

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)

DIRECT ACTION DATA FORM

(For awards to U.S. Individuals and Third Country Nationals (not FSN's) with a TEC less than or equal to \$25,000, only the shaded items on pages 1-5 of the form need to be completed.)

SECTION 1: GENERAL AWARD INFORMATION (All Actions)

1a. Basic Award Number 511-0620-G-00-1281-00	1b. Basic Mod Number 00	1c. Order Number	1d. Order Mod Number
---	----------------------------	------------------	----------------------

AWARD NUMBER COMPONENTS (Items 2-6) NOTE: For modifications and orders - these items refer to the Basic Award.

2. Country/Office (Award Prefix) 511	3. Project Number 0620
---	---------------------------

4. Procurement Instrument: Report one of the following codes to identify the type of action. For a work order or a modification to a contract or work order, indicate the category of the basic contract.

<input type="checkbox"/> A - Cooperative Agreement	<input type="checkbox"/> N - Other Federal Schedule Order
<input type="checkbox"/> B - Basic Ordering Agreement (BOA)	<input type="checkbox"/> O - Purchase Order (PO)
<input type="checkbox"/> C - Contract (Other than BOA, DQC, IQC, PO, RC, PSC)	<input type="checkbox"/> P - Participating Agency Service Agreement (PASA)
<input type="checkbox"/> D - Definite Quantity Contract (DQC)	<input type="checkbox"/> Q - Requirements Contract (RC)
<input type="checkbox"/> E - Blanket Purchase Agreement (BPA)	<input type="checkbox"/> R - Resources Support Services Agreement (RSSA)
<input checked="" type="checkbox"/> G - Grant	<input type="checkbox"/> S - Personal Services Contract (PSC)
<input type="checkbox"/> I - Indefinite Quantity Contract (IQC)	<input type="checkbox"/> X - Ribbon PASA
<input type="checkbox"/> M - GSA Schedule Order	<input type="checkbox"/> Z - Ribbon Contract (Buy-In)

5. Participating Agency (PASA/RSSA only)	6. FY of Award 91
--	----------------------

7. Award Description To improve the health status of children under five years of age and woman of childbearing ages, to strengthen the technical management and service delivery capacity of PROCOSI PVO's members working in health child survival and community development, and to establish PROCOSI as sustainable organization for maintaining services aimed at institutional strengthening and coordination.

8. Principal Place of Performance a. A.I.D. Country Code or Name 511	U.S. ONLY <input checked="" type="checkbox"/>	b. Entered ENTERED	c. State	d. Zip Code
--	---	------------------------------	----------	-------------

9. Benefiting Country (A.I.D. Country Code or Name) 511	OCT 29 1991
--	-------------

10. Project Officer Cntry Code/Org. Symbol or A.I.D./W Org. Symbol 511-USAID/B	Last Name Anderson	First Anne	MI Sigrid
--	-----------------------	---------------	--------------

11. Requirement Received by Procuring Office (MMDDYY) 06/27/91	12. Date Award Signed by A.I.D. (MMDDYY) 06/27/91	13. Effective Date of Award (MMDDYY) 06/27/91	14. Estimated Completion Date (MMDDYY) 09/30/96
---	--	--	--

BASIC AWARDS ONLY

15a. SIC Code	15b. Is This Vendor a Small Business for the SIC of Award? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Product/Service Code
---------------	---	--------------------------

BASIC AWARDS AND ORDERS ONLY

17. Procurement Type										
<table border="0"> <tr> <td><input checked="" type="checkbox"/> A - Technical Services To A.I.D.</td> <td><input type="checkbox"/> F - Participant Training</td> </tr> <tr> <td><input type="checkbox"/> B - Technical Services to Host Country</td> <td><input type="checkbox"/> G - Procurement Service Agent (PSA)</td> </tr> <tr> <td><input type="checkbox"/> C - Commodities</td> <td><input type="checkbox"/> H - Research</td> </tr> <tr> <td><input type="checkbox"/> D - Training Services to A.I.D.</td> <td><input type="checkbox"/> I - Architect and Engineering Services</td> </tr> <tr> <td><input type="checkbox"/> E - Training Services to Host Country</td> <td><input type="checkbox"/> J - Construction</td> </tr> </table>	<input checked="" type="checkbox"/> A - Technical Services To A.I.D.	<input type="checkbox"/> F - Participant Training	<input type="checkbox"/> B - Technical Services to Host Country	<input type="checkbox"/> G - Procurement Service Agent (PSA)	<input type="checkbox"/> C - Commodities	<input type="checkbox"/> H - Research	<input type="checkbox"/> D - Training Services to A.I.D.	<input type="checkbox"/> I - Architect and Engineering Services	<input type="checkbox"/> E - Training Services to Host Country	<input type="checkbox"/> J - Construction
<input checked="" type="checkbox"/> A - Technical Services To A.I.D.	<input type="checkbox"/> F - Participant Training									
<input type="checkbox"/> B - Technical Services to Host Country	<input type="checkbox"/> G - Procurement Service Agent (PSA)									
<input type="checkbox"/> C - Commodities	<input type="checkbox"/> H - Research									
<input type="checkbox"/> D - Training Services to A.I.D.	<input type="checkbox"/> I - Architect and Engineering Services									
<input type="checkbox"/> E - Training Services to Host Country	<input type="checkbox"/> J - Construction									

18. Negotiator (Last, First, MI) Keirnan, Patrick	Country Code & Org. Symbol or A.I.D./W Org. Symbol 511-USAID/B	Signature
--	---	---------------

19. Contract Officer (Last, First, MI) Bucher, Clement	Country Code & Org. Symbol or A.I.D./W Org. Symbol 511-USAID/B	Signature
---	---	---------------

IX

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS) DIRECT ACTION DATA FORM

GENERAL INSTRUCTIONS

Use this data form for reporting all contracts, DQCs, RCs, GSA and other Federal Schedule Orders, POs, PSCs and Ribbon Contracts with a total estimated cost (TEC) greater than \$25,000. Use this form to report all BOAs, BPAs, IQCs, Cooperative Agreements, Grants, PASAs, RSSAs, and Ribbon PASAs, regardless of dollar amount. Use this form to report all awards to U.S. individuals and Third Country Nationals (not FSNs), including PSCs and POs, regardless of the dollar amount. It should also be used to report any orders or modifications to all of the above awards, regardless of the dollar amount of the modification or order. Complete the appropriately labeled sections for different types of awards.

For awards to U.S. individuals and Third Country Nationals (not FSNs) with a TEC less than or equal to \$25,000, only the shaded items on pages 1-5 of the form need to be completed. If the TEC is greater than \$25,000, all of the items pertaining to awards must be completed.

When all parts of this form have been completed send one copy, along with the requirement document(s) and the award to:

CIMS Section
MS/OP/PS/SUP
Room 1472, SA-14
Agency For International Development
Washington, DC 20523-1418

For detailed instructions, consult the Contract Information Management System (CIMS) Data Form Instruction Manual.

SECTION 1 - INSTRUCTIONS

1a. Basic Award Number: Enter the award number of the award. For a modification, report the basic award number in block 1a. and the modification number in block 1b. For actions such as IQC delivery orders, report the award number of the basic contract in block 1a. and the order number in block 1c. For a modification to an order, report the basic award number in block 1a., the order number in block 1c. and the order modification number in block 1d.

For item numbers 2 through 6, see the latest version of the Contract Information Bulletin (CIB) on the Uniform Numbering System for A.I.D.-Direct Procurement Documents, for instructions and a list of codes. A list of codes is also provided in the CIMS Data Form Instruction Manual.
NOTE: For modifications or orders these items refer to the basic award.

2. Country/Office (Award Prefix): Report the Country or A.I.D./W Procurement Office Code as specified in the CIB.

3. Project Number: Enter the last four digits of the seven-digit project number funding the award. For awards funded by operating expense money or money other than project funds, enter "0000" (zeros).

5. Participating Agency (PASA/RSSA only): For PASA/RSSA type actions, report the code of the participating U.S. Government Agency providing services under the agreement. A list of codes is provided in the CIMS Data Form Instruction Manual and in the CIB on Uniform Numbering Systems.

7. Award Description: The award description shall consist of a brief one-sentence description of the products or services being procured. The sentence shall start with the phrase "Contractor/Grantee/Recipient shall provide/assist/support..." Fill in the Award Description for all basic Awards, Orders, and modifications to PASA/RSSA awards.

8. Principal Place of Performance (Country): Report the A.I.D. country code, if available, or the name of the area where the work for this award will be primarily performed. For products, report the code for the country where the product is manufactured. If the place of performance cannot be determined, report the vendor's billing location.

9. Benefiting Country: Report the A.I.D. Country Code, if available, or the name of the country receiving technical assistance from this award.

12. Date award signed by A.I.D.: Enter the date on which this action (basic award, order or modification) was signed by A.I.D.

15a. SIC Code: Enter the Standard Industrial Classification (SIC) code that best describes the product or service acquired in this basic award. See FAR 19.102 for codes. A short list containing the codes most often used in A.I.D. is also provided in the CIMS Data Form Instruction Manual.

15b. Small Business (Y/N)? Check "Yes" if the vendor is classified as "small" for the SIC of the award.

16. Product or Service Code: Enter the Principal Product or Service code that best describes the product or service acquired in the basic award. A short list containing the codes most often used in A.I.D. is provided in the CIMS Data Form Instruction Manual. See the FPDS Product and Service Codes Manual for a complete listing, if necessary.

17. Procurement Type: Check the box next to the code which best describes the category of service or commodity being procured under this award.

