

OGSM: LRP-520-2018/014-00
COUNTRY: GUATEMALA

**COOPERATIVE AGREEMENT BETWEEN
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
AND
PROJECT CONCERN INTERNATIONAL
FOR THE PROVISION OF FUNDS FOR THE PURCHASE OF ELIGIBLE
COMMODITIES, TRANSPORTATION SERVICES, AND RELATED STORAGE,
HANDLING
AND ADMINISTRATIVE COSTS WITH RESPECT TO FIELD-BASED PROJECTS
IMPLEMENTED UNDER THE USDA LOCAL
AND REGIONAL FOOD AID PROCUREMENT PROGRAM**

Preamble

The Government of the United States of America, acting through the Foreign Agricultural Service (hereafter referred to as FAS), an agency within the United States Department of Agriculture (hereafter referred to as USDA), and Project Concern International (hereafter referred to as the Recipient);

In an effort to expedite the provision of food aid to populations affected by food crises and disasters or to provide development assistance that will enhance food security;

Desiring to set forth the understandings that will govern the provision of funds for the local and regional purchase of eligible agricultural commodities and related transportation, storage, handling, and administrative costs to the Recipient for a field-based project in Guatemala under the USDA Local and Regional Food Aid Procurement Program, which is authorized by Section 3206 of the Food, Conservation, and Energy Act of 2008, as amended;

Agree as follows:

**PART I
TERMS OF DONATION**

- A. FAS agrees to donate funds to the Recipient for the purchase of eligible commodities, as specified in Part II, Paragraph A (hereafter referred to as the “procured commodities”), and for the provision of food vouchers or cash transfers if specified in this agreement, for development assistance in Guatemala and, to the extent provided for in Part III, Item III, Paragraph A, to pay for related transportation, storage, handling, administrative, and other costs. This donation is not for research and development.
- B. The Recipient agrees to use the funds donated by FAS under this agreement to carry out a field-based project in Guatemala only in accordance with this agreement and the approved Plan of Operation, Attachment A, which is attached hereto and made a part of this agreement.
- C. FAS’s donation of funds under this agreement will not exceed \$4,000,000.00 for fiscal year 2018.
- D. The Recipient will provide a cost sharing or matching contribution of \$0.00, resulting in a total federal award amount of \$4,000,000.00.
- E. This agreement is subject to the availability, during each fiscal year to which this agreement applies, of the necessary funds.
- F. This agreement is subject to the terms and conditions set forth in 7 CFR part 1590. The Office of Management and Budget guidance at 2 CFR part 200, as supplemented by 2 CFR part 400 and 7 CFR

part 1590, applies to the USDA Local and Regional Food Aid Procurement Program. In addition, except as otherwise provided in 7 CFR part 1590, other regulations that are generally applicable to grants and cooperative agreements of USDA, including the applicable regulations set forth in 2 CFR chapters I, II, and IV, apply to the USDA Local and Regional Food Aid Procurement Program.

G. The USDA Local and Regional Food Aid Procurement Program is listed in the Catalog of Federal Domestic Assistance (CFDA) under CFDA Number 10.612.

**PART II
PROCUREMENT OF THE ELIGIBLE COMMODITIES**

A. (1) The Recipient will use funds provided by FAS under this agreement to make a local procurement or regional procurement, or both, of approved eligible commodities, in accordance with the method(s) and country(ies) of procurement specified for each commodity in the table in subparagraph (2). The Recipient will distribute these procured commodities in Guatemala. The Recipient will not use FAS-provided funds to procure commodities by any method or from any country other than as specified in subparagraph (2).

(2) FAS approves the following types and quantities of eligible commodities for procurement by the Recipient under this agreement:

Commodity	Method and Country of Procurement	Estimated Quantity (Metric Tons (MTs))	Estimated Beneficiary Size	Estimated Costs
Fresh Foods (Fruits, vegetables, and eggs)	Local (Guatemala)	403	TBD	\$343,010.00

The Recipient agrees to obtain the written approval of FAS prior to making any of the following changes to the procurement plan outlined in the table above: substituting any other eligible commodity for a listed eligible commodity; increasing or decreasing the estimated quantity of any eligible commodity to be purchased by more than 10 metric tons; or changing the method or country of procurement. The Recipient will submit a written request for such a change to the Director, Food Assistance Division (FAD), FAS, USDA.

B. The Recipient will not use funds provided by FAS under this agreement to distribute food vouchers or cash transfers to project beneficiaries, except as may be specified in Attachment A. If the use of funds to distribute food vouchers or cash transfers is specified in Attachment A, the Recipient will ensure that the food vouchers or cash transfers are used to procure eligible commodities that meet the requirements in 7 CFR section 1590.6.

**PART III
TRANSPORTATION, DAMAGE OR LOSS, AND PAYMENT OF COSTS**

Item I – Transportation of Procured Commodities

A. The Recipient will arrange for the transportation of the procured commodities in accordance with this agreement and 7 CFR section 1590.8.

B. The Recipient agrees to arrange for ocean transportation in accordance with 7 CFR section 1590.8(b) and 48 CFR part 47, subpart 47.5 – Ocean Transportation by U.S.-Flag Vessels.

C. The Recipient will submit any proposed invitation for ocean transportation bids to FAS and obtain the approval of FAS prior to issuing such invitation. The Recipient will submit any bid for ocean transportation that it proposes to accept to FAS and obtain the approval of FAS prior to entering into a contract for ocean transportation based upon such bid. The Recipient will provide to FAS a copy of each contract for all transportation services, including ocean and inland transportation. FAS will advance funds to the Recipient for the costs, consistent with the terms of these contracts, of transporting the procured commodities from the place at which the ocean or inland carrier receives the procured commodities from the commodity vendor to the initial storage site(s).

D. The Recipient will ensure that the total commission or fees paid to freight forwarders and vessel agents in the transportation procurement process will not exceed two and a half percent of the total transportation costs.

E. The Recipient will maintain records of dispatch received from an ocean carrier and provide copies of such records to FAS upon request.

Item II – Damage to or Loss of Procured Commodities

A. The Recipient will be responsible for the procured commodities following the transfer of title to the procured commodities from the commodity vendor(s) to the Recipient.

B. The Recipient will notify the Director, Food Assistance Division, FAS, in writing within 15 days after the date that the Recipient becomes aware of any damage to or loss of the procured commodities in excess of \$1,000 that occurs following the transfer of title to the procured commodities to the Recipient. The Recipient will take all steps necessary to protect its interests and the interests of FAS with respect to any damage to or loss of the procured commodities that occurs after title has been transferred to the Recipient. The Recipient will report all damage and losses, regardless of amount, in the next semiannual performance report.

C. In accordance with 7 CFR section 1590.10(c) and (d), the Recipient will be responsible for arranging for an independent cargo surveyor to inspect any procured commodities transported by ocean upon discharge from the vessel and to prepare a survey or outturn report. When procured commodities are shipped on a through bill of lading, the Recipient must also obtain a delivery survey. When procured commodities are transported overland, the Recipient will ensure that overland transportation contracts include a requirement that a loading and offloading report be prepared and provided to the Recipient. The Recipient will provide a copy of discharge and delivery survey reports, as well as loading and offloading reports, to FAS upon request. FAS will reimburse the Recipient for the reasonable costs of these services, as determined by FAS.

