



USAID
FROM THE AMERICAN PEOPLE

GUATEMALA

TRANSPARENCY AND INTEGRITY PROJECT

QUARTERLY REPORT (AUGUST–SEPTEMBER 30, 2009)

MARCH 2010

This publication was produced for review by the United States Agency for International Development. It was prepared by ARD, Inc.

Prepared for the United States Agency for International Development, USAID Contract Number DFD-I-00-08-00067-00, Task Order 02, Guatemala Transparency Program, under the Encouraging Global Anticorruption and Good Governance Effort (ENGAGE) Indefinite Quantity Contract (IQC).

ARD Principal Contacts:

Alexandra Forrester
Project Manager
ARD, Inc.
Burlington, Vermont
Tel.: 802-658-3890
aforrester@ardinc.com

Antonio Iskandar
Senior Technical Advisor/Manager
ARD, Inc.
Washington, DC
Tel.: 703-807-5700
aiskandar@ardinc.com

TRANSPARENCY AND INTEGRITY PROJECT

QUARTERLY REPORT (AUGUST–SEPTEMBER 2009)

MARCH 2010

DISCLAIMER

The authors' views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

CONTENTS

- ACRONYMS AND ABBREVIATIONS II**
- EXECUTIVE SUMMARY III**
- RESUMEN EJECUTIVO..... IV**
- 1.0 NARRATIVE REPORTING 1**
- 2.0 SUB-GRANTS PROGRAM.....2**
- 3.0 RAPID RESPONSE FUND3**
- 4.0 GENDER.....4**
- 5.0 TRAINING.....5**
- 6.0 SHORT-TERM TECHNICAL ASSISTANCE6**
 - 6.1 SHORT-TERM TECHNICAL ASSISTANCE IN THE FIRST QUARTER (CONSULTANTS)6
 - 6.2 SHORT-TERM TECHNICAL ASSISTANCE IN THE FIRST QUARTER (HOME OFFICE)6
- 7.0 MONITORING AND EVALUATION EFFORTS 7**
- 8.0 SPECIAL REPORTING.....8**
 - 8.1 ADMINISTRATIVE ISSUES8
 - 8.2 ENVIRONMENTAL REGULATIONS8
 - 8.3 “KEY ISSUES” REPORTING8
 - 8.4 LIST OF REPORTS SUBMITTED TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE8

ACRONYMS AND ABBREVIATIONS

CIEN	<i>Centro de Investigaciones Economicas Nacionales</i>
COP	Chief of Party
COTR	Contracting Officer's Technical Representative
GTIP	Guatemala Transparency and Integrity Project
NDI	National Democratic Institute
PM	Project Manager
STA/M	Senior Technical Advisor/Manager
USAID	United States Agency for International Development

EXECUTIVE SUMMARY

The Guatemala Transparency and Integrity Project (GTIP), funded by USAID/Guatemala, is a two-year effort awarded to ARD, Inc. with a budget of \$4,088,679 through July 2011 (Contract No. DFD-I-00-08-00067-00 and Task Order No. 02). GTIP is a task order under the Encouraging Global Anticorruption and Good Governance Effort (ENGAGE) Indefinite Quantity Contract (IQC). This first quarterly performance report covers the one-month period from award through September 2009 and summarizes the first activities undertaken during the start-up phase.

The start-up phase was initiated shortly after task order signature on August 26, 2009. On September 13, 2009, ARD's home office staff mobilized the project's Senior Technical Advisor/Manager and Project Manager to coordinate the recruitment and induction of key project staff, initiate ARD's legal registration process in Guatemala, recruit local staff, furnish and equip the GTIP office, open bank accounts, and establish administrative and accounting policies for the project. The start-up team also coordinated initial meetings with USAID authorities and officials.

In the first month of the project, the team began to develop the following technical documents:

- Annual Work Plan
- Monitoring and Evaluation Plan
- Grants Management Plan
- Rapid Response Fund Plan
- Gender Equity Plan.

During this reporting period, the following deliverables were submitted:

- Annual Work Plan
- Gender Equity Plan.

No specific activity pertaining to the project's Sub-Intermediate Results was undertaken during the first month of the project, except for initial conversations held with potential grantees as part of the Work Plan and Monitoring and Evaluation plans.

RESUMEN EJECUTIVO

El Proyecto de Transparencia e Integridad (THE TIP) de USAID/Guatemala, fue otorgado a la firma ARD, Inc. según Contrato No.DFD-I-00-08-00067-00, Orden de Trabajo No. DFD-I-02-08-00067-00, el 26 de Agosto del 2009 y es un esfuerzo de dos años, con un presupuesto asignado de \$4,088,679, vigente hasta el mes de Julio del 2011. Este Informe Trimestral cubre el periodo de un mes comprendido entre la fecha del otorgamiento del contrato y el final del trimestre el 30 de Septiembre del 2009 y resume las actividades realizadas durante la etapa de arranque del Proyecto.

La fase de arranque del proyecto que inicia con la vigencia del contrato el 26 de Agosto del 2009. El 13 de septiembre del 2009 ARD movilizó a Antonio Iskandar (Senior Technical Advisor/Manager) y a Alexandra Forrester (Project Manager), quienes representaron a la oficina central de ARD durante dicha fase. Este equipo coordinó la contratación e inducción del personal clave del Proyecto, el registro legal de ARD en Guatemala, la contratación y equipamiento de la oficina del Proyecto, la apertura de cuentas bancarias y el establecimiento de las políticas y procedimientos contables y administrativos del Proyecto. Asimismo, se coordinó el inicio de las relaciones con las autoridades y funcionarios de USAID/Guatemala y el desarrollo de los primeros instrumentos/productos técnicos (obligaciones contractuales).

El equipo de arranque inició los esfuerzos de elaboración de los siguientes documentos técnicos:

- Plan de Trabajo Anual,
- Plan de Monitoreo y Evaluación,
- Plan para la Administración de Donaciones,
- Plan de Fondos de Respuesta Rápida y
- Plan de Equidad de Género.

Tanto el Plan de Trabajo Anual como el Plan de Equidad de Género fueron entregados en este período de acuerdo a los términos del contrato.

Durante este período inicial del proyecto, no se ejecutaron actividades específicas bajo los Sub-IRs del proyecto más allá del inicio de conversaciones con potenciales organizaciones donatarias como parte del esfuerzo de diseño del plan de trabajo.

I.0 NARRATIVE REPORTING

The Guatemala Transparency and Integrity Project (GTIP), funded by USAID/Guatemala, is a two-year effort awarded to ARD, Inc. with a budget of \$4,088,679 through July 2011 (Contract No. DFD-I-00-08-00067-00 and Task Order No. 02). GTIP is a task order under the Encouraging Global Anticorruption and Good Governance Effort (ENGAGE) Indefinite Quantity Contract (IQC). This first quarterly performance report covers the one-month period from award through September 2009 and summarizes the first activities undertaken during the start-up phase.

The start-up phase was initiated shortly after task order signature on August 26, 2009. On September 13, 2009, ARD's home office staff mobilized Antonio Iskandar, Senior Technical Advisor/Manager (STA/M), and Alexandra Forrester Project Manager (PM) to coordinate all key tasks to establish the project and submit the first technical deliverables in accordance with task order requirements.

The start-up team accomplished the following results:

- Initiated contracts of relevant staff (technical and administrative including all key personnel);
- Identified and initiated the set up of the GTIP office, to include the signing of an office lease and procurement of office equipment and furniture;
- Opened a bank account;
- Trained project staff on ARD's accounting, finance, and project management policies, processes and regulations; and
- Established communication with USAID/Guatemala to begin project implementation.

During this time period, the team developed the GTIP work plan through a close dialogue with the USAID GTIP Cognizant Officer's Technical Representative (COTR), experts in the area of transparency, and local organizations that have partnered in the past with USAID (*Acción Ciudadana*, *Centro de Investigaciones Económicas Nacionales* (CIEN), and the *Coalición Pro-Justicia*). In addition, the start-up team met with the representative of the National Democratic Institute (NDI) in Guatemala to clarify their role in the area of political parties financing. The Chief of Party (COP) and STA/M participated in a donor's coordination meeting arranged by the COTR to introduce the project.

2.0 SUB-GRANTS PROGRAM

Efforts to develop the Grants Management Plan started with the support of ARD's home office Senior Grants Manager Indeok Oak. Plans were made for Ms. Oak to travel to Guatemala in October 2009 to train project staff.

No sub-grants were active during the reporting period.

Following guidance from the USAID COTR, The start-up team started conversations with potential grantees *Coalición Pro-Justicia*, *Acción Ciudadana*, and CIEN.

3.0 RAPID RESPONSE FUND

There were no specific activities planned under this mechanism during this quarter.

4.0 GENDER

The Gender Equity Plan was developed and delivered during this period with the participation of ARD subcontractor Development and Training Services, Inc. (dTS).

5.0 TRAINING

No training activities took place in this period.

6.0 SHORT-TERM TECHNICAL ASSISTANCE

The GTIP contracted two consultants to assist with deliverables required in the first quarter of the project.

6.1 SHORT-TERM TECHNICAL ASSISTANCE IN THE FIRST QUARTER (CONSULTANTS)

CONSULTANT/ SPECIALIST	DESCRIPTION OF CONSULTANCY/ TECHNICAL ASSISTANCE	DATE
Gary Woller	Technical assistance, preparation of Monitoring and Evaluation Plan	9/20/09–10/08/09
Lelia Mooney	Technical Assistance, preparation of Gender and Equity Plan	9/15/09–9/30/09

6.2 SHORT-TERM TECHNICAL ASSISTANCE IN THE FIRST QUARTER (HOME OFFICE)

CONSULTANT/ SPECIALIST	DESCRIPTION OF CONSULTANCY/TECHNICAL ASSISTANCE	DATE
Antonio Iskandar, STA/M	Start-up and technical assistance and legal, and administrative matters	9/13/09–9/27/09
Alexandra Forrester, PM	Start-up and technical assistance with ARD's methodology for selection of municipalities	9/13/09–09/30/09 (continuing in the October)

7.0 MONITORING AND EVALUATION EFFORTS

ARD began development of the Monitoring and Evaluation Plan. Consultant Gary Woller conducted interviews with potential grantees, partners, and USAID to develop the first draft of the plan. The due date for this deliverable was October 2009.

8.0 SPECIAL REPORTING

No special reports were issued during the reporting quarter

8.1 ADMINISTRATIVE ISSUES

The recruitment process to fill staff positions began during this time period. COP Alvaro Ferrandino was officially hired on September 29. The interview and recruitment process for other staff positions was under way during this reporting period. Most staff would be recruited in October 2009.

8.2 ENVIRONMENTAL REGULATIONS

No impact on the environment is envisioned as the core of the activities contemplated under this project. The scope of work of the project is primarily technical assistance and training.

8.3 “KEY ISSUES” REPORTING

No “Key Issues” reports have been requested by the COTR this quarter.

8.4 LIST OF REPORTS SUBMITTED TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE

There were no documents submitted to the Development Experience Clearinghouse during this reporting period.

U.S. Agency for International Development

Guatemala

Km 6.5 Final Boulevard Los Proceres

Santa Carolina Pinula

Guatemala, C.A.

Tel: (+502) 2422-4000; Fax: (+502) 2422-4585

<http://www.usaid.gov/gt>