

PDFCK 738

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

Project #  
(698-0526)

AUG 28 1990

Ron D. Gillespie  
Vice President, Africa  
TechnoServe  
49 Day Street  
Norwalk, CT 06854

Subject: Grant No. AFR-0526-G-00-0043-00

Dear Mr. Gillespie:

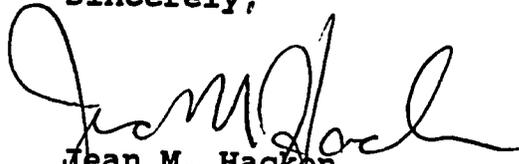
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to TechnoServe (hereby referred to as "Grantee"), the sum of fifteen thousand U.S. dollars (\$15,000) to provide support for a program entitled "PVO Initiatives Project - Partnership Initiatives Fund (PIF)" in partnership with the Country Women Association of Nigeria (COWAN), as described in Attachments 1 and 2 of this grant, entitled "Schedule" and "Program Description" respectively.

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee as of June 1, 1990 in furtherance of program objectives through the completion date of May 31, 1991. Funds disbursed by A.I.D. but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

This grant is made to TechnoServe on condition that the funds will be administered in accordance with the terms and conditions as set forth in the Attachments listed above and Attachment 3, entitled "Mandatory and Optional Standard Provisions for U.S., Nongovernmental Grantees," which have been agreed to by your organization.

Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to the Office of Procurement.

Sincerely,



Jean M. Hacken  
Grant Officer  
Overseas Division - Africa  
Office of Procurement

**Attachments:**

1. Schedule
2. Program Description
3. Mandatory and Optional Standard Provisions

**ACKNOWLEDGED:**

**TECHNOSERVE**

BY: Ron D. Gillespie

TYPED NAME: Ron D. Gillespie

TITLE: Vice President, Africa

DATE: September 4, 1990

**FISCAL DATA**

Allocation No.	:	014-61-698-00-69-01
Appropriation No.	:	72-1101014
Budget Plan Code	:	GSSA-90-31698-KG12
PIO/T No.	:	698-0526-0619557
Project No.	:	698-0526
Total Estimated Amount	:	\$15,000
Total Obligated Amount	:	\$15,000
DUNS No.	:	07-214-6793
IRS Employer Identification Number	:	13-262-6135
Project/Technical Office	:	AFR/DP/PPE, R. Hynes
Funding Source	:	PFM/FM/A/PNP

Attachment 1

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for a partnership program which will permit TechnoServe to improve the staff capacity of the Country Women Association of Nigeria (COWAN) to undertake studies relating to appropriate technology, as more specifically described in Attachment 2 of this Grant entitled "Program Description."

B. Period of Grant

The effective date of this Grant is the date of the Grant Cover Letter. This Grant shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning June 1, 1990 and ending May 31, 1991.

C. Amount of Grant and Payment

1. The total amount of this grant for the period shown in Section B is \$15,000.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - the Optional Standard Provision, entitled "Payment - Periodic Advance."

3. The Grantee shall submit the required documentation to the following address:

Agency for International Development  
Office of Financial Management, PFM/FM/CMPD  
Room 700, SA-2  
Washington, D.C. 20523-0209

D. Grant Budget

1. The following is the budget for this Grant. The Grantee may not exceed the total estimated amount of the obligated amount, whichever is less (See Section C). Except as specified in the Mandatory Standard Provision of this grant entitled "Revision of Grant Budget," as shown in Attachment 3, the Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives. No local cost financing items are authorized.

Budget

<u>Cost Element</u>	<u>Total Estimated Cost</u> <u>(6/01/90 to 5/31/91)</u>
	<u>A.I.D.</u>
TECHNOSERVE:	
1. Personnel	\$5,640
2. Office Material	1,400
3. Travel	3,000
4. Other Direct Costs	850
5. Indirect Costs (18.7%)	<u>2,364</u>
COWAN:	
1. Personnel	\$1,196
2. Indirect Costs	<u>550</u>
GRAND TOTAL	\$15,000

2. The Grantee shall ensure that funding is secured to cover the expected overall cost of the program. The Grantee will contribute an additional amount of \$6,840 (a joint contribution by TechnoServe and COWAN which will go toward additional TechnoServe and COWAN personnel, office expenses, and travel) in furtherance of the program objectives set forth in this Grant.

