

AMENDMENT No. 2  
TO THE  
COUNTRY AGREEMENT  
Between  
THE UNITED STATES AID MISSION TO TUNISIA  
And  
THE PEACE CORPS IN TUNISIA  
For the  
SMALL PROJECT ASSISTANCE PROGRAM (SPA)  
(AID Project Number: 664-0330)

Purpose: This amendment and its attachment (Approval Process and Financial Procedures) provide additional funding of \$40,000 for the SPA program during FY 86. Agreement amount is increased from \$80,000 to \$120,000 and its completion date is extended from 30 September 86 to 30 September 87. All other provisions remain unchanged.

Governing Provision: Peace Corps agrees to provide services outlined herein pursuant to the Memorandum of Understanding between AID and the PC on the use of SPA Funds, dated 28 January 83, and to Appendices A, B, and C thereto. This Program authorized by the Foreign Assistance Act of 1961, as amended, is being undertaken pursuant to the Agreement between the United States of America and Tunisia on Economic, Technical and Related Assistance, 26 March 57.

Amount of this amendment: \$ 40,000 (Grant)

Completion Date: 30 September 87

Appropriator: 72-1161021

Budget Allowance: QDAA-86-27664-DG-13  
(646-50-664-00-69-61)

For Peace Corps

For the US AID Mission to Tunisia

John Simmons  
Director, John Simmons

James Phippard  
Mission Director, James Phippard

March 13, 1986  
Date

3.13.86  
Date

CONFORMED COPY

SMALL PROJECT ASSISTANCE (SPA)APPROVAL PROCESS AND FINANCIAL PROCEDURESA. APPROVAL PROCESS1. Approval Authority:

Approval authority for individual activities to be financed under this agreement has been delegated to the Peace Corps Country Director in Tunisia. In the absence of the Country Director, approval authority may be redelegated to the Deputy Director, but may not be redelegated.

2. Activity Proposals:

Proposals for each activity to be financed will be developed by Peace Corps Volunteers (PCVs) in conjunction with the recipient Tunisian organization or group in the form of an Individual Activity Agreement (IAA). The individual Activity Agreement will be submitted by the volunteer to the Peace Corps Director for review and approval, comment, and/or modification as necessary in order to comply with criteria established below or to ensure the technical, financial, or organizational viability of the activity. Prior to responding to volunteer proposals, the Peace Corps Director will consult with the USAID Program Officer for comment and technical advice. After the USAID response, the Peace Corps Director will respond in writing with either approval or disapproval of the activity, with suggested modifications if appropriate. When possible, suggested modifications will be discussed in detail with the PCV.

Subsequent to approval of a particular activity, the IAA, signed by both the PCV and the authorized representative of the individual group, will be signed by the Peace Corps Country Director thereby subobligating the approved US contribution.

Depending on the nature of the activity and the recipient group, it may be appropriate for more than just the chief representative of the recipient group to sign the agreement. Concurrence, where applicable, by other members of the group or by third parties may be required in order to formalize and confirm necessary additional contributions or commitments. It may also be appropriate under certain circumstances to carry out signing ceremonies where all appropriate parties would sign the agreement together.

3. Eligibility and Approval Criteria:

Activities selected for financing under this agreement must meet the following requirements:

- a) The activity must be scheduled for completion within one year of the date of signature of the IAA.
- b) The estimated contribution of SPA funds toward completion of the activity must not exceed 5,000 dollars.
- c) The activity must involve development in the broad areas of food, energy, competitive enterprise development, and income generating activities.
- d) The activity must not encourage reliance on US assistance.
- e) The activity must be conceived and implemented in conjunction with a local community organization or group.
- f) The activity must result in a quantifiable benefit to the recipient group in terms of improved economic and/or social condition.
- g) The activity must be shown to be financially viable within a reasonable period of time (one to three years).
- h) The activity must be designed to respond to real or "felt needs" and represent an "appropriate" solution or response to a problem, constraint, or opportunity in the areas stated above in Section A.3.c.
- i) The recipient group must fit within the generally accepted characteristics of the AID-PC target group, i.e., the economically and socially disadvantaged who do not have access to resources provided by other sources of assistance.
- j) It must be shown that either the group has the pre-existing management capacity needed to implement the activity or that the volunteer will remain with the activity long enough to train a management structure to take over responsibility for the ongoing management of the activity upon departure of the volunteer.

