provided in increments, the initial one being made available in accordance with paragraph 2 above. Subsequent increments will be subject to the availability of funds to AID for this purpose, and to the mutual agreement of the Parties, at the time of a subsequent increment, to proceed. At this time it is anticipated that AID's overall contribution will be \$286,500 made over a three year period.
5. It is understood that financial records, including documentation to support entries on accounting records and to substantiate charges against this Grant shall be maintained in accordance with the Grantee's usual accounting procedures, which shall follow generally accepted accounting practices. All such financial records shall be maintained for at least 3 years after final disbursement of funds under this Grant.

August 24, 1982

6. The Grantee confirms that this program will be subject to an independent audit by the Grantee's outside certified or chartered public accountant and agrees to furnish copies of these audit reports to AID along with such other related information as may be requested by AID with respect to questions arising from the audit report.
7. It is understood that the funds granted hereunder shall be disbursed as set forth in Attachment B hereto entitled Payment Provisions.
8. The parties agree that this grant and the activities financed therewith, shall be managed by the Grantee in accordance with its established policies and procedures.
9. If the use of the Grant funds results in the accrual of interest to the Grantee or to any other person to whom the Grantee makes such funds available in carrying out the purpose of this Grant, the Grantee shall refund to AID its pro rata share of any amount of interest earned. The Grantee shall report regularly on any such amount of interest so earned.
10. The Grantee shall prepare and submit to AID at least six copies of reports in accordance with the schedule set forth in Attachment C.
11. The Grantee agrees that no funds provided by this grant shall be used in direct financial support of any participant from an other than independent nation without the express written approval of AID.
12. This agreement, in whole or part, may be terminated by either party at any time upon 30 days written notice. This agreement may be revised only by the written mutual consent of the parties hereto.
13. Please indicate your acceptance of this Grant by signing the original and nine copies of this letter in the space provided below and return the original and seven copies to the Grant Officer. Two copies may be retained for your files.
14. The AID Office responsible for monitoring this Grant is the South Pacific Regional Development Office located at the American Embassy in Suva, Fiji.

August 24, 1982

THE UNITED STATES OF AMERICA

BY: 

Robert V. Craig, Sr.  
South Pacific Regional

TITLE: Development Officer

DATE: August 24, 1982

ACCEPTED:

SOUTH PACIFIC COMMISSION

BY: 

TITLE: Secretary - General

DATE: 17/9/82

Attachments:

- A - Purpose and Implementation Plan
- B - Payment Provisions
- C - Reporting Requirements.

**SOUTH PACIFIC COMMISSION**  
**COMMUNITY EDUCATION TRAINING CENTRE**

**THREE YEAR PROJECT PROPOSAL**  
**FOR U.S. AID FUNDING**

**BACKGROUND**

1. Economic, political and social changes in the countries of the Pacific Region have resulted in several wide and far-reaching consequences that have seriously affected the lives of people in these countries. Efforts at accelerated development, the "push" towards modernisation, and the resulting increase in cash economy have left in their wake a majority of people whose inability to cope with the changes has been largely ignored.
2. Men, women, their families, and entire communities are faced with problems arising out of changes to their traditional way of life; additional social and economic demand and new responsibilities have been placed on them as a result of these changes.
3. A major problem currently facing these people, particularly those in rural and semi-rural areas, is that of obtaining access to knowledge, skills and resources to enable them to participate effectively in promoting their own welfare and development,

/2....

become more self-reliant, adapt themselves and their lives to the changing socio-economic environment and, in general, to improve their quality of life as well as that of their families and communities.

4. Women, in particular, are seriously affected by these changes. Limited opportunities and lower priorities are afforded to them to acquire suitable and adequate education and training to cope with these changing situations, additional demands and new responsibilities. Consequently, most women in the region are ill-prepared to adapt themselves to meet the challenges of the changing socio-economic environment. They are forced to rely on traditionally acquired skills and practices to carry out their domestic activities, with little awareness of their potential positive force in local and national development.

