



August 2, 2016

Ms. Margaret Kertzious
Director/Coordinator
Help & Shelter
Homestretch Avenue
Georgetown, Guyana

Re: Fixed Amount Award No. YCP-FAA-1 under RFA-1-YCP

Dear Ms. Kertzious:

Pursuant to the authority contained in the U. S. Foreign Assistance Act of 1961, as amended, and on behalf of the U.S. Agency for International Development (hereinafter referred to as "USAID"), Counterpart International, Inc. (hereinafter referred to as "Counterpart"), hereby awards to Help & Shelter (hereinafter referred to as "Recipient"), the sum of **\$9,778,386 Guyanese dollars (not to exceed U.S. Dollars \$48,892.00)** according to the Budget in **Attachment 1**, the **Schedule**, to support the subject award, as more fully described in **Attachment 2**, the **Program Description**.

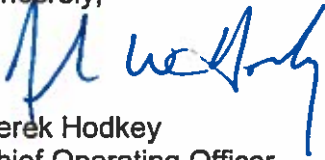
By signing this Grant Agreement, Recipient agrees that:

1. The Recipient will comply with the terms and conditions as set forth in the attachments listed following the signature below, which are incorporated as part of the Grant Agreement.
2. The Recipient will maintain records of transactions related to the Grant Agreement for at least three years after payment of the final milestone. After the end of the agreement, Counterpart and its donor retain the right, at its discretion, to examine all or a sample of the Recipient's records or transactions related to the Grant Agreement where concerns of implementation irregularities arise.
3. Counterpart is not liable for reimbursing the Recipient for any amount in excess of the award amount, or outside of the grant period, as provided in the Schedule.
4. Unless otherwise provided in the Schedule, title to any equipment or personal property purchased to accomplish any milestones under this Agreement vests in the Recipient upon acquisition, with the condition that the Recipient must use the equipment or property for the grant as long as it is needed.
5. Recipient will obtain Counterpart's written approval prior to any changes to: 1) the activities being supported by this Grant; 2) the fixed amount of this grant; 3) the milestones; or 4) change in the Grant Agreement completion date.
6. Counterpart and a possible third party will conduct monitoring of the grant program, including site visits as appropriate.

7. On submission of the voucher for payment for the final milestone, the Recipient must certify that the grant is completed and the Recipient will make no further claim against Counterpart after final payment.
8. This award may be terminated by either party at any time, in whole or in part, thirty (30) calendar days after receipt of written notification by the other party. If Counterpart terminates this award, the Recipient may submit a claim within 90 calendar days of such termination for any costs incurred in performance of any unpaid or incomplete milestones. Counterpart must determine the amount(s) to be paid to the Recipient under such claim in accordance with the legally applicable Cost Principles.
9. Any dispute under this award will be decided by Counterpart. Notwithstanding any other term of this award, subawardees and contractors have no right to submit claims directly to Counterpart and Counterpart assumes no liability for any third party claims against the Recipient.

Please sign this letter to acknowledge receipt and confirm acceptance of the Grant Agreement, return a copy to me, and retain a copy for your records.

Sincerely,



Derek Hodkey
Chief Operating Officer
Counterpart International

Attachments:

1. Schedule
2. Program Description
3. Detailed Budget
4. Milestone/Deliverable Schedule
5. Milestone/Deliverable Invoice and Certification
6. Bank Account Information
7. Standard Provisions

ACKNOWLEDGED by Recipient's duly authorized representative:

Signature: _____

Name: Margaret Kertzious

Title: Director/Coordinator

Phone: _____

Email: _____

Date: _____

PAYMENT OFFICE:

Vouchers and milestones must be submitted by email to:

Caitlin Reilly, Program Associate, at creilly@counterpart.org.

Trisha Reekoye, Finance Officer, at trekoye@counterpart.org.

If email is not possible, please mail to the following address:

Caitlin Reilly, Program Associate

Counterpart International, Inc.