D. Paragraph C and 7 CFR section 1590.10(c) - (h) will not apply with respect to any procured commodities if the Recipient notifies FAS, prior to the receipt of the procured commodities by the ocean carrier, that the Recipient has purchased insurance against marine cargo loss and damage (including general average losses) for at least the landed value of the procured commodities.

Item III – Payment of Other Costs

A. FAS will provide to the Recipient, through advance payments, not more than for the costs of procuring the eligible commodities; any costs of transporting the procured commodities to the initial storage site(s) that are included in the approved budget referred to in Paragraph C; internal transportation, handling, storage and distribution costs incurred by the Recipient after delivery of the procured commodities to the initial storage site(s); expenses involved in the administration, monitoring, and evaluation of the activities under the agreement; and operational costs related to the implementation of the field-based project under the agreement.

B. The Recipient will arrange for any transportation, storage or distribution of the procured commodities from the designated point and time at which title to the eligible commodities passes to the Recipient by contracting directly with the suppliers of such services. Except as may otherwise be provided in Paragraph A, the Recipient will be responsible for the payment for such services.

C. (1) The budget approved by FAS for this agreement consists of the Budget Summary, Attachment B-1, and the Budget Narrative, Attachment B-2, which are attached hereto and made a part of this agreement. The Recipient will expend any funds provided in dollars by FAS, and funds provided as voluntary committed cost sharing or matching contributions, only for costs as specified in the line items in Attachment B-1. The Recipient may expend such funds only up to the amounts specified in the line items in Attachment B-1; except that, in accordance with 7 CFR section 1590.12(h), the Recipient may make adjustments between direct cost line items in Attachment B-1 without further approval, subject to the limitation in 7 CFR section 1590.12(h)(2), provided that: (a) the total amount of adjustments does not exceed ten percent of the Grand Total Costs, excluding any voluntary committed cost sharing or matching contributions, in Attachment B-1, and (b) regardless of the total amount of adjustments, the Recipient must obtain prior approval from FAS for any adjustments that involve actions that require prior approval pursuant to 2 CFR part 200.

(2) Both Attachment B-1 and Attachment B-2 must be amended if the Recipient seeks to make adjustments greater than ten percent of the Grand Total Costs, excluding any voluntary committed cost sharing or matching contributions, in Attachment B-1. In Attachment B-2, as amended, the sections corresponding to the adjusted line items will show the adjusted line item totals and any changes in amounts within the sections that contributed to the adjusted line item totals, as well as include any changes in the narrative that are required to make it consistent with the adjusted line item totals.

D. (1) Any amounts specified for indirect costs in Attachment B are based upon a provisional rate contained in a Negotiated Indirect Cost Recovery Agreement (NICRA). In the event that the final NICRA rate for a particular period is lower than the provisional rate, the Recipient will return the difference to FAS. In the event that the final NICRA rate for a particular period is higher than the provisional rate, the Recipient may request FAS to amend this agreement to permit the Recipient to shift an amount of funds provided by FAS equal to or less than the difference from direct costs to one or more indirect costs identified in Attachment B-1. In evaluating a request for such an amendment, FAS will consider the effect that the amendment may have on the successful implementation of this agreement. FAS will not enter into such an amendment if it will cause FAS's total costs under this agreement to exceed the dollar amount specified in Part I, Paragraph C.

(2) The Recipient must make all reasonable efforts to obtain its final NICRA rate from the federal agency responsible for negotiating the rate with the Recipient (hereafter referred to as the "cognizant federal agency") prior to the closeout of this agreement. When the final NICRA rate is not available at the time of closeout, the Recipient must submit the following information in writing to FAS at the time that it submits its final financial report: (1) a statement that the final NICRA rate is unavailable, (2) the name of, and a point of contact at, the cognizant federal agency, and (3) the status of the Recipient's final NICRA rate determination, including a timeline for the submission of its proposed final NICRA rate to the cognizant federal agency and the completion of the final annual single audit or program-specific audit required by 2 CFR part 200, subpart F.

(3) The Recipient must notify FAS immediately, in writing, if the final NICRA rate is issued within one year after the date on which the Recipient submitted to FAS the last of the financial and performance reports required by this agreement. The Recipient will then have 30 days from the date of its notification to FAS to submit a revised final financial report to FAS that is based on the final NICRA rate. If the final

NICRA rate has not been issued within one year after the date on which the Recipient submitted to FAS the last of the financial and performance reports required by this agreement, FAS will proceed with the closeout of this agreement based on the approved provisional rate and will not authorize any further payments.

E. Restrictions on travel paid for in whole or in part with federal funds, including travel funded under this agreement or a subrecipient agreement, are covered in 2 CFR part 200, Subpart E – Cost Principles.

F. Unless FAS authorizes an extension, the Recipient must liquidate all obligations incurred under this agreement and submit its final financial report no later than 90 days after the end date of the period of performance of this agreement specified in Part V, Paragraph B. The Recipient must refund to FAS any funds provided by FAS that it has not expended by the time that it submits its final financial report to FAS under this agreement.

G. Except as otherwise provided in this agreement or agreed in writing between the parties, FAS will pay all costs for which it is obligated under this agreement to the Recipient by reimbursement.

PART IV RECIPIENT'S RESPONSIBILITIES

Item I – General

A. The Recipient will distribute the procured commodities within Guatemala at the earliest practicable time, in accordance with the terms of this agreement. The Recipient will not use the procured commodities, or any food vouchers or cash transfers if applicable, for any purpose other than food assistance. The Recipient will not sell or transship the procured commodities to any location outside of Guatemala for as long as the Recipient has title to the procured commodities.

B. The Recipient will not sell, barter, or exchange the procured commodities, except as may be specified in Attachment A or otherwise specifically agreed in writing by FAS.

C. As provided in 7 CFR section 1590.12(e), the Recipient will not use any FAS-provided funds, interest, or program income to acquire goods or services, either directly or indirectly through another party, in a way that violates any of the country-specific economic sanction programs published by the U.S. Treasury Office of Foreign Assets Control at the following website: <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.

D. The Recipient will publish notifications in local newspapers to highlight its activities under this agreement and identify USDA as the funding source of these activities. The Recipient will notify beneficiaries and officials in the Government of Guatemala that USDA provided funds for the activities. The Recipient will post signs at project sites that highlight USDA funding unless the Recipient obtains from FAS a written exemption from this requirement, in accordance with 7 CFR section 1590.9(g). In addition, the Recipient will recognize USDA as the source of funding in all printed materials produced with USDA resources under this agreement. When beneficiaries will receive the procured commodities directly, the Recipient will provide information regarding the proper preparation and use of such commodities.

Item II – Reports and Document Submission

A. The Recipient will, within 30 days after both parties have signed this agreement, submit to FAS for approval an organizational chart identifying the names, positions, and responsibilities of all of the Recipient's key personnel. For the purposes of this agreement, the Recipient's key personnel will be managers with general responsibilities for implementation of the agreement, such as the country director,

finance director, and headquarters managers, as well as the managers of and critical technical staff for specific activities under the agreement. Following approval by FAS of the organizational chart, the Recipient will be required to obtain written approval from FAS before hiring any new key person and notify FAS within one week after the departure of any key person. Furthermore, in accordance with 2 CFR section 200.308(c)(1)(iii), the Recipient must obtain written approval from FAS prior to the disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director.