5. Therefore, if the goals of development are to be meaningful and have positive results, it is imperative that women be brought into the main-stream of the development process. Appropriately planned and suitably implemented education and training programmes are required for women at the community level to enable them to understand the changes that are taking place so that they are able to decide rationally and practically how best to adapt themselves to these changes, prepare themselves for more active participation in social and economic life, and involve themselves fully as equal partners alongside men in the decision-making processes at all levels.

/3....

6. The benefits of such community-level training programmes are many. They:

- a) provide women with the knowledge and practical ability to contribute to the welfare and development of their own lives well as that of their families and communities;
- b) improve the status of women in society;
- c) enable women to become more active participants in income-generating activities;
- d) enable women to train others and to carry out similar programmes in their own communities;
- e) improve the general well-being and quality of life for future generations.

#### PRESENT SITUATION AND PROBLEMS

7. The South Pacific Commission (SPC), as a regional inter-governmental body, through its Community Education Training Centre (CETC), is in a position to address the changing needs of women in the Pacific Region.

8. In operation since 1963, CETC is an adult-education institution which has trained over 500 village-level community workers from throughout the Pacific Region. The students range in age from 18 to 60 and in educational background from primary school to university level.

/4....

When they complete the course, they return to work in their own islands as community, youth, or welfare workers, women's interests' officers, home economics teachers and village women leaders.

9. The ten-month training course, previously entitled the "Home Economics Course", has largely focused on improving the traditional aspects of women's roles in the community. Due to the mandate of modernisation and the worldwide repercussions of the UN Decade for Women, the South Pacific Commission, the member governments, women of the region and the staff of CETC have all realised that some of the potential effect of CETC has been lost by clinging to the emphasis on the traditional roles of women.

10. The Twentieth South Pacific Conference (Port Moresby, 1980) directed the Secretary-General of the South Pacific Commission to "propose ways of expanding community training now being conducted by the Community Education Training Centre to include training in business management and leadership". In this regard, there is an ongoing attempt to shift the focus of training at CETC towards greater integration of women in fields outside their home environments. While the traditional home economics curriculum is not being dropped, more time and greater emphasis is being put on leadership, working with groups, women's issues, appropriate technology, and other aspects of community development. Business Management, in particular accounting, small business administration, consumerism, advertising,

marketing and practical efforts at income generating activities are being tried. However, at present success is limited in these latter areas through lack of staff time and expertise. Efforts at obtaining help from the local area in Fiji have not been successful, particularly in light of the fact that most "business experts" are not accustomed to training people (especially women) at the community level.

11. Additionally, CETC has the potential of providing its students and former students with excellent guidebooks, materials, and list of other available resources for their knowledge and skill expansion. Currently the CETC "library" is antiquated and almost non-existent; money and staff time for preparation of guidebooks is lacking; a place where students can go for further information and study is not available.

12. CETC provides each student with full scholarship with the exception of one-way airfare to Suva, Fiji, which the sponsoring organisation is asked to contribute. Previously CETC has been supported (with up to 50% of its budget) from outside donor organisations. In recent years outside support has been largely discontinued; currently as little as 1-2% of its budget is contributed by outside sources. With increased costs of materials, food, accommodation and travel, CETC staff is concentrating on maintenance of the programme at the previous level. To answer the mandate of more money and staff hours to be put towards curriculum changes and materials development is at the present time very difficult.

/6....

13. MOBILE TRAINING UNIT FOR COMMUNITY DEVELOPMENT (MTU-CD)

In 1978, The Mobile Training Unit for Community Development was established to extend and reinforce the training offered at the Community Education Training Centre. The three-person Mobile Team provides refresher training to CETC graduates and other community workers, both male and female.

From its base in Fiji, the Mobile Unit travels throughout the Pacific, offering courses lasting four to ten weeks in each country or territory it visits. The Mobile Unit has conducted courses in Kiribati, Tonga, American Samoa, Papua New Guinea, the Trust Territory of the Pacific Islands, the Solomon Islands, Western Samoa, Fiji and Vanuatu.