E. Reporting and Evaluation

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Grant entitled "Payment - Periodic Advance", as shown in Attachment 3. The frequency of financial reporting and the due dates of reports shall be as specified in the above referenced clause.

b. The original and two copies of all financial reports shall be submitted to:

Agency for International Development  
Office of Financial Management, PFM/FM/CMPD  
Room 703, SA-2  
Washington, D.C. 20523-0209.

c. In addition, one copy of all financial reports shall be submitted to the A.I.D. Project Manager, Richard Hynes, or his designee, at the following address:

R. Hynes, Project Officer  
Agency for International Development  
Office of Development and Planning, AFR/DP/PPE  
Room 3911 NS  
Washington, D.C. 20523-0049

d. The Grantee's financial reports shall show A.I.D. and the Grantee's costs sharing funds separately, if applicable.

e. Each financial report shall include:

PIO/T Number	:	698-0526-0619557
Project Number	:	698-0526
Project Name	:	PVO Initiatives Project/ Partner Initiatives Fund
Grant Number	:	AFR-0526-G-00-0043-00
Project/Tech. Office	:	AID/AFR/DP/PPE, R. Hynes

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**2. Program Performance Reporting**

**a. The Grantee shall submit the following program performance reports every four months, and a final report, which briefly presents the following information:**

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs. These reports should detail the extent to which the goals outlined in the proposal have been achieved (e.g., a qualitative assessment of the value to participants of the workshops and training materials produced, the extent to which the TechnoServe/COWAN partnership has strengthened, and the prospects for future collaboration).

(2) Reasons why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

**b. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform A.I.D. as soon as the following types of conditions become known:**

(1) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

c. If any performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in Standard Provision of this Grant entitled "Revision of Grant Budget", the Grantee shall submit a request for budget revision.

d. Three (3) copies of each program performance report and the final report shall be submitted to the A.I.D. Project Manager at the address specified in E.1.c.

F. Special Provisions

1. Program Description: A summary of the Grantee's project is stated in Attachment 2 of the Grant entitled "Program Description." A more comprehensive discussion of the project description is provided by the Grantee's March 29, 1990 proposal entitled "A Collaborative PVO/NGO Effort to Improve Assistance to Rural Women's Enterprises." The Grantee's proposal is hereby referenced and incorporated as a part of the Grant.

2. ZIP Codes: Use the following nine-digit zip codes instead of the five-digit codes shown in the Standard Provisions:

<u>Standard Provision</u>	<u>Zip code</u>
Disputes Clause	20523-0051
Payment-Periodic Advance	20523-0209
(In addition to the zipcode change, the organizational symbol for A.I.D.'s Office of Financial Management has been changed to the address shown in E.1.b of the Schedule.)	
Ocean Shipment of Goods	20523-1419
Procurement of Goods & Services	20523-1414
Negotiated Indirect Cost	
Rates-Provisional	20523-0060
	20523-1417

3. Correspondence: For the purposes of "notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision No. 13, entitled "Notices", the following addresses shall be used:

- a) Regular U.S. Mail  
Grant Officer  
Agency for International Development  
Office of Procurement  
Overseas Division-Africa  
Washington, D.C. 20523-1425
- b) By Courier/Express Mail  
Grant Officer  
Agency for International Development  
Office of Procurement  
Overseas Division-Africa  
15th floor receptionist  
1100 Wilson Blvd.  
Arlington, Virginia 22209

G. Indirect Cost Rates

1. Pursuant to the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates-Provisional," the allowable indirect costs under this Grant shall be obtained by applying the provisional rates listed below to the base shown and for the period described.

2. Following the expiration of the period listed for the provisional rates, and pending the establishment of final indirect cost rates, the provisional rates below shall govern, in accordance with the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates-Provisional."

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Provisional	18.66%	See 1/	See 2/

1/ Base of Application: Total cost input.

2/ Period of Application: Grant period as specified in Section B of the Schedule.

3. Not later than 90 days after the close of the Grantee's fiscal year, the Grantee shall submit to the cognizant government audit agency, proposed final indirect cost rates and supporting documentation.

H. Title to Property

No property will be acquired under this Grant.

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is 935.

J. Local Cost Financing

Local cost financing is not authorized under this Grant.

(End of Attachment 1)

Attachment 2

PROGRAM DESCRIPTION

A. Activity Summary:

TechnoServe and its African NGO partner, the Country Women Association of Nigeria (COWAN) will, through this collaborative program, improve COWAN staff capacity to undertake studies; conduct training sessions for staff; produce a training guide; and undertake and document appropriate technology research, especially for cassava and palm oil processing. (These activities are described in detail in Section V, page 5 of the Grantee's March 29, 1990 proposal).

B. Expected Results:

Through this collaboration the relationship between the two organizations will strengthen and become long lasting, with more areas for cooperation identified. In particular, feasibility/marketing analysis materials will be refined to meet COWAN's needs; 15-20 COWAN staff will participate in a training-of-trainers workshop; a training booklet for feasibility/marketing analysis will be produced; and technology profiles will be developed for use of COWAN staff and members.