B. The Recipient will, within 30 days after both parties have signed this agreement, submit a procurement plan to FAS for its approval, in accordance with 7 CFR section 1590.6(c). The procurement plan will include time periods, broken down by month, for commodity procurement, delivery, and distribution and, where applicable, the distribution of food vouchers and cash transfers for the procurement of commodities. The Recipient will comply with the procurement plan, as approved by FAS, and will not make any changes to the procurement plan without obtaining the prior written approval of FAS.

C. The Recipient will, if it has made a regional purchase of eligible commodities requiring ocean transportation, within 30 days after the export of all or a portion of the procured commodities, submit evidence of such export to FAS. The evidence will be submitted through an electronic media approved by FAS. The evidence of export must show the kind and quantity of commodities exported, the date of export, and the country where the commodities will be delivered. The date of export is the date that the ocean carrier carrying the procured commodities sails from the load port in the target region.

D. The Recipient will, within 60 days after both parties have signed this agreement, submit to FAS for approval its work plan. This work plan will include a detailed description of each activity, including estimated start and completion dates for each activity and other information specified by FAS. The work plan will cover the period from the beginning until the end of the period of performance of the agreement. The Recipient will submit to FAS for approval an annual update to the work plan in each subsequent federal government fiscal year during the period of performance of the agreement, according to a schedule specified by FAS. The annual update for each fiscal year will provide any updated information needed to ensure that the work plan is current and accurate.

E. The Recipient will, within three months after both parties have signed this agreement, submit to FAS for approval an evaluation plan and a performance monitoring plan that comply with the requirements in 7 CFR section 1590.13 and with FAD's Monitoring and Evaluation Policy located at: <http://www.fas.usda.gov/sites/default/files/2014-03/evalpol.pdf>. The Recipient will conduct all evaluations in accordance with the plans approved by FAS. Before making any changes to its approved evaluation plan or performance monitoring plan, the Recipient must submit the proposed changes to FAS and obtain FAS's approval in writing. Furthermore, within six months after both parties have signed this agreement, the Recipient must submit the results of any baseline study to FAS and request that the Performance Indicators, Attachment C, be updated to incorporate such results.

F. The Recipient will submit semiannual financial reports to FAS, in accordance with 7 CFR section 1590.14(b). The reporting periods will be April 1 through September 30 and October 1 through March 31. The Recipient must submit the report for each reporting period no later than 30 days after the end of the reporting period (i.e., October 30 for the April 1 through September 30 reporting period and April 30 for the October 1 through March 31 reporting period). The Recipient must submit the final financial report no later than 90 days after the end date of the period of performance for this agreement.

G. The Recipient will submit semiannual procurement and distribution reports to FAS, in accordance with 7 CFR section 1590.14(e) and (f). The reporting periods will be April 1 through September 30 and October 1 through March 31. The Recipient must submit the report for each reporting period no later than 30 days after the end of the reporting period until all of the procured commodities and, if applicable,

food vouchers and cash transfers have been distributed and such disposition has been reported to FAS. The information will be submitted in a format provided by FAS.

H. (1) The Recipient will submit semiannual performance reports to FAS, in accordance with 7 CFR section 1590.14(c). The reporting periods will be April 1 through September 30 and October 1 through March 31. The Recipient must submit the report for each reporting period no later than 30 days after the end of the reporting period (i.e., October 30 for the April 1 through September 30 reporting period and April 30 for the October 1 through March 31 reporting period). The Recipient must submit the final performance report no later than 90 days after the end date of the period of performance for this agreement.

(2) In each semiannual performance report, the Recipient will report its progress toward achieving the targets in the performance indicators contained in Attachment C. Each performance indicator will contribute to the achievement of one of the results outlined in the Project-level Results Framework, Attachment D. Attachments C and D are attached hereto and made a part of this agreement.

I. The Recipient will submit evaluation reports for the agreement to FAS, in accordance with 7 CFR section 1590.14(d) and FAD's Monitoring and Evaluation Policy. The reports must be submitted in accordance with the timeline in the FAS-approved evaluation plan.

J. The Recipient will enter into a written contract with each provider of goods, services, or construction work valued in excess of the Simplified Acquisition Threshold, in accordance with 7 CFR section 1590.12(k). The Recipient will submit a copy of each such signed contract to FAS.

K. The Recipient will consult FAS prior to the selection of any subrecipient. The Recipient will enter into an agreement with each subrecipient that will set forth the responsibilities of both parties. The Recipient will submit a copy of each subrecipient agreement to FAS within 60 days after signing the subrecipient agreement and prior to the transfer of any procured commodities, FAS-provided funds, or program income to the subrecipient, in accordance with 7 CFR section 1590.15(a). The Recipient will be required to obtain written approval from FAS before making any changes to any information regarding a subrecipient specified in section 4(d) of Attachment A.

L. The Recipient will inform FAS, in accordance with 7 CFR section 1590.13(c), of any problems, delays, or adverse conditions that materially impair the Recipient's ability to meet the objectives of this agreement. This notification must include a statement of any corrective actions taken or contemplated by the Recipient, and any additional assistance requested from FAS to resolve the situation. The Recipient must make this notification by sending an e-mail message to the Director, Food Assistance Division, FAS, at PPDED@fas.usda.gov within 30 days after the date on which the Recipient became aware of such a problem, delay, or adverse condition.

M. Except as otherwise provided in this agreement or communicated by FAS to the Recipient in writing, the Recipient will submit any reports, information or requests required by or related to this agreement, and any other submissions required in 7 CFR part 1590, to the Director, Food Assistance Division, FAS, through the Food Aid Information Service (FAIS). The Recipient will consult FAIS at <https://apps.fas.usda.gov/FAIS/webapp/> for required forms and instructions. If questions arise related to this agreement, the Recipient may send a message to PPDED@fas.usda.gov to seek assistance.

N. The information collection requirements contained in this agreement have been approved by the Office of Management and Budget (OMB) under the provisions of 44 U.S.C. Chapter 35 and assigned OMB Number 0551-0046 (expires February 29, 2020). Persons are not required to respond to a collection of information unless it displays a currently valid OMB control number.

Item III – Certification and Compliance Requirements

A. The Recipient asserts that it has taken action to ensure that any eligible commodities that will be procured regionally will be imported, and all procured commodities will be distributed, free from all customs, duties, tolls, and taxes. The Recipient has submitted information to FAS to support this assertion.

B. The Recipient asserts that, to the best of its knowledge, the eligible commodities can be procured locally or regionally without a disruptive impact on farmers located in, or the economy of, Guatemala or any country in the target region. The Recipient has submitted information to FAS to support this assertion.

C. The Recipient asserts that, to the best of its knowledge, the eligible commodities can be procured without unduly disrupting world prices for agricultural commodities or normal patterns of commercial trade with foreign countries. The Recipient has submitted information to FAS to support this assertion.

D. The Recipient asserts that, to the best of its knowledge, the eligible commodities can be procured without significantly increasing commodity costs for low-income consumers who procure commodities sourced from the same market in which the eligible commodities are procured. The Recipient has submitted information to FAS to support this assertion.

E. The Recipient asserts that adequate transportation and storage facilities will be available in Guatemala to prevent spoilage or waste of the procured commodities. The Recipient has submitted information to FAS to support this assertion.

