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GEORGIA PRIMARY EDUCATION PROJECT

MONTHLY REPORT
SEPTEMBER 20 – OCTOBER 20, 2011

Contract No. AID-114-C-09-00003
USAID COTR: Medea Kakachia
Chief of Party: James Wile

25 October 2011

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MONTHLY REPORT

September 20-October 20, 2011

Introduction

The activities during the reporting period of September 20 – October 20 have continued to focus on administrative and technical start-up. A summary of the work conducted and results achieved for the September 20 – October 20 reporting period follows.

Administrative Start-Up

Chemonics' GPRIED mobilization team arrived in Tbilisi during the first week of the contract and began to hire staff, locate office space, and train staff in Chemonics' office operating procedures.

Personnel/recruitment. Upon arrival in Tbilisi, the GPRIED mobilization team began the recruitment and on-boarding process for both expatriate and local long term staff. This consisted of arranging start dates for all of the identified long term professional personnel and beginning the recruitment process for long term support personnel. At the end of the first month of operation, all but one long term professional staff member has begun. The mobilization team also identified several long term support personnel from Georgia EMP who will transition to the GPRIED team by the next reporting month.

Staff orientation. During the week of October 17-20, GPRIED held an orientation for staff that covered policies and procedures within the office and COP expectations regarding performance, among other items.

Other administrative activities. At the end of the first month of operation, a temporary GPRIED office has been established and a leasing agreement has been signed to establish a permanent GPRIED office (beginning November 1, 2011) at 6a N. Ramishvili Street (Tbilisi). Procurement procedures for office furnishing and equipment have been initiated and are anticipated to be completed in the coming weeks.

Post-award debrief. On October 18, 2011, the GPRIED COP, Chemonics Home Office staff, and other GPRIED technical staff attended the post-award debrief conference, where they met Regional Contracting Officer Jonathan Chappell, Contracting Officer's Technical Representative Medea Kakachia, and Acquisition Specialist Eka Gamezardashvili. A number of contractual items were discussed, including communications and approval protocol, the branding and marking plan, reports and deliverables, and performance standards.

Technical Start-Up

Meetings with counterparts. The GPRIED Chief of Party James Wile arrived in Tbilisi on October 9, 2011. During the week of October 10-13, he held the following meetings with counterparts:

- October 11: Medea Kakachia, USAID COTR; Maia Siprashvili, Director for International Donor Relations, Ministry of Education and Science (MES)
- October 12: Tamar Mamukelashvili, Deputy Director of the Quality Enhancement Center
- October 13: Ana Kebabze, Head of General Education Development, Division for Ethnic Minorities

During the week of October 17-21, he held the following meetings:

- October 17: Thea Kvintradze, Deputy Director, The National Center for Teacher Professional Development; Natia Jokhadze, Director, National Curriculum Centre
- October 18: Nodar Surguladze, Deputy Minister for Higher Education; Jonathan Chappell, Contracting Officer (post-award debriefing)

During this same week, GPRIED technical staff also made site visits to eight primary-grade classrooms in Tbilisi and Rustavi to observe math and Georgian-language lessons and interview school principals.

Preliminary meetings held with key counterparts at the MES and related agencies established positive working relationships. Tangible evidence of this is the MES offer to host the GPRIED work planning workshop at the Teacher Professional Development Center’s Teacher House facility. Other positive outcomes of these discussions included establishing clear links between agency priorities and the activities listed in the GPRIED Scope of Work.

Work planning. During the week of October 17-20, GPRIED staff held several sessions to plan for work planning, which will take place the week of October 24-28.

At the end of the first month of activity, GPRIED is on track to hold its first meeting with a broad representation of counterparts and its first introduction of the annual work plan on October 25. We anticipate an enthusiastic response to the proposed work plan to USAID in accordance with its due date (November 3, 2011).

Accrued Costs to Date

Contract Budget	Invoiced Costs to Date	Contract Funds Remaining	Obligation	Obligated Funds Remaining
\$8,765,635.00	\$8,324.72	\$8,757,310.30	\$2,270,000.00	\$2,261,675.30