

SIMPLIFIED GRANT AGREEMENT (SIG)

October 27, 2010

Grant No.: GEP001

Grant Title: "Training and Capacity Building to Enhance Service Delivery"

Between:

Tetra Tech ARD

and

Josephine Whitehead, Director/Secretary
Help & Shelter
Homestretch Avenue, Durban Park, Georgetown, Guyana

Dear Ms Whitehead,

In response to your request for assistance dated August, 20, 2010, Tetra Tech ARD, implementer of the Governance Enhancement Project in Guyana (hereinafter referred to as "GEP" is pleased to award to the Help & Shelter (hereinafter referred to as "Grantee") this grant in the amount not to exceed USD\$18,918.46 (Eighteen thousand nine hundred and eighteen dollars and forty six cents) as a contribution to your program entitled "Training & Capacity Building to Enhanced Service Delivery" as described in Attachment 1, 'Project Description,' during the period November 1, 2010 to October 31, 2011. GEP understands that the Grantee will contribute goods and services valued at approximately US\$ 2,179.49 to the program.

Funds provided under this grant may be utilized to reimburse your organization for actual incurred costs of "**Training & Capacity Building to Enhanced Service Delivery**" required to complete the program as described in Attachment 1 "Grant Application." Additionally, this grant is made to the Grantee on condition that the Grantee adheres to the Mandatory Standard and Special Provisions prescribed in Attachment 4, "Mandatory Standard and Special Provisions for Simplified Grants."

The Grantee shall submit to the GEP Grants Manager (GM), an original copy of the "Expense Reporting and Request for Reimbursement" form, on a quarterly basis. Each form shall be identified by the grant award number and shall state the total costs for which reimbursement is being requested. The format is Attachment 2.

The Grantee shall submit to the GEP GM, an original copy of the "Federal Tax Reporting," on April 15th of each grant implementation year. The report shall be identified by the award number and shall state the total amount of VAT reimbursement for the reporting period, even if the amount is zero. This is required whenever any one procurement element exceeds USD\$500. (Please note the deadlines as per the webpage available through the GM)

The Recipient shall submit to the GEP GM an original copy of the Cost Shared Report when submitting the final Request For Reimbursement and Finance Report of the grant agreement. Each Contribution Table shall be identified by the award number and shall state the total costs shared during the reporting period.

The authorized USAID geographic code for this agreement is 000. The Grantee shall not make any procurement from any one vendor for greater than USD\$5,000.

By accepting this grant, Help and Shelter agrees to:

1. Document that reasonable steps were taken to ensure that all purchases charged to the grant are at reasonable prices and from responsible sources;
2. Maintain complete records of all costs charged to the grant for a period of three years after the expiration of the grant and make such records available to GEP or its representatives for review at any time; and
3. At GEP's request, refund to GEP any funds received from GEP that represent reimbursement for any costs determined by GEP not to meet the terms and conditions of this grant.

The Grantee will be required to follow GEP Branding and Marking Plan approved by USAID.

GEP/USAID will not assume liability for any third party claims for damages arising out of this grant. GEP may terminate this grant upon 30 days written notice.

Prohibition against Support for Terrorism

The Grantee is reminded that U.S. Executive Order and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with the Executive Orders and laws. This provision must be included in all subcontracts/sub-awards.

One of the applicable orders is Executive Order 13224, dated September 24, 2001, updated as Revision 2 in AAPD 04-14. The website of the Office of Foreign Assets Control (OFAC) of the Department of Treasury contains the text of that order and a list of the individuals and entities designated there under. It also contains lists of individuals and entities designated under other anti-terrorism statutes, regulations, and Executive Orders. See <http://www.treasury.gov/offices/enforcement/ofac/sdn/>.

GEP/USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

GEP may unilaterally terminate the grant in whole or part, or suspend payments, if there is reasonable cause to believe that the grantee is or will be insolvent during grant performance, if funding under USAID contract no. 504-C-00-09-00104-00 is no longer available or under extraordinary circumstances

This grant is authorized in accordance with the Foreign Assistance Act of 1961, as amended. This award is made in accordance with 22 CFR 226, OMB Circulars, and USAID Automated Directives System (ADS) applicable sections and the Mandatory Standard Provisions, in particular Chapter 303. Funding for this activity is provided under USAID contract no. 504-C-00-09-00104-00.

USAID/Guyana retains the right to terminate the grant activity (activities) unilaterally if extraordinary circumstances warrant it.

Please sign the original and each copy of this grant agreement to acknowledge your receipt and return the original to the GEP GM.

Sincerely yours,


Jackson Bailey
Chief of Party, GEP

Attachments:

1. Project Description and Budget
2. Financial Reporting Requirements
3. Program Performance Reporting Requirements
4. Applicable Mandatory Standard Provisions

ACKNOWLEDGED:

Help & Shelter

By:



Title

Director/Secretary

Date:

2/11/10

Attachment 1: Project Description

Help & Shelter is a charitable non-governmental organization established in 1994 to combat all forms of violence. Our mission is to contribute to bringing about a society where attitudes to the use of violence (sexual, physical and psychological) have been transformed.

