

Agency for International Development  
Washington, D.C. 20523

698-0526  
PDFCV235

SFP 60

September 20, 1991

Mr. John Salamack  
SAVE THE CHILDREN/USA  
54 Wilton Road  
P.O. Box 950  
Westport, CT 96881

SUBJECT: Grant No. AFR-0526-G-00-1135-00

Dear Mr. Salamack:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement of 1977, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to SAVE THE CHILDREN/USA (hereinafter referred to as "Grantee") the sum of \$14,855 in partial support of three training sessions involving the planning, implementing, and evaluation of community development projects in Kadiana, Mali, as more fully described in Enclosure 2, of this Grant entitled "Program Description." In addition to the Program Description, the grantee's proposal, dated October, 1991, is hereby incorporated in Enclosure 4 to this Grant. In the event of any discrepancies between the grant Schedule and the Grantee's original proposal, the grant Schedule shall have precedence. This Grant is funded under A.I.D.'s Partnership Initiative Fund (PIF), PVO/NGO Initiatives Project.

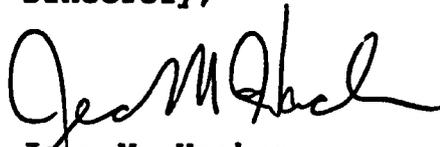
This Grant is effective and obligation is made as of the date of this letter and the estimated completion date is September 30, 1992. Funds disbursed by A.I.D. but uncommitted by the Recipient at the expiration of this period shall be refunded to A.I.D.

A.I.D.'s contribution to this program is \$14,855, which is hereby obligated. A.I.D. shall not be liable for reimbursing the grantee for any costs in excess of the obligated amount.

This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Enclosure 1 entitled "Schedule," Enclosure 2 entitled "Program Description," Enclosure 3 entitled "Standard Provisions," which have been agreed to by your organization, and Enclosure 4 entitled "Project Proposal".

Please acknowledge receipt of this Grant by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned.

Sincerely,



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

**Enclosures:**

1. Schedule
2. Program Description
3. Standard Provisions
4. Project Proposal

ACKNOWLEDGED BY: SAVE THE CHILDREN/USA

BY: *Matthew A. Landy*  
TYPED NAME: Matthew A. Landy  
TITLE: Vice-President and Corporate Secretary  
DATE: September 27, 1991

**FISCAL DATA**

PIO/T NO.:	698-0526-95-3-1611509
APPROPRIATION NO.:	72-111/21014
BUDGET PLAN CODE:	GSS1-91-31698-KG12
ALLOTMENT NO.:	181-61-698-00-69-01
THIS OBLIGATION:	\$14,855
TOTAL COST OF GRANT:	\$14,855
TECHNICAL OFFICE:	AFR/DP/PPE
DUNS NO.:	07-212-9919
TIN:	06-0726487
LOC NO.:	72-00-1351

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## SCHEDULE

**A. Purpose of Grant**

The purpose of this Grant is to provide partial support of three training sessions involving the planning, implementing, and evaluation of community development projects in Kadiana, Mali. This activity is more specifically described in Enclosure 2 to this Grant entitled "Program Description" and Enclosure 4 entitled "Project Proposal".

**B. Period of Grant**

1. The effective date of this Grant is the date of signature by the Grant Officer and the estimated completion date is September 30, 1992.

**C. Amount of Grant and Payment**

1. The total estimated amount of this Grant is \$14,855.

2. A.I.D. hereby obligates the amount of \$14,855 for the purposes of this Grant.

3. Payment shall be made to the Grantee in accordance with procedures set forth in Enclosure 3 - Standard Provision, entitled "Payment - Letter of Credit."

**D. Cost Sharing**

The total cost of this project is \$22,935. However, A.I.D.' contribution and obligation is limited to \$14,855. The remaining funding is being provided as follows: \$1,280 from the grantee and \$6,800 from ADAK/Mali. (See budget breakout below for further details.)

**E. 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 Part C above). Except as specified in the Mandatory Standard Provision of this Agreement entitled "Revision of Grant Budget", as shown in Enclosure 3,

the Recipient may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives.