The Mobile Unit organises and operates courses at the request of the host government. The course programme is jointly planned by the Mobile Unit and the government to ensure that it will meet the needs of the participants. Coordination and follow-up activities are provided by local personnel who serve as counterparts to Mobile Team staff.

The MTU-CD is currently short one staff member. The staff of the MTU is also needed to teach at the CETC, and because of current staff shortages at CETC as well as curriculum development, the MTU-CD is temporarily slowed down. Only two-three courses are planned for 1981.

/7....

However, the MTU-CD is an essential element of follow-up and support of former CETC students. At its peak of operation, the Unit is able to provide 4-6 courses per year.

It is envisaged that the MTU-CD will be able to provide a continuing series of courses incorporating the income-generating activities curriculum into its course work. Therefore, more time and financial expenditure will be necessary in each country visit.

#### PROPOSED PROGRAMME

PURPOSE : CETC endeavors to develop its capacity and respond to existing demands by broadening the scope and content of its training programme from a predominantly domestic orientation to one geared to meet the larger social, economic and welfare needs of the family and the community as a whole.

#### OBJECTIVES :

1. To establish a curriculum whereby CETC students will be trained <sup>the</sup> in/theory and practice of small business.
2. To train approximately 40 women per year at CETC in small income-raising projects.
3. To establish a library and resource materials collection at CETC.
4. To hire a suitable person responsible for library services and publications.

/8....

5. To develop guidebooks and other training materials for use at CETC and around the Pacific.
6. To improve space available at CETC by modifying existing buildings.
7. To provide a craft workshop where students may develop their skills in handicrafts.
8. To update and improve equipment essential for functioning of CETC.
9. To provide the Mobile Training Unit for Community Development (MTU-CD) with funds in order to allow the addition of a small business training component to its programming.
10. To evaluate the activities of former CETC students in an effort to assess effectiveness of its programme and to provide information on which to base its future programming.

METHODOLOGY :

It is proposed that a three-year programme of support to CETC be implemented involving;

- 1) the full-time technical employment of an adviser in small business and income-generating activities. This person would be primarily responsible for the establishment of a curriculum in the theory of small business management and practical activities for application of same.

/9....

2) funds for the establishment of a library and resource materials collection. It is envisaged that recruitment of a local person be undertaken by January 1982; he/she will be responsible for publications, newsletter production and library services. Financial support will be needed for build up of CETC's reference materials collection (including books, pamphlets, films) etc.

3) funding for the development of guidebooks to be used as teaching materials at CETC and around the Pacific. These will consist of simple, practical, illustrated, do-it-yourself type guidelines covering many of the topics taught at CETC (small business theory and income - generating activities in particular). Simple audio-visual aids will be supplemented as necessary, including posters, slides, flipcharts, flannelgraphs, filmstrips etc.

4) building modifications at CETC to add required space for programme additions. Although structures are available currently on site at CETC, improvement and modification of them would be necessary in order to use them on a permanent day-to-day basis.

5) updating of some CETC equipment essential to help the Centre respond to modernisation. A craft workshop is needed in order to aid in development of that major aspect on income-generating activities. Sewing equipment (sewing machines both hand/treadle operated and electric) is in short supply and in need of replacement.

/10....

12

6) EVALUATION :

Although the MTU-CD provides follow-up in the form of refresher training for former students of CETC, adequate evaluation of CETC's effect in the Pacific Region has not been undertaken for over 10 years. What is needed is a thorough evaluation of what women trained at CETC are doing, how many are working in community work/home economics/ womens programmes, etc, how effective they are in their work with an eye toward how CETC's various curriculum subjects prepared them for their work situations, and so forth.