Help & Shelter is recognized as the premier NGO dealing with issues of violence in Guyana. Its main activities are counseling and referral services, public education, the provision of a shelter for female victims of domestic violence and human trafficking and their children, lobbying and advocacy and networking.

Help & Shelter is at present working to build capacity to address gender-based violence in several communities in Regions 3 and 4, namely Good Hope, Covent Garden, Kaneville, Den Amstel, Hague and Zeelugt. There are several activities under each project that are to be accomplished over the project period and specific reference is made towards the collection of data for analysis to be done for project reports. In most instances relevant and enough information are not collected for reporting purposes that may be due to the lack of knowledge on how, when, where, how often and the use of specific tools for the collection of data.

Carrying out our mission has never been easy. It has made it more difficult when victims are faced with the economic situation, the lingering effect of the judicial system and the ongoing lack of require systems to support the relevant laws that are in place to protect the most vulnerable people in our society. It is therefore important that the proposed project will put Help & Shelter in a better position in service delivery to the general populace.

Program Description

The goal of the project is to enhance the services provided by Help & Shelter personnel, volunteers, community-base works and representatives of selected CBOs and NGOs through training and capacity-building workshops. GEP will support this program with a maximum of a \$20,000 small grant. The recipients of the training and capacity building workshop will be Help & Shelter counselors, staff, volunteers, community based workers, members of selected CBO's, partner NGO's and relevant state agencies. The training and capacity building workshops will focus on:

1. Training in Monitoring & Evaluation and Documentation & Dissemination
2. Training in the new Sexual Offences Act
3. Training in Up -Grading Counseling skills
4. Follow-Up training in counseling for Community-Based Workers
5. Training in Family Planning
6. Training in Counseling of Children
7. Capacity building Workshops on Management, Project Proposal Writing, Financial Management, Community Mobilization, Advocacy, M&E and Leadership Skills

Goals and Objectives and Results to be Achieved

To goal of this project is to increase and build the capacity of Help & Shelter counselors, staff, volunteers, community based workers, members of selected CBO's, partner NGO's and relevant state agencies in addressing the issues of Domestic Violence. With grants support from GEP, the grantee will facilitate a series of trainings and workshops focused on the following:

- Improving counseling services,
- Strengthening community based development services,
- Providing accurate information on family planning.

- Improved monitoring and evaluation, and
- Strengthening methods used for the documentation and dissemination of information

The program will result in improved skills and service delivery capacity of Help and Shelter and partner organizations staff and volunteers.

Target Audience and Geographic Focus

Participants will include Help & Shelter personnel, volunteers and community based workers (community facilitators, educators and mobilizers), CBOs, NGO partner organizations and relevant government agencies. Individual workshops will target specific groups and agencies to accommodate different needs and educational and training requirements. Focus will be in region 4.

Technical Approach

The capacity building and training workshops will be conducted with an average of 25 participants per workshop and will use participatory interactive methodologies. Using a combination of plenary, small group and individual work sessions, theory and practice will be incorporated to enhance learning and application to practical on the job demands and situations. The techniques to be used will include traditional classroom lecture type presentations and the use of drama and skits, role plays, case studies, relevant theories and research findings, all creatively combined to maximize learning and assimilation.

Individual workshops will be spread over a period of days or weeks in order to:

- Accommodate participants who may have other pressing work and or family commitments
- Prevent information overload and give participants the opportunity to assimilate, critically assess and put into practice what they have learnt

Workshops will be facilitated by external and in-house facilitators as appropriate. We propose to have at least 2 facilitators for each workshop as different facilitators with different skills and ways of presenting information will bring diversity and liven up the process.

We also propose to video record the presentations and discussions for use as a tool for information and knowledge-sharing with other agencies, NGOs and members of the public through the mass media.

Management Plan

With over 14 years of operation and with the supporting evidence of the past and current projects funded by international donors and the support from the government of Guyana, Help & Shelter, has worked in all of the 10 administrative regions in Guyana addressing the issue of Domestic Violence in all its forms. Over the years Help & Shelter had advanced in its programs in terms of advocacy and lobbying for new laws and the amendment of existing laws. In terms of managing the finances under each program there is evidence to show that this area has and is transparent and that all monies spent are accountable for. Reports including Audit can be accessed on the website: www.hands.org.gy

Relevance of personnel skills for this project

- Our crisis service coordinator has a social work background, has received USAID/GHARP-sponsored and other training in project management and has over a nine year's working experience with Help & Shelter.
- Our M&E officer and the accountant are both qualified and experienced in their respective fields and have also benefitted from USAID/GHARP-sponsored training.

Budget

See Attached Budget

Monitoring & Evaluation Approach

A total of 7 training and capacity building workshops totaling 29 days will be implemented using participatory and interactive methodologies where theory and practice will be incorporated to enhance learning and output at the point of delivery. Workshops will be phased out over a period of days or weeks in order to prevent information overload and allow for better assimilation and practical application in work situations.