SECTION 2: DATA REQUIRED FOR SPECIFIC TYPES OF ACTIONS

GRANTS AND COOPERATIVE AGREEMENTS ONLY

20. Grant/Agreement Type

- | | |
|---|---|
| <input type="checkbox"/> A - Disaster Assistance | <input checked="" type="checkbox"/> C - Other Specific Support Programs |
| <input type="checkbox"/> B - American Schools and Hospitals Abroad (ASHA) | <input type="checkbox"/> D - Title XII Authority |
| | <input type="checkbox"/> E - Other than A, B, C, or D |

21. Total Amount of Non-Federal Funds pledged to this Grant/Agreement

\$ 2,667,000.00

GSA & OTHER FEDERAL SCHEDULE ORDERS

22. Schedule Contract Number

23. Name of Federal Agency Awarding Schedule

IOC BASIC ONLY

24. IOC Service Area

25. Minimum

26. Maximum (life of contract)

ORDERS AND CONTRACTS ONLY

27. Advisory & Assistance Services?

- Yes No

BASIC CONTRACTS ONLY

28a. Contract Type

- | | | |
|--|--|---|
| <input type="checkbox"/> A - Cost-Plus (Fixed Fee) | <input type="checkbox"/> F - Cost (No Fee) | <input type="checkbox"/> K - Fixed Price with Economic Price Adjustment |
| <input type="checkbox"/> B - Firm Fixed Price | <input type="checkbox"/> G - Cost-Plus (Award Fee) | |
| <input type="checkbox"/> C - Time and Materials | <input type="checkbox"/> H - Cost-Plus (Incentive Fee) | |
| <input type="checkbox"/> D - Labor Hour | <input type="checkbox"/> I - Fixed-Price Incentive | |
| <input type="checkbox"/> E - Cost Sharing | <input type="checkbox"/> J - Fixed-Price Redetermination | |

28b. If Cost-type Contract, is this a level of effort (term) contract?

- Yes No

29a. Is this a Letter Contract?

- Yes No

29b. Is this a Definitization of a Letter Contract?

- Yes No

30. Preference Program

- | | |
|--|---|
| <input type="checkbox"/> A - No Preference Program or Not Listed | <input type="checkbox"/> E - Tie-bid Preference |
| <input type="checkbox"/> B - 8(a) Program | <input type="checkbox"/> F - Labor Surplus Area (LSA) Set-aside |
| <input type="checkbox"/> C - Small Business (SB) Set-aside | <input type="checkbox"/> G - Combined LSA/SB Set-aside |
| <input type="checkbox"/> D - Sheltered Workshop | |

31. Subject To Labor Statute

- A - Walsh-Healey Act, Manufacturer
- B - Walsh-Healey Act, Regular Dealer
- C - Service Contract Act
- D - Davis-Bacon Act
- E - Not Subject to the Above (include PSCs)

32. Country of Manufacture/Origin of Services (A.I.D. Country Code or Name)

33. Subcontract Plan Required?

- Yes No

34. Date Solicitation Notice Published in CBD (MM/DD/YY)

35. Date Solicitation Issued (MM/DD/YY)

SECTION 2 - INSTRUCTIONS

20. **Grant/Agreement Type:** For Grants and Cooperative Agreements, check the box next to the code which best describes the award. Code C- "Other Specific Support Programs" refers to Chapters 4 and 6 of Handbook 13. Use Code E- "Other than A, B, C, or D," for unusual types which are not covered in codes A, B, C or D.
21. **Total Amount of Non-Federal Funds pledged to this Grant/Agreement:** Enter the total amount of matching (non-federal) funds pledged to this Grant or Cooperative Agreement.
22. **Schedule Contract No:** Enter the schedule contract number assigned by GSA or other Federal Agency which awarded the basic schedule contract. Do not use dashes in the schedule contract number.
23. **Name of Federal Agency Awarding Schedule:** Enter the name of the Federal Agency which awarded the basic schedule contract.
24. **IQC Service Area:** For IQC basic awards, enter the code which best describes the services rendered by the vendor. See listing provided in the CIMS Data Form Instruction Manual.
27. **Advisory & Assistance Services? (Y/N):** Check "Yes" if the award is for advisory and assistance services. See FAR 37.2 for definitions and examples.
- 28a. **Contract Type:** Check the box next to the code for the type of contract. Use code C- "Time and materials" for IQCs. Most PUCs are usually code C or D.
- 28b. **If Cost-Type Contract, is this a level of effort (term) contract? (Y/N):** If this is a Cost-Type Contract, check the box to indicate whether the award is a level of effort or completion. (See FAR 16.306)
Y - Yes, Level of effort (term)
N - No, Completion
30. **Preference Program:** Check the box next to the code which best describes the preference program used in making this award. Check A if no preference program.
31. **Subject to Labor Statute:** Select the Labor Statute which applies to this award by checking the appropriate box. Most A.I.D. contracts, including PSCs, are code E.
32. **Country of Manufacture/Origin of Services (Country Code or Name):** Enter the A.I.D. country code, if available, or the name of the country where the product is manufactured. For services, report the code for the nationality of the vendor. If there are multiple sources, enter the code of the country that supplies the greatest portion.
33. **Subcontract Plan required (Y/N)?:** Check "Yes" if the vendor for this award is required to submit a plan for using small business concerns and small disadvantaged business concerns as subcontractors. (See FAR 19.702(a)).
34. **Date Solicitation Notice Published in CBD:** If applicable, enter the date that a synopsis of the solicitation appeared in the Commerce Business Daily (CBD).

BASIC CONTRACTS AND NON-COMPETITIVE CONTRACT MODIFICATIONS ONLY

36. CICA Applicability

- | | |
|---|---|
| <input type="checkbox"/> A - CICA Applicable (Include 8(a)) | <input type="checkbox"/> C - Subject to a Statute other than CICA (use for FAA) |
| <input type="checkbox"/> B - Small Purchase Procedure | <input type="checkbox"/> D - Pre-CICA |

37. Extent Competed

- | | |
|---|---|
| <input type="checkbox"/> A - Competed Action (Include Small Business set-aside) | <input type="checkbox"/> C - Follow-on to Competed Action |
| <input type="checkbox"/> B - Not Available for Competition (use for sole-source 8(a)) | <input type="checkbox"/> D - Not Competed |

38. Solicitation Procedure

- | | |
|---|--|
| <input type="checkbox"/> A - Full and Open Competition (Sealed Bid) | <input type="checkbox"/> G - Alternate Source (Reduced Cost) |
| <input type="checkbox"/> B - Full and Open Competition (Competitive Proposal) | <input type="checkbox"/> H - Alternate Source (Mobilization) |
| <input type="checkbox"/> C - Full and Open Competition (Combination) | <input type="checkbox"/> J - Alternate Source (Engineering/R&D) |
| <input type="checkbox"/> D - Architect - Engineer | <input type="checkbox"/> K - Set Aside (Include competitive 8(a)) |
| <input type="checkbox"/> E - Basic Research | <input type="checkbox"/> L - Other Than Full & Open Competition (Include sole-source 8(a), FAA.) |
| <input type="checkbox"/> F - Multiple Award Schedule | |

39. Authority — Other than Full & Open Competition (Complete Only if No. 38 = L)

- | | |
|---|--|
| <input type="checkbox"/> A - Unique Source | <input type="checkbox"/> J - Mobilization |
| <input type="checkbox"/> B - Follow-on Contract | <input type="checkbox"/> K - Essential R&D Capability |
| <input type="checkbox"/> C - Unsolicited Research Proposal | <input type="checkbox"/> L - International Agreement |
| <input type="checkbox"/> D - Patent/Data Rights | <input type="checkbox"/> M - Authorized by Statute (Inc. sole-source 8(a), FAA.) |
| <input type="checkbox"/> E - Utilities | <input type="checkbox"/> N - Authorized Resale |
| <input type="checkbox"/> F - Standardization | <input type="checkbox"/> P - National Security |
| <input type="checkbox"/> G - Only One Source - Other than A-F above | <input type="checkbox"/> Q - Public Interest |
| <input type="checkbox"/> H - Urgency | |

40. A.I.D. Special Authorities — Other than Full & Open Competition (Complete only if No.39 = M)

- | | |
|--|---|
| <input type="checkbox"/> A - Impairment of Foreign Aid Programs: All Personal Services Contracts (PSCs). (See AIDAR 706.302-70) | <input type="checkbox"/> E - Impairment of Foreign Aid Programs: Title XII Selection Procedure-Collaborative Assistance. (See AIDAR 706.302-70) |
| <input type="checkbox"/> B - Impairment of Foreign Aid Programs: Award of \$100,000 or less by an overseas contracting activity. (See AIDAR 706.302-70) | <input type="checkbox"/> F - Disaster Relief (See Handbook 8, Chapter 2) |
| <input type="checkbox"/> C - Impairment of Foreign Aid Programs: Written Determination by Assistant Administrator or Administrator. (see AIDAR 706.302-70) | <input type="checkbox"/> G - None of the Above Special Authorities |
| <input type="checkbox"/> D - Impairment of Foreign Aid Programs: Title XII Selection Procedure-General. (See AIDAR 706.302-70) | |

41. Synopsis of Procurement

- | |
|---|
| <input type="checkbox"/> A - Synopsized prior to award |
| <input type="checkbox"/> B - Not synopsized due to urgency (use only if No. 39 = H) |
| <input type="checkbox"/> C - Not synopsized for other reason |

42. No. of Offers

43. No. of Offers of Non-U.S. Item(s)

MODIFICATIONS ONLY

44. Modification purpose (Mark all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Incremental Funding | <input type="checkbox"/> Exercise of Option |
| <input type="checkbox"/> Administrative Change | <input type="checkbox"/> Transfer Administrative Responsibility |
| <input type="checkbox"/> Extension of Term | <input type="checkbox"/> Novation Agreement |
| <input type="checkbox"/> New/Revised Scope of Work | <input type="checkbox"/> Termination for Convenience |
| <input type="checkbox"/> Increase in TEC | <input type="checkbox"/> Termination for Default |
| <input type="checkbox"/> Decrease in TEC | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Overhead Rate Adjustment | |

SECTION 2 - INSTRUCTIONS

For a modification which was non-competitive (i.e., which required a non-competitive justification and was outside of the scope of work of the original contract) complete items 36 thru 43. See FAR 6.302 and 6.303.