<u>Category</u>	<u>A.I.D. Funding</u>	<u>BUDGET</u>		
		<u>Grantee Funding</u>	<u>ADAK Funding</u>	<u>Project Total</u>
Personnel	-0-	\$ 1,280	-0-	\$ 1,280
Transport	\$ 672	\$ -0-	-0-	672
Lodging/Trav	\$ 9,600	-0-	\$ 6,400	16,000
ODC	1,093	-0-	\$ 400	1,493
Report	400	-0-	-0-	400
Subtotal	\$11,765	\$ 1,280	\$ 6,800	\$19,845
Indirect	3,090		-0-	3,090
<b>Total</b>	<b>\$14,855</b>	<b>\$ 1,280</b>	<b>\$ 6,800</b>	<b>\$22,935</b>

**F. Reporting**

**1. Financial Reporting**

a. Financial reporting requirements shall be in accordance with the method of payment Standard Provision cited in Paragraph C above.

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

Agency For International Development  
Office of Financial Management, CMP/LC  
Room 703, SA-2, Washington, D.C. 20523-0209.

c. In addition, two copies of all financial reports shall be submitted to:

Agency For International Development  
Bureau for Africa  
Office of Development Planning, PPE  
Room 2495, New State  
Washington, D.C. 20523-0049

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

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e. Each financial report shall include:

PIOT No.:	698-0526-95-3-1611509
Project No.:	698-0526
Project Name:	PVO Initiatives Project
Grant No:	AFR-0526-G-00-1135-00
Project Office:	AFR/DP/PPE

2. Program Performance Reporting

a. The Grantee shall submit a mid-project program performance report, and a final report, which briefly presents the following information:

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

(2) Reasons why established goals were not met.

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

b. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform AID 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 AID 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 program performance report shall be submitted to the Technical Office specified in the Cover Letter of this agreement. The final report should be submitted no later than ninety days after the expiration date of the Grant.

**G. Special Provisions**

1. The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant, [subject to the total obligated] which are determined by the Grant Officer to be reasonable, allocable, and allowable in accordance with the terms of this grant, any negotiated advance understanding on particular cost items, and the applicable cost principles in effect on the date of this grant. [Note: OMB Circular A-122 applies to non-profits other than educational institutions]

2. ZIP Codes: If any of the following clauses are applicable to this grant, use the following nine-digit zip codes instead of the five-digit codes shown in the Standard Provisions:

<u>Standard Provision</u>	<u>Zip code</u>
Disputes Clause	20523-0051
Payment-Letter of Credit (In addition to the zipcode change, the organizational symbol for A.I.D.'s Office of Financial Management has been changed to the address shown in E.l.b. of the Schedule.)	20523-0209
Ocean Shipment of Goods	20523-1419
Procurement of Goods & Services	20523-1414
Negotiated Indirect Cost	
Rates-Provisional & Predetermined	20523-0060 & 20523-1417
Participant Training	20523-1601 & 20523-0208
Use of Pouch Facilities	20523-0001

3. In addition to the Standard Provisions in Attachment 3, Mandatory Standard Provisions, the following Additional Standard Provisions are applicable to this Grant:

Payment - Letter of Credit  
Air Travel and Transportation  
Ocean Shipment of Goods  
Procurement of Goods and Services  
A.I.D. Eligibility Rules for Goods and Services  
Subagreements Publications  
Local Cost Financing  
Patent Rights  
Publications  
Regulations Governing Employees  
Negotiated Indirect Cost Rates - Provisional  
Title To and Use of Property (Grantee Title)  
Use of Pouch Facilities  
Conversion of United States Dollars to Local Currency

4. For the purposes of "notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision No. 13, entitled "Notices", the following address 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  
Grant Officer  
Agency for International Development  
Office of Procurement  
Overseas Division - Africa  
15th floor receptionist  
1100 Wilson Blvd.  
Arlington, Virginia 22209

**H. Indirect Cost Rates**

Pursuant to the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates - Provisional", a rate or rates shall be established for each of the Grantee's accounting periods which apply to this Grant. Pending establishment of revised provisional or final indirect cost rates for each of the Grantee's accounting periods which apply to this Grant, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which are set forth below:

**TYPE:** Provisional Overhead\*                      **RATE:**26.26%

**BASE:** Modified total direct costs excluding cost of goods sold, fixed assets, freight/A.I.D., interest, grants to other organizations, currency conversion and subgrants/subcontracts \$25,000 and over.