Monitoring & evaluation will form an integral part of all workshops to assess increased and improved knowledge, skills, abilities, attitudes and confidence of participants; measure behaviour change and improved work performance and track how learning is being implemented. Assessments by the Help & Shelter M&E officer, peers, supervisors and stakeholders/beneficiaries will evaluate the delivery of services at the ground level. The content and delivery of information by facilitators will also be monitored and evaluated. Specific tools and data collection methods both quantitative and qualitative will be used to measure, assess and document project activities and processes and results.

Based on the above the M&E officer tasks will include:

- Developing of M&E evaluation tools for all workshops. It is envisioned that all of the workshop will be split up into a minimum of 2 days at one time for the convenience of participants as explained above. As such in order to keep track of the integrity of the process and sessions each 2 day or 1 day sessions will necessitate separate evaluations as such. In total there will be a minimum of at least 12 separate evaluations of approximately 25 participants needed to cover the 7 workshops
- Developing of tools and identifying relevant data collection methods (focus group discussions, work logs, reports, interviews etc) to assess and track and evaluate the practical application of theory at the community or ground level in between workshop sessions. This will include at least one individual and or group evaluations of approximately 25 participants at the 7 workshops
- Preparing separate final workshop reports for all of the 7 workshops.

Implementation Schedule

Activities will be implemented over a 12 months period

It is important to note that even though the laws in Guyana are gender neutral, there is no direct program within the state to address the issue on this topic. Over the years H&S aware of the gender imbalance evident in the small number of men who are social welfare service providers, have placed emphasis on recruiting and employing men as counselors, public education officers and facilitators for our programmes and core activities. In the implementation of this project targeted strategies will be used to reach men and boys at the service delivery point in communities so as to influence behaviour change and awareness and at the same time actively identify and encourage men as participants in the capacity building and training workshops. H&S will be incorporating and placing emphasis on gender into training modules and programming for the roll out of this project.

Schedule of activities and accompanying narrative are as follows:

Training	Nov. 2010	Dec.	Jan. 2011	Feb.	Mar	April	May	June	July	Aug.	Sept.	Oct.
1. M&E			x	X								
2. SOA				X	X	X						
3. Up-grading						X	x					
4. Up-grading												x

Follow-up												
5. Family planning									x			
6. Counseling children										x	x	
7. Capacity building	x	x										

*Months are tentative

1 -Monitoring & Evaluation; Documentation & Dissemination Training with Help & Shelter staff, volunteers, Help & Shelter Community Based Workers, selected CBOs and NGOs in the identified communities. Trained 25 identified participants in developing skills and techniques in M & E and methods used for the documentation & dissemination for 5 days. Persons would be able to practice new skills learnt in M & E and D & D for better program delivery.

2 -Training in Sexual Offences Act with Help & Shelter Counselors, other Staff and Volunteers, Help & Shelter Community Based Workers, identified NGOs and officers from the Child Care & Protection Agency. Persons would be in a better position to understand the SOA for their intervention and to basically be in a position during the counseling process and when giving moral support in court

3 -Up -Grading Training in Counseling skills with Help & Shelter counselors & other qualified counselors from NGOs, CC&PA, Gov. P&W counselors. To train/up-grade 25 counselors with relevant skills including efficient report writing on case management of clients over 4 days. After the training Twenty Five counselors would be equipped with the relevant information on methods and other techniques in managing cases on clients for the improvement of quality and efficient services

4 -Follow-Up training in counseling with Help & Shelter community based workers, other CBOs and NGOs. A 3 days follow –up training with 25 counselors will be conducted four months after the first set of training was done. These 25 counselors would be fully equipped with the skills necessary for program intervention to better the delivery of reliable and efficient services.

5 - Training in Family Planning with Help & Shelter counselors, Help & Shelter community based workers, Help & Shelter volunteers and identified NGOs. A 4 days training with 25 counselors will be conducted in the identified area to better equip them with methods and techniques and to provide them with the relevant tools for better program delivery. These 25 counselors would be equip with improved skills; techniques, scientific information and relevant tools to better satisfy the client's needs.

6 -Training in Counseling of Children for Help & Shelter counselors etc. A 3 days training with 25 counselors from Help & Shelter and other identified agencies will be conducted, NGO's and CBO's these 25 counselors would be in a position to counsel children after the completion of the training.

7 -Capacity building Workshops for CBOs, Help & Shelter volunteers on Management, Project Proposal Writing, Financial Management, Community Mobilization, Advocacy, M&E and Leadership Skills. Workshops with 25 persons in the different areas over 5 day period for the enhancement of performance and improved execution of agency services. These 25 of persons will have the knowledge base and enhanced skills in identified areas capacity building was done

GEP will provide the grantee with a performance monitoring format that outlines USAID-required reporting on results. This form will be filled out along with the regular performance report.