36. **CICA Applicability:** Check the box next to the code which describes the applicability of CICA or other statutes to this award. Select code B - "Small Purchase Procedure" if this action is a small purchase pursuant to the procedures in FAR Part 13. Select Code C - "Subject to a Statute other than CICA" if this action is pursuant to the procurement procedures authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief. Select code A - "CICA Applicable" for all other procurement actions resulting from a solicitation issued on or after April 1, 1985 and codes B or C do not apply. 8(a) awards are coded as A. Non-competitive modifications are coded as A. Select code D - "Pre-CICA" for new procurements resulting from a solicitation issued prior to April 1, 1985.

37. **Extent Competed:** Check the box next to the code which describes the extent to which this award was competed. Select code A - "Competed Action" for Small Business set-asides and competitive 8(a) awards. Competed actions also include procurements authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief, where more than one offer was received. Select Code B - "Not Available for Competition" for sole-source 8(a) awards. Select Code B for procurements authorized under the Foreign Assistance Act (FAA), where only one offer was received.

38. **Solicitation Procedure:** Check the box next to the code which describes the method by which this award was competed. (See FAR Part 6.) Select Code K - "Set-Aside" for small business set-asides and competitive 8(a) awards. Code L - "Other Than Full & Open Competition" includes sole-source 8(a) awards and procurements authorized under the Foreign Assistance Act (FAA) for Impairment of

Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief.

39. **Authority - Other Than Full & Open Competition:** Complete only if Item No. 38 is equal to "L". For awards exercising other than full and open competition, check the box next to the code which describes the authority by which the award was not fully competed. (See FAR Part 6.) Code M - "Authorized by Statute" includes sole-source 8(a) awards and procurements authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief.

40. **A.I.D. Special Authorities - Other Than Full & Open Competition:** Complete only if Item No. 39 is equal to "M". For those awards authorized by the Foreign Assistance Act (FAA) for other than full and open competition, check the box next to the code which describes the authority. Select Code G - "None of the Above Special Authorities" for sole-source 8(a) awards.

41. **Synopsis of Procurement:** Check the box next to the appropriate code based on the Commerce Business Daily synopsis requirements of FAR 5.2. Code B - "Not synopsisized due to urgency" may be used only if Item 39 is equal to "L".

43. **No. of Offers of Non-U.S. Item(s):** Enter the number of bidders offering non-U.S. foreign end items worth 51% or more of the contract value. If the contract is exclusively for services, enter "0".

44. **Modification Purpose (Mark all that apply):** If this action is a Modification to a Basic Award or a Modification to an Order, check all of the Modification Purposes that apply to this action. If the purpose is other than those listed on the form, check "Other" and provide a brief description.

SECTION 3: VENDOR INFORMATION (All Actions)

45. Prime Vendor: (Full Name and Address)

PROCOSI
Lisimaco Gutierrez (Pasaje 490 No. 4)
La Paz -- Bolivia

46. DUNS or CEC Number

47. Taxpayer ID No. (TIN)

BASIC AWARDS AND NOVATIONS ONLY

48. Economic Sector

A - Private
 B - International Public Sector

C - Federal Government
 D - State/Local Government

49. Business Organization Type

A - Corporation
 B - Individual
 C - University or College
 D - Historically Black College or University
 E - Educational Organization other than University or College
 F - International Center
 G - Research Organization other than International Center

H - Voluntary Organization
 I - Foundation
 J - Hospital
 K - Partnership
 L - Proprietorship
 M - Sheltered Workshop
 Z - Other

50. For Profit?

Yes

No

51. U.S. Nationality? (If U.S. Nationality, then answer Items 52-53)

Yes

No

52. Ownership Type (Complete only if Item No. 51 = Yes)

A - Asian-Indian American
 B - Asian-Pacific American
 C - Black American
 D - Hispanic American

E - Native American
 F - Other Minority
 Z - Non-Minority

53. Woman/Woman-Owned?
(Complete only if Item No. 51 = Yes)

Yes

No

54. If the Vendor is an individual who is not a U.S. Citizen, is he/she a Green Card holder?

Yes

No

55. If U.S. University, Host Country Counterpart Institution:

56a. Common Parent Organization (tax purposes)

Yes

No

56c. DUNS or CEC Number

56b. Parent Vendor (Full Name)

56d. Taxpayer ID No. (TIN)

57a. Joint Venture?

Yes

No

57b. Participant Vendor (Full Name)

57c. DUNS or CEC No.

57d. Taxpayer ID No. (TIN)

SECTION 3 - INSTRUCTIONS

45. **Prime Vendor:** Record the vendor's full name and address in the space provided. For U.S. Universities include participating School/Center/Institute. For PASA/RSSAs include participating Agency and Department. For individuals, record the name as last, first and middle initial.
46. **DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for the vendor of this action.
47. **Taxpayer ID No. (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for the vendor of this action. (Note: for individuals, the TIN is the individual's Social Security Number.) Foreign vendors which do not do business in the U.S. do not have a TIN. See FAR 4.9.
48. **Economic Sector:** Check the box next to the code which best applies to the sector in which the vendor of this action participates.
49. **Business Organization Type:** Check the box next to the code which best describes the vendor of this action.
50. **For Profit (Y/N)?:** Check "Yes" if the vendor is a profit organization. Check "No" if the vendor is a non-profit organization. (Even if a non-profit organization charges a fee, it is still considered to be non-profit).
51. **U.S. Nationality (Y/N)?:** Check "Yes" if the vendor is a U.S. citizen; is a corporation or partnership organized under the laws of the U.S.; is a U.S.- controlled foreign corporation (per 957 et seq. of the U.S. Internal Revenue Service Code); or is a joint venture consisting entirely of individuals, corporations, or partnerships falling into one of the three foregoing categories.
52. **Ownership Type:** Complete only if Item No. 51 is equal to "Yes". If the vendor is a firm or individual of U.S. Nationality, check the box next to the code which best describes the ownership type of the vendor of this action.
53. **Woman/Woman-Owned (Y/N)?:** Complete only if Item No. 51 is equal to "Yes". If the vendor is a firm or individual of U.S. Nationality, indicate whether or not the vendor is a woman or woman-owned. A woman-owned business is a business that is at least 51% owned, controlled, and operated by women who are U.S. citizens.
54. **If the Vendor is an Individual who is not a U.S. Citizen, is he/she a Green Card holder? (Y/N):** Answer "Yes" if the individual has a green card, even if they are not currently residing in the U.S.
55. **Host Country Counterpart Institution:** If the vendor is a U.S. University, enter the name of the host-country institution receiving technical assistance.
- 56a. **Common Parent Organization (Tax Purposes):** Answer "Yes" if the firm is a member of an affiliated group of corporations that files Federal Income Tax returns on a consolidated basis. If "Yes", complete items 56b. - 56d. related to the parent firm.
- 56c. **Common Parent DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for the common parent (tax filing) organization.
- 56d. **Common Parent Taxpayer ID Number (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for the common parent organization. See FAR 4.9.
- 57a. **Joint Venture?:** Answer "Yes" if the awardee is a joint venture. If "yes", complete items 57b, 57c and 57d for each participant in the joint venture.
- 57c. **Participant DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for each joint venture participant.
- 57d. **Participant Taxpayer ID Number (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for each joint venture participant.

SECTION 4: FINANCIAL INFORMATION (All Actions)

58. Total Estimated Cost (TEC)

a. Previous TEC	b. (Increase/Decrease) This Action	c. Current TEC
\$	\$ 8,000,000.00	\$ 8,000,000.00

OBLIGATION DATA

59. a. Budget Plan Code	b. Project Number	c. Amount Obligated/Deobligated (This Action)	d. Funds Type*
LDCA 91-25511-KG13	06:0	\$ 2,600,000.00	USD
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
e. TOTAL		\$ 2,600,000.00	

* Funds Type Codes
 USD: U.S. Dollars
 USL: U.S. Owned Local Currency

60. Paying Office: Identify the Office responsible for paying vendor invoices.

For Mission Payments, enter:

USAID/ (country)

For A.I.D./W Payments, check either:

PFM/FM/A/OE PFM/FM/CMPD/DCB

61a. Incrementally Funded?

YES NO

**61b. If Incrementally Funded;
Date Funded through: (MMDDYY)**

06/30/93

9x

SECTION 4 - INSTRUCTIONS

NOTE: All financial information must be in U.S. dollars or U.S. dollar equivalents. All local currency amounts must be converted to the U.S. dollar equivalent. "U.S. dollar equivalent" is the dollar value of the local currency at the time of the action signature.

58a. Previous Total Estimated Cost (TEC): Enter the total estimated cost to be incurred during the expected life of this award, as of the previous action.

58b. Total Estimated Cost (TEC): (Increase/Decrease) This Action: Enter the amount of change in the total estimated cost as a result of this action. Use a minus sign to indicate a decrease. If there is no change, enter "0".

58c. Current Total Estimated Cost (TEC): Enter the current total estimated cost to be incurred during the expected life of this award.

59a. Budget Plan Code (BPC): Enter each Budget Plan Code associated with this action.

59b. Project Number: Enter the Project Number associated with each BPC.

59c. Amount Obligated/Deobligated (This Action): Enter the obligation amount associated with each BPC. Use a minus sign to indicate a deobligation.

59d. Funds Type: Enter the Funds Type Code associated with each BPC. "USD" = U.S. Dollars; "USL" = U.S. Owned Local Currency.

59e. TOTAL Obligation/Deobligation: Enter the sum of all BPC amounts found in item 59.c. Use a minus sign to indicate a deobligation.

61a. Incrementally Funded (Y/N)?: An award which is not fully funded but will be funded in increments. The award states the amount presently available for payment by the government and allotted to the award, and the period of performance it is estimated the allotted amount will cover.