F. The Recipient will comply with the audit requirements in 7 CFR section 1590.19.

G. The Recipient will disclose to FAS all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement. The Recipient must make this disclosure by sending an e-mail message to the Director, Food Assistance Division, FAS, at PPDED@fas.usda.gov within 30 days after the date on which the Recipient became aware of such a violation.

H. As a condition of this cooperative agreement, the Recipient assures and certifies that it is in compliance, and will comply during the course of this agreement, with all applicable laws, regulations, and federal Executive Orders. The Recipient will also comply with FAS's Award General Terms & Conditions for Grants and Cooperative Agreements, as applicable, found at <https://www.fas.usda.gov/grants-and-cooperative-agreements-administrative-general-terms-and-conditions> and <https://www.fas.usda.gov/grants-and-cooperative-agreements-national-policy-general-terms-and-conditions>; provided, however, that if such an award term or condition is inconsistent with a provision of this agreement or a provision of a statute or regulation applicable to this agreement, the order of precedence will be: first, the applicable statute or regulation; second, the provision of the agreement; and third, the award term or condition.

PART V FINAL PROVISIONS

A. This agreement will enter into force upon signature by both parties.

B. The period of performance of this agreement starts on the date on which the agreement enters into force and ends on September 30, 2021.

C. The Recipient may object to an action taken by FAS in response to a failure of the Recipient to comply with this agreement, as provided in 7 CFR section 1590.18, by submitting its objection in writing

to the Director, Food Assistance Division, FAS, within 30 days after the date of FAS's written notification to the Recipient of the action.

D. This agreement may be terminated only in accordance with 7 CFR section 1590.17.

In witness whereof, the representatives of the parties, duly authorized for the purpose, have signed this agreement.

FOR THE GOVERNMENT OF
THE UNITED STATES OF AMERICA

FOR
PROJECT CONCERN INTERNATIONAL

By: _____
Jocelyn G. Brown

By: _____
Mark O'Donnell

Title:
Deputy Administrator
Office of Capacity Building
and Development,
Foreign Agricultural Service,
U.S. Department of Agriculture

Title:
Chief Operating Officer

Date: _____

Date: _____

**ATTACHMENT A
PLAN OF OPERATION
LOCAL AND REGIONAL FOOD AID PROCUREMENT PROGRAM
FY 2018**

1. NAME AND ADDRESS OF RECIPIENT

Project Concern
International 5151
Murphy Canyon Road
Suite 320
San Diego, California 92123

Contact at U.S. Headquarters

Christina Gagliardi
Deputy Director,
Food, Nutrition, & Livelihood Security
Officer Tel. 858 279 9690
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Contact in Guatemala

Pascale Wagner
Country Director, Guatemala
5151 Murphy Canyon Road Suite 320
San Diego, California United States
Tel. 502-2369-7058
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2. COUNTRY OF DONATION

Guatemala

3. PROJECT DESCRIPTION

(a) Project Objectives

Project Concern International (PCI) will, over a period of approximately three years, use the funds provided by FAS to implement a local procurement project to support its on-going school feeding project in Guatemala focused on achieving the following objectives:

- Increase the capacity of municipalities, local producer groups, and schools to effectively and efficiently procure and deliver local, culturally acceptable food commodities to supplement school feeding programs in a timely and cost-effective way.
- Foster capacity development of stakeholders to strengthen the transition to a school feeding program based on local markets in line with the Government of Guatemala's (GoG) National School Feeding Law.
- Support Parent Teacher Associations (PTAs) to strengthen their capacity in developing procurement plans, selecting commodities, soliciting bids, and procuring locally grown fresh foods.
- Partner with key government stakeholders at national, departmental, and municipal levels in the operationalization of the National School Feeding Law, using target schools as a model for the law's national implementation.

(b) Project Implementation

As referenced in Part IV, Item II, Paragraph D, PCI will provide additional details of each activity within the submitted work plans. PCI will also include in the work plans a Gantt chart

illustrating scheduled activities, as well as setting forth the intended beneficiaries, geographic targeting, classification of intended procurements, including contracts and grants, and identification and responsibilities of any subrecipients.

Purchase Commodities from Local Food Suppliers

PCI and subrecipients will develop procurement plans for the purchase of fresh fruits, vegetables, and animal-based proteins to supplement daily school meals at target schools, per Part II. Following the development and approval of those procurement plans, 403 Metric Tons of fresh foods (fruits, vegetables, and animal-based proteins) will be purchased from local food suppliers, identified in partnership with PTAs, that can meet quality standards, packaging requirements established by the GoG, and ensure timely delivery of procured commodities. PCI and subrecipients will work with PTAs (one per target school) to improve procurement planning and implementation to reduce costs and improve quality of foods delivered to schools. A market assessment update will be conducted by PCI at project startup to confirm this list of commodities but will remain flexible to allow for PTAs to select the products included in their procurement plans. To ensure cost-effectiveness, fair pricing, and competition, commodities will be procured through a competitive bidding process. PCI and subrecipients will work with USDA to determine the quantity of US donated commodity to be reduced in the McGovern-Dole FFE-520-2016-008-00 ration to ensure that schools do not receive too much food for daily meals.

Promote Linkages between Parent Teacher Associations and Local Food Suppliers

PCI and subrecipients will connect and build relationships between schools and registered producers and providers (retailers, wholesalers, cooperatives, groups and individuals) to reach compliance with new processes and standards created by the GoG through the Technical Roundtable. Local food suppliers (including existing producer groups, cooperatives, wholesalers, and store owners) will be prioritized for supplying commodities. PCI and subrecipients will train PTAs to identify local suppliers that meet GoG requirements. PTAs will refer the selected local suppliers to trainings offered by the project on the following topics: school feeding law and regulations; requirements for a provider (e.g. registration, ability to meet product quality and food safety requirements, ability to meet timelines); supplier responsibilities including: signing contracts, quality testing, and quality & timely delivery of products to schools. PCI will ensure that procurements are conducted using a competitive bidding process.

Training: Registration & Commercialization of Unregistered Local Producers

In accordance with the National School Feeding Law, PCI and subrecipients will support the strengthening of local producers to become registered with the tax agency Superintendencia de Administración Tributaria (SAT) and Ministry of Agriculture (MAGA). A training toolkit for unregistered local producers will be developed to enhance their access to business opportunities intended via the National School Feeding Law. Trainings will be conducted with local producers to help increase access to quality inputs, increased production of agricultural products, and value-added to post-harvest agricultural products.

Training: Management, Preparation and Provision of School Meals

PCI and subrecipients will train PTAs to procure fresh foods to complement USDA and government donated commodities for daily school meals. PCI will provide the purchased foods into daily school meals provided to pre-primary and primary students attending a minimum of 30 schools that are currently supported by FFE-520-2016-008-00 programming. To participate

in the program, PTAs will sign an MoU with each McGovern-Dole Food for Education (MGD) implementing partners Save the Children and Catholic Relief Services (CRS) and must agree to the following: participate in trainings; manage the procurement process following established procurement protocol; volunteer to cook or pay for cooks; ensure school store rooms are clean, dry, well ventilated and secure; ensure proper storage of fresh produce and hygienic food preparation; and provide proper accounting of all commodities. PTAs will be trained to plan purchases that minimize administrative burden and enable delivery schedules that minimize food waste and spoilage. PCI and subrecipients will leverage procurement activities in this project to work with PTAs and train them to use the MINEDUC's subsidies to efficiently and effectively procure well-balanced, nutritious food.