**PERIOD:** 10/1/90 until amended

**\*Note:** Rate is based on Negotiated Indirect Cost Rate Agreement between A.I.D. and grantee, dated 6/21/91.

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**I. Title to Property**

Title to all property purchased under this Grant shall be vested in the Grantee and subject to the Standard Provision entitled "Title to Property - Grantee Title."

**J. Authorized Geographic Code**

The authorized geographic code for procurement of goods and services under this Grant is 935, "Special Free World" countries.

End of Enclosure 1

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**PROGRAM DESCRIPTION**

**A. Activity Summary**

**SAVE THE CHILDREN** and **ADAK/Mali** will undertake a collaborative effort to conduct joint training programs for improving their local staff's capabilities in designing, planning and implementing integrated rural development projects, and methods for monitoring and evaluating those projects.

The training will be held in Kadiana, Mali, and consist of 3 sessions, with 17 participants each, totaling 40 days over a period of approximately 18 months.

**B. Expected Results**

At the conclusion of the three training workshops, the participants from **SAVE THE CHILDREN** and **ADAK** will have improved their knowledge and capacity to:

- design and start-up a rural development project.
- plan and execute activities for a rural development project.
- monitor and evaluate a rural development project.
- understand and put into practice participatory methodologies for solving rural community development problems.
- Following the first training session, SCF and ADAK will begin joint design of a project to be implemented as a partnership effort.

**C. Reporting and Evaluation**

SCF and ADAK will submit full reports of the training workshops, including:

- training materials developed
- a report on each workshop including results, list of participants, and participants responses to pre and post workshop questionnaires.
- report on the joint project design and steps toward partnership which SCF and ADAK have developed as a result of the workshops.

End of Enclosure 2

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**PROJECT PROPOSAL**

**I. OBJECTIVES**

This training program in the management of rural development projects spread over a period of approximately 18 months has the following objectives:

1. To train key staff or members of **SAVE THE CHILDREN/USA (SC/USA)** and the Association for the Development of Kadiana District in

- project conception and preparation (1st session)
- project planning and implementation (2nd session)
- project monitoring and evaluation (3rd session)

2. To strengthen the partnership between SC/USA and ADAK by the preparation of a joint project as a result of the first training session.

3. Prepare a document for practical use after each training session.

**II. BACKGROUND TO THE PROJECT**

This project is the result of the clear desire of two NGOs: **SAVE THE CHILDREN/USA** (American NGO) and the Association for the Development of Kadiana District (Malian NGO) to join forces in promoting integrated rural development.

SC/USA has been implementing an integrated rural development program in Kolondieba Circle since January 1987. There have already been clear achievements in the sectors of mother and child health (Child Survival), natural resource management, productivity, and the active participation of women in the development process. SC/USA would like to extend its training in project management to more of its Malian staff in order to enable them to continue activities in the long term.

ADAK is a young Malian NGO operating in Kadiana District in Kolondieba Circle. ADAK hopes to implement projects in all sectors of rural development but needs training in all aspects of project management in order to strengthen its competence. Up until now, ADAK's interventions in the field have been centered around community organization and social mobilization within the villages of Kadiana.

SC/USA and ADAK wish to join forces in order to make their modest contribution to the socio-economic development of Kolondieba Circle. This is the setting for the joint training project for key staff members of both NGOs in the management of integrated rural development projects.

### III. PROJECT DESCRIPTION

The proposed activity consists of three training sessions for SC/USA and ADAK staff or members:

- project conception and preparation for 2 weeks
- project planning and implementation for 2 weeks
- project monitoring and evaluation for 10 days.

The training will take place in Kadiana District, Kolondieba Circle. 17 participants will attend the three training sessions for a total duration of 40 days, spread out over approximately 18 months. The sessions will be punctuated by an interval of between 6-8 months between each session. This will allow participants to apply lessons learned in the session and to prepare for the next session. For example, after the first session, there will be efforts to find funding for the project proposal prepared during the training; if these efforts are successful, the project can begin implementation as of the beginning of the second session. The same project will need to be monitored and appraised, and can therefore remain the focus of the third session. (If the proposed project is not funded in time, the present activities implemented by SC/USA in Kadiana District can be used as practical examples for the second and third sessions.