File

UNITED STATES AID MISSION to BOLIVIA.
c/o American Embassy
La Paz, Bolivia

USAID - BOLIVIA
APO MIAMI 31032

June 27, 1991

Telephones: 330120, 330231
Casilla 4530
La Paz, Bolivia

Mr. John Kepner
Executive Secretary
PROCOSI
Lisimaco Gutiérrez (Pasaje 490, No.4)
La Paz

Dear Mr. Kepner:

Subject: Grant No. 511-0620-G-00-1281-00

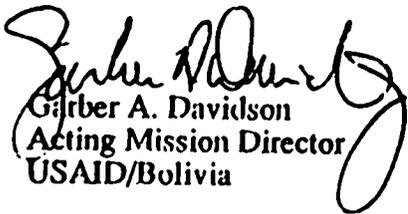
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter "A.I.D." or "Grantor") hereby grants to PROCOSI (the "Grantee"), the sum of \$2.6 million to provide support for the Child Survival PVO Network II Project in Bolivia, as described in Attachment 1 of this Grant entitled "Schedule," and Attachment 2, entitled "Summary Program Description."

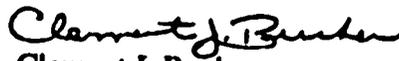
This Operational Program Grant is effective and obligation is made as of June 27, 1991 and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending September 30, 1996.

This grant is made to PROCOSI on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, entitled "Schedule," Attachment 2, entitled "Summary Program Description," and Attachment 3, entitled "Standard Provisions," which have been agreed to by your organization.

Please sign the original and seven (7) copies of this letter to acknowledge your receipt of the grant, and return the original and six (6) copies to the Office of Contract Management, USAID/Bolivia.

Sincerely yours,


Garber A. Davidson
Acting Mission Director
USAID/Bolivia


Clement J. Bucher
Grant Officer
USAID/Bolivia

Attachments:

- 1. Schedule
- 2. Summary Program Description
- 3. Standard Provisions

ACKNOWLEDGED BY:


John Kepner
Executive Secretary
PROCOSI


Dr. Eduardo Bracamonte
President
Executive Rotating Committee
PROCOSI

FISCAL DATA
For the Child Survival PYO Network II (PROCOSI)

PIO/T No.:	511-0620-
Total Obligated Amount:	US\$2,600,000
Appropriation:	72-1111-021
Budget Plan Code:	<u>LDCA91-25511-KG13</u>
Project No.:	<u>511-0620</u>
Total Estimated Amount:	<u>\$8,000,000</u>
Source:	\$8,000,000 (Child Survival)
Agreement No.:	<u>511-0620-G-00-1281-00</u>

CLEARANCES

A/IHR: SAnderson *SAnderson 6/27/91*

RLA: SAllen (out of country)

DP: WTate *OK for*

EXO: Liebner

CONT: JRDavis *JRDavis*

A/PD&I: LOdle *LOdle*

A/DD: ELKadunc *ELK 6/27*

0677W

PDI: MABarash: mtn



ATTACHMENT NO. 1: SCHEDULE

CHILD SURVIVAL PVO NETWORK II PROJECT (PROCOSI)

SCHEDULE

CHILD SURVIVAL PVO NETWORK II PROJECT (PROCOSI)

A. Purpose of Grant

The purpose of this grant (Operational Program Grant) is to provide support for the Child Survival PVO Network II Project (PROCOSI) in Bolivia, as more specifically described in Attachment 2 to this grant entitled "Summary Program Description".

B. Period of Grant

1. The effective date of this grant is June 27, 1991, which is stated in the attached grant letter. The expiration date of this grant is approximately five years from the effective date, that is September 30, 1996.

2. Funds obligated hereunder are available for program expenditures during the life of this Project, that is for approximately five years from the effective date.

C. Amount of Grant and Payment

1. The total estimated amount for this Grant for program expenditures during the period set forth in B.1. above is \$8,000,000.

2. A.I.D. hereby obligates the amount of \$2,600,000 for program expenditures during the period set forth in B.2. above and as shown in the Financial Plan below.

3. Payment shall be made to PROCOSI (the "Grantee") in accordance with procedures set forth in Attachment 3, "Standard Provisions," entitled "Payment - Periodic Advance."

4. Additional funds up to the total amount of the grant shown in C.1. above may be obligated by A.I.D. subject to the availability of funds, and subject to the requirements of the Standard (Mandatory) Provision of the Grant, entitled "Revision of Grant Budget."

5. Activities funded by this grant are those supported by the A.I.D. portion of the project budget shown in Table I.

D. Financial Plan

The following table (Table I) is the Financial Plan for this Grant, including local cost financing items, where authorized. Revisions to this Plan shall be made in accordance with the Standard Provision of this Grant, entitled "Revision of Grant Budget."

TABLE I
CHILD SURVIVAL PVO NETWORK II PROJECT (PROCOSI)
LIFE OF PROJECT COST ESTIMATE AND FINANCIAL PLAN
(\$000s)

INPUT	A I D			P V O S (MEMBERS OF PROCOSI)			GRAND TOTAL
	FX	LC*	SUB TOTAL	CASH	IN-KIND	SUB TOTAL	
Assets	82	223	305	0	0	0	305
Program Costs	322	3,092	3,414	0	655	655	4,069
Sub-Grants	0	4,281	4,281	0	1,427	1,427	5,708
Self-Sufficiency Investment Fund	0	0	0	585	0	585	585
Total	404	7,596	8,000	585	2,082	2,667	10,667

5.5%	25.0%
of total pro- ject cost = host country cash contri- bution	of total pro- ject cost = total host country contribution

* Note: These are the amounts estimated to be spent for local currency costs from DA sources. These are not amounts funded by local currency sources.

1. Life of Project Cost Estimate

a. AID Contribution

Subject to the availability of funds, a total of \$8.0 million will be provided by AID as shown in Table I. This table shows the LOP Cost Estimate by source (i.e., AID grant and PVOs) and by categories i.e., program costs, etc.). The AID funds will be allocated as follows:

1) Assets \$305,000

This item covers building purchase, vehicles, and equipment.

2) Program Costs \$3,414,000

This item includes administrative costs, PROCOSI salaries, external technical assistance, evaluations, audits, legal fees, workshops and training, etc.

3) Sub-Grants \$4,281,000

This item is for sub-grants to PROCOSI members to support field projects.

b. PVO Contributions

PVOs will provide the equivalent of \$2.667 million in local currency - \$2.082 million in in-kind contributions and \$585,000 in cash (to establish and maintain a self-sufficiency investment fund). The distribution of PVO contributions are shown in Table I.

2. Disbursement Schedule

Table II gives an illustrative projection of AID grant expenditures by Project Year.

3. USAID/Bolivia Disbursement Procedures

Disbursement procedures are set forth in the Standard Provisions (Attachment 3, Subsection B.2) entitled "Payment-Periodic Advance". Disbursements will be made to implement the dollar costs in this project (e.g., offshore TA). AID will disburse to PROCOSI in dollars and PROCOSI will be responsible for opening a dollar bank account agreeable to AID. PROCOSI will procure local currency from the dollar account at the maximum exchange rate that is not unlawful in Bolivia and maintain separate dollar and boliviano records.

E. Procurement Plan

As necessary, the USAID Mission will assist with the procurement of the services of international long and short-term technical assistance. PROCOSI will carry out the contracting and administration of project national technical assistance, training and other services.

TABLE II
CHILD SURVIVAL PVO NETWORK II PROJECT (PROCOSI)

DISBURSEMENT SCHEDULE
PROJECTION OF EXPENSES BY FISCAL YEAR
AID FUNDS (\$000s)

INPUT	FY 1991:			FY 1992			FY 1993			FY 1994			FY 1995:			TOTALS		
	FX	LC	TOTAL	FX	LC	TOTAL	FX	LC	TOTAL	FX	LC	TOTAL	FX	LC	TOTAL	FX	LC	TOTAL
Costs	0	17	17	49	177	226	33	13	46	0	9	9	0	7	7	82	223	305
Oper Costs	19	227	246	45	541	586	96	649	745	52	670	722	110	1,005	1,115	322	3,092	3,414
Grants	0	50	50	0	635	635	0	895	895	0	1,027	1,027	0	1,674	1,674	0	4,281	4,281
Total	19	294	313	94	1,353	1,447	129	1,557	1,686	52	1,706	1,758	110	2,686	2,796	404	7,596	8,000

ss:
FY 91 = 6 months operation (July 91 - Jan. 92)
FY 95 = 18 months operation (Feb. 95 - July 96)

F. Authorized Geographic Code

A.I.D. Geographic Code 000 and Bolivia are the authorized codes for source and origin of goods, and for nationality of all services procured under the project. Pursuant to FAA 636(i), if vehicles are to be purchased under the Grant, they must be of U.S. manufacture. Also see Annex 3 Standard (Special) Provisions entitled "A.I.D. Eligibility Rules for Goods and Services" and "Local Cost Financing."

G. Audits and Evaluations

PROCOSI will commission independent financial audits on an annual basis. The auditing firm will be selected from the list of USAID-approved auditors in La Paz. PROCOSI will coordinate these audits with the USAID/Bolivia Controller's office. Any internal audits conducted by PROCOSI will be submitted to the USAID/Bolivia Controller. PROCOSI's fiscal year is from July to June and the audits will be conducted in the first quarter following the close of each fiscal year (approximately August). The official audit report will be reviewed and acted on by the Finance and Investment Review Committee of PROCOSI. The reports, as well as the resulting corrective action plans, will be made available to USAID Bolivia and Central Bank of Bolivia (if the debt swap takes place).

External mid-term and final evaluations will be conducted by teams comprised of independent consultants, PROCOSI staff, member PVO staff and representatives of USAID/Bolivia and will be arranged by the Grantee. The mid-term evaluation will take place in October 1993 and will focus on the effectiveness and efficiency of PROCOSI operations, member PVO satisfaction with the services being provided, the utilization of resources and achievements as compared with planned activities and functions. The final evaluation will take place in February 1996 and will concentrate on overall accomplishments of PROCOSI, the cost-effectiveness of services and the effectiveness of the sub-grant projects to achieve their objectives.

