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MICROENTERPRISE RESULTS REPORTING

QUARTERLY REPORT:

OCTOBER – DECEMBER 2011

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MICROENTERPRISE RESULTS REPORTING

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OCTOBER – DECEMBER 2011

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Contractor:	DAI/Nathan Group (DNG), implemented by DAI
Subcontractor:	QED Group, LLC
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LIST OF ACRONYMS

CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
MRR	Microenterprise Results Reporting
USAID	United States Agency for International Development
DNG	DAI/Nathan Group - joint venture
GBTI II	Global Business, Trade and Investment II
PAT	Poverty Assessment Tool
DCA	Development Credit Authority
MD	Office of Microenterprise Development
EGAT	Bureau of Economic Growth, Agriculture, and Trade
PAICO	Policy Analysis, Implementation and Communications (PAICO) Program
LPA	Bureau for Legislative and Public Affairs

INTRODUCTION

The current Microenterprise Results Reporting (MRR) contract is a 32 month activity, starting on Sept 27, 2010 and ending on May 26, 2013. MRR is contracted to the DAI/Nathan Group joint venture (DNG) through Task Order number AID-OOA-TO-10-00050 under the Global Business, Trade and Investment II (GBTI II) IQC, (EEM-I-00-07-0009-00). With full approval from Nathan Associates and the DAI/Nathan Group, DAI is performing as lead contractor on MRR. QED Group, LLC is subcontractor to DAI.

Through the Microenterprise Results Reporting (MRR) system and project, USAID collects and analyzes funding data on its global investments and impact in microenterprise development, and is able to respond to Congress's requirements in this regard. In 2000, the US Congress signed the Microenterprise for Self-Reliance and Anti-Corruption Act – establishing microenterprise development as an integral part of US foreign assistance strategy. Not only does MRR produce USAID's annual Microenterprise Results Report to Congress, but it responds to inquiries about USAID's microenterprise investments – conducting various kinds of data analysis and reporting. The project maintains the MRR website, an integrated web-based database to collect and process accurate, timely information from missions and partners on funding, institutional data, results, and other requirements (www.mrreporting.org). The MRR project has four main tasks: a) Tracking of Estimated and Actual Obligations; b) Microfinance, Enterprise Development and Enabling Environment Institution Tracking; c) USAID Microenterprise Results Reporting; d) Microenterprise Results Reporting Website. The core MRR project team consists of two full time people; Team Leader Alexis Curtis of DAI and Information Systems Specialist Ruth Speyer of QED, and two part time people; QED's Database Specialist Gang Liu and Information Systems Specialist Stephanie Parker, with additional administrative and technical support provided as needed by both DAI and QED's home offices.

QUARTERLY PERFORMANCE

PROJECT MANAGEMENT

All aspects of MRR Project Management are on track, and the project is well in synch with the activities and project management timetable in **Annex A – Project Timeline**.

Deliverables

The MRR project submitted the following two deliverables during the quarter, per the deliverables schedule below:

- Deliverable #2 – annual work plan updated for project Year 2;

MRR project deliverables		Date submitted
1.	operations manual detailing the process for data collection, validation, analysis, and report writing within two months after award. The operations manual shall be updated annually;	11/19/2010; 1/18/2012
2.	annual work plan within two months after award outlining major MRR activities and milestones. The work plan shall be updated at least annually or more frequently if needed;	11/19/2010; 10/14/2011;
3.	annually updated database and annotated tables on USAID funding of microenterprise development and support institutions for microfinance and business services;	06/30/2011
4.	updated list of all institutions receiving USAID assistance for microenterprise development within six months after award;	03/31/2011
5.	annually updated historical series on USAID microenterprise funding;	06/30/2011
6.	annual report on the Agency's microenterprise activity, the contents of which will vary by year but generally will include: a narrative description of the USAID supported microenterprise activities, key results achieved by the Agency, a summary of the MRR data, and statistical annexes on key aspects of the programs	06/30/2011
7.	updated MRR web site easily accessible on both the intranet and internet within six months after award;	03/31/2011
8.	ten to twenty data reports/analyses per year for posting on any USAID website, as directed by the COTR; and	ongoing
9.	quarterly reports highlighting the major achievements and challenges from the reporting period.	ongoing

TASK A – TRACKING OF ESTIMATED AND ACTUAL OBLIGATIONS

Having closed out FY 2010 reporting in the previous quarter, the MRR team focused heavily this quarter on preparing and launching FY 2011 data collection. Task A – the tracking of estimated and actual obligations – which the MRR team refers to as “Mission level data collection” – is the first phase of MRR’s annual data collection

cycle. This phase of MRR's annual Fiscal Year data collection is to track USAID obligations by reaching out to USAID Missions and Offices who may have obligated funding towards microenterprise programming during FY 2011. The team successfully launched Mission level data collection in early December 2011, reaching out to 92 Missions/Offices in total. This year, the team added two new Missions/Offices (Bureau for Food Security and Vietnam), and removed Burundi (which is covered by the East Africa Regional Mission), and the Office of Agriculture (which is now part of the Bureau for Food Security). The updated Mission List is presented below in **Annex B – FY 2011 Mission List**.

During the quarter, the MRR team worked closely with USAID's Office of Microenterprise Development to increase broader USAID-level understanding and buy-in to MRR. There is often a misperception among USAID reporters on the actual USAID definition of "microenterprise", which results in under-reporting on relevant funding. To address this misunderstanding and to improve the level of Mission-level reporting for FY 2011, the team implemented the following changes during the quarter:

- Developed new language surrounding MRR and microenterprise to send to Missions when launching MRR data collection;
- Shortened and streamlined overall instructions to reporters, focusing instead on relevance of reporting, as website is user-friendly and self-explanatory, and MRR Help Desk is available for any and all questions/data entry support;
- Worked with USAID to update and revise the Mission-level survey, removing any unnecessary or outdated data points;
- Updated and streamlined the Mission-level "dashboard" where Mission-level reporters log-in to the MRR website to begin the reporting process.

With these updates, the MRR team seeks to streamline and modernize the reporting process whereby Mission-level reporters' may easily see MRR's relevance to them, and proceed to log in and report with more ease - instead of feeling overwhelmed with instructions on something that they may believe does not relate to them.

TASK B – MICROFINANCE, ENTERPRISE DEVELOPMENT AND ENABLING ENVIRONMENT INSTITUTION TRACKING

The second phase of MRR data collection includes microfinance, enterprise development, and enabling environment institution outreach and tracking. During this phase, MRR collects results data from USAID implementing partners and their sub-recipients in order to report to Congress on the impact and outreach of USAID's

investments in microenterprise programming during the given fiscal year. For work under Task B, the MRR team reaches out to all of the partner institutions identified by USAID Missions during Mission-level data collection. The MRR team also incorporates partner data related to USAID's Poverty Assessment Tool (PAT) implementation as well as Development Credit Authority (DCA) utilization.

For FY 2011, partner-level data collection is schedule to begin in early March 2012. During the quarter (October – December 2011), the MRR team began to prepare for FY 2011 partner level data collection in the following ways:

- Worked with USAID on potential revisions to the partner level surveys – including removal of outdated data points and addition of new data points that contribute to USAID's current approach to microenterprise development;
- Worked with USAID and WolfeReiter (IT firm that manages MRR website maintenance) on feasibility of combining four separate partner survey types into one overarching partner level survey.

TASK C – USAID MICROENTERPRISE RESULTS REPORTING PUBLICATIONS

While the MRR team is months away from drafting and submitting the actual MRR Annual Report to Congress for FY 2011, all of the work accomplished in Tasks A and B feed into this, and are well under way. Under Task C, the team also prepares smaller reports and responds to other MRR-related queries throughout the year. As of December 31st 2011, the team had prepared the following items in response to USAID queries:

10/27/2010: analysis of USAID microenterprise obligations in Afghanistan and the MENA region between FY 2003 – FY 2009

11/18/2010: analysis of USAID funding towards livestock, dairy and other animal husbandry activities worldwide in FY 2009

02/10/2011: list of all USAID partners and their sub-recipients (reported in FY 2009) prepared for the MD office in response to an inquiry from Results Educational Fund.

03/10/2011: analysis of the following Congressional directives for the MD office in preparation for meeting with Congressional staff:

1. Increase investment in microfinance in Africa

Analysis of FY 2010 Mission-level data showed a 70% increase in investment in microfinance in Africa, from \$18,705,088 reported in FY 2009 to \$31,855,830 reported in FY 2010.

2. Make up to 25 percent of funding available to build institutional and

human capacity of microfinance institutions

The MRR team was not able to analyze this directive for FY 2010, as this data is collected during the partner phase – therefore was not yet available at the time of the request.

3. Dedicate at least 50 percent of microfinance and microenterprise funds for grants and cooperative agreements to not-for-profit networks, practitioner institutions, and non-governmental organizations (NGOs).

Analysis of FY 2010 Mission-level data showed that 71% of microfinance and microenterprise funds were allocated towards grants and cooperative agreements.

4. Increase outreach to women, and the poor and very poor who are currently without access to financial services.

The MRR team was not able to analyze this directive for FY 2010, as this data is collected during the partner phase – therefore was not yet available at the time of the request.

5/27/2011: analysis of rural client percentages in Enterprise Development and Microfinance for the Bureau of Food Security.

08/19/2011: update for MD office on reported FY 2010 obligations from Associate Awards under FIELD support mechanism.

9/14/2011: analysis of USAID funding for microfinance and enterprise development from FY 2001 – FY 2010, including numbers of countries and clients reached.

12/01/2011: analysis of USAID funding for microfinance in FY 2008, FY 2009 and FY 2010, including information on region, partner, and partner type.

12/21/2011: analysis of microfinance funding to Sudan and Kenya in FY 2008, FY 2009 and FY 2010, including information on sub recipients, i.e. local partner microfinance institutions.

TASK D – MICROENTERPRISE RESULTS REPORTING WEBSITE

Website Hosting

In Year Two, DAI continues to host the MRR website at Peer 1 hosting. The website continues to run without any complications.

Website maintenance

DAI continues to work with partner IT firm WolfeReiter for MRR website maintenance in Year Two, and issued a second one-year Purchase Order to WolfeReiter in December 2011. WolfeReiter built the current MRR website under the previous MRR Task Order, and managed the data migration from the previous MRR

website to the new. Additionally, members of DAI's Office of Information Management and Technology (OIMT) have advised the MRR team on website maintenance and will continue to provide support as needed.

During the Oct 2011-Dec 2011 quarter, DAI also issues a separate and smaller purchase order to Wolfe Reiter for updates to the Mission-level survey and dashboard (as described under Task A above).

KEY CONSTRAINTS AND OTHER ISSUES

During the quarter, MRR's part time Information Systems Specialist, Ms. Stephanie Parker, moved into a full time role on another project. This was not particularly problematic during the quarter, as Ms. Parker's position is designed as a surge capacity function – whereby this person contributes most heavily during active data collection periods. However, in preparation for FY 2011 surge periods, QED began planning for how to fill this role, and has identified a preferred approach and candidate. QED intends to submit the relevant approval request early in the next quarter (January – March 2012).

ANNEX A – PROJECT TIMELINE

MRR Tasks	Performance Period											
	FY 2012 (reporting on FY 2011)											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
Task A - Tracking of Estimated and Actual Obligations												
A.1 Update operations manual												
A.2 Update and maintain point-of-contact information for Missions and Operating Units												
A.3 Update and distribute instructions to Missions												
A.4 Provide help desk support to Missions												
A.5 Obtain and review estimated and actual obligation data												
A.6 Resolve data problems												
A.7 Promote Mission data collection in Connections and on												
A.8 Finalize obligation data entry												
Task B - Microfinance, Enterprise Development, and Enabling Environment Institution Tracking												
B.1 Assign appropriate questionnaire (ED, MFI, Policy) to												
B.2 Provide help desk support to implementing partners												
B.3 Follow-up with implementing partners to improve response rates												
B.4 Ensure data accuracy through data cleaning & identify priority indicators for review												
B.5 Finalize implementing partner data entry												
Task C - USAID Microenterprise Results Reporting Publications												
C.1 Collect supporting information and prepare draft report												
C.2 Develop, produce, and disseminate the annual report												
C.3 Prepare statistical annexes												
Task D - Microenterprise Results Reporting Web Site												
C.1 Maintain the MRR website and database												
C.2 Refine MRR services												
C.3 Develop new capabilities, as required												
C.4 Address inquiries for analysis												
C.5 Other tasks as assigned												
Poverty Tools and DCA												
Work with PAT team to develop appropriate procedures for PAT data collection												
Work with PAT team to develop language for Missions on PAT												
Adapt questionnaires to include any new PAT questions												
Determine which institutions will report on PAT and assign												
Share PAT results data with PAT team												
Contact DCA to obtain information on guarantees												
Project Management												
Submit annual work plan												
Conduct regular meetings with Activity Manager												
Manage project finances, including budget management and invoicing												
Manage subcontractors, vendors, and consultants												
Prepare quarterly accrual reports												
Develop quarterly progress reports												
Conduct regular database and system backups												

ANNEX B – FY 2011 MISSION LIST

Mission	First Name	Last Name	Title	Primary Phone	Email
Afghanistan	Rahmatullah	Zahin	Project Management Specialist	0093 797 777 311	RZahin@usaid.gov
Albania	Alma	Kospiri	SME specialist	+355 +4 2247285 3479	akospiri@usaid.gov
Angola	Abdul	Sumra		TBD	AbSumra@usaid.gov
Armenia	Gayane	Grigoryan	Ms.	374 10 464-700 43-59	ggrigoryan@usaid.gov
Azerbaijan	Ulker	Akberova			uakberova@usaid.gov
Bangladesh	Rowshan	Akhter	Assistant Program Manager	88 02 88 55500-22 2510	rakhter@usaid.gov
Belarus	Larissa	Piskunova	Portfolio Analyst	380 44 492-7118	lpiskunova@usaid.gov
Benin	Michel	Dayamba	Deputy Program Officer	229 21 30-05-00 1103	mdayamba@usaid.gov
BFS - Bureau for Food Security	Jeff	Levine			jlevine@usaid.gov
Bolivia	Denise	Fernandez	AID Development Assistance Specialist	591-2-278-6544	dfernandez@usaid.gov
Bosnia	Enir	Gazic		00387 33 702-300 131	egazic@usaid.gov
Brazil	Alex	Araujo	Social and Economic Development Advisor	55 61 3312-7501	aaaraujo@usaid.gov
Cambodia	Janet	Lawson		855-23-728-318	jlawson@usaid.gov
CAR - Central Asian Republics	Arna	Maiketova	Admin Assist / Project Management	7(727)2507612/15 (6351)	amaiketova@usaid.gov
Colombia	Sandra	Suarez	Senior Budget Analyst	383-4105	ssuarez@usaid.gov
CRP - Caribbean Regional Program	Mansfield	Blackwood	Senior Technical Specialist	246 227 4118 4154	mblackwood@usaid.gov
DG - Democracy and Governance	Lynne	Schaberg		1 202 789-1500	lschaberg@usaid.gov
Dominican Republic	Dora	Plavetic		(809) 731-7022	dplavetic@usaid.gov
DR Congo	Meta Victor	Mobula	Agricultural Economics Specialist	(243)81-88-41281 (243)81-855-4445	vmobula@usaid.gov
East Timor	John	Young	Office Director		-2863 jyoung@usaid.gov
Ecuador	Sofia	Villalba	Program Development Specialist	593 2 2232-100 605	svillalba@usaid.gov
EE Bureau	Lenora	Doores-Fendell	Program Analyst	202-712-4295	ldores-fendell@usaid.gov
Egypt	Rizkallah	Zayat	Project Management Specialist	2 02 522-6665	rzayat@usaid.gov
El Salvador	Sandra Lorena	Duarte	Financial Services Manager	(503) 2524-3362	sduarte@usaid.gov
ESP - Office of Environment and Science Policy - Global Climate Change Team	Nora	Ferm			nferm@usaid.gov
Ethiopia	Muluken	Chanie	Project Development Specialist		mchanie@usaid.gov
Georgia	Nino	Kobakhidze	Program Management Assistant	99532544171	nkobakhidze@usaid.gov
Ghana	Abdulai	Mahama	Program Budget and Reporting Specialist	233 21 7411207	amahama@usaid.gov
Guatemala	Josefina	Martinez	Economist	502 2422-4112	jmartinez@usaid.gov
Guinea	Ibrahima	Camara	Rural Development Specialist	(224)65-10-4678	icamara@usaid.gov
Guyana	Chloe Mona	Noble	Program Management Specialist	592 225-7315 216	cnoble@usaid.gov
Haiti	Marie-Renée	Vertus	Senior Financial Sector Advisor	(509)22-29-8507	mvertus@usaid.gov
Honduras	Carlos	Soles	Program and Financial Specialist	504 236-9320/238-5114 4030	csolis@usaid.gov
ICT - Office of Infrastructure & Engineering - Information and Communications Technology Team	Judith	Payne		202-712-0168	jpayne@usaid.gov
India	Gulshan	Bhatla	Development Program Specialist	91 11 24198276	gbhatla@usaid.gov
Indonesia	Jacky	Hendrawan		62 21 34359000 9230	jhendrawan@usaid.gov
Iraq	Ali	Al-Hussainy	Private Sector Development Specialist	202-216-6276	AAI-Hussainy@usaid.gov
Jamaica	Kevin	Fox	Private Sector Development Officer	(876) 702-6587	kfox@usaid.gov
Jordan	Mohammad	Yassien		962-6-5906675	moyassien@usaid.gov
Kazakhstan	Arna	Maiketova	Admin Assist / Project Management	7(727)2507612/15 (6351)	amaiketova@usaid.gov
Kenya	Pharesh	Ratego	Project Management Specialist	254 20 862-2514	pratego@usaid.gov
Kosovo	Flora	Arifi	Program Development Specialist	+381 38 243 673 143	farifi@usaid.gov
Kyrgyzstan	Arna	Maiketova	Admin Assist / Project Management	7(727)2507612/15 (6351)	amaiketova@usaid.gov
LAC Bureau	Ben	Swartley	Ag/Environment/EG Officer	202-712-1253	dswartley@usaid.gov

Mission	First Name	Last Name	Title	Primary Phone	Email
Lebanon	Georges	Boulos		961-4-543600 ext 4589	boulosg@state.gov
Liberia	William	Massaquoi	Agriculture Development Specialist	231-77-054824 ext 1473	wmassaquoi@usaid.gov
Macedonia	Aleksandar	Jovanovic		+389 2 310-2145	ajovanovic@usaid.gov
Madagascar	Jean Claude	Randrianarisoa		261 20 261 20 2253920 3405	jcranrianarisoa@usaid.gov
Malawi	Martin	Banda		265 1 772455/197 303	mbw banda@usaid.gov
Mali	Halima	Ouattara-Ayanou	Markets and Trade Manager	TBD	houattaraayanou@usaid.gov
MD	Maria	Stephens	MRR COTR	1 202 712-1426	mstephens@usaid.gov
Mexico	Jose Luis	Mota	Program Development Specialist	(55) 5080-2000 x4090	jmota@usaid.gov
Moldova	Lucia	Martinenco	Project Development Assistant	373 22 201842	lmartinenco@usaid.gov
Mongolia	Tuguldur	Baavai	Development Assistance Specialist	TBD	btuguldur@usaid.gov
Montenegro	Vesna	Brajovic	Senior Program & Information Specialist	+382 20 410 500	brajovicv@state.gov
Morocco	Fatine	Bellamine		TBD	fbellamine@usaid.gov
Mozambique	Rita	Mapsanganhe	Program Development and Training Specialist	258 21 35 21 92 2192	rmapsanganhe@usaid.gov
Namibia	Shireen	Strauss		264 61 273 700	sstrauss@usaid.gov
Nepal	Anita	Mahat-Rana	Economic Specialist	977 1 4007200 4217	amahat@usaid.gov
Nicaragua	Timothy	O'Hare	Senior Economist	505-252-7241	tiohare@usaid.gov
Nigeria	Yemi (Ms.)	Dada	Program Budget Analyst	234- 09 09-4619356	ydada@usaid.gov
NRM - Natural Resource Management	Chris	Kosnik	Team Leader	(202) 712 1364	CKosnik@usaid.gov
ODP - Office of Development Partners	Thomas	Carter	Cooperative Development Program Coordinator	1 202 712-5226	thcarter@usaid.gov
OHA - Office of HIV/AIDS	Melissa	Chiusano			mchiusano@usaid.gov
Pakistan	Sadia	Naseer	Administrative Assistant		snaseer@usaid.gov
Panama	Nilka	Varela	Dr.	507 507 207-7000 (Central); 207-7151 (Direct)	nvarela@usaid.gov
Paraguay	Fernando	Balsevich	Development Assistance Specialist	595 21 220-715 190	fbalsevich@usaid.gov
Peru	Rosa Maria	Chavez	Development Assistant Specialist	51 1 618-1226	rochavez@usaid.gov
Philippines	Maria Teresita F.	Espenilla	Project Management Specialist	63 02 552-9849	tespenilla@usaid.gov
PRH - Population and Reproductive Health	Maggie	Farrell	Health Officer	202-712-0458	MFarrell@usaid.gov
RDWA - Regional Development Mission for Asia	Nitasmai	Ransaeva	Development Assistance Specialist		-7659 nransaeva@usaid.gov
Russia	Natalia	Usoltseva	Program Management Specialist	7 495 728-5366 4933	nusoltseva@usaid.gov
Rwanda	Brian	Frantz	General Development Officer	250-252-596-800	bfrantz@usaid.gov
Senegal	Oumou	Ba		221 8 69-61-71	ouba@usaid.gov
Serbia	Ivan	Vukojevic		+381 11 3064708	ivukojevic@usaid.gov
Sierra Leone	Eddie	Benya		232 22 515-211	ebenya@usaid.gov
South Africa	Conor	Politz	Private Enterprise Officer	27-12-452-2030	cpolitz@usaid.gov
Sri Lanka	Timothy	Ong	Private Enterprise Officer	94 11 249-8026	tong@usaid.gov
Sudan	Lokosang	Lemi		TBD	lolemi@usaid.gov
Tajikistan	Arna	Maiketova	Admin Assist / Project Management	7(727)2507612/15 (6351)	amaiketova@usaid.gov
Tanzania	David	Nyange	Project Management Specialist	255 22 2668490 8496	dnyange@usaid.gov
Turkmenistan	Arna	Maiketova	Admin Assist / Project Management	7(727)2507612/15 (6351)	amaiketova@usaid.gov
Uganda	Jackie	Wakhw eya	Development Finance Specialist	256 414 306001 / 306544 6544	jw akhw eya@usaid.gov
Ukraine	Larissa	Piskunova	Portfolio Analyst	+380 44 492-7118	lpiskunova@usaid.gov
USAID/East Africa	Stephanie	Wilcock		TBD TBD TBD	sw ilcock@usaid.gov
USAID/West Africa	Michael	Wyzan	Senior Agricultural Policy Advisor	233 21 741432	mw yzan@usaid.gov
Uzbekistan	Arna	Maiketova	Admin Assist / Project Management	7(727)2507612/15 (6351)	amaiketova@usaid.gov
Vietnam	Jay	Kryk			jkryk@usaid.gov
West Bank /Gaza	Fadi	Abdellatif	Project Mgmt Specialist	972 3 5114819 -	fabdellatif@usaid.gov
WID	Ed	Ljew ski		1 202 202-712-1088	elijew ski@usaid.gov
Zambia	Ballard	Zulu	Deputy Team Leader, EG	260 1 254-303/6 ext 226	bazulu@usaid.gov
Zimbabwe	Rudo (Ms.)	Banda		263 4 250992 or 250993 206	rbanda@usaid.gov