



Development Alternatives, Inc.
Calle Guaicaipuro con Calle Mohedano
Torre Hener, Piso 2. Oficina 2-B,
Urb. El Rosal 1060-Caracas, Venezuela

**Venezuela: Iniciativa para la
Construcción de Confianza**

(b)(6)

Ref: Grant agreement between Development Alternatives, Inc. (DAI) and (b)(6)
Grant Number G-3822-101-068

Ref: USAID Contract No. HDA-C-00-02-00179 VICC
Venezuelan Confidence Building Initiative

Dear (b)(6)

In response to your proposal dated 06/08/2003 , Development Alternatives, Inc (hereinafter referred to as VICC/DAI") is pleased to award (b)(6) (hereinafter referred to as (b)(6) or "the Grantee"), with an in kind grant, to promote the participation of the citizens in the electoral process through the monitoring of the voter registry. The in-kind grant is in lieu of payment in local currency for the services and goods provided herein, in support of its project **Promoción de la participación de la población en los procesos electorales mediante la generación de confianza en el sistema electoral venezolano** for the period between 08/15/2003 and 12/15/2003. This Agreement is effective and obligation is made as of the date of this Agreement and shall apply to commitments made by " (b)(6) " in furtherance of the grant objectives during the grant performance period. VICC/ DAI shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount, as described in the Program Budget, Annex 2. No revisions to this budget are envisioned.

No indirect costs/administrative fee is applicable in relation to total direct costs for the Grantee's accounting periods for the duration of this grant. The total cost stated herein does not include costs for

accounting periods for the duration of this grant. The total cost stated herein does not include costs for International Air fares or the purchase of equipment with an acquisition cost in excess of \$5000 and a useful life of one year unless the appropriate clause(s) in the attached Standard Provisions as required are checked.

The funds provided under the terms of this agreement shall be used to pay for the expenses incurred by your organization in performance of the project in accordance with the attached

Program Description (Annex 1), Program Budget (Annex 2), Mandatory Standard Provisions (Annex 3), and Certifications (Annex 4). Payment applications should be sent to the designated Program Development Officer, (b)(6) VICC/DAI Calle Guaicaipuro con Calle Mohedano, Torre Hener, Piso 2. Oficina 2-B, Urb. El Rosal 1060-Caracas, Venezuela.

On accepting this grant, (b)(6) agrees to:

1. Receive all VICC/DAI funding for this grant, which will be delivered upon completion of the programmatic objectives identified in the Program Description - Annex 1 of this Grant Agreement.
2. Provide the necessary documentation to demonstrate that all purchases made with this grant have been made at reasonable prices and from reliable sources. No single item having a useful life over one year and an acquisition cost of \$5,000 or more shall be purchased without prior written approval of DAI.
3. Maintain financial records, including receipts, time reports, and other accounting documentation to sufficiently substantiate its charges to VICC/DAI and to allow for an accounting of DAI Grant project costs separate from costs funded by other sources and the ability to report accordingly. These records shall be made available to VICC/DAI or its representatives when requested. All financial records and documentation shall be kept available for three years after completion of this Grant.
4. At the request of VICC/DAI, return any of the funds received to VICC/DAI, which have been used for any questionable or unallowable expenses, as determined by VICC/DAI, which do not comply with the terms and conditions of this grant.
5. Execute the project in the following manner:

All materials produced under the terms of this agreement -- written, graphic, film, magnetic tape, or otherwise -- shall remain the property of the Recipient of the Grant. The Recipient of the grant retains rights to publish or disseminate in all languages reports arising from such materials, unless otherwise specified in this agreement. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of the agreement or the execution of its other provisions. The Recipient shall acknowledge the support of USAID in any report, audio or video materials, presentation, or document based in whole or in part on work performed under this Agreement. Such acknowledgments shall be as follows:

" This document was prepared with funds provided by Development Alternatives, Inc., with financing from the U.S. Agency for International Development under Contract Number HDA-C-00-02-00179 Venezuela Confidence Building Initiative Project (VICC)."

When items are purchased with DAI finance, the appropriate documentation must be provided to justify the purchase, together with a comparative table and 3 quotations. For construction or other services

contracts the publication and bidding processes for the contract(s) must be presented. If it is not possible to obtain 3 quotations (e.g. if only one or two suppliers exist) the justification should be presented in writing. For items costing **more than \$US 2,500** three price quotations must be presented, shown on a comparative table and selecting the best option based on price and quality.

The appropriate documentation includes the original invoice from suppliers who are able to issue invoices and, when this is not the case, receipts. The Grantee is expected to provide supporting evidence of his/her counterpart contribution under the terms of this agreement. A copy of the invoice or other document that demonstrates his/her contribution will be acceptable.

The Request for Payment shall include a certification signed by an authorized representative of the Grantee as follows:

"The undersigned hereby certifies: a) that payment of the sum claimed as total spent in this request is proper and due and that all funds provided by DAI have been used solely for the purposes described in the Grant Agreement and in accordance with all of the terms and conditions therein; b) that appropriate refund or credit to the Grant will be made in the event of a disallowance in accordance with the terms of the Grant, for nonperformance in whole or in part under this Grant. c) that information in the financial report is correct and any detailed supporting information as the Grantor may require will be furnished by the Grantee promptly upon request; and, e) that all requirements called for by the Grant Agreement have been met up to the date of this certification."

BY:	
Name:	
Title:	
Date:	

6. Reporting and Evaluation

a) The grantee will present the Grant Financial Report and the Progress Report at the end of the project or at the request of the DAI technical staff.

Grant Financial Report Format shall show the budgeted amounts, amounts expended for each line of the budget, and the amount remaining.

b). Grant Final Report : The grantee will present a final Report which must: 1) compare actual results for the period with the activities, goals and objectives of the project; 2) identify any potential and existing problems 3) is no longer than 20 pages (excluding annexes) and includes a 2 page executive summary.

c) **Final Report:** The Grantee will present the Final Project Progress Report before **December 31, 2003**.

The Grantee will send all reports to the designated Program Development Officer, (b)(6),
VICC/DAI Calle Guaicaipuro con Calle Mohedano, Torre Hener, Piso 2. Oficina 2-B, Urb. El Rosal
1060-Caracas, Venezuela.

7. The grantee has full responsibility for executing the project or activity being supported by the grant and for complying with the award conditions. Although the grantee is encouraged to ask for the opinion and support of VICC/DAI about any specific problems that may arise, this suggestion does not diminish the responsibility of the grantee. The grantee must apply solid technical and administrative criteria. The grant award does not imply that the responsibility for operative decisions has been transferred to VICC/DAI. The party receiving the grant has the responsibility of notifying VICC/DAI about any significant problems associated with the administrative or financial aspects of the grant award.

8. Certify in writing to VICC/DAI at the end of the grant that the activity was completed. If unable to certify, appropriate reimbursements will be made.

9. Provide a certification as set forth in Annex 4 regarding Certification regarding debarment, suspension and other responsibility matters; Prohibition of Support of Drug Traffickers; Certification regarding Terrorist Financing.

10. Inform DAI promptly of any changes in its officers, name, legal status, address, or telephone/fax number.

11. Grantee hereby agrees to indemnify, defend and hold DAI, its affiliates and their respective officers, directors, employees and agents harmless from and against any and all liabilities, damages, injuries, claims, suits, judgments, causes of action and expenses (including reasonable attorneys' fees, court costs and out-of-pocket expenses), suffered or incurred by DAI or any of the foregoing persons that arise from or may be attributable to: (i) a breach of any obligation, representation or warranty of Grantee hereunder or (ii) errors, omissions or fault of Grantee in the performance or services pursuant to the Agreement. Grantee's obligation under this paragraph will survive cancellation, expiration or termination of this Agreement by either party for any reason.

DAI hereby agrees to indemnify, defend and hold Grantee harmless from and against any and all liabilities, damages, injuries, claims, suits, judgments, causes of action and expenses (including reasonable attorneys' fees, court costs and out-of-pocket expenses), suffered or incurred by Grantee in connection with the performance of the Agreement to the extent arising out of the use or the reliance upon any information, documents, representations, reports or data furnished or prepared by DAI for their use in connection with the performance of services pursuant to the Agreement. DAI's obligation under this paragraph will survive cancellation, expiration or termination of this Agreement by either party for any reason.

12. Termination and Suspension

(a) DAI'S Agreement Officer and/or VICC/DAI may terminate this award at any time, in whole or in part, upon written notice to the recipient, whenever it is determined that the recipient has materially failed to comply with the terms and conditions of the award.

(b) This award may be terminated at any time, in whole or in part, by VICC/DAI with the consent of the recipient. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion of the award to be terminated. The agreement to terminate shall be

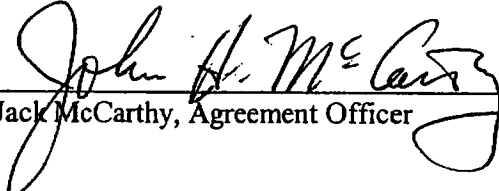
effective date, and, in the case of a partial termination, the portion to be terminated. However, if VICC/DAI determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, VICC/DAI may terminate the award in its entirety in accordance with paragraphs (a) or (b) above.

(d) If at any time USAID determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance would not be in the national interest of the United States or would be in violation of an applicable law, then USAID may directly or through VICC/DAI, following notice to the recipient, suspend or terminate this award in whole or part and prohibit the recipient from incurring additional obligations chargeable to this award other than those costs specified in the notice of suspension during the period of suspension. If the situation causing the suspension continues for 60 days or more, then USAID, directly or through VICC/DAI, may terminate this award on written notice to the recipient and cancel that portion of this award which has not been irrevocably committed to third parties.

(e) Termination and Suspension Procedures. Upon receipt of and in accordance with a termination notice as specified above, the Grantee shall take immediate action to minimize all expenditures financed by this award. The Grantee shall not incur costs after the effective date of termination. Any costs incurred after the effective date of termination will not be reimbursed.

No additional sub-agreements are permitted under the terms of this award. This agreement may be amended by mutual agreement, in writing, signed by both parties.

Sincerely,



Jack McCarthy, Agreement Officer

Date: 08/20/2003

Acknowledgement of receipt: (b)(6)

Signed by: (b)(6) _____ Date: 08/20/2003
(b)(6)

ANEXO
DESCRIPCION DEL PROGRAMA
G-3822-101-068

DAI Concede la siguiente donación, basada en la solicitud escrita recibida de (b) (6) el 06/08/2003 y revisada con el apoyo de VICC, con el nombre de “**Promoción de la participación de la población en los procesos electorales mediante la generación de confianza en el sistema electoral venezolano**”, que describe las actividades que el proyecto desarrollará usando los fondos de la donación. Se considera que la solicitud es parte integrante de este Convenio, con el mismo alcance y fuerza que tendría si el texto completo estuviera incluido.

Justificación del Proyecto:

La grave situación política que enfrenta Venezuela, en términos de la radicalización y polarización de sus ciudadanos, puede ser dirimida mediante la realización de elecciones. Sin embargo, cualquier proceso electoral que tenga importantes niveles de abstención, producto de la falta de confianza de la ciudadanía en estos procesos, puede resultar en un proceso electoral poco legítimo agravando la situación. Parte de la abstención ciudadana se explica debido a que el ciudadano común percibe que los procesos electorales son manipulables por las fuerzas y son poco transparentes. La opinión pública señala como principales fuentes de fraude y manipulación del proceso aquellas operaciones relacionadas al Registro Electoral Permanente y al escrutinio y totalización de los resultados. Si bien estos procesos son responsabilidad directa del Consejo Nacional Electoral (CNE) los ciudadanos venezolanos pueden ser educados e informados acerca de las formas en que pueden contribuir de forma proactiva a la mejor realización de las elecciones. La participación ciudadana, primero ejecutando acciones de auditoria y luego llevando a cabo un control externo del proceso, contribuye a dimensionar la gravedad de las supuestas fallas permitiendo evitarlas o mitigar sus efectos. La mejor forma de generar confianza en el sistema electoral y lograr un incremento en la participación de los electores, es invitando y educando a los ciudadanos a participar activamente en las distintas fases del proceso.

Descripción del objetivo del proyecto:

El proyecto tiene como objetivo devolver la confianza al elector venezolano, a través de su propia participación, en el sistema electoral venezolano. Para ello, a través de una serie de entrevistas se identificarán los problemas principales del registro, del monitoreo del registro y la evaluación de los resultados. Posterior a la evaluación se realizaría una auditoría y por último, una divulgación de los resultados.

Las Metas (productos y/o servicios) que se requieren para lograr el objetivo:

- 1.- Realizar la evaluación muestral del REP.
- 2.- Realizar el proceso de muestreo del REP.
- 3.- Evaluar los resultados.
- 4.- Divulgar los resultados a través de una estrategia comunicacional.

Provisiones de pago

La donación será en especie. El monto de la donación, no excederá \$84,840.00, pagaderos en moneda local.

El cierre de la Donación será con la aceptación por parte de USAID y VICC/DAI del objetivo final y la aprobación de pago.

El Donatario es responsable por el mantenimiento del equipo y el material recibido.

VICC/DAI y USAID se reservan el derecho a terminar en su totalidad o parcialmente con el acuerdo o suspender el pago, en caso de que el Donatario se torne insolvente durante la ejecución de la donación.

El Donatario deberá certificar por escrito al Oficial de Acuerdo de VICC, al final de la donación, que la actividad fue completada. Si el Donatario, no puede certificarlo, se esperaran los reembolsos respectivos.

El Donatario utilizara y conservara la propiedad para los fines especificados en el proyecto de donación, de acuerdo a las Provisión Estándar "Titulo de y Uso de la Propiedad (Titulo del Receptor: \$50,000 y menos)" como sigue:

{Esta provisión es aplicable solamente cuando el titulo de propiedad es concedido al donatario y por debajo de \$50.000 en equipos, se esperan ser adquiridos con los fondos de USAID. Se define como equipo, toda propiedad personal tangible con un tiempo de vida de mas de un año y un costo de adquisición de \$50.000 o mas por unidad)

Provisión Estándar en Titulo de y Uso de Propiedad (Titulo de Receptor; \$50.000 o menor)

(a) El titulo de toda propiedad financiada bajo esta donación deberá ser concedido al donatario.

(b) El donatario acuerda usar y mantener la propiedad para los propósitos de la donación y de acuerdo con los procedimientos establecidos en esta Provisión.

(c) con respecto a que la propiedad tenga un costo de \$50.000 o mas, el donatario acuerda reportar dichos artículos al Oficial del Acuerdo, cuando sean adquiridos y a mantener un sistema de control que permita su identificación y localización.

(d) Durante 90 días después de la terminación de la donación, el donatario proveerá una lista a VICC/DAI de cada artículo que tenga valor en el mercado de \$5.000 o más, con una propuesta detallada de lo que el receptor planea hacer con dicha propiedad. Sin embargo, si el receptor utiliza la propiedad para otros propósitos que los establecidos en la donación, vende o alquila la propiedad, USAID deberá ser reembolsada por su parte de la propiedad. Esta parte esta basada en un porcentaje de la contribución de USAID al programa de donación. Si USAID paga el 100% del costo de la donación, entonces USAID recibirá el 100% del costo de venta menos una tarifa por venta de \$500 o el 10%, lo que se menor.

El Donatario le otorgara a DAI una lista completa de todas las propiedades no gastables, su localización y condición dentro de los 45 días antes de la culminación del periodo de ejecución. El Donatario proveerá a DAI con una copia del plan para transferirá el equipo. Dentro de 45 días, DAI dará respuesta sobre dicha transferencia.



Development Alternatives, Inc.

(b)(6)

Venezuela Iniciativa para la Construcción de Confianza

PRESUPUESTO

Nombre de la Organización: (b)(6)						
Proyecto: PROMOCIÓN DE LA PARTICIPACIÓN DE LA POBLACIÓN EN LOS PROCESOS ELECTORALES MEDIANTE LA GENERACIÓN DE CONFIANZA EN EL SISTEMA ELECTORAL VENEZOLANO						
Convenio No.						
Personal Fijo				Contribución		
Descripción	Costo Mensual	Unidad	Cantidad	Total	DAI	SUMATE
Gerente de Programa (b)(6)	Bs 8,000,000	0.5	4	Bs 16,000,000		Bs 16,000,000
Gerente de Proyecto (b)(6)	Bs 4,000,000	1	4	Bs 16,000,000	Bs 16,000,000	✓
Gerente Técnico (b)(6)	Bs 3,000,000	1.0	4	Bs 12,000,000	Bs 12,000,000	✓
Asistentes (b)(6)	Bs 500,000	2	4	Bs 4,000,000	Bs 4,000,000	✓
Coordinador de Prensa (b)(6)	Bs 2,000,000	1	2	Bs 4,000,000	Bs 4,000,000	✓
Facilitadores 4 reuniones x semana	Bs 2,000,000	2	2	Bs 8,000,000		Bs 8,000,000
Guionista programa y micros	Bs 2,000,000	1	2	Bs 4,000,000		Bs 4,000,000
Locutor	Bs 2,000,000	1	2	Bs 4,000,000		Bs 4,000,000
Asistente	Bs 500,000	1	2	Bs 1,000,000		Bs 1,000,000
Subtotal Salarios Personal Fijo				Bs 69,000,000	Bs 16,000,000	Bs 33,000,000
Sesiones de Entrenamiento y Puesta en Marcha de Redes Estatales y Municipales						
Honorarios Profesionales						
	Bs	Unidad	Cantidad	Total	DAI	SUMATE
Asesor Técnico (electoral, comunicacional y estadístico) (b)(6)	Bs 5,000,000	1	1	Bs 5,000,000		Bs 5,000,000
Encuestadores	Bs 15,000	1	5,800	Bs 87,000,000		Bs 87,000,000
Facilitador-Entrenam a encuestadores (b)(6)	Bs 2,000,000	1	1	Bs 2,000,000	Bs 2,000,000	✓
Subtotal honorarios Profesionales				Bs 94,000,000	Bs 2,000,000	Bs 92,000,000
Materiales / Servicios						
Descripción	Costo Unitario	Unidad	Cantidad	Total	DAI	SUMATE
Viáticos (comida, traslado, tasa aeroportuaria)	Bs 8,000	1	5,800	Bs 46,400,000	Bs 46,400,000	✓
Material de Apoyo para trabajo de campo (elaboración/reproducción)	Bs 1,000	1	5,800	Bs 5,800,000		Bs 5,800,000
Instructivos para voluntarios (elaboración/reproducción)	Bs 1,000	1	5,800	Bs 5,800,000		Bs 5,800,000
Material Audiovisual (Sonido, retroproyector, TV, VHS, Video Beam, Pantallas)	Bs 300,000	1	4	Bs 1,200,000		Bs 1,200,000
Materiales de Oficina	Bs 1,000,000	1	4	Bs 4,000,000		Bs 4,000,000
Servicio de Mensajería/ Correo	Bs 200,000	1	4	Bs 800,000		Bs 800,000
Servicio de Comunicaciones (email, fax, teléfono, web site)	Bs 2,000,000	1	4	Bs 8,000,000		Bs 8,000,000
Equipos de Computos (Servidor, Software, etc)	Bs 10,000,000	1	1	Bs 10,000,000	Bs 7,000,000	✓
Otros	Bs 1,000,000	1	1	Bs 1,000,000		Bs 1,000,000
Producción piezas publicitarias TV 30 seg.	Bs 25,000,000	1	1	Bs 25,000,000	Bs 12,500,000	✓
Producción piezas publicitarias Radio 25 seg.	Bs 5,000,000	1	1	Bs 5,000,000	Bs 5,000,000	✓
Diseño y arte final avisos de prensa	Bs 2,000,000	1	1	Bs 2,000,000	Bs 1,500,000	✓
Textos y diseño encartes	Bs 500,000	1	6	Bs 3,000,000	Bs 3,000,000	✓
Impresión folletos encartes	Bs 140	1	150,000	Bs 21,000,000	Bs 21,000,000	✓
Auditoría	Bs 8,000,000			Bs 8,000,000	Bs 8,000,000	✓
Subtotal Materiales / Servicios				Bs 147,000,000	Bs 64,400,000	Bs 42,600,000
TOTAL PROYECTO				Bs 310,000,000	Bs 142,400,000	Bs 167,600,000
Impuesto al débito bancario (IDB)		0.75%		Bs 2,325,000	Bs 1,068,000	Bs 1,257,000
TOTAL CONVENIO				Bs 312,325,000	Bs 143,468,000	Bs 168,857,000

(b)(6)

Firma Coordinador del Proyecto

(b)(6)

Firma Finanzas

(b)(6)

Firma PDD