An evaluation of this nature will involve many staff hours of travel around the Pacific Region and will be a major undertaking, both financially and from a personnel stand point. The above described evaluation is envisaged to take place in 1982-83. A smaller, more narrowly focused evaluation will be undertaken in 1984 to assess the effectiveness of this SPC/US Aid Project.

**TIME FRAMES**

1982	1983	1984
1/82 Advisor in Small Business	→	
1/82 Library Staff Position filled	→	
1/12/82 Library/Resources Collection improved.	at decreased rate.	→
1/12/82 Development of Guide-books & Teaching materials.	→	
1/12/82 Building Modifications majority completed	remainder completed	
1/12/82 Equipment purchased (craft workshop, sewing equipment etc.)	at decreased rate	→
1/12/82 MTU-CD inclusion of Small business training.	→	
3/82 to 3/83 Preliminary Evaluation	→	Final Evaluation of project effectiveness
		/12....

ASSUMPTIONS

As previously described (paragraph 10), the Twentieth South Pacific Conference endorsed expansion of training conducted at CETC to include small business management and leadership. Additionally, the representatives of Pacific Island Nations at the Seminar for Pacific Women held in Papeete, Tahiti, in July 1981, put forth a proposal to the SPC Secretariat which is attached (Annex 1.) That proposal sets forth a series of recommendations for strengthening the activities of CETC and states that the women of the Pacific feel a strong need for the work of the CETC.

Therefore, Judging from the above mandates, a genuine wish by Governments and women of the Pacific to continue to improve and expand CETC has been demonstrated. In order for this project to succeed, it is assumed that member Governments will continue to support and find need of C.E.T.C.

POST-PROJECT EXPECTATIONS.

This project will provide the 22 countries of the Pacific Region with a reservoir of trained women with expertise in leadership and small business, in addition to other elements essential for community development. In anticipating the results of the funding action, it would seed a pronounced future commitment of Governments to financially support the CETC ( depending on each country's funding capability). The interest of the South Pacific Conference in the role of women and the specific direction to expand the Centre indicates that funding will be increased and support continued. The funds in this grant will enable CETC to embark on a new and different realm, and by the end of the third year of this project, the new direction will be firmly established in CETCs curriculum and outreach programme.

/13....

Thereafter, continuance of the direction undertaken will be less costly and more easily carried by the member nations of the South Pacific Commission.

FINANCIAL NARRATIVE

1) IN-PUT BY SPC :		1982	1981	1984
in CFP Frs.	CETC	205,479	230,000	240,000
(00's)	MTU-CD	59,485	71,000	72,000
	Publications	6,600	8,000	8,000

Breakdown of CETC's proposed budget for 1982 is :

	CFP Francs (00's)	
Salaries	113,479	
Duty travel	5,000	
Office costs	20,000	
Local transport	5,000	
Students subsistence	31,000	
Course supplies and training materials	8,000	
Students one-way travel	6,000	
Equipment	17,000	(includes bus for F\$15,000)
<b>TOTAL</b>	<b>205,479</b>	

/14 ....

SPC professional staff also supply teaching and support to CETC's programme. They include the Tropical Agriculturalist, the Epidemiologist, Dental Public Health Officer, Educational Broadcasting Unit, the Audio-Visual Training Officers, the Health Education Officer, Assistant Finance Manager, and the SPC Library staff, among others. Estimated staff time totals 6 months at a cash value of from \$15. - \$20,000

Additionally, volunteer assistance from the local area is received to aid in the teaching programme.

Training facilities are provided by the Fiji Governments at low cost to CETC ( student housing, however, is rented by CETC in the city of Suva).

2) OUTSIDE DONATIONS : CETC is currently being sponsored by Soroptimist International and other private organisations who provide a limited number of scholarships each year. Estimated amount per year \$30,000 ( approximately 10 scholarships).