2345 Crystal Drive, Suite 301

Arlington, VA 22202

ATTACHMENT 1

SCHEDULE

A. PURPOSE OF GRANT

The purpose of this grant is to provide support for the program described in Attachment 2, Program Description.

B. GRANT PERIOD

The effective date of this grant is August 2, 2016. The completion date of the grant is November 4, 2016.

C. AMOUNT OF AWARD AND BUDGET

Counterpart hereby awards the amount of \$9,778,386.00 Guyanese dollars (not to exceed the equivalent of U.S. Dollars \$48,892.00) for purposes of this grant, in accordance with Attachment 3, the Detailed Budget, upon completion and acceptance of the Milestones/Deliverables as outline in Attachment 4, Milestones/Deliverables Schedule.

D. PAYMENT

1. Payment will be made in accordance with Attachment 4, the Milestones/Deliverable Schedule, and upon receipt of an original invoice in accordance with the invoice and certification format provided as Attachment 5, the Milestone/Deliverable Invoice and Certification.
2. The Milestone/Deliverable Invoices and Certifications must be submitted for payment by email to Caitlin Reilly, Program Associate, at creilly@counterpart.org and Trisha Reekoye, Finance Officer, at treekoye@counterpart.org.
3. Payments shall be made by wire transfer to the Recipient's bank account per Attachment 6, Bank Account Information.
4. Payment shall be made upon receipt and acceptance of the Milestone/Deliverable Invoices and Certifications. Counterpart reserves the right to withhold payment subject to milestone/deliverable completion verification.
5. Grantee shall only expend grant funds on reasonable and allowable costs under this Agreement as detailed in Attachment 3, Detailed Budget. Costs allowed are those that are both included in the Detailed.

E. COMPLIANCE WITH U.S. FEDERAL LAWS AND MANDATORY STANDARD PROVISIONS

The Recipient assumes full responsibility for complying with the terms and conditions of this Fixed Amount Award Agreement and its Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations, in accordance with Attachment 7.

ATTACHMENT 2

PROGRAM DESCRIPTION YOUTH AND CITIZENS' PARTICIPATION (PHASE 2), GUYANA

1. STATEMENT OF PURPOSE

Through this project, Help & Shelter seeks to reverse the impact of alienation and disconnection, which have become commonplace in some communities in Guyana. Through dialogue, social inclusion, public education, sports, social media, skills exchange, and other cohesion-driven activities, this project will deliver a strategic program for building cohesive communities, especially among youth and women.

2. BACKGROUND

Guyana is a country consisting of racial and cultural diversities. On the surface, these differences appear to be well accepted. However, in many communities these divisions are very evident and further compounded by loyalty to the two main political parties. This project seeks to bridge the gap and arrest the issues that contribute to the challenges identified in these communities by fostering strategies that help to create an environment where people exist peacefully and work together towards the development of each other and the community at large.

3. PROGRAM GOALS AND OBJECTIVES

The overall goal of the project is to develop and deliver an effective plan to improve social cohesion in five selected communities (Stewartville, Uitvlugt, Bell West, Good Hope & Sophia) by December 2016. Help & Shelter will achieve this goal by developing, through community consultation, a comprehensive strategy to deliver community cohesion; identify and manage activities that will ensure effective and coordinated action to deliver community cohesion within the identified communities; establish and manage resources to deliver identified cohesion activities; and establish community core groups to provide leadership under specific themes.

4. ACTIVITIES AND TIMELINES

MILESTONE/DESCRIPTION	ESTIMATED TIME TO COMPLETE	DETAILED ACTIVITY AND OUTPUT
Focus Group and Community Roundtable	2 weeks	Recipient conducts five focus group sessions with primary beneficiaries to create awareness in areas of conflict resolution and knowledge of family and community violence prevention. Recipient facilitates community roundtable to identify key areas for impact. The first will be held in July and the second in October. These sessions will galvanize project buy-in and set the stage for bringing community stakeholders together and building understanding of the scope of the community interventions, community mapping, and the

		benefits of a synergized approach to building cohesive communities.
Social Media Campaign	2 weeks to launch; 3 months of execution	Recipient develops and launches social media campaign around social cohesion, including establishing social media pages and developing purposeful messaging. Key messages will promote social cohesion across social, religious, economic, and political barriers. This campaign will engage the creative arts, including photography and music, as a medium for promoting social cohesion.
Community Mapping	2-4 weeks	Recipient conducts a mapping exercise to identify social cohesion initiatives, resources, gaps, and challenges within 5 selected communities. The mapping will provide an opportunity to measure impact and changes over time during project implementation.
Monthly programmatic reports	1 week	Recipient to submit monthly programmatic reports documenting the project activities conducted during the preceding month. Counterpart will provide a template. Reports are due to Counterpart on September 1 (documenting August activities) and October 1 (documenting September activities).
Community social cohesion project proposals (solicitation, review, selection)	2 weeks	Recipient manages the proposal process for community groups' social cohesion projects. This includes soliciting proposals in each of the 5 communities, reviewing the submissions and discussing them with the communities, and sharing the selected proposal to Counterpart for review and approval. Based on the proposals accepted, Counterpart will issue Recipient a new Fixed Amount Award to co-implement selected activities.
Community Sensitization Sessions and Skills Exchanges	4 weeks	Recipient conducts 10 sensitization sessions (2 per community) that increases participants' knowledge and ability to influence positive behavioral changes in the context of social cohesion. Recipient conducts 3 skills exchange sessions in computer studies, music, and creative arts. These sessions will equip women and youth with competencies and skills that will promote economic viability.
Community Newsletters	4 weeks	Recipient supports the development of community newsletters in each of the 5 communities. The publications will include varied perspectives and document activities

		of women, youth, and other stakeholders. Recipient will share drafted newsletters with Counterpart for approval prior to publication.
Community Social Cohesion Activities	2 months	Recipient conducts social cohesion activities in 5 selected communities, including publishing newsletters, creating and assembling 4 community murals, and organizing a youth sporting activity. These activities will promote and strengthen inclusivity, support communities' efforts to build better relationships, foster healthy lifestyles, and form relationships based on social participation.
Micro-grants Training	1 week	Recipient conducts micro-grants training session for core groups on development and management of micro-grants.
Capacity building workshops	1 month	Recipient holds five 2-day capacity-building workshops for developing youth, women and men, and local social committees in self-development, conflict management, community networking, parenting, and community violence prevention. Capacity building at the community level creates the environment for change and sustainability of achieved goals.
Co-implementation of community-proposed social cohesion projects	4 weeks	Recipient works with community-based organizations to implement selected social cohesion projects in the 5 communities.
Final Report and Success Story	2 weeks	Following conclusion of activities under this agreement, Recipient completes a final programmatic report and success story. Counterpart will provide template documents for each.

5. EXPECTED OUTCOMES

Through this project, the Counterpart and the Recipient will realize the following YCP program objectives:

- Strengthened capacity of youth and women's groups to lead community dialogue and social cohesion efforts.
- Strengthened civil society capacity to design and lead innovative approaches to social cohesion at the community level.

The Recipient aims to achieve the following objectives specific to its proposal:

- Recipient has increased awareness of existing initiatives, gaps, challenges and available (human and material) resources within the communities.
- Women and youth have greater awareness and knowledge about conflict resolution, family and community violence prevention.

- Women and youth equipped with advocacy skills in promoting cohesion, inclusion, and tolerance across the community.
- Women and youth have improved competencies and skills that contribute to their economic viability.
- Core groups have increased knowledge and greater capacity to implement, manage and sustain cohesive activities at the community level.

6. PROJECT OVERSIGHT

- Recipient's Project Officer and the M&E Officer will oversee the project to ensure that progress is being made towards achieving project results.
- Recipient will hold monthly evaluation meetings with all project staff, community mobilizers, and volunteers to share information and update personnel on the schedule for the upcoming period.
- Recipient will ensure that project activities are executed in accordance with the project implementation schedule. Recipient will monitor these activities on a monthly basis and report any challenges to Counterpart immediately.
- Recipient will review project progress, strengths, successes, and challenges encountered and make adjustments as necessary in keeping with project objectives and requirements based on the reports from facilitators and mobilizers.
- To ensure the quality and accuracy of data and information collected, the Recipient will conduct regular monitoring and evaluation visits to track the roll out of project activities.
- The Recipient will collate and analyze data on a regular basis and share with project staff. As required, the Recipient will provide reports on aggregate data to Counterpart as required.

ATTACHMENT 3
DETAILED BUDGET

Please see attached Excel.

ATTACHMENT 4

MILESTONE/DELIVERABLE SCHEDULE

MILESTONE	DESCRIPTION	REQUIRED DELIVERABLES	DUE DATE	PAYMENT AMOUNT (GYD)
1	Signed Agreement	This Fixed Amount Award Agreement dully signed by Counterpart and Recipient.	August 3, 2016	4,000,000GYD
2	<p>a. 5 Focus group discussions with primary beneficiaries held.</p> <p>b. Community roundtable with relevant stakeholders conducted.</p> <p>c. Social media campaign launched.</p>	<p>a. Participant list, venue documentation, agenda, photos, completed participant evaluation forms, and 1-page summary of each session submitted to Counterpart.</p> <p>b. Participant list, venue documentation, agenda, photos, completed participant evaluation forms, and 2-page summary roundtable session submitted to Counterpart.</p> <p>c. Document detailing social media strategy and campaign and social media accounts shared with Counterpart.</p>	August 20, 2016	2,000,000 GYD
3	<p>a. Community mapping and consultations conducted.</p> <p>b. Monthly program report (August)</p>	<p>a. Assessments of each community (5 total), mapping session agenda and materials, participant lists, completed participant evaluation forms, and 2-3 pages detailed analysis of each community sent to Counterpart.</p> <p>b. Report documenting activities undertaken during month of August submitted to Counterpart.</p>	September 1, 2016	1,000,000 GYD
4	<p>a. Community sensitization sessions and skills exchanges launched</p> <p>b. Monthly Report (September)</p>	<p>a. Venue list and dates for community sensitization sessions in 5 communities and 3 skills exchange sessions shared with Counterpart. Photos, participants list, agenda, completed participant evaluation forms, summary for first session of each shared with Counterpart.</p> <p>b. Report documenting activities conducted in September submitted to counterpart.</p>	October 1, 2016	978,386 GYD

5	<p>a. Micro-grants Training workshop conducted</p> <p>b. 2-day capacity building workshops for each community conducted.</p> <p>c. At micro-grant training and capacity building workshops, Recipient facilitates the development of community-proposed social cohesion projects and makes written recommendations on what should be funded to co-implement for Counterpart's approval.</p> <p>d. Community newsletters developed</p>	<p>a. Agreement with procured technical specialist(s), venue documentation, participant list, agenda, completed participant evaluation forms, workshop materials, and photos for the training session submitted to Counterpart.</p> <p>b. Agreement with procured technical specialist(s), venue documentation, participant list, agenda, completed participant evaluation forms, workshop materials, and photos for 5 workshops submitted to Counterpart.</p> <p>c. Proposals from five communities submitted to Counterpart along with written comments and feedback from Recipient for Counterpart's consideration and approval.</p> <p>d. Five community newsletters submitted to Counterpart for approval.</p>	October 28, 2016	1,000,000 GYD
6	<p>a. Community social cohesion activities conducted.</p> <p>b. Final Report with Success Story</p>	<p>a. Copies of published newsletters; photos of each completed mural (4 total); photos, participant lists, promotional materials for youth sporting activities submitted to Counterpart.</p> <p>b. Final report and Success Story submitted to Counterpart.</p>	November 4, 2016	800,000 GYD
TOTAL				9,778,386 GYD

**ATTACHMENT 5
MILESTONE/DELIVERABLE INVOICE AND CERTIFICATION
TEMPLATE**

YOUTH AND CITIZENS' PARTICIPATION

Date: X

Grant Number: X

**Help & Shelter
Homestretch Avenue
Georgetown, Guyana**

**TO: Counterpart International, Inc.
Anna Sahakyan
Regional Director, LAC
2345 Crystal Drive, Suite 301
Arlington, VA 22202**

Help & Shelter certifies that it has reached the milestone/deliverable listed below as required under the Fixed Amount Award Grant for the implementation of Youth and Citizens' Participation and requests payment as follows:

MILESTONE NUMBER	DESCRIPTION OF MILESTONE	PAYMENT AMOUNT
1	EXAMPLE: FAA SIGNED	X

The Grantee hereby certifies that the Milestone Certification has been prepared in accordance with the terms of this Agreement and to the best of their knowledge and belief is correct.

Certified By:
Help & Shelter

Accepted by:
Counterpart International

Margaret Kertzious
Coordinator

Anna Sahakyan
Regional Director, LAC

Date

Date

ATTACHMENT 6

BANK ACCOUNT INFORMATION

Organization:

Help & Shelter
Homestretch Avenue
Georgetown, Guyana

Receiving Bank

Bank Name: Republic Bank (Guyana) Limited
Bank Address: 28-40 Water Street, Georgetown

ABA/Routing Number:
SWIFT Code: RBGLGYGG
IBAN/SORT Code:

Correspondent Bank (if applicable)

Bank Name:
Bank Address:

ABA/Routing Number:
SWIFT Code:
IBAN/SORT Code:

Beneficiary

Beneficiary Account Number: H&S – BCM A/C # 484-185-4
Beneficiary Address:

Beneficiary Email Address: hands@networksgy.com

ATTACHMENT 7

STANDARD PROVISIONS FOR FIXED AMOUNT AWARDS TO NONGOVERNMENTAL ORGANIZATIONS

Standard provisions can be found via the following link:

<https://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>

ATTACHMENT 8 REPORTING TEMPLATE

The monthly reports for August and September and the final report should adhere to the format outlined below.

**Youth and Citizen Participation Project
Agreement Number:**

Period: [MONTH] to [MONTH] 2016
Submitted by: [ORGANIZATION]
Submitted to: Counterpart International

Point of Contact: [Name], [Title], [Email], [Phone]

Table of Contents

- I. Executive Summary
- II. Political Context
- III. Analysis
- IV. Summary of Activities
- V. Monitoring and Evaluation
- VI. Achievements
- VII. Best Practices and Challenges
- VIII. Priorities for next reporting period (if applicable)
- IX. Appendixes

FINAL REPORT

The final programmatic report is due to Counterpart on **November 4th**. In addition to following the format above, the final report should include 1) an overall description of the activities under the program during the period of this agreement and the significance of these activities; 2) describe the methods of assistance used and the pros and cons of these methods; 3) present life-of-project results towards achieving the project objectives and the performance indicators; 4) summarize the program's accomplishments, as well as any unmet targets and the reasons for them including leveraging; and 5) discuss the issues and problems that emerged during program implementation and the lessons learned in dealing with them.

**ATTACHMENT 9
SUCCESS STORY GUIDELINES**

Guidelines for and examples of USAID success stories can be found via the following links:

Template:

[https://www.usaid.gov/sites/default/files/documents/1861/Success Story Guidelines for USAID partners.pdf](https://www.usaid.gov/sites/default/files/documents/1861/Success_Story_Guidelines_for_USAID_partners.pdf)

Examples:

<https://goo.gl/oxa4mA>

<https://www.usaid.gov/results-data/success-stories>