Exchange visits will be planned for a few key PTA representatives to visit and learn from one another.

Strengthen the School Feeding Technical Roundtable's ability to implement the National School Feeding Law

PCI and subrecipients will provide technical assistance and support to Ministry of Education (MINEDUC) and MAGA through the School Feeding Technical Roundtable and will encourage MINEDUC to take over the leadership of the Technical Roundtable to ensure sustainability. In its engagement with the School Feeding Technical Roundtable, PCI will prioritize development of a School Feeding Protocol for rapid market assessments; registration for local producers (MAGA and SAT); procurement planning; mechanisms for linking PTAs with suppliers; technical assistance by MAGA for local producers; as well as, tool development for guidelines and protocol for ensuring suppliers meet Principles of Food Hygiene requirements as per the Codex Alimentarius for production and packing of fresh fruits and vegetables.

To improve coordination, implementation and support of school feeding activities at these levels, PCI will work with its partners to ensure that informal school feeding meetings that are currently held are formalized into Department School Feeding Networks and will encourage participation by all government and non-government agencies working in activities at this level.

Training: Parent Teacher Associations

PCI will focus on capacity strengthening of PTAs to: adhere to the National School Feeding Law and regulations that supports local procurement; and ensure cost-effective and timely procurement of nutritious and quality food commodities to supplement school meals. Training and technical support will be provided to PTAs and MINEDUC's District Coordinators (CTAs) to strengthen capacity to carry out good procurement practices using government and project-sponsored tools as they will be responsible for carrying out all process and procedures for the MINEDUC subsidies. PTAs will accompany the MGD implementers during the entire procurement process to promote learning-by-doing to ensure their ability to continue beyond the LOP. School staff (directors and interested teachers) will also be invited to participate in these trainings that will cover topics such as school feeding law and regulations; government requirements for invoicing; procurement planning; standardized menu planning; proper procurement practices; proper food handling and hygienic food preparation.

Promote Linkages Between Value Chain Actors & Local Food Producer Groups

With input from MAGA and subrecipients, a simple value chain integration guide will be developed for producer groups to improve access to technical information and inputs and foster

connections for improved business viability, ultimately strengthening the sustainability of local production. PCI will utilize the guide to conduct one to two value chain linkage activities (i.e. market linkages fairs and exchange events) per municipality that will improve integration of producers into the school feeding and non- school feeding value chains. Market linkage activities will use established, registered value chain actors to provide training to unregistered local producer groups on topics including but not limited to: purchasing processes and requirements for local producer groups to gain access to supply to the established value chain actors; quality standards required to ensure acceptable product quality that meets GoG minimum standards; marketing quality products and increasing access to private-sector resources; and overcoming barriers to group registration and commercialization.

4. PROGRAM DESCRIPTION

(a) Method of Choosing Beneficiaries

PCI will carry out activities under this agreement in three contiguous departments: Huehuetenango, Totonicapán, and Quiché.

PCI will implement activities in five municipalities in these departments, including: Santa Eulalia and Barillas located in the Department of Huehuetenango; Momostenango in the Department of Totonicapán; and Nebaj and Chajul in the Department of Quiché. These municipalities were selected based on the following: 1) current MGD-targeted municipalities; 2) quantity and variety of agricultural production of fruits and vegetables in the municipality (confirmed through the Rapid Market Assessment); 3) geographic overlap with the USDA Food For Progress program implemented by Counterpart International; 4) year-around accessibility; 5) GoG's high priority areas due to the susceptibility of climatic and environmental disasters, stressed food security situation, and low health and development indicators.

A total of 36 schools will be targeted within these municipalities. Schools targeted are based on the following criteria: 1) currently participating in a MGD program; 2) distance from the school to the municipal capital is less than 35 kilometers; 3) high-performing schools within the MGD programs with strong and collaborative relationships between School Directors, parents and community members; 4) willingness of local government, PTAs, and community members to actively participate and contribute in-kind resources to support the project; 5) adequate infrastructure to store commodities and prepare daily school meals.

PCI will ensure that it's capacity building interventions are not duplicating, for the same populations, similar efforts by active McGovern-Dole Food for Education implementing partners.

(b) Program Administration

PCI will dedicate 17 in-country staff personnel and 4 headquarters staff personnel to implement this agreement.

(c) Expected Contribution

All costs for this program not covered by resources provided by FAS will be borne by PCI.

(d) Subrecipients

PCI may select one or more subrecipients from among local and international organizations. To be eligible for selection as a subrecipient, an organization must have:

- Experience working in the targeted region;
- Experience working with PCI ;
- Experience in school feeding, nutrition, or agricultural projects; and
- Experience in managing financial matters.

PCI will enter into an agreement with each subrecipient that will set forth the responsibilities of both parties. PCI will consult with FAS prior to the selection of any subrecipient and provide a copy to FAS of each signed agreement with a subrecipient.

(e) Governmental or Non-governmental Entities

PCI will work directly with the following entities:

- Ministry of Education (MINEDUC);
- Ministry of Agriculture (MAGA);
- Ministry of Health;
- Interinstitutional School Feeding Technical Roundtable;
- Municipal Governments;
- Community-level Development Organizations (COCODES);
- Municipal-level organizations for food and nutrition security (COMUSANES); and
- Parent Teacher Organizations (PTAs)

**ATTACHMENT B - 1
Budget Summary**

Program: LRP

Country of Operation: Guatemala

Implementing Organization: Project Concern International

Fiscal Year: 2018

Agreement Number: LRP-520-2018/014-00

Total Amount of Federal Funds Obligated

Funding Source	Funding Year	Commodity Cost (FFPr and MGD Only)	Freight Cost (FFPr and MGD Only)	Administrative Costs (cash portion)	Total Federal Funding Obligated
FAS	2018			\$4,000,000.00	\$4,000,000.00

Project Operating Budget

Expense Type	Monetization Proceeds	FAS Funds	Cost Share	Total w/out Cost Share	Total w/Cost Share
Administration					
Salaries	\$0.00	\$417,070.94	\$0.00	\$417,070.94	\$417,070.94
Benefits	\$0.00	\$176,194.83	\$0.00	\$176,194.83	\$176,194.83
Travel	\$0.00	\$70,188.07	\$0.00	\$70,188.07	\$70,188.07
Professional Services	\$0.00	\$118,688.33	\$0.00	\$118,688.33	\$118,688.33
Equipment	\$0.00	\$7,454.94	\$0.00	\$7,454.94	\$7,454.94
Office	\$0.00	\$58,282.60	\$0.00	\$58,282.60	\$58,282.60
Supplies	\$0.00	\$12,402.78	\$0.00	\$12,402.78	\$12,402.78
Total Administration	\$0.00	\$860,282.49	\$0.00	\$860,282.49	\$860,282.49
Activities					
Promote Linkages between Parent Teacher Associations and Local Food Suppliers	\$0.00	\$420,164.13	\$0.00	\$420,164.13	\$420,164.13
Promote Linkages Between Value Chain Actors & Local Food Producer Groups	\$0.00	\$422,788.51	\$0.00	\$422,788.51	\$422,788.51
Purchase Commodities from Local Food Suppliers	\$0.00	\$273,138.16	\$0.00	\$273,138.16	\$273,138.16
Strengthen the School Feeding Technical Roundtable's ability to implement the National School	\$0.00	\$193,512.13	\$0.00	\$193,512.13	\$193,512.13
Training: Management, Preparation and Provision of School Meals	\$0.00	\$330,390.38	\$0.00	\$330,390.38	\$330,390.38
Training: Parent Teacher Associations	\$0.00	\$357,990.50	\$0.00	\$357,990.50	\$357,990.50
Training: Registration & Commercialization of Unregistered Local Producers	\$0.00	\$365,980.02	\$0.00	\$365,980.02	\$365,980.02
Total Activities	\$0.00	\$2,363,963.83	\$0.00	\$2,363,963.83	\$2,363,963.83
Commodity and Food Purchases (LRP only)					
Commodity Procurement		\$343,010.46	\$0.00	\$343,010.46	\$343,010.46
Food Vouchers		\$0.00	\$0.00	\$0.00	\$0.00
Cash Transfers		\$0.00	\$0.00	\$0.00	\$0.00
Total Commodity Procurement		\$343,010.46	\$0.00	\$343,010.46	\$343,010.46

ITSH					
Total ITSH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Costs					
	\$0.00	\$3,567,256.78	\$0.00	\$3,567,256.78	\$3,567,256.78
ICR on Administration	\$0.00	\$214,554.70		\$214,554.70	
ICR on Commodity Procurement	\$0.00	\$29,464.32		\$29,464.32	
ICR on Activities	\$0.00	\$188,724.20		\$188,724.20	
ICR on ITSH	\$0.00	\$0.00		\$0.00	
Total Indirect Costs					
	\$0.00	\$432,743.22		\$432,743.22	
Anticipated Program Income					\$0.00
Grand Total Costs					
	\$0.00	\$4,000,000.00	\$0.00	\$4,000,000.00	\$4,000,000.00
Total Amount of Federal Award (Total Federal Funds Obligated plus Cost Share): \$0.00					

ATTACHMENT B - 2
Budget Narrative

Organization: Project Concern International (PCI)
 Program: Local and Regional Procurement
 Fiscal Year of Award: 2018
 Prepared by: Kara West
 kwest@pciglobal.org

SECTION 1: GENERAL EXPLANATORY COMMENTS

The total operating budget for this program is \$4,000,000 over 36 months.

Total Program Cost

Gross Monetization Proceeds	\$0
CCC/FAS Funding	\$4,000,000
Total Cost Share	\$0
Total Program Budget	\$4,000,000

Summary of Line Item Costs	
Administrative	\$860,283
Activities	\$2,363,964
Commodity and Food Purchases	\$343,010
Internal Transportation, Shipping, and Handling	\$0
ICR on Administration	\$214,555
ICR on Activities	\$188,724
ICR on Commodities and Food Purchases	\$29,464
ICR on ITSH	\$0
Total	\$4,000,000

1. The budget incorporates an annual 3.5% increase for all staff positions after Year 1 and a 3.5% rate of inflation for other direct costs.
2. There is no program income anticipated for this project.
3. In accordance with PCI's current approved provisional NICRA rate dated May 25, 2017, indirect costs are budgeted across expenses at 24.94% of total modified direct costs, which exclude equipment and that portion of each sub-grant and sub-contract in excess of \$25,000.

SECTION 2: ADMINISTRATIVE – Total \$1,074,838 (\$1,074,838 in FAS funds). Total Direct Costs: \$860,283 (\$860,283 in FAS funds); Total Indirect Costs: \$214,555 (\$214,555 in FAS funds).

2.1 Salaries/Personnel – Total \$417,071 (\$417,071 in FAS funds)

Position	Months	LOE	Monthly Salary	Total Salary
Country Director (Expat)	36	15%	\$10,076	\$56,337
Finance Director (TCN)	36	15%	\$5,605	\$31,339
Regional TA, MERL (TCN)	35	15%	\$6,000	\$32,583
M&E Specialist	35	100%	\$1,700	\$61,667
M&E Field Monitor	33	100%	\$1,200	\$41,002

Position	Months	LOE	Monthly Salary	Total Salary
Operations Director	35	15%	\$3,000	\$16,292
Human Resources Manager	35	15%	\$1,400	\$7,603
Accountant	35	15%	\$2,200	\$11,550
Program Assistant	35	15%	\$740	\$4,019
Maintenance and Cleaning	35	15%	\$420	\$2,281
Payroll Manager	36	15%	\$870	\$4,864
Driver	35	100%	\$540	\$19,588
Deputy Director, FNLS (HQ)	36	9.5%	\$9,500	\$33,640
TA, FS & Markets (HQ)	36	15%	\$8,375	\$46,222
ATA, LCS and Sustainability (HQ)	36	5%	\$6,450	\$12,021
Senior Operations Officer (HQ)	36	15%	\$6,450	\$36,063
Total				\$417,071

2.2 Benefits and Allowances - Total \$176,195 (\$176,195 in FAS funds)

Expat, TCN and HQ: PCI's 26% fringe benefits rate includes: payroll taxes at 13% of gross salary; medical benefits at 7.5% of gross salary; pension benefits/profit sharing at 3.5% of gross salary; workers' compensation insurance at 2% of gross salary. $\$248,206 \times 26\% = \$64,533$.

Local Employees: Fringe benefits for CCNs are budgeted at 45% of their total salary and are based on the Government of Guatemala's labor laws and regulations. The rate includes: 8.33% for 14th month salary; 8.33% for annual bonus; 12.25% for indemnification; 10.67% for social security, and 5.42% for medical insurance. $\$168,866 \times 45\% = \$75,990$.

Allowances – Expat and TCN: PCI has included allowances for housing, utilities, home leave, and G&S for expatriate and TCN staff. Total of \$35,672 over the length of the project (LoP).

2.3 Travel – Total \$70,188 (\$70,188 in FAS funds)

International Travel: PCI HQ staff will make 5 trips to Guatemala during the LoP for technical and management support, and PCI field staff will make 1 trip to the United States. PCI estimates a cost of \$15,897, which includes airfare, per diem and other travel costs.

Local Travel: PCI has budgeted \$54,291 for fuel, in-country per diem, vehicles rentals and parking over the LoP.

2.4 Professional Services – Total \$118,688 (\$118,688 in FAS funds)

Professional services over the LoP include local security services, IT services, legal services, translation services, and M&E related services (detailed below, and including mobile data collections services through Mobenzi, evaluations, and a consultant) for a total of \$118,688.

M&E Budget

PCI's M&E budget for *Nuestra Cosecha* includes the following (total of \$424,946):

- Funds budgeted for regional, field and partner M&E staff (salary and benefits): \$256,026 (Total of \$256,026)
- Funds budgeted for third party evaluations: baseline evaluation: \$25,000; final evaluation: \$40,000; special study on food consumption and standardized menus: \$10,000; documentation consultant: \$6,600 (Total of \$81,600)
- Funds budgeted for the support of M&E systems and tools: mobile data collection (Mobenzi): \$5,591; PCI and partner staff travel: \$75,517; translation services: \$6,212 (Total of \$87,320)

PCI's M&E budget excluding staff salaries and benefits represents 4.2% of the total budget (total of \$168,920).

2.5 Equipment – Total \$7,455 (\$7,455 in FAS funds)

There will be no equipment purchased under this award. PCI will leverage 4 vehicles utilized under USDA award FFE-520-2016/008-00. The shared costs for vehicle repair and maintenance to be shared under this LRP award is estimated at \$7,455 over the LoP.

2.6 Office – Total \$58,283 (\$58,283 in FAS funds)

Costs for PCI's office in Guatemala City are budgeted at \$58,283. This includes: rent, building repair and maintenance, office equipment repair and maintenance, telephone/fax, telephone plan, email/internet, postage, utilities, bank service fees, printing/copying/binding, subscriptions/publications, vehicle insurance, advertising costs for recruitment of personnel and for the procurement of goods and services, and software, software support and technical manuals.

2.7 Supplies – Total \$12,403 (\$12,403 in FAS Funds)

- Office Supplies:** Estimated costs over the LoP: \$3,727.
- Training Supplies:** Estimated costs over the LoP: \$6,812.
- Branding Supplies:** Estimated costs over the LoP: \$1,864.

2.8 Indirect Costs on Administration (\$214,555)

SECTION 3: ACTIVITIES – Total \$2,552,688 (\$2,552,688 in FAS funds). Total direct costs: \$2,363,964 (\$2,363,964 in FAS funds); total indirect costs: \$188,724 (\$188,724 in FAS funds).

Activity 1: Purchase Commodities from Local Food Suppliers – Total \$273,138

3.1.1 – Salaries - \$52,179

Position	Months	LOE to LRP Project	LOE to Activity 1	Monthly Salary	Total
Chief of Party (TCN)	36	50%	11%	\$7,458	\$15,290
Program Manager	35	100%	11%	\$2,600	\$10,375
Market Specialist	33	100%	15%	\$1,500	\$7,680
Nutrition and LCS Specialist	33	100%	11%	\$1,200	\$4,505
Procurement Officer	28	100%	30%	\$1,500	\$13,110
School Field Technician (2)	66	25%	11%	\$650	\$1,220
Total					\$52,179

3.1.2 – Benefits and Allowances – Total \$25,069: TCN benefits calculated at 26% of base salaries and local staff benefits calculated at 45% of base salaries. Allowances for rent, utilities, home leave and G&S are included for the Chief of Party (TCN) at a total of \$4,493 for this activity.

3.1.3 - Travel – Total \$7,136: This includes fuel, in-country per diem, vehicle rentals, parking.

3.1.4 - Professional Services – Total \$185,048: PCI subrecipients will work with PTAs (one per target school) to procure local commodities, improve procurement planning and implementation to reduce costs and improve quality of foods delivered to schools. The subrecipient totals for this

activity are estimated at \$49,500 to Counterpart International (CPI), \$67,621 to Save the Children (SC) and \$67,927 to Catholic Relief Services (CRS).

3.1.5 - Office – Total \$2,265: This includes rent, building repair and maintenance, office equipment repair and maintenance, and office utilities for the project office.

3.1.6 – Supplies – Total \$1,440 for supplies for Training on Procurement, Handling and Storage of Fresh Food.

Activity 2: Promote Linkages Between Parent Teacher Associations and Local Food Suppliers – Total \$420,164

3.2.1 – Salaries – \$68,535

Position	Months	LOE to LRP Project	LOE to Activity 2	Monthly Salary	Total
Chief of Party (TCN)	36	50%	18%	\$7,458	\$25,020
Program Manager	35	100%	18%	\$2,600	\$16,977
Market Specialist	33	100%	25%	\$1,500	\$12,800
Nutrition and LCS Specialist	33	100%	18%	\$1,200	\$7,373
Procurement Officer	28	100%	10%	\$1,500	\$4,370
School Field Technician (2)	66	25%	18%	\$650	\$1,997
Total					\$68,535

3.2.2 – Benefits and Allowances – Total \$33,439: TCN benefits calculated at 26% of base salaries and local staff benefits calculated at 45% of base salaries. Allowances for rent, utilities, home leave and G&S are included for the Chief of Party (TCN) at a total of \$7,352 for this activity.

3.2.3 - Travel – Total \$11,678: This includes fuel, in-country per diem, vehicle rentals, parking.

3.2.4 - Professional Services – Total \$302,805: PCI subrecipients will connect and build relationships between schools and registered producers and providers and train PTAs to identify local suppliers that meet GoG requirements. The subrecipient totals for this activity are estimated at \$81,000 to CPI, \$110,652 to SC and \$111,153 to CRS.

3.2.5 - Office – Total \$3,707: This includes rent, building repair and maintenance, office equipment repair and maintenance, and office utilities for the project office.

Activity 3: Training: Registration & Commercialization of Unregistered Local Producers – Total \$365,980

3.3.1 – Salaries – \$61,784

Position	Months	LOE to LRP Project	LOE to Activity 3	Monthly Salary	Total
Chief of Party (TCN)	36	50%	15%	\$7,458	\$20,850
Program Manager	35	100%	15%	\$2,600	\$14,147
Market Specialist	33	100%	20%	\$1,500	\$10,240
Nutrition and LCS Specialist	33	100%	15%	\$1,200	\$6,144
Procurement Officer	28	100%	20%	\$1,500	\$8,740
School Field Technician (2)	66	25%	15%	\$650	\$1,664
Total					\$61,784

3.3.2 - Benefits and Allowances – Total \$29,968: TCN benefits calculated at 26% of base salaries and local staff benefits calculated at 45% of base salaries. Allowances for rent, utilities, home leave and G&S are included for the Chief of Party (TCN) at a total of \$6,127 for this activity.

3.3.3 - Travel – Total \$9,731: This includes fuel, in-country per diem, vehicle rentals, parking.

3.3.4 - Professional Services – Total \$252,338: PCI subrecipients will support the strengthening of unregistered local producers to become registered with the tax agency (SAT) and Ministry of Agriculture (MAGA) and comply with the required standards necessary to supply to schools. The subrecipient totals for this activity are estimated at \$67,500 to CPI, \$92,210 to SC and \$92,628 to CRS for the training of MGD implementer market technicians.

3.3.5 - Office – Total \$3,089: This includes rent, building repair and maintenance, office equipment repair and maintenance, and office utilities for the project office.

3.3.6 – Supplies – Total \$9,069: This includes \$311 for the printing of Producer Training Guides, \$2,401 for supplies for the Training of Market Technicians and \$6,357 for supplies for the Training of Producers.

Activity 4: Training: Management, Preparation and Provision of School Meals – Total \$330,390

3.4.1 – Salaries – \$42,804

Position	Months	LOE to LRP Project	LOE to Activity 4	Monthly Salary	Total
Chief of Party (TCN)	36	50%	15%	\$7,458	\$20,850
Program Manager	35	100%	15%	\$2,600	\$14,147
Nutrition and LCS Specialist	33	100%	15%	\$1,200	\$6,144
School Field Technician (2)	66	25%	15%	\$650	\$1,664
Total					\$42,804

3.4.2 – Benefits and Allowances – Total \$21,428: TCN benefits calculated at 26% of base salaries and local staff benefits calculated at 45% of base salaries. Allowances for rent, utilities, home leave and G&S are included for the Chief of Party (TCN) at a total of \$6,127 for this activity.

3.4.3 - Travel – Total \$9,731: This includes fuel, in-country per diem, vehicle rentals, parking.

3.4.4 - Professional Services – Total \$252,338: PCI subrecipients will train PTAs on the management, preparation, and provision of school meals at schools once a year for the LOP. The subrecipient totals for this activity are estimated at \$67,500 to CPI, \$92,210 to SC and \$92,628 to CRS.