PROPOSED 3 YEAR BUDGET FOR U.S. AID FUNDS

PROPOSED 3 YEAR EXPENDITURE (in \$US)

U.S. AID FUNDS

<u>ITEM</u>	1982	1983	1984
1. Staff Adviser in Small Business Management and Income Generating Activities	\$28,000 (includes salary, travel, benefits etc.)	\$28,000	28,000
2. Construction materials for Demonstration of Income Generating Activities	5,500	5,500	5,500
3. Library, Resource collection	7,000	2,000	2,000
4. Employment of Library/ Publications staff	8,000	8,000	8,000
5. Development of Guidebooks, Teaching materials	10,000	10,000	8,000
6. Building modification includes materials such as wood, glass, iron rods, fencing, pipes, paints, etc. plus salary(s) of carpenters.	28,000	12,000	
7. Equipment(e.g. sewing machines craft workshops, replacement of other out-dated items).	10,000	5,000	3,000
8. Mobile Training Unit for Community Development additional funds for practical Income Generating Activities course	10,000	10,000	10,000
9. Evaluation component	15,000	-	20,000
<b>TOTAL</b>	<b>\$121,500</b>	<b>\$80,500</b>	<b>\$84,500</b>

SPC COMMUNITY EDUCATION TRAINING CENTRE

The Seminar believes that the Community Education Training Centre does not meet the current needs of Pacific Island women in their development role, nor is it operating at the optimal level. It is constrained by staffing limitations, financial limitations, and complete inadequacy of building and land available.

The Centre is unique in the Pacific region and has been recognised by both the South Pacific Conference and the Planning and Evaluation Committee as such. If it is going to respond to the expressed needs of both the women of the Pacific and the Governments of the Pacific, it is necessary that Governments give it both their financial, as well as moral support. That staffing be increased; that the facilities be enhanced by relocation out of the present cramped accommodation; and that the curriculum be thoroughly reviewed.

The Seminar believes that the health training at the Centre is inadequate and that the health training curriculum should be upgraded in all its aspects.

We believe that if these recommendations are accepted, Pacific women will be accommodated and trained in an institution which not only looks after their technical expertise but also has due regard to the social responsibilities of the region.

/2....

RECOMMENDATIONS

1. A thorough evaluation of the impact and effectiveness of CETC, particularly with regard to current positions of graduates.
2. Increasing funding of CETC to enable:
  - (a) further staff recruitment and curriculum development (particularly in the areas of small business management and leadership), project formulation and managerial skills;
  - (b) that student enrolment be maintained at a number that can be effectively trained;
  - (c) that accommodation facilities for students be provided.
3. That Governments and Territorial Administrations review their selection procedures to ensure that candidates for the Centre are qualified and competent to undertake the course.
4. That the teaching staff of the Centre be drawn from the whole region and include French-speaking personnel.
5. That the SPC continue its efforts to relocate CETC in a more suitable environment outside the urban setting where both training facilities and accommodation may be located together.
6. The Seminar regards this as a priority requirement in terms of time.

Date:

South Pacific Commission  
Community Education Training Centre, Expanded Training Program  
Grant No. 879-0274-G-SS-2008-00  
Consolidated Projected Cash Flow Statement  
(Period Covered)  
In U.S. Dollars

a. Cash disbursements to date (cumulative since inception)	\$XXX
b. Projected disbursements (Annex 1.1 and 1.2)	\$XXX
Estimated cash disbursements	\$XXX
c. Cash advances received to date	(XXX)
d. Cash required next quarter	<u>\$XXX</u>
e. Cash advances outstanding to date (c-a)	<u>\$XXX</u>
f. Pro rata share of interest earned on USG granted funds	<u>\$XXX</u>

The undersigned hereby certifies: (1) that the above represents the best estimates of funds needed for expenditures to be incurred over the period described; (2) that appropriate refund or credit to the grant will be made in the event funds are not expended; (3) that appropriate refund will be made in the event of disallowance in accordance with the terms of this grant; (4) that any interest accrued on the funds made available herein will be refunded to AID.