C. Reporting and Evaluation:

See Attachment 1, Section E.2 of the Grant.

(End of Attachment 2)

AID 1350 1 (3 87)  *PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT  PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1 Cooperating Country <b>Africa Regional</b>	Page 1 of _____ Pages
		2. PIO/T No <b>698-0526-0619557</b>	3 <input checked="" type="checkbox"/> Original or Amendment No _____
		4. Project/Activity No and Title <b>698-0526</b> <b>PVO Initiatives Project</b> <b>(Partnership Initiatives Fund (PIF) Grant)</b>	

<b>DISTRIBUTION</b>  <b>OFFICE OF FINANCIAL MANAGEMENT</b>  Date Posted: <u>6-22-90</u> Initials: <u>R. Hynes</u> PFM/FM/A/PNP  FUNDS RESERVED BY:	5. Appropriation Symbol <b>72-1101014</b>	6. Budget Plan Code <b>GSSA-90-31698-KG12 (014-61-698-00-69-01)</b>																		
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.)																		
	9. Authorized Agent <b>M/SER/OP/W</b>	10. This PIO/T is in full conformance with PRO/AG No. Date <b>n/a</b>																		
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> Other	11b. Contract/Grant/Cooperative Agreement/PASA/RSSA Reference Number (If this is an Amendment) <b>n/a</b>																		
	12. Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No. _____)																			
	<table border="1"> <thead> <tr> <th rowspan="2">Maximum AID Financing Available</th> <th rowspan="2">A. Dollars</th> <th>(1) Previous Total</th> <th>(2) Increase</th> <th>(3) Decrease</th> <th>(4) Total to Date</th> </tr> </thead> <tbody> <tr> <td>---</td> <td>\$15,000.</td> <td>---</td> <td>\$15,000.00</td> </tr> <tr> <td></td> <td>B. U.S.-Owned Local Currency</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Maximum AID Financing Available	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date	---	\$15,000.	---	\$15,000.00		B. U.S.-Owned Local Currency							
Maximum AID Financing Available	A. Dollars			(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date													
		---	\$15,000.	---	\$15,000.00															
	B. U.S.-Owned Local Currency																			
13. Mission References <b>PIF No.6</b>																				
14A. Instructions to Authorized Agent <b>M/SER/OP/W is requested to make a grant from the Partnership Initiatives Fund (PIF) of the PVO Initiatives Project to the PVO identified below for the activity as described on the attached PIF Summary.</b>  <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <b>Grantee: TechnoServe</b>            148 East Avenue            Norwalk, CN 06851            attn: Ron Gillespie (203)852-0377         </td> <td style="width: 50%; text-align: right;"> <b>Partner: Country Women Assn. of Nigeria (COWAN), Akure, Nigeria</b> </td> </tr> </table>					<b>Grantee: TechnoServe</b> 148 East Avenue Norwalk, CN 06851 attn: Ron Gillespie (203)852-0377	<b>Partner: Country Women Assn. of Nigeria (COWAN), Akure, Nigeria</b>														
<b>Grantee: TechnoServe</b> 148 East Avenue Norwalk, CN 06851 attn: Ron Gillespie (203)852-0377	<b>Partner: Country Women Assn. of Nigeria (COWAN), Akure, Nigeria</b>																			
14B. Address of Voucher Paying Office  <b>AID/W: PFM/FM/A/PNP, Room 700, SA-2</b> <span style="float: right;"><b>AFR/DP/PPE: R.Hynes</b></span>																				

15 Clearances—Include typed name, office symbol, telephone number and date for all clearances				
A. The Project Officer certifies that the specifications in the statement of work or program description are technically adequate.  <b>AFR/DP/PPE: R.Hynes</b>	Phone No. <b>72962</b>	B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.  <b>AFR/DP/PPE: E. Blinn</b>	Date <b>6/20/90</b>	
	Date <b>5/29/90</b>		Date <b>6/20/90</b>	
C. Funds for the services requested are available.  <b>AFR/PD/SA: S.Bliss</b>	Date <b>6/8/90</b>	D. Funds for the services requested are available.  <b>FM/A/PNP: RAnderson</b>	Date <b>6-4-90</b>	
	Date		Date	
E. <b>AFR/DP/PAB: G. Cauvin</b>				
16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to  Signature _____ Date _____  Title _____		17. For the Agency for International Development  Signature <b>J. Westley</b> Date <b>6-21-90</b>  Title <b>AAA/AFR/DP</b>		

\*See HB 3, Sup. A, App. C, Att B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action.

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