Funds for project audits and financial reviews are estimated at \$90,000. The two evaluations are provided for at a total cost of \$114,000.

In addition to the financial audits and evaluations of the OPG, PROCOSI will do project monitoring, internal program reviews, and administrative audits related to the OPG. PROCOSI will also monitor and evaluate sub-grant proposals and sub-grant implementation. Finally, the effectiveness of the technical assistance and training will be regularly monitored and evaluated periodically by PROCOSI.

H. Special Provisions

1. The Grantee shall provide to USAID/Bolivia a list of all PROCOSI personnel with full-time project responsibilities, including name, professional qualifications, and a brief scope of work for each.

2. Within the LOP amount of \$8 million there exists the possibility of a debt-for-development swap with the GOB. In this case AID funding of up to five million dollars (possibly in two tranches of approximately \$2.5 million each) would be matched by \$2.5 million from the Government of Bolivia to retire approximately \$45.5 million of its outstanding commercial debt. The debt swap could create the probability that PROCOSI would achieve financial self-sufficiency -- being able to cover all of its salary and support costs -- by the end of the grant period. This would not only provide PROCOSI with a fifty percent premium on its initial investment, but would also establish an interest-bearing investment fund which will provide substantial income for at least ten years. However, due to certain current uncertainties about the GOB commitment to the debt swap, this project is being obligated as a straight \$8 million grant for child survival activities. If the debt swap becomes possible, this OPG will be converted to a Cooperative Agreement. In any case, this grant will still allow PROCOSI to achieve technical/ administrative self-sufficiency. That is, by upgrading its institutional capacity PROCOSI could effectively administer funds from other donors for sub-grants to member PVOs. In such a case these donors may be willing to cover some of PROCOSI's operating costs.

3. No pesticides will be purchased, used, or promoted for vector-borne disease control or other components of the project without an environmental assessment (EA), and its approval by the LAC Chief Environmental Officer. In addition, the project must comply with the recommendations contained in the CARE Community Development EA during planning, implementation and monitoring of any community water and sanitation activities. Project personnel, with the guidance of the Mission Environmental Officer and/or the Regional Environmental Advisor, will monitor environmental impacts of project activities. Evaluation of the environmental impacts of project implementation and of compliance with the terms of the environmental assessments will be made components of scheduled project evaluations.

I. Determination of Indirect Cost Rate

In view of the fact that USAID/Bolivia is providing the majority of funding for PROCOSI activities within Bolivia as well as the fact that there has not been a basis upon which to establish a reliable indirect cost allocation rate, this Operational Program Grant does not specify either a pre-determined or provisional overhead rate. USAID/Bolivia will undertake to engage an independent audit of PROCOSI for the purpose of determining indirect cost expenses, the base of application, and overhead rate. This audit will be initiated within a six-month period after the effective date of the Operational Program Grant. PROCOSI should notify the Operational Program Grant Officer of other sources of funding including AID/Washington, for PROCOSI activities within Bolivia. The grantee shall incorporate approved indirect cost rates of PVOs to whom subgrants are awarded into these sub-grants.

J. Title to Property

Title to all property financed under this Grant shall vest in the Grantee, subject to the conditions set forth in Attachment 3, the Standard Provision entitled "Title to and Use of Property (Grantee Title)."

ATTACHMENT 2

SUMMARY PROGRAM DESCRIPTION

CHILD SURVIVAL PVO NETWORK II PROJECT (PROCOSI)

*Note: For details see the Child Survival PVO Network II Project Paper-like document dated 3/22/91.

Attachment 2

Table of Contents

SYNOPSIS: CHILD SURVIVAL PVO NETWORK II PROJECT

ACRONYM GLOSSARY	Page No
I. Project Summary	1
II. Background	2
A. Statement of the Problem	2
B. PROCOSI's Accomplishments to Date	3
C. Relationship to USAID/Bolivia Action Plan	4
D. Beneficiary Participant Population	4
III. Goal, Purpose, Activities and End-of-Project Status	4
A. Goal	4
B. Purpose	4
C. Project Activities	5
D. End-of-Project Status	6
IV. Major Responsibilities of Project Participants	6
A. PROCOSI	6
B. PVO Members of PROCOSI	7
C. Government of Bolivia	7
D. USAID/Bolivia	7
E. Other Donors	7

Acronym Glossary

AED	Academy for Educational Development
AID	U.S. Agency for International Development
ASONGS	Bolivian Association of NGOs who work in Health (Asociación de Organizaciones No-Gubernamentales que prestan servicios de salud)
CDSS	Country Development Strategy Statement (USAID/B)
CONAPO	
GOB	Government of Bolivia
INE	Instituto Nacional de Estadística (National Statistics Institute)
MOH	Ministry of Health
NGO	Non-governmental organization
OPG	Operational Program Grant
PAHO	Pan American Health Organization
PRITECH	Technology for Primary Health Care Project
PROCOSI	Programa de Coordinación en Supervivencia Infantil
PVO	Private Voluntary Organization
QCF	Quipus Cultural Foundation
SCF	Save the Children Federation
UNICEF	United Nations Children's Fund
USAID/B	AID Mission to Bolivia
WASH	Water and Sanitation for Health Project
WHO	World Health Organization

I. Project Summary

In January 1988, USAID/Bolivia awarded a \$1.7 million Operational Program Grant (OPG) to Save the Children Foundation (SCF), as the legal representative, to provide support to a recently organized network (PROCOSI) of nine US-based organizations and one Bolivian private voluntary organization (PVOs) which were carrying out child survival programs. This grant was matched by a PVO contribution of \$579,000. This OPG is scheduled to terminate on December 31, 1991. The purpose of the OPG was to improve and strengthen the basic health and child survival services provided by the PVOs. The project was also designed to increase the coordination among the PVOs, the Ministry of Health, indigenous PVOs and other bi-lateral and multilateral organizations working in child survival and to develop the administrative and technical capacity of the network itself. Under this OPG, the network defined and put into practice its operating procedures. PROCOSI has steadily assumed most of the management functions of the ongoing operations from SCF, with the exception of the legal and financial responsibilities. In January 1991, the Assembly formally adopted the Statutes and By-Laws of the organization. In April 1991 PROCOSI became legally incorporated under Bolivian law as a not-for-profit agency and in June 1991 was provisionally registered with USAID/Bolivia as a local PVO. Completion of these steps permits PROCOSI to directly receive the present Operational Program Grant (OPG).

The Assembly and staff of PROCOSI have acted upon all of the recommendations from the final evaluation in November 1990. The functional structure of the PROCOSI organization has been revised and, under the new grant, key senior staff positions will be filled. Several commissions are currently working on developing or improving key management systems to strengthen the administrative and technical capacity of the organization prior to implementation of the PROCOSI II OPG.

The goal of this project is to improve the health status of children under five years of age and women of childbearing ages, by decreasing the morbidity and mortality within these high-risk population groups.

The project has two purposes: 1) to strengthen the technical, management and service delivery capacity of private voluntary organizations working in health, child survival and community development; and 2) to establish PROCOSI as a sustainable organization for maintaining services aimed at institutional strengthening and coordination.

The primary purpose of the new OPG, i.e., the strengthening of member PVO capacities, remains unchanged from the first OPG. This second five-year grant will permit PROCOSI to expand its services and benefits from the current ten members to 16 associate members and 16 sponsored affiliate members. Each member will be entitled to receive significant sub-grants and technical assistance, but the latter group of PVOs will have less obligations and will not be represented in the Assembly. The proposed grant will finance a minimum of 98 major, medium and minor grants.

AID will provide a LOP grant of \$8.0 million to PROCOSI. Approximately 55% (\$6.2M) of the planned expenditures will finance the sub-grant projects and an additional 32% (\$3.6M) will provide technical services to the PVO members and other participating agencies. Overall, the AID-PVO match of actual expenditures will be 73-27. PROCOSI will provide its members with technical assistance in needs assessments, project design, the development of protocols, and project management and evaluation systems. Training activities will include workshops, seminars, roundtables and systematic follow-up. PROCOSI staff will plan and conduct project evaluations and special analyses, such as operations research, as needed. The documentation center will supply bibliographic materials and will produce experienced-based technical and adult education materials and training modules.

PROCOSI will concentrate its technical expertise in the areas of child survival and primary health care, applied nutrition, organizational development, training methodologies (training of trainers), health information systems, maternal health, and health education. The technical staff, together with the project analysts and evaluation specialist, will work as interchangeable task groups structured to best meet the specific needs of the individual member organizations.

II. Background

A. Statement of the Problem

Four problem-areas have characterized the activities of private voluntary organizations (PVOs) involved in health in Bolivia. The effects of these problems have limited both the PVOs and the Ministry of Health (MOH), as well as international donor agencies, in making the best use of limited resources.

1. Coordination of Services

Traditionally, private voluntary organizations (PVOs) in Bolivia have developed and implemented their programs independently from government and other PVO activities. The lack of coordination has often led to the duplication of or gaps in service delivery. The lack of reliable information about PVO activities has hindered the ability of the Ministry of Health, for example, to effectively plan and monitor health services. It has also limited the PVOs working in health to plan and improve their own programs by learning from the experiences of others.

2. Standardization of Norms, Criteria and Methods

The isolated development of programs has often resulted in the application of inconsistent norms, operating criteria and methodologies in both the technical and administrative aspects of health service and educational programs. While this is of special concern to the MOH, perhaps the greatest disservice is to the target populations who are subjected to different, and often conflicting, treatment and messages. This, in turn, can cause confusion and often the rejection of services and information. It also jeopardizes the sustainability of project activities when they are expected to be integrated into a broader health system.

3. Channeling of Resources

The Ministry of Planning (MOP) estimates that there are more than 120 PVOs working in the health field. Not only does this foster competition for limited resources --and, thus, inhibit inter-PVO cooperation and sharing-- it also stretches the administrative and oversight capacity of funding agencies who want to finance individual PVO activities. Most international donors try to avoid paying for administrative costs and salaries.

4. Technical and Administrative Shortcomings of PVOs

The relatively small size and limited experiences of many PVOs has not allowed them to develop adequate administrative systems and technical protocols or to hire the technical and administrative staff they require. Their internal capacity to design, implement, monitor and evaluate cost-effective and sustainable interventions is very limited. This condition also affects some of the larger organizations. Almost all PVOs are dependent on external funding to sustain their operations.

B. PROCOSI's Accomplishments to Date

PROCOSI is a group of 10 private voluntary agencies working together for the cause of improving the quality and outreach capability of their programs. During the period of the first OPG, PROCOSI has financed 14 significant sub-grants to affiliate members totalling US \$ 530,000. PROCOSI staff has supported all these projects with technical assistance in project design, training, follow-up and evaluation.

PROCOSI has responded to a broad-based demand of technical interests and requirements of both member and non-member agencies by conducting a series of over 34 workshops, seminars and roundtable discussions on a variety of topics, including: health information systems, design and validation of education materials, social communication, small-scale credit, health-related computer packages, training of trainers, design and implementation of studies, infant development, road-to-health cards, immunization, diarrheal disease, respiratory diseases, Chagas' disease, breast-feeding, family planning, growth monitoring, perinatal health, Vitamin A and iodine deficiency, to mention a few.

PROCOSI has involved other significant health-sector institutions including the Bolivian Ministry of Health, WHO/PAHO, UNICEF, CONAPO, INE, ASONGS, AED, PRITECH, who have cooperated with and benefitted from PROCOSI's technical expertise and effective outreach capability.

PROCOSI has published several articles on child survival subjects during the last three years.

PROCOSI's library currently consists of over 3,664 volumes of books, periodicals and occasional papers on diverse health and development topics that are at the member's and the general public's disposal. Additionally, the information center maintains an updated data base on local consultants and experts in a wide area of technical competence of interest to the PVO's and their programs.

C. Relationship to USAID/Bolivia Action Plan

The current Action Plan of USAID/Bolivia (for FY 1992-93) identifies Maternal and Child Health as one of the Mission's five specific strategies. The objective of this program area is to improve the health of mothers and of children under five, and it incorporates the full package of child survival interventions as well as rural potable water and sanitation projects. PROCOSI will provide the majority of its technical assistance and sub-grant projects in direct support of these interventions. USAID has consistently supported the activities of PVOs in its maternal and child health program. The final evaluation of the SCF Child Survival PVO Network I OPG stated that "the activities of PROCOSI and its members are clearly in compliance with the Plan Nacional de Supervivencia-Desarrollo Infantil y Salud Materna of the [GOB] and the Country Development Strategy Statement (CDSS) of USAID."

D. Beneficiary Participant Population

The direct beneficiaries of the OPG are the associate and affiliate member PVOs and their technical, administrative and field staffs. PROCOSI's efforts are directed to strengthening member PVO abilities to deliver services to the target populations of their projects. The project also benefits the staffs of non-member PVOs and of the Ministry of Health to the extent that they are involved in collaborative efforts.

Currently nine of the ten member PVOs are U.S.-based. During this grant PROCOSI will expand to include six new associate members and 16 affiliate members. This will allow PROCOSI to diversify from its current condition of being primarily a group of U.S.-based PVOs.

The indirect beneficiaries of the OPG are the children less than five years old and women of child bearing ages who are the target populations of the member PVOs' projects. PROCOSI sub-grants and efforts to improve staff capabilities will improve the abilities of the PVO staffs to work with the target populations and thus improve their health conditions. An estimated 52,000 women and children will benefit from the first 14 sub-grant projects.

III. Goal, Purpose Activities and End-of-Project Status

A. The project goal is to improve the health status of children under five years of age and women of childbearing ages, by decreasing the morbidity and mortality within these high-risk population groups. PROCOSI will contribute to the achievement of this goal by serving as an effective mechanism for coordination among and as a channel of resources to its member organizations.

B. To accomplish this goal, the two project purposes are:

1) To strengthen the technical, management and service delivery capacity of private voluntary organizations working in health, child survival and community development. PROCOSI proposes to achieve this purpose by implementing a five-part strategy:

(i) channeling financial resources to the member PVOs in the form of sub-grants for service delivery, and educational and applied research projects;

(ii) providing appropriate technical assistance and training to the staffs of PVOs and collaborating agencies;

(iii) developing efficient mechanisms to assure effective communication and coordination among the member PVOs, between the PVOs and the PROCOSI staff, and between PROCOSI and other public, private and international agencies;

(iv) promoting and supporting collaborative projects among the PVOs and joint endeavors with the Ministry of Health, particularly those aimed at standardizing norms, technical protocols, and support systems; and,

(v) maintaining an expanded resource center for the collection of reference materials, the documentation of PVO experiences, and the dissemination of information.

2) To establish PROCOSI as a sustainable organization for maintaining the above services aimed at institutional strengthening and coordination. The sustainability of, and desirability for maintaining, PROCOSI operations will depend on satisfying five conditions:

(i) acquiring and maintaining legal and operational status;

(ii) demonstrating a continuing demand for the services and benefits offered;

(iii) demonstrating the ability to supply quality and effective services;

(iv) establishing a diversified base of financial and other resources; and,

(v) achieving efficiency and maximizing productivity in terms of internal organization and management.

C. Project Activities

This project will concentrate on strengthening the institution of PROCOSI and on consolidating the services provided by PROCOSI. The organization will become financially self-sufficient with respect to administrative and support costs. PROCOSI will expand its membership from the current 10 members to a total of 32 members. More sub-grant projects will be funded in PROCOSI II than were funded in the first project. A total of 98 projects are scheduled to be funded in the new project whereas 18 were funded in PROCOSI I. Technical assistance and training activities will be more focused and will include more follow-up activities than in PROCOSI I. The technical assistance and training provided will be based on needs assessments and discussions with each member PVO. PROCOSI will focus on providing these services in the areas of concentration listed below.

PROCOSI will continue to offer service to the following areas: Technical assistance, training, bibliographic materials, project monitoring and evaluation, analysis and special assessments, and educational materials production.

In the first PROCOSI project services were offered in a variety of dispersed but related technical areas which had an effect on health. In this project services will be more focused toward Child Survival, Public and Primary health care and will include the new areas of organizational development, applied nutrition, maternal health, health information systems, health education and training methodologies (training of trainers).

D. End-of-Project Status

The end-of-project status, attributable to the project, are the following:

1. Associate members and sponsored affiliates will have strengthened their technical, management and service delivery capabilities, enabling them to improve the implementation of projects which improve the health conditions of children less than five years old and women of childbearing ages.
2. Associate members and sponsored affiliates will have strengthened their capabilities by taking advantage of the sub-grants, training, technical assistance and library service offered by PROCOSI as well as through contact with other PVOs who are part of the PROCOSI network.
3. PROCOSI will be a strong institution which can sustain its own administrative and service costs and provide quality services which benefit the member PVOs and through the PVOs PROCOSI will have contributed to community development by having benefitted women and children.

Technical capacity of PVOs will be judged by the percent of member PVO staffs who meet technical qualification. Managerial capacity will be judged by each member organization having written and functioning procedures for the following administrative systems: Financial/ accounting; Procurement/ inventory; Personnel; Planning/ coordination; Monitoring/ evaluation. Service delivery will be judged by the percent of planned services delivered through the sub-grant donations.

The project achievements will be measured through sample surveys and evaluations at the initiation (baseline), mid-term, and end of the project.

IV. Major Responsibilities of Project Participants

A. PROCOSI

PROCOSI (the "Grantee") will be responsible for the overall management and implementation of the project.

B. PVO Members of PROCOSI

The members of PROCOSI will be responsible for the administration of their respective individual sub-grants and for institutional upgrading with the assistance of PROCOSI.

C. Government of Bolivia

Should the debt swap take place the GOB will be responsible for honoring its commitment to provide up to \$7.5 million in local currency to PROCOSI (\$5 million for the retirement of \$45.5 million in commercial debt and a \$2.5 million premium).

D. USAID/Bolivia

USAID/Bolivia will provide oversight of project implementation in close coordination with PROCOSI.

E. Other Donors

It is expected that once PROCOSI has established a track record for sub-grant administration and has upgraded its institutional structure, other donors will be encouraged to make grants to PROCOSI.

PROCS1
1281

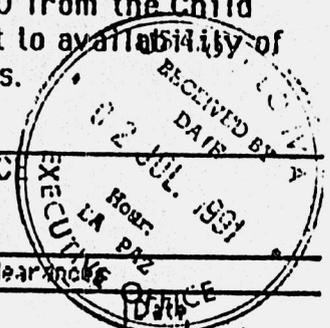
Child Survival PVO Network II Project

AID 1350-1 PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country BOLIVIA	Page 1 of 3 Pages
		2. PID/T No 11-0620-3-10077	3. <input checked="" type="checkbox"/> Original or Amend. No.
		4. Project No. and Title 511-0620 Child Survival PVO Network II	

DISTRIBUTION	5. Approp. Symbol 72-1111021		6. Budget Plan Code LDCA91-25511-KG13	
	7. Obligation Status <input type="checkbox"/> Administrative Res <input checked="" type="checkbox"/> Implementing Document		8. PACD (Mo., Day, Yr.)	
	9. Auth. Agent RCO/La Paz		10. PROJ/AG No Date	
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> Contract (HB 14) <input checked="" type="checkbox"/> Grant or Coop. Agr. (HB 13) <input type="checkbox"/> PASA/ RASA (HB 12) <input type="checkbox"/> Other		11b. Ref No (if Amend)	
	12. Estimated Financing Budget is attached as Attachment No. 1			

Maximum AID Financing Available	A. Dollars	1. Previous Total	2. Increase	3. Decrease	4. Total to Date
		-	\$2,600,000	-	\$2,600,000
	B. U.S. Owned Local Currency				

13. Mission References PROCS1 Letter SI-151-91 4/9/91 Project Proposal 5/22/91	14A. Instructions to Authorized Agent The RCO is requested to sign an Operational Program Grant with PROCOSI to provide an initial grant of \$2,600,000 of Child Survival Account funds. The life of project amount will be \$8,000,000 from the Child Survival account. Additional increases will be subject to availability of funds. See Attachment 2 of the OPG for Project details.
	14B. Address of Voucher Paying Office CONTROLLER'S OFFICE USAID/BOLIVIA APO MIAMI 34032



15. Clearances - include typed name, office symbol, telephone number and date for all clearances			
A. Project Officer specs OK HHR:CTejada HHR:Sanderson	Phone No. 357 Date 6/25/91	B. Statement of work OK A/DP:SSmith	Date 6/27/91
C. PD&I: MBarash EXO/P: PKeirnan	Date 6/27/91	D. Funds Available CONT:JDavison	Date 6-27-91
E. RCO:CBucher	Date 6/27/91		

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to: Signature _____ Date _____ Title _____	17. For A.I.D. Edward L. Karunc Signature Edward L. Karunc Date 6/27/91 Title A/Deputy Mission Dir.
---	--

*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.