By : \_\_\_\_\_  
(Position)

Date : \_\_\_\_\_

Date:

South Pacific Commission  
Community Education Training Centre, Expanded Training Program  
Grant No. 879-0274-G-SS-2008-00  
Projected Disbursement  
(January 1 to March 31, 1982) 1/  
In U.S. Dollars

<u>Project Element(s)</u>	<u>Projected Disbursements</u>
01 Small business staff	\$XXX
Library staff	XXX
Salary and travel expenses	XXX
02 Teaching materials, equipment	XXX
03 Building Modifications	XXX
04 CETC and AID grant evaluation	XXX
05 Mobile Training for CD	<u>XXX</u>
Total Cash Requirement	<u><u>\$XXX</u></u>

1/ Period covered indicated is for illustration purposes only.

South Pacific Commission  
 Community Education Training Centre, Expanded Training Program  
 Grant No. 879-0274-G-SS-2008-00  
 Projected Disbursement  
 (March 1 to June 30, 1982) 1/  
 In U.S. Dollars

<u>Project Element(s)</u>	<u>Projected Disbursements</u>		
	<u>March 2/</u>	<u>April-June 3/</u>	<u>Total</u>
01 Small business staff	\$XXX	\$XXX	\$XXX
Library staff	XXX	XXX	XXX
Salary and travel expenses	XXX	XXX	XXX
02 Teaching materials, equipment	XXX	XXX	XXX
03 Building Modifications	XXX	XXX	XXX
04 CETC and AID grant evaluation	XXX	XXX	XXX
05 Mobile Training for CD	<u>XXX</u>	<u>XXX</u>	<u>XXX</u>
Total Cash Requirement	<u>\$XXX</u>	<u>\$XXX</u>	<u>\$XXX</u>

- 1/ Period covered indicated is for illustration purposes only.
- 2/ Pertains to projected disbursements for the month or months in the current quarter in which advances have been made but not yet liquidated at expenditure's report date.  
 Period indicated is for illustration purposes only.
- 3/ Pertains to projected disbursements for the next quarter. Period indicated is for illustration purposes only.

South Pacific Commission  
Community Education Training Centre, Expanded Training Program  
Consolidated Expenditure Report  
(Period - Bi-Monthly)  
In U.S. Dollars.

	Accrued Expenditures		
	Cum. Disb. (Inception) to previous Period	Disb. this Period	Accounts Payable
01 Small business staff	\$XXX	\$XXX	\$XXX
Library staff	XXX	XXX	XXX
Salary and travel expenses	XXX	XXX	XXX
02 Teaching materials, equipment	XXX	XXX	XXX
03 Building Modifications	XXX	XXX	XXXX
04 CETC and AID grant evaluation	XXX	XXX	XXX
05 Mobile Training for CD	<u>XXX</u>	<u>XXX</u>	<u>XXX</u>
Total	<u>\$XXX</u>	<u>\$XXX</u>	<u>\$XXX</u>

"I, the undersigned, hereby certify that: (1) the expenditures claimed under the cited agreement are proper and due and that appropriate re-fund to AID will be made promptly upon request of AID in the event of non-performance, in whole or in part, under the terms of the agreement or for breach of the terms of the agreement; (2) the information on the fiscal report is correct and such detailed supporting information as AID may require will be furnished at the grantee's home office, as appropriate; (3) all requirements called for by the agreement to date of this certification has been met."

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Reporting Requirements

The Grantee will provide one copy each of the following reports to the Grantor and others listed below:

1. Quarterly Budget Reports
2. Quarterly Program Progress Reports
3. A Final Evaluation of the Project to be conducted the last two months of the Project (August-September 1985)

South Pacific Regional Development Office  
American Embassy  
GPO 218  
Suva, FIJI. (2 copies)

Regional Legal Advisor  
American Embassy (ID)  
APD San Francisco 96528

Office of Indonesia and South Pacific/  
ASEAN Affairs (Rm 4214 NS)  
Bureau for Asia  
Agency for International Development  
Washington, DC 20523.