B. FINANCIAL PROCEDURES

1. Obligations:

This agreement constitutes the obligating document between AID and Peace Corps of 40,000 dollars for the Small Project Assistance Program (SPA) in Tunisia during fiscal year 1986. The Project Activity Completion Date (PACD) is September 30, 1987.

2. Sub-Obligation for Specific Activities:

The Peace Corps Director's signature on the cover sheet of the Individual Activity Agreement (IAA) will sub-obligate the entire amount of the US contribution approved for that activity. The ability to sub-obligate terminates on September 30, 1987. All funds not sub-obligated by that date will be de-obligated.

3. Disbursement Procedures:

Subsequent to the signing of an individual activity agreement, Peace Corps will prepare a disbursement request (Voucher SF 1034) for an amount up to the entire amount of the sub-obligation. The recommended methods are listed below.

a) Methods of Disbursement:

1) Upon request, USAID will make an advance to Peace Corps in an amount not to exceed the amount of the IAA. In this case, the Peace Corps will make Tunisian Dinar disbursements in cash either to the PCV or the group in the form of advances (to an imprest fund) or on a reimbursement basis.

2) Direct payment to vendors or suppliers will be made by check by USAID if the Peace Corps so requests.

b) Approval of Disbursements:

1) All vouchers submitted to USAID for payment must be approved by the Peace Corps Director or his designee.

2) Peace Corps will establish procedures to be used for approval of disbursements at the project level.

c) Vouchers and Receipts:

Vouchers should be obtained from vendors whenever possible containing the name of vendor, the items purchased, date of purchase, cost per item, and total amount. For goods and services where vouchers are not

traditionally used, the PCV will prepare receipts containing the necessary information which will be signed by the vendor (if possible), by the PCV, and by a Peace Corps staff member (to be designated for each project by the PC Director).

d) Disbursement Reports:

Peace Corps will submit certified quarterly reports of disbursements on each project to the USAID. The report may be consolidated to include all active IAA's. Reports are due within 15 days after the end of the Quarter. A brief (NTE 1 page) final report of each activity together with vouchers and receipts and an activity log is required for each IAA. The final report will indicate the amount of any funds being de-subobligated for each activity.

e) Rate of Exchange will be that which will result in the maximum amount of Tunisian Dinars.

4. Accounting Procedures:

Accounting procedures are specified in Section II.G. of Appendix B to the Agreement. Peace Corps will be responsible for accountability of funds and proper documentation required to substantiate procurements. Procedures and documentation required for proper accountability will be developed by Peace Corps and approved by USAID's Controller. These may be changed from time to time by mutual agreement in writing in response to local conditions.

C. REPORTING

1. At the end of the fiscal year, the principal Peace Corps Officer will brief USAID on the experiences and lessons learned from the SPA program. Additional informal reporting may be arranged as mutually agreed by USAID and PC.

2. PC will submit to USAID one copy of each executed IAA and a copy of each Activity Completion Notification (ACN).

3. In addition to the ACN, each PCV will submit a self-evaluation/critique of the individual activity regarding experiences and lessons learned. Peace Corps will also arrange a meeting between all PCVs with SPA projects during each fiscal year to evaluate their projects as a group.

D. OTHER CONSIDERATIONS

1. With respect to all other considerations related to administration of this project, the provisions of Appendix B will apply.

2. This agreement may be modified from time to time by amendment signed by both the USAID and Peace Corps Country Directors.