

Fostering Opportunities in Rural Southern Areas- FORSA

Quarterly Report # 2

Year 2013

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Q2Y2

Grant Award

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Pathfinder International

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a global leader in reproductive health

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Grant Goal/Objectives

The overall goal of this project—entitled “FORSA,” which means “opportunity” in Arabic—is to contribute to poverty reduction among vulnerable youth in rural Upper Egypt by applying an integrated approach that addresses health and wealth improvements, enhancing social protection. The specific objectives are the following:

1. Provide immediate employment opportunities for 1,500 youth in rural Upper Egypt by establishing a network of community health outreach workers to encourage greater access to health delivery services.
2. Build the capacity of women in rural Upper Egypt and assist them technically and financially to start their own businesses (microenterprises).

I- Executive Summary

After the six partner Umbrella Non-Governmental Organizations (UNGOS) were assessed and selected last quarter, the project trained and guided them to write and submit proposals to the Ministry of Insurance and Social Affairs (MoISA) for approval to receive grants from Pathfinder International, thus allowing implementation of FORSA’s field activities. A proposal writing workshop was conducted with the collaboration and attendance of the undersecretaries of Souhag and Assiut.

As a continuation of the capacity building efforts, FORSA team supported the UNGOs to write their granting proposals and compile all MoISA required supporting documents. In addition, the FORSA team followed up and supported the two MoISA Directorates to send the submitted proposals to the central level MoISA Grants Department.

Seventy-five partner Community Development Associations (CDAs) were selected according to institutional and financial pre-award assessments that were conducted in collaboration with MoISA Directorates and partner UNGOs, 35 CDAs from six districts in Souhag Governorate and 40 CDAs from five districts in Assiut Governorate.

While waiting for MoISA approval of granting proposals to UNGOs, the FORSA project worked on producing the contractual documents necessary for signing agreements between Pathfinder International and awarded UNGOs as well as between awarded UNGOs and partner CDAs. All potential employee contract forms were produced for jobs at UNGO and CDA level. In addition, division of roles between employees at CDA and UNGO level was developed according to the new implementation strategy.

The FORSA project also reviewed the Monitoring and Evaluation activity reporting forms at all levels of implementation to insert the UNGO as an implementation tier. In addition, the FORSA project developed the training curriculum for the Managerial and Financial Administration Training for UNGOs that was

introduced due to the new implementation strategy. The financial training materials which had been previously developed for CDAs were revised to cater to the training needs of partner UNGOs.

The FORSA project submitted to USAID an amended 12 month no cost extension (NCE) narrative and workplan with revised budget and budget notes as well as PMP (Performance Monitoring Plan) and highlighted PMP amendments, by 10th February 2013.

II- Accomplishments

During Q2Y2, the project worked at the governorate level to train and support the selected partner Umbrella Non-Governmental Organizations (UNGOs) to write and submit proposals to Ministry of Insurance and Social Affairs (MoISA) for approval to receive grants from Pathfinder International, thus allowing implementation of FORSA's field activities. Accomplishments during this quarter focused on fulfilling the following objectives:

1. Train partner UNGOs on writing and submitting proposals to MoISA for approval.
2. Conduct pre-award institutional and financial assessments of nominated Community Development Association (CDAs) and select potential partner CDAs accordingly.
3. Revise and prepare sub-agreement contract forms.
4. Revise and prepare project employee contract forms as well as prepare job descriptions for partner UNGO and CDA employees to be hired.
5. Amend and submit a 12 month No Cost Extension (NCE) workplan for approval by USAID.
6. Amend and submit a 12 month NCE PMP for approval by USAID.
7. Amend and submit a 12 month NCE revised budget for approval by USAID.
8. Ensure continuous communication with USAID.

During the past quarter, six UNGOs, three from Souhag and three from Assiut governorates, had successfully passed institutional and financial assessments that were conducted by the FORSA team in collaboration with MoISA representatives. These UNGOs were selected by the FORSA selection committee¹ based on the following criteria:

- Institutional and financial evaluation as per pre-award assessment visits
- Previous experience and potential to work as UNGO
- Previous experience managing foreign funds
- NGO portfolio of development activities including reproductive health, microenterprise projects, women's empowerment, etc.

¹ The selection committee is comprised of the Project Manager, Financial Manager, Technical Advisor, Field Implementation Specialist, Project Coordinator, Financial Specialist and Field Implementation Assistant.

During this quarter, the FORSA team conducted a terrorist check on the six potential UNGOs. Two search methods were used. The first was the “SAM: System for Award Management²” online database and the second was “UN individuals, groups, undertakings and other entities associated with Al-Qaida pdf file³” to check both the Arabic and the English names. Early in January, a three-day workshop was conducted in Assiut Directorate to raise capacity of selected members of the six UNGOs in proposal writing. This workshop was conducted in collