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PDFCU-669

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

JUL 19 1991

Ms. Carolyn M. Long  
Vice President  
InterAction  
1815 H Street, NW  
11th Floor  
Washington, DC 20006

Subject: Grant No. AFR-0526-G-00-1085-00

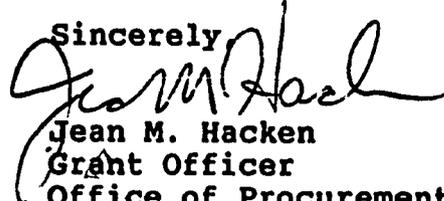
Dear Ms. Long:

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 grants to the InterAction (hereby referred to as "InterAction" or "Grantee"), the sum of \$29,669 to provide support for 11 African NGO leaders to attend the InterAction 1991 Annual Forum in Annapolis, Md. entitled "Building A Worldwide NGO Movement: People, Participation, and Policy," as described in Attachment 1, the Schedule of this grant, and Attachment 2, entitled "Program Description."

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through the estimated completion date of May 6, 1991.

This grant is made to InterAction 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 "Program Description," and Attachment 3 entitled "Standard Provisions," which have been agreed to by your organization.

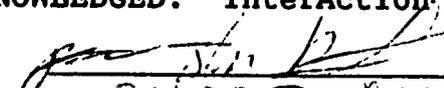
Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to the Office of Procurement.

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

**Attachments:**

1. Schedule
2. Program Description
3. Standard Provisions

**ACKNOWLEDGED: InterAction**

**BY:**   
Peter J. Davies

**TITLE:** President - CFC

**DATE:** July 29, 1991

**FISCAL DATA**

Appropriation: 72-111/21014  
Budget Plan Code: GSS1-91-31698-KG12 (181-61-698-00-69-01)  
PIO/T No.: 698-0526-95-3-1611517  
Project No.: 698-0526  
Total Grant Amount: \$29,669  
Total Obligated Amount: \$29,669  
DUNS No.: 17-331-1077  
IRS Employer Identification Number: 13-3287064  
Funding Source: PFM/FM/CMPD/DCB

Doc: 9871J

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SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for 11 African NGO leaders to attend the InterAction 1991 Annual Forum in Annapolis, Md. entitled "Building A Worldwide NGO Movement: People, Participation, and Policy," as more specifically described in Attachment 2 to this Grant entitled "Program Description."

B. Period of Grant

The effective date of this Grant is the date of this letter and the estimated completion date is May 6, 1991. Funds obligated hereunder are authorized for program expenditures beginning April 25, 1991 and are anticipated to be sufficient through the estimated completion date.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$29,669 for the purposes of this Grant.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - the Additional Standard Provision, entitled "Payment - Cost Reimbursement".

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

The following is the budget for this Grant. The Grantee may not exceed the total estimated amount or 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>Name of NGO Official/Traveler</u>	<u>Amount</u>
Rajan Awotar	\$ 5,731.65
Esthetu Chole	3,685.45
Andre Eugene Illboudu	735.35
Thierno Kane	1,869.53
Maria Keita	899.00
Daniel Mahua	4,410.85
Ketsile Molokomme	4,680.45
Murphy Morobe	719.15
Mazide N'Diaye	2,466.44
Seydou Sall	3,548.72
Wairimu Munju	536.35
Soumana Doumbia	25.65
SUBTOTAL	\$29,308.00
Van Rental	136.00
Bus Rental	225.00
TOTAL	\$29,669.00

E. Reporting and Evaluation

Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Grant entitled "Payment - Cost Reimbursement", 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.

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

Richard Hynes, Project Officer  
Agency for International Development  
Office of Development and Planning,  
AFR/DP/PPE  
Room 2495 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 698-0526-95-3-1611517  
Project Number 698-0526  
Project Name PVO Initiatives Project  
Grant Number AFR-0526-G-00-1085-00  
Project/Tech. Office AID/AFR/DP/PPE, Richard Hynes

## 2. Program Performance Reporting

The Grantee shall submit a final performance 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.

(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, or why the program budget is less than originally anticipated.

b. Between the required performance reporting dates, (or in this case the grant effective and expiration date) 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. Two copies of each final program performance report shall be submitted to the Project Officer as specified in the financial reporting section of the Grant. The final report should be submitted no later than ninety days after the expiration date of the Grant.

F. Special Provisions

1. Program Description: A summary of the Grantee's project is stated in Attachment 2 of the Grant entitled "Program Description." The Grantee's proposal is hereby referenced and incorporated as a part of the Grant.

2. 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**

Indirect rates are not being charged by the Grantee to this Grant. The Grantee has agreed to absorb those costs as part of its cost sharing.

**H. Title to Property**

No property will be acquired with this grant.

**I. Local Cost Financing**

Local cost financing is not authorized under this Grant.

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## PROGRAM DESCRIPTION

**Purpose:** To fund the travel, per diem, and misc. expenses of 11 African NGO officials to attend the InterAction 1991 Annual Forum in Annapolis, MD. and two related meetings in Washington, DC.

**Background:** InterAction (the American Council for Voluntary International Action) at its Annual Forum this year had as its theme "Building a Worldwide NGO Movement: People, Participation, and Policy." NGO representatives from all over the world were invited to participate with many sponsored by U.S. PVOs which are members of InterAction. To broaden the participation of African NGOs in this important meeting and to enhance the dialogue between U.S. PVO; and their African NGO partners, InterAction approached A.I.D. requesting financial support through the PVO Initiatives Project (698-0526) for expanded African participation in the Forum. We provided similar support last year for this meeting through the Partnership Conference Grants facility which was specifically established in the PVO Initiatives Project for such purposes.

A number of the African NGO representatives were active in the several workshops of the Forum, and in the follow-up meetings in Washington, where PVOs and NGOs worked together examining how they can further the implementation of the recommendations of the Arusha Charter on popular participation. (Note: Our project also supported NGO participation in the meeting in Arusha where the Charter was developed.) The African representatives also had the opportunity to meet with the US Citizens Network on the UN Conference on Environment and Development. Thus it is clear that our support of expanded African participation in meetings such as these is helping meet our project goals of strengthening PVO/NGO relationships by making it possible for Africans to perform in a true partnership role at gatherings where program and policy questions are debated.

**Objective:** To fund the travel, per diem, and misc. expenses of 11 African NGO officials to attend the InterAction 1991 Annual Forum in Annapolis, MD. and two related meetings in Washington, DC. Attached is the format for the Annual Forum to be held in Maryland.

**1991 ANNUAL FORUM**

**BUILDING A  
WORLDWIDE  
NGO MOVEMENT:**



**PEOPLE,  
PARTICIPATION  
AND POLICY**

**APRIL 29-MAY 1, 1991  
LOEWS ANNAPOLIS HOTEL  
ANNAPOLIS, MARYLAND**

**InterAction**  
American Council for Voluntary International Action

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**"Building a Worldwide NGO Movement:  
People, Participation and Policy"  
April 29 - May 1, 1991  
Loews Annapolis Hotel,  
Annapolis, Maryland**

**Pre-Forum Events**

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10:00am - 12:00noon

**InterAction Committee Meetings**

Each of the standing committees of InterAction will meet.

10:00am - 12:00noon

**Public Policy Workshop for Southern NGO Participants**

**Forum Events**

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10:00am - 5:00pm

**Registration**

12:00noon - 2:00pm

**Keynote Luncheon**

Opening session of the Forum. Welcoming remarks by 1991 Forum Co-chairs:

*CAROLYN ROSE-AVILA*, Director of the Overseas Development Office, Episcopal Church

*VAUGHN O'HALLORAN*, International Liaison Officer, Institute of Cultural Affairs

**Keynote Speaker:** *TIM BRODHEAD*, Executive Director, Canadian Council for International Cooperation (CCIC), on "Ties That Bind: Creating a Common NGO Vision for the Future"

2:30pm - 5:30pm

**Workshops** (Detailed descriptions on page 11.)

**Development Assistance:** "Finding Common Ground: How Do We Build a Worldwide NGO Movement?"

**Development Education:** "New Thinking on Development: Education and Constituency Building for the Global NGO Movement."

**Disaster Response and Resources:** "Effective Emergency Response: North/South Partnerships in Times of Disaster."

**Migration and Refugee Affairs:** "The Changing Profile of Refugees in the Post Cold-War Period."

**Public Policy:** "In the Child's Best Interest: Empowering NGOs to Fulfill the Promises Made at the World Summit for Children."

**Professional and Organizational Development:** "Trends of an Emerging NGO Movement: People, Participation and Policy."

5:30pm - 7:00pm

**Welcome Reception**

8:30pm - 10:00pm

**Informal Discussion with David Korten.**

**DAVID KORTEN**, President, People-Centered Development Forum, will lead a group discussion on the challenges of a worldwide NGO Movement. (Please sign up on registration form.)

**MONDAY,  
APRIL 29, 1991**

**TUESDAY,  
APRIL 30**

**7:30am - 8:30am  
Registration for Daily Arrivals**

**8:30am - 9:00am  
Outlook for the Day**

**9:00am - 1:00pm**

**Workshops (Detailed descriptions on page 12.)**

**Development Assistance: "Joining Forces: Achieving Greater Results Through Integrating Development, Environment and Population Efforts."**

**Development Education: "Bringing the NGO Movement Home: Models for Enhancing Local Action on Global Issues."**

**Disaster Response and Resources/Migration and Refugee Affairs (Joint Workshop): "Up-Rooted by Disasters: Refugees and Emergency Assistance."**

**Professional and Organizational Development: "Building an NGO Movement: Tools and Concepts for Developing Effective Relationships."**

**Private Funding: "Straight Talk on the Changing Economic Environment"—An Open Dialogue with the President of the Independent Sector, Brian O'Connell.**

**1:00pm - 2:00pm**

**Lunch**

**2:00pm - 4:00pm**

**Informal Meetings**

**Already scheduled:**

**(1) GATT Workshop: Unfair global trade policies are a great impediment to development. Learn how the General Agreement on Tariffs and Trade (GATT) affects the work of InterAction agencies and what is being done to change the "rules of the game."**

**(2) "Talking About My Generation." What contributions will people under age 40 make to the worldwide NGO movement? How will it be different from what has happened before? Come share your thoughts on what the new generation has to offer.**

**4:00pm - 5:30pm**

**Plenary**

**Speaker: Martin Khor, Executive Director, The Third World Network, on "Creating Sustainable Communities: Linking Development, Environment and Population Efforts." (Invited)**

**7:00pm - 10:30pm**

**Dinner Boat Cruise**

**Back by popular demand — The InterAction boat cruise! Come join us for a fun-filled evening of dinner and dancing aboard the Annapolis Harbor Queen.**

7:30am - 9:00am

**Executive Committee Breakfast (Members Only)**



7:30am - 8:30am

**Registration for Daily Arrivals**

8:30am - 9:00am

**Outlook for the Day**

9:00am - 12:00noon

**Workshops (Detailed descriptions on page 14.)**

**Development Assistance: "Linking Field Work and Policy: Is It Important? How Do We Do It?"**

**Development Education/Private Funding (Joint Workshop): "Expanding the Development Education Movement: New Partners Equals New Resources."**

**Disaster Response and Resources: "Responding to Headlines: Disaster Management and the Media."**

**Migration and Refugee Affairs: "The Future of Global Migration: A Fragile Balance of Population Pressures, Environmental Concerns, Economic Development, and Humanitarian Traditions."**

**Professional and Organizational Development: "A Worldwide NGO Movement: Creating Our Common Vision."**

12:00noon - 2:00pm

**Closing Luncheon**

**Speaker:** John Gaventa, Director, The Highlander Research and Education Center, on "Reflections on NGO Movements: The U.S. Experience." (Invited)

2:00pm - 5:00pm

**InterAction Meeting of the Board and Membership**

**ABOUT  
REGISTRATION**

The registration fee includes all daily activities, Forum materials, evening events on Monday and Tuesday and lunch on Monday, Tuesday and Wednesday. Daily registration fees apply to a full or a partial day's attendance, which includes Forum materials and any scheduled meal/activity for that day. InterAction members will benefit from reduced fees, including an additional reduction for two or more persons attending from the same organization. To register, please fill out the registration form, include the appropriate payment and mail it to the InterAction office in Washington, D.C., by April 16, 1991.

There is a special "early bird" rate for those who register before March 26, 1991. The registration form and payment must be postmarked by March 26.

A \$35 processing fee will be assessed for any cancellation if it is made prior to the Forum. No refunds will be made after April 28.

<b>Fees for Entire Forum (April 29–May 1)</b>	<b>Early Bird</b>	<b>Regular</b>
First InterAction Member Registrant	\$260	\$285
Additional InterAction Registrants	\$210	\$235
Non-InterAction Member Registrants	\$310	\$335
Southern NGO Registrants	\$160	\$185

<b>Fees for One Day</b>	<b>Daily Rate</b>
InterAction Member Registrants	\$110
Non-InterAction Registrants	\$135
Southern NGO Registrants	\$ 60

**STAYING AT  
THE FORUM**

The Loews Annapolis Hotel is offering a reduced rate for InterAction Forum participants — \$95 for a single or a double room. Rooms will be assigned on a first-come, first-served basis. In order to obtain this special rate, reservations must be made by April 5, 1991. Housing at Loews Annapolis Hotel cannot be guaranteed after that date. Make your reservations NOW by calling (301)263-7777. Be sure to specify that you are attending the InterAction Forum. Give dates and quote the rates listed above. Check-in is at 3:00pm.

All room reservations must be made directly with the hotel. Pay room charges, tax and incidentals directly to the hotel upon checkout. InterAction assumes no financial responsibility for delayed arrival, cancellations or other housing problems.

Loews Annapolis Hotel  
126 West Street  
Annapolis, Maryland 21401  
(301)263-7777  
FAX (301)263-0084

AID 1360-1 (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>698-0526-95-3-1611517</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>	

DISTRIBUTION  Initials: _____ Date Posted: <u>6/7/91</u> PFM/FM/A/PNP	5. Appropriation Symbol <b>72-111/21014</b>	6. Budget Plan Code <b>GSS1-91-31698-KG12 (181-61-698-00-69-01)</b>
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) <b>9/30/92</b>

9. Authorized Agent <b>MS/OP/O/AFR</b>	10. This PIO/T is in full conformance with PRO/AG No <b>n/a</b> Date _____
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. _____)					
Maximum AID Financing Available	A. Collars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		---	32,000	---	32,000.00
	B. U.S.-Owned Local Currency				

13. Mission References

14A. Instructions to Authorized Agent  
 MS/OP/O/AFR is requested to make a grant from the Partnership Conference Grants facility of the PVO Initiatives Project (698-0526) to InterAction (the American Council for Voluntary International Action) to fund the participation of fifteen African NGO officials in meetings in Baltimore and Washington, D.C., April 29-May 3, 1991.  
 Grantee: InterAction, 1815 "H" Street, NW, 11th Floor Attn: Carolyn Long  
 Washington, DC 20006 202-822-8429 Vice-President

14B. Address of Voucher Paying Office  
**AID/W:FM/CMPD, Rm.703, SA-2** **AFR/DP/PPE:R.Hynes x:725**

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>R.Hynes: AFR/DP/PPE</b>	Phone No <b>72962</b> Date <b>6-6-91</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.Simmons</b>	Date <b>6/7/91</b>
C. <b>AFR/DP/SA:S.Bliss</b>	Date <b>6-6-91</b>	D. Funds for the services requested are available. <b>AFR/DP/PAB:G.Cauvin</b>	Date <b>6/7/91</b>
E.	Date	<b>FM/A/PNP</b>	

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to <b>n/a</b> Signature _____ Date _____ Title _____	17. For the Agency for International Development <b>James L. Govan</b> Signature <b>James L. Govan</b> Date <b>6-7-91</b> Title <b>Actg Director, AFR/DP</b>
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\*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.

OFFICE OF FINANCIAL MANAGEMENT  
  
 FUNDS RESERVED BY: