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COLUMBUS, OH 43085 USA

August 23, 2003

Emile Ranguwara
School of Public Health
National University of Rwanda
PO Box 89 Butare, Rwanda
250-07414862

RE: **OPC CONSULTANCY CONTRACT**

Dear Mr. Ranguwara

This Letter of Agreement between Organization for Positive Change, hereafter referred to as OPC, and Mr. Emile Ranguwara, covers assistance to OPC for the Rwanda OVC Needs Assessment Activity. The consultant's services are expected to cover managing data collection and data entry, communication with stakeholders, and assistance with analysis and report writing. Work will be performed in Rwanda.

Name: Emile Ranguwara
Activity: Rwanda OVC Needs Assessment Activity
Dates: October 29, 2003 – February 28, 2004
Time Frame: Up to 25 days
Payment: Payment at the rate of \$150 per day base salary

In general, the work performed by Mr. Ranguwara (hereafter referred to as "the Consultant") will focus on the following:

Background

Ranking as one of the least developed countries in the world, Rwanda faces formidable challenges to providing quality health care to its population. Compounding issues of widespread poverty and economic instability is that of HIV/AIDS. An estimated 8.9% of adults in Rwanda are living with HIV/AIDS (UNAIDS 2002).¹ There are an estimated 17, 000 orphans nation-wide. Some of these orphans remain on their own, relying on distant relatives or neighbors for support. Others are in the care of community organizations or formal institutions. Few orphans are able to remain in school or access health services. The objective of the assessment is to provide the government of Rwanda and its supporting agencies with information on the health, nutrition, education, social support and financial resource needs of orphans in Rwanda. Data from this needs assessment will be used to help the MOH construct a clear plan for providing OVC with needed services.

¹ UNAIDS/UNICEF/WHO. 2002. Epidemiological Fact Sheet on HIV/AIDS and Sexual Transmitted Infections: Update.

Purpose

The purpose of this consultancy is to coordinate data collection and data entry, conduct data analysis and participate in the development of the assessment report.

Activities

The Consultant, under the direction of the OPC Rwanda OVC Needs Assessment Activity Task Order Manager at OPC will:

- Manage the preparation of data collection, including:
 - Communicating key stakeholders
 - Identifying data collectors
 - Identifying sites for field testing of data collection instruments
 - Oversee the development of a data-base for data entry
- Manage regular communication with MOE, MOH and other government agencies throughout the data collection, analysis and reporting process
- Assist with data analysis and report writing

Deliverables

The Consultant will produce the following deliverables in accordance with the Tasks outlined above.

- A functional database
- Completed data collection instruments
- Based on assessment findings, provide written recommendations for how the government can address short-term and long-term needs of OVC
- Draft assessment report

Administration

Timekeeping

The Consultant is required to maintain timesheets in accordance with USAID and OPC procedures. Before completing timesheets, the Consultant should review “Attachment 1: Labor Time Charging Policy”, and indicate acceptance of the policy by signing and returning the policy sheet to OPC.

Expense Reimbursements and Advances

Expense reimbursements for travel and other authorized expenses will be made in accordance with OPC’s policy and procedure. Travel advance requests must be submitted in writing to OPC and are approved on a case-by-case basis.

Attachment 2: Administrative Guidance for Consultants contains details and instructions relating to OPC’s expense reporting and advance request forms.

Payment

The Payment Request Form serves as the consultant’s invoice to OPC. Consultants must submit a completed payment request form accompanied by correctly completed timesheets in order for OPC to process payment.

The Consultant will be paid only after submission of the stated deliverables and relevant payment request forms and timesheets, which must be approved and signed by Rebecca

Furth. If the Consultant elects to be paid via wire transfer, the Consultant agrees to assume responsibility for bank fees associated with the transfer of funds.

Please review "Attachment 2: Administrative Guidance for Consultants" for details and instructions relating to OPC's consultant forms.

Please indicate your acceptance of this agreement by signing both copies of this letter. Retain one copy for your records and return the other to OPC.

Sincerely,

Dr. David Smith
President

Mr. Emile Ranguwara

ACCEPTED: (signature) _____

DATE: (print) _____

NAME: (print) _____

TITLE: (print) _____

ATTACHMENT 1
OPC – LABOR TIME CHARGING POLICY

Please note that accurate timekeeping is critical to OPC's administrative compliance requirements. It is a requirement of employment and consulting agreements that the following time charging controls are followed exactly. Please carefully read the following instructions regarding timekeeping and indicate your agreement to assume the responsibility of recording project and overhead time according to the following guidance by signing the bottom of this document.

1. Employees, including subcontracted employees performing in-house work are responsible for preparing their own timesheets.
 - Employees and consultants must fully understand the instructions of the work to be performed and the job number to be charged.
 - Timesheets must be filled out as work is performed, but no less often than daily. Informal records of start/stop times should be used when multiple jobs are in process.
 - All hours worked must be recorded numerically on the timesheets.
2. Timesheets must be signed by employees and the supervisor only after they are filled out.
3. Corrections are to be made by cross out and new entry, with NO erasures or whiteouts.
 - Corrections are to be initialed by the employee (and supervisor).
 - An explanation must be provided for corrections.
4. Distribution and collection of timesheets must be controlled.
 - Only one timesheet is to be prepared per employee per period.
 - Timesheets must be turned in to a designated timekeeping office or collected by an authorized person.

I have read and understand the OPC labor time charging policy. I understand that it is my responsibility as an OPC employee or contracting consultant to follow OPC's timekeeping policy as defined above.

Consultant Signature

Date

ATTACHMENT 2
OPC - ADMINISTRATIVE GUIDANCE FOR CONSULTANTS

▪ **Travel Expense Report**

OPC follows USAID and U.S. Government regulations and guidance for expense claim reimbursement. OPC’s travel expense claim forms are comprised of three sheets. On the first page of the expense report, meals and incidental expenses (M&IE) are calculated using the actual travel itinerary. M&IE is calculated as follows, according to USAID guidelines:

WHEN TRAVEL IS:	YOUR ALLOWANCE IS:
More than 12 hours, but less than 24 hours	75% of the applicable M&IE rate The applicable rate was your primary destination
24 hours or more on the day of departure	75 % of the applicable M&IE rate The applicable rate is where you were at midnight the first day
24 hours or more on each full day of travel	100% of the applicable M&IE rate The applicable rate is where you were at midnight
24 hours or more on the last day of travel	75% of the applicable M&IE rate The applicable rate is where you were at the prior midnight

The second and third pages of the expense report are for documenting lodging, travel, and other expenses. OPC can only reimburse actual lodging charges, supported by original receipts, up to the maximum allowances. Current maximum rates for lodging and M&IE per diem can be found at www.state.gov/m/a/als/prdm/. Please note that for international trips, hotel taxes are included in the lodging rate and **may not** be expensed as a separate line item. Varying daily hotel rates must be listed separately to verify that the daily rates do not exceed the maximum daily rate.

Please remember to submit original receipts for all reimbursable expenses exceeding US \$25, **including the actual airline ticket and all lodging receipts**. OPC cannot reimburse expenses over \$25 without supporting receipts. Please provide documentation of USD exchange rates when expenses are in local non-US currency.

▪ **Payment Request Form**

This form serves as the consultant’s invoice to OPC. Consultants must submit a completed payment request form accompanied by correctly completed timesheets in order for OPC to process payment. Please note that, under USAID regulations, consultants working internationally may be eligible for a 6-day workweek and are not paid for work performed on Sundays (or the 7th day of rest as defined by the field).

▪ **Timesheets**

Timesheets must be completed according to USAID regulations and OPC’s Labor Time Charging Policy (Attachment 1).

Please contact OPC-Columbus if you have any questions or need additional assistance.

SCOPE OF WORK

Rwanda OVC Needs Assessment Activity

Organization: OPC

Contract No.: 010-34536

Proposed Personnel: Emile Ranguwara

Dates of Work/Schedule: October 29, 2003-February 28, 2004

Background

Ranking as one of the least developed countries in the world, Rwanda faces formidable challenges to providing quality health care to its population. Compounding issues of widespread poverty and economic instability is that of HIV/AIDS. An estimated 8.9% of adults in Rwanda are living with HIV/AIDS (UNAIDS 2002).² There are an estimated 17,000 orphans in Rwanda. Some of these orphans remain on their own, relying on distant relatives or neighbors for support. Others are in the care extended family members, community organizations or formal institutions. Few orphans are able to remain in school or access health services. OPC will conduct a needs assessment to provide the government of Rwanda and its supporting agencies with information on the health, nutrition, education, social support and financial resource needs of orphans in Rwanda. Data from this needs assessment will be used to help the MOH construct a clear plan for providing OVC with needed services.

Purpose of Consultancy

The purpose of this consultancy is to oversee the data collection, data entry, data analysis and report writing for the Rwanda OVC Needs Assessment Activity.

Assessment Objectives

1. Document the percentage of OVC enrolled in school
2. Document the percentage of OVC enrolled in the national health insurance scheme
3. Identify and document constraints to school enrolment for OVC
4. Identify and document constraints to participation of OVC in the national health insurance scheme
5. Document other important educational and health needs of OVC
6. Develop recommendations to GOR for improving OVCs access to education and health services.

² UNAIDS/UNICEF/WHO. 2002. Epidemiological Fact Sheet on HIV/AIDS and Sexual Transmitted Infections: Update.

Specific Activities

In his role as the Rwanda Assessment Coordinator, the consultant will perform the following tasks.

- Manage the preparation of data collection, including:
 - Communicating with key stakeholders
 - Identifying data collectors
 - Training data collectors
 - Identifying sites for field testing of data collection instruments
 - Field testing and revising data collection instruments
 - Overseeing the development of a data-base for data entry
- Manage regular communication with OPC and government agencies throughout the data collection, analysis and reporting process
- Analyze data
- Draft assessment report

Timeline/Description:

1. Identification of sample sites – November 7th
2. Identification of data collectors – November 10th
3. Training of data collectors – November 23rd
4. Field testing of the assessment data collection tools November 30th
5. Revision of data collection tools – December 7th
6. Data collection – December 10th to January 20th
7. Data analysis – January 30th
8. Draft report – February 14th

Outputs/Deliverables

The Consultant will produce the following deliverables in accordance with the Tasks outlined above.

- A functional database
- Completed Instruments
- Assessment report