3.4.5 - Office – Total \$3,089: This includes rent, building repair and maintenance, office equipment repair and maintenance, and office utilities for the project office.

3.4.6 - Supplies – Total \$1,000: For the purchase of 10 artisanal refrigerators, estimated at \$100 for approx. 10 schools served by PCI in the Department of Huehuetenango

Activity 5: Strengthen the School Feeding Technical Roundtable’s Ability to Implement the National School Feeding Law and Regulations – Total \$193,512

3.5.1 – Salaries – \$22,829

Position	Months	LOE to LRP Project	LOE to Activity 5	Monthly Salary	Total
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Chief of Party (TCN)	36	50%	8%	\$7,458	\$11,120
Program Manager	35	100%	8%	\$2,600	\$7,545
Nutrition and LCS Specialist	33	100%	8%	\$1,200	\$3,277
School Field Technician (2)	66	25%	8%	\$650	\$877
Total					\$22,829

3.5.2 – Benefits and Allowances – Total \$11,428: TCN benefits calculated at 26% of base salaries and local staff benefits calculated at 45% of base salaries. Allowances for rent, utilities, home leave and G&S are included for the Chief of Party (TCN)) at a total of \$3,268 for this activity.

3.5.3 - Travel – Total \$5,190: This includes fuel, in-country per diem, vehicle rentals, parking.

3.5.4 - Professional Services – Total \$134,580: PCI subrecipients will provide technical assistance and support to Ministry of Education (MINEDUC) and MAGA through the School Feeding Technical Roundtable and will encourage MINEDUC to take over the leadership of the Technical Roundtable to ensure sustainability. The subrecipient totals for this activity are estimated at \$36,000 to CPI, \$49,179 to SC and \$49,401 to CRS for monthly technical roundtable meetings, monthly national-level technical roundtable meetings, monthly department-level roundtable meetings, and monthly technical coordination meetings.

3.5.5 - Office – Total \$1,648: This includes rent, building repair and maintenance, office equipment repair and maintenance, and office utilities for the project office.

3.5.6 – Supplies - Total \$17,837: this includes meals/refreshments and other supplies for the monthly national level technical roundtable meetings (\$10,400) for 20 participants that will be hosted by PCI solely, the monthly department level technical roundtable meetings (\$3,916) and the monthly project technical coordination meetings (\$3,520) are for 20 participants and will be hosted by PCI and PVOs.

Activity 6: Training Parent Teacher Associations – Total \$357,990

3.6.1 – Salaries – \$61,784

Position	Months	LOE to LRP Project	LOE to Activity 6	Monthly Salary	Total
Chief of Party (TCN)	36	50%	15%	\$7,458	\$20,850
Program Manager	35	100%	15%	\$2,600	\$14,147
Market Specialist	33	100%	20%	\$1,500	\$10,240
Nutrition and LCS Specialist	33	100%	15%	\$1,200	\$6,144
Procurement Officer	28	100%	20%	\$1,500	\$8,740
School Field Technician (2)	66	25%	15%	\$650	\$1,664
Total					\$61,784

3.6.2 - Benefits and Allowances – Total \$29,968: TCN benefits calculated at 26% of base salaries and local staff benefits calculated at 45% of base salaries. Allowances for rent, utilities, home leave and G&S are included for the Chief of Party (TCN) at a total of \$6,127 for this activity.

3.6.3 - Travel – Total \$9,731: This includes fuel, in-country per diem, vehicle rentals, parking.

3.6.4 Professional Services – Total \$252,338: PCI estimates \$67,500 to CPI, \$92,210 to SC and \$92,628 to CRS for these subrecipients to focus on the capacity strengthening of PTAs.

3.6.5 - Office – Total \$3,089: This includes rent, building repair and maintenance, office equipment repair and maintenance, and office utilities for the project office.

3.6.6 – Supplies – Total \$1,079: For the printing of Procurement Training Guides for SPOs.

Activity 7: Promote Linkages Between Value Chain Actors and Local Food Producer

Groups– Total \$422,789

3.7.1 – Salaries – \$70,345

Position	Months	LOE to LRP Project	LOE to Activity 7	Monthly Salary	Total
Chief of Party (TCN)	36	50%	18%	\$7,458	\$25,020
Program Manager	35	100%	18%	\$2,600	\$16,977
Market Specialist	33	100%	20%	\$1,500	\$10,240
Nutrition and LCS Specialist	33	100%	18%	\$1,200	\$7,373
Procurement Officer	28	100%	20%	\$1,500	\$8,740
School Field Technician (2)	66	25%	18%	\$650	\$1,997
Total					\$70,345

3.7.2 - Benefits and Allowances – Total \$34,254: TCN benefits calculated at 26% of base salaries and local staff benefits calculated at 45% of base salaries. Allowances for rent, utilities, home leave and G&S are included for the Chief of Party (TCN)) at a total of \$7,352 for this activity.

3.7.3 - Travel – Total \$11,678: This includes fuel, in-country per diem, vehicle rentals, parking.

3.7.4 - Professional Services – Total \$302,805: PCI estimates \$81,000 to CPI, \$110,652 to SC and \$111,153 to CRS for training of MGD implementers, MAGA and MINEDUC on a simple value chain integration guide, and on planning of municipal value chain linkage events to integrate producers into value chain.

3.7.5 - Office – Total \$3,707: This includes rent, building repair and maintenance, office equipment repair and maintenance, and office utilities for the project office.

3.8 Indirect Costs on Activities (\$188,724)

SECTION 4: COMMODITY AND FOOD PURCHASES - Total \$372,474 (\$372,474 in FAS funds). Total direct costs: \$343,009 (\$343,009 in FAS funds); total indirect costs: \$29,464 (\$29,464 in FAS funds).

4.1 Commodity Procurement – Total \$343,010

PCI, CRS and SC will procure fresh fruits, vegetables, and animal-based proteins to supplement daily school meals at their respective schools. The project will include 17 school feeding days per month, and a total of 18 months of distribution (3 months in Year 1; 9 months in Year 2; and 6 months in Year 3). The cost of commodities to be purchased is equivalent to GQT 1.00 per student per day. Exchange rate of \$1 to 7.4 GQT is based on the historical average rate between 10/31/2017 and 9/9/2018. The budget includes the following funds for the purchase of these commodities:

- PCI schools: 2,857 students x Q1/student/day x 17 days/month x 18 months = Q874,242. **(Total of \$118,141 over LoP)**
- CRS schools: 2,678 students x Q1/student/day x 17 days/month x 18 months = Q819,468. **(Total of \$110,739 over LoP)**
- SC schools: 2,760 students x Q1/student/day x 17 days/month x 18 months = Q844,560. **(Total of \$114,130 over LoP)**

4.2 Indirect Costs on Commodity and Food Purchases – Total \$29,464

(Note: This includes only the indirect costs on PCI’s commodity purchases. The partners’ commodity purchases will be included under their sub-grants, and indirect costs on the first

\$25,000 of each sub-grant are included in the Activities budget.

SECTION 5: INTERNAL TRANSPORTATION, STORAGE AND HANDLING (ITSH)

There are no ITSH costs included in this budget. Food commodities will be purchased locally, and delivery to schools will be included in the price paid to suppliers.