18. Statement of work or program description for this project is described in Attachment No. 2 (OPG)

19. Special Provisions

- A. Language Requirements (specify) _____
(If marked, testing must be accomplished by AID to assure desired level of proficiency.)
- B. Access to classified information will will not be required by technical specialists. (Indicate level) _____
- C. Duty post(s) and duration of technical specialist(s) services at post(s) (months) _____
- D. Dependents will will not be permitted to accompany technical specialist(s).
- E. Geographic code applicable in procurement under this PIO/T is 000 809 905 991 Other (specify) BOLIVIA
(If other than authorized in HR 1, Sup B, Chap 5, Para 5A1d, attach waiver(s).)
- F. Salary approval(s) to exceed FS-1 salary ceiling are attached in process N/A.
- G. Cooperating country acceptance of this project (applicable to AID/W projects only)
 has been obtained is in process is not applicable to services required by PIO/T.
- H. Justification for use of external resources for consulting services is attached N/A.
- I. Clearance for procurement of ADF equipment, software, and services is attached in process N/A.
- J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is
 attached in process N/A.
- K. Participant training is is not being funded as part of this PIO/T.
- L. Requirement (contracts only) is recommended for small business set-aside SBA 8(a) Program neither.
- M. Other (specify).

20. Provisions for Logistic Support

A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")

	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER	N/A
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY		
(1) Office Space					X	
(2) Office Equipment					X	
(3) Housing and Utilities					X	
(4) Furniture					X	
(5) Household Appliances (Stoves, Refrig., etc.)					X	
(6) Transportation in Cooperating Country					X	
(7) Transportation To and From Country					X	
(8) Interpreter Services/Secretarial					X	
(9) Medical Facilities (Health Room)					X	
(10) Vehicles (official)						X
(11) Travel Arrangements/Tickets					X	
(12) Nightwatchman for Living Quarters					X	
(13)						X
(14)						
(15)						

(OTHER SPECIFY)

20. Provisions for Logistic Support (Continued)

B. Additional Facilities Available From Other Sources

Diplomatic pouch

PX

Commissary (for US and TCNs)

Other (specify, e.g., duty free, entry, tax exemption)

C. Comments See Standard Provisions

21. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities

Contractor will work under the general policy guidance of the USAID/Mission Director

B. Cooperating Country Liaison Officials

C. AID Liaison Officials

Paul Hartenburger, Chief, HHR
Charles Llewellyn, Project Manager

22. Background information (additional information useful to authorized agent)

See OPG, Attachment No. 2

23. Summary of attachments that accompany the PIO/T (check applicable boxes)

A. Detailed budget estimate in support of increased funding (Block 12) Attachment No. 1

B. Evaluation criteria for competitive procurement (Block 14A)

C. Justification for procurement by other than full and open competition or noncompetitive assistance Attachment No. 3

D. Statement of work or program description (Block 18) Attachment No. 2 OPG

E. Waiver(s) justification(s), clearance(s), certification(s) (Block 19) (specify number _____)

**CHILD SURVIVAL PVO NETWORK (PROCOSI) II PROJECT
511-0620
PROJECT BUDGET**

	<u>This Obligation</u>	<u>LOP</u>
1. Assets	\$282,000	\$305,000
2. Program Costs	\$1,198,000	\$3,414,000
3. Sub-Grants	\$1,120,000	\$4,281,000
	-----	-----
TOTAL	\$2,600,000	\$8,000,000

1. Assets include building purchase, vehicles, and equipment

2. Program costs include administrative costs, PROCOSI salaries, external technical assistance, evaluations, audits, legal fees, workshops and training.

3. Sub-grants are given to PROCOSI members for field projects.

ATTACHMENT 2

SUMMARY PROGRAM DESCRIPTION

CHILD SURVIVAL PVO NETWORK II PROJECT (PROCOSI)

*Note: For details see the Child Survival PVO Network II Project Paper-like document dated 3/22/91.

Attachment 2

Table of Contents

SYNOPSIS: CHILD SURVIVAL PVO NETWORK II PROJECT

ACRONYM GLOSSARY	<u>Page No</u>
I. Project Summary	1
II. Background	2
A. Statement of the Problem	2
B. PROCOSI's Accomplishments to Date	3
C. Relationship to USAID/Bolivia Action Plan	4
D. Beneficiary Participant Population	4
III. Goal, Purpose, Activities and End-of-Project Status	4
A. Goal	4
B. Purpose	4
C. Project Activities	5
D. End-of-Project Status	6
IV. Major Responsibilities of Project Participants	6
A. PROCOSI	6
B. PVO Members of PROCOSI	7
C. Government of Bolivia	7
D. USAID/Bolivia	7
E. Other Donors	7

Acronym Glossary:

AED	Academy for Educational Development
AID	U.S. Agency for International Development
ASONGS	Bolivian Association of NGOs who work in Health (Asociación de Organizaciones No-Gubernamentales que prestan servicios de salud)
CDSS	Country Development Strategy Statement (USAID/B)
CONAPO	
GOB	Government of Bolivia
INE	Instituto Nacional de Estadística (National Statistics Institute)
MOH	Ministry of Health
NGO	Non-governmental organization
OPG	Operational Program Grant
PAHO	Pan American Health Organization
PRITECH	Technology for Primary Health Care Project
PROCOSI	Programa de Coordinación en Supervivencia Infantil
PVO	Private Voluntary Organization
QCF	Quipus Cultural Foundation
SCF	Save the Children Federation
UNICEF	United Nations Children's Fund
USAID/B	AID Mission to Bolivia
WASH	Water and Sanitation for Health Project
WHO	World Health Organization

I. Project Summary

In January 1988, USAID/Bolivia awarded a \$1.7 million Operational Program Grant (OPG) to Save the Children Foundation (SCF), as the legal representative, to provide support to a recently organized network (PROCOSI) of nine US-based organizations and one Bolivian private voluntary organization (PVOs) which were carrying out child survival programs. This grant was matched by a PVO contribution of \$579,000. This OPG is scheduled to terminate on December 31, 1991. The purpose of the OPG was to improve and strengthen the basic health and child survival services provided by the PVOs. The project was also designed to increase the coordination among the PVOs, the Ministry of Health, indigenous PVOs and other bi-lateral and multilateral organizations working in child survival and to develop the administrative and technical capacity of the network itself. Under this OPG, the network defined and put into practice its operating procedures. PROCOSI has steadily assumed most of the management functions of the ongoing operations from SCF, with the exception of the legal and financial responsibilities. In January 1991, the Assembly formally adopted the Statutes and By-Laws of the organization. In April 1991 PROCOSI became legally incorporated under Bolivian law as a not-for-profit agency and in June 1991 was provisionally registered with USAID/Bolivia as a local PVO. Completion of these steps permits PROCOSI to directly receive the present Operational Program Grant (OPG).

The Assembly and staff of PROCOSI have acted upon all of the recommendations from the final evaluation in November 1990. The functional structure of the PROCOSI organization has been revised and, under the new grant, key senior staff positions will be filled. Several commissions are currently working on developing or improving key management systems to strengthen the administrative and technical capacity of the organization prior to implementation of the PROCOSI II OPG.

The goal of this project is to improve the health status of children under five years of age and women of childbearing ages, by decreasing the morbidity and mortality within these high-risk population groups.

The project has two purposes: 1) to strengthen the technical, management and service delivery capacity of private voluntary organizations working in health, child survival and community development; and 2) to establish PROCOSI as a sustainable organization for maintaining services aimed at institutional strengthening and coordination.

The primary purpose of the new OPG, i.e., the strengthening of member PVO capacities, remains unchanged from the first OPG. This second five-year grant will permit PROCOSI to expand its services and benefits from the current ten members to 16 associate members and 16 sponsored affiliate members. Each member will be entitled to receive significant sub-grants and technical assistance, but the latter group of PVOs will have less obligations and will not be represented in the Assembly. The proposed grant will finance a minimum of 98 major, medium and minor grants.

AID will provide a LOP grant of \$8.0 million to PROCOSI. Approximately 55% (\$6.2M) of the planned expenditures will finance the sub-grant projects and an additional 32% (\$3.6M) will provide technical services to the PVO members and other participating agencies. Overall, the AID-PVO match of actual expenditures will be 73-27. PROCOSI will provide its members with technical assistance in needs assessments, project design, the development of protocols, and project management and evaluation systems. Training activities will include workshops, seminars, roundtables and systematic follow-up. PROCOSI staff will plan and conduct project evaluations and special analyses, such as operations research, as needed. The documentation center will supply bibliographic materials and will produce experience-based technical and adult education materials and training modules.

PROCOSI will concentrate its technical expertise in the areas of child survival and primary health care, applied nutrition, organizational development, training methodologies (training of trainers), health information systems, maternal health, and health education. The technical staff, together with the project analysts and evaluation specialist, will work as interchangeable task groups structured to best meet the specific needs of the individual member organizations.