ADAK will provide lodging for the participants and a room for the training. SC/USA will provide the trainer, the assistant trainer and the logistician (who will look after all logistical arrangements). The cost of travel, of transport, of materials

and supplies for the training sessions will be covered by the Partnership Initiatives Fund. The two NGOs will provide USAID with detailed activities and financial reports at the end of the project.

Training will be carried out by competent trainers, who are already experienced and have been trained in the appropriate fields. A methodology of adult participative education will be applied, which will call for maximum effort from the participants themselves.

#### IV. EXPECTED RESULTS

##### Direct Effects

As a result of the three training sessions, both NGOs will have staff members capable of:

- project conception and preparation
- project planning and implementation
- project monitoring and evaluation
- understanding and practicing the community approach to the problems of rural development.

##### Secondary Effects

A project proposal will be finalized during and after the first training session. Funding will be sought for this proposal. If funding were to be obtained, the project would be implemented jointly, by both NGOs, ADAK and SC/USA in Kadiana district. This same project could be used as a practical case study for the second and third training sessions.

Such a project will strengthen and express in concrete form the collaboration between ADAK and SC/USA, which at the same time improving the skills of staff members.

#### V. EVALUATION INDICATORS

Evaluation of the three training sessions could be based on the following indicators:

Technical evaluation of the training

- the place: whether the place selected for the training is appropriate
- the number of participants: whether the number chosen is suitable for the accomplishment of training objectives.
- the number of days: whether the number of days is sufficient for the assimilation of major themes
- the level of understanding of participants: whether participants have assimilated well the major themes.

Impact Evaluation

- Are the documents and tools produced during the training correctly and sufficiently used?

For example, has the project proposal attracted funding? Are field workers planning their activities well? If yes, how often? Have monitoring tools been used in the field?

- The strengthening of the collaboration between ADAK and SC/USA: are the two organizations beginning to implement projects together? Are the roles of both NGOs well defined and understood by staff and members?

End of Enclosure 4

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PIO/T

AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

Africa Regional

Page 1 of Pages

2. PIO/T No. 698-0526-95-3-1611509

3 Original or Amendment No.

4 Project/Activity No and Title 698-0526 PVO Initiatives Project (Partnership Initiatives Fund (PIF) Grant)

DISTRIBUTION

5 Appropriation Symbol 72-111/21014

6. Budget Plan Code GSS1-91-31698-KG12 (181-61-698-00-69-01)

7. Obligation Status [X] Administrative Reservation [ ] Implementing Document

8 Project Assistance Completion Date (Mo., Day, Yr.) 9-30-92

9 Authorized Agent MS/OP/O/AFR

10. This PIO/T is in full conformance with PRO/AG No n/a Date

11a Type of Action and Governing AID Handbook [ ] AID Contract (HB 14) [X] AID Grant or Cooperative Agreement (HB 13) [ ] PASA/RSSA (HB 12) [ ] Other

11b Contract/Grant/Cooperative Agreement/PASA/RSSA Reference Number (If this is an Amendment) AFR-0526-G-00-1135

12 Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No. )

Maximum AID Financing Available	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		---	\$14,855.	---	\$14,855.00
	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 Initiatives Fund (PIF) of the PVO Initiatives Project to the PVO identified below for the acti described on the attached PIF Summary.

GRANTEE: Save the Children/USA P.O. Box 950 Westport, CT 06881 attn: Frank Catania ph. 203/226-7272 NGO Partner: ADAK of Mali

14B Address of Voucher Paying Office

AID/W: FM/A/PNP, Rm.700, SA-2

AFR/DP/PPE: R.Hynes x:7296

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 R.Hynes, AFR/DP/PPE	Phone No 72962 Date 4-23-91	B The statement of work or program description lies within the purview of the initiating office and approved agency program AFR/DP/PPE: E. Simmons	Date 4/24/91
C. AFR/PD/SA:S.Bliss	Date 23/04/91	D Funds for the services requested are available FM/A/PNP	Date 4/30/91
E.	Date	AFR/DP/PAR:G.Cauvin	
16. For the Cooperating Country. The terms and conditions set forth herein are hereby agreed to n/a	Signature _____ Date _____ Title _____	17. For the Agency for International Development H. Bonner	Signature _____ Date 5/1/91 Title AAA/AFR/DP

\*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:  
Date Posted: 5-3-91  
PFM/FM/A/PNP