II. Background

A. Statement of the Problem

Four problem-areas have characterized the activities of private voluntary organizations (PVOs) involved in health in Bolivia. The effects of these problems have limited both the PVOs and the Ministry of Health (MOH), as well as international donor agencies, in making the best use of limited resources.

1. Coordination of Services

Traditionally, private voluntary organizations (PVOs) in Bolivia have developed and implemented their programs independently from government and other PVO activities. The lack of coordination has often led to the duplication of or gaps in service delivery. The lack of reliable information about PVO activities has hindered the ability of the Ministry of Health, for example, to effectively plan and monitor health services. It has also limited the PVOs working in health to plan and improve their own programs by learning from the experiences of others.

2. Standardization of Norms, Criteria and Methods

The isolated development of programs has often resulted in the application of inconsistent norms, operating criteria and methodologies in both the technical and administrative aspects of health service and educational programs. While this is of special concern to the MOH, perhaps the greatest disservice is to the target populations who are subjected to different, and often conflicting, treatment and messages. This, in turn, can cause confusion and often the rejection of services and information. It also jeopardizes the sustainability of project activities when they are expected to be integrated into a broader health system.

3. Channeling of Resources

The Ministry of Planning (MOP) estimates that there are more than 120 FVOs working in the health field. Not only does this foster competition for limited resources --and, thus, inhibit inter-FVO cooperation and sharing-- it also stretches the administrative and oversight capacity of funding agencies who want to finance individual FVO activities. Most international donors try to avoid paying for administrative costs and salaries.

4. Technical and Administrative Shortcomings of FVOs

The relatively small size and limited experiences of many FVOs has not allowed them to develop adequate administrative systems and technical protocols or to hire the technical and administrative staff they require. Their internal capacity to design, implement, monitor and evaluate cost-effective and sustainable interventions is very limited. This condition also affects some of the larger organizations. Almost all FVOs are dependent on external funding to sustain their operations.

B. PROCOSI's Accomplishments to Date

PROCOSI is a group of 10 private voluntary agencies working together for the cause of improving the quality and outreach capability of their programs. During the period of the first OPG, PROCOSI has financed 14 significant sub-grants to affiliate members totalling US \$ 530,000. PROCOSI staff has supported all these projects with technical assistance in project design, training, follow-up and evaluation.

PROCOSI has responded to a broad-based demand of technical interests and requirements of both member and non-member agencies by conducting a series of over 34 workshops, seminars and roundtable discussions on a variety of topics, including: health information systems, design and validation of education materials, social communication, small-scale credit, health-related computer packages, training of trainers, design and implementation of studies, infant development, road-to-health cards, immunization, diarrheal disease, respiratory diseases, Chagas' disease, breast-feeding, family planning, growth monitoring, perinatal health, Vitamin A and iodine deficiency, to mention a few.

PROCOSI has involved other significant health-sector institutions including the Bolivian Ministry of Health, WHO/FAHO, UNICEF, CONAFO, INE, ASONGS, AED, PRITECH, who have cooperated with and benefitted from PROCOSI's technical expertise and effective outreach capability.

PROCOSI has published several articles on child survival subjects during the last three years.

PROCOSI's library currently consists of over 3,664 volumes of books, periodicals and occasional papers on diverse health and development topics that are at the member's and the general public's disposal. Additionally, the information center maintains an updated data base on local consultants and experts in a wide area of technical competence of interest to the FVO's and their programs.

C. Relationship to USAID/Bolivia Action Plan

The current Action Plan of USAID/Bolivia (for FY 1992-93) identifies Maternal and Child Health as one of the Mission's five specific strategies. The objective of this program area is to improve the health of mothers and of children under five, and it incorporates the full package of child survival interventions as well as rural potable water and sanitation projects. PROCOSI will provide the majority of its technical assistance and sub-grant projects in direct support of these interventions. USAID has consistently supported the activities of PVOs in its maternal and child health program. The final evaluation of the SCF Child Survival PVO Network I OPG stated that "the activities of PROCOSI and its members are clearly in compliance with the Plan Nacional de Supervivencia-Desarrollo Infantil y Salud Materna of the [GOB] and the Country Development Strategy Statement (CDSS) of USAID."

D. Beneficiary Participant Population

The direct beneficiaries of the OPG are the associate and affiliate member PVOs and their technical, administrative and field staffs. PROCOSI's efforts are directed to strengthening member PVO abilities to deliver services to the target populations of their projects. The project also benefits the staffs of non-member PVOs and of the Ministry of Health to the extent that they are involved in collaborative efforts.

Currently nine of the ten member PVOs are U.S.-based. During this grant PROCOSI will expand to include six new associate members and 16 affiliate members. This will allow PROCOSI to diversify from its current condition of being primarily a group of U.S.-based PVOs.

The indirect beneficiaries of the OPG are the children less than five years old and women of child bearing ages who are the target populations of the member PVOs' projects. PROCOSI sub-grants and efforts to improve staff capabilities will improve the abilities of the PVO staffs to work with the target populations and thus improve their health conditions. An estimated 52,000 women and children will benefit from the first 14 sub-grant projects.

III. Goal, Purpose Activities and End-of-Project Status

A. The project goal is to improve the health status of children under five years of age and women of childbearing ages, by decreasing the morbidity and mortality within these high-risk population groups. PROCOSI will contribute to the achievement of this goal by serving as an effective mechanism for coordination among and as a channel of resources to its member organizations.

B. To accomplish this goal, the two project purposes are:

1) To strengthen the technical, management and service delivery capacity of private voluntary organizations working in health, child survival and community development. PROCOSI proposes to achieve this purpose by implementing a five-part strategy:

- (i) channeling financial resources to the member PVOs in the form of sub-grants for service delivery, and educational and applied research projects;
- (ii) providing appropriate technical assistance and training to the staffs of PVOs and collaborating agencies;
- (iii) developing efficient mechanisms to assure effective communication and coordination among the member PVOs, between the PVOs and the PROCOSI staff, and between PROCOSI and other public, private and international agencies;
- (iv) promoting and supporting collaborative projects among the PVOs and joint endeavors with the Ministry of Health, particularly those aimed at standardizing norms, technical protocols, and support systems; and,
- (v) maintaining an expanded resource center for the collection of reference materials, the documentation of PVO experiences, and the dissemination of information.

2) To establish PROCOSI as a sustainable organization for maintaining the above services aimed at institutional strengthening and coordination. The sustainability of, and desirability for maintaining, PROCOSI operations will depend on satisfying five conditions:

- (i) acquiring and maintaining legal and operational status;
- (ii) demonstrating a continuing demand for the services and benefits offered;
- (iii) demonstrating the ability to supply quality and effective services;
- (iv) establishing a diversified base of financial and other resources; and,
- (v) achieving efficiency and maximizing productivity in terms of internal organization and management.

C. Project Activities

This project will concentrate on strengthening the institution of PROCOSI and on consolidating the services provided by PROCOSI. The organization will become financially self-sufficient with respect to administrative and support costs. PROCOSI will expand its membership from the current 10 members to a total of 32 members. More sub-grant projects will be funded in PROCOSI II than were funded in the first project. A total of 98 projects are scheduled to be funded in the new project whereas 18 were funded in PROCOSI I. Technical assistance and training activities will be more focused and will include more follow-up activities than in PROCOSI I. The technical assistance and training provided will be based on needs assessments and discussions with each member PVO. PROCOSI will focus on providing these services in the areas of concentration listed below.

PROCOSI will continue to offer service to the following areas: Technical assistance, training, bibliographic materials, project monitoring and evaluation, analysis and special assessments, and educational materials production.

In the first PROCOSI project services were offered in a variety of dispersed but related technical areas which had an effect on health. In this project services will be more focused toward Child Survival, Public and Primary health care and will include the new areas of organizational development, applied nutrition, maternal health, health information systems, health education and training methodologies (training of trainers).

D. End-of-Project Status

The end-of-project status, attributable to the project, are the following:

1. Associate members and sponsored affiliates will have strengthened their technical, management and service delivery capabilities, enabling them to improve the implementation of projects which improve the health conditions of children less than five years old and women of childbearing ages.
2. Associate members and sponsored affiliates will have strengthened their capabilities by taking advantage of the sub-grants, training, technical assistance and library service offered by PROCOSI as well as through contact with other PVOs who are part of the PROCOSI network.
3. PROCOSI will be a strong institution which can sustain its own administrative and service costs and provide quality services which benefit the member PVOs and through the PVOs PROCOSI will have contributed to community development by having benefitted women and children.

Technical capacity of PVOs will be judged by the percent of member PVO staffs who meet technical qualification. Managerial capacity will be judged by each member organization having written and functioning procedures for the following administrative systems: Financial/ accounting; Procurement/ inventory; Personnel; Planning/ coordination; Monitoring/ evaluation. Service delivery will be judged by the percent of planned services delivered through the sub-grant donations.

The project achievements will be measured through sample surveys and evaluations at the initiation (baseline), mid-term, and end of the project.

IV. Major Responsibilities of Project Participants

A. PROCOSI

PROCOSI (the "Grantee") will be responsible for the overall management and implementation of the project.

B. PVO Members of PROCOSI

The members of PROCOSI will be responsible for the administration of their respective individual sub-grants and for institutional upgrading with the assistance of PROCOSI.

C. Government of Bolivia

Should the debt swap take place the GOB will be responsible for honoring its commitment to provide up to \$7.5 million in local currency to PROCOSI (\$5 million for the retirement of \$45.5 million in commercial debt and a \$2.5 million premium).

D. USAID/Bolivia

USAID/Bolivia will provide oversight of project implementation in close coordination with PROCOSI.

E. Other Donors

It is expected that once PROCOSI has established a track record for sub-grant administration and has upgraded its institutional structure, other donors will be encouraged to make grants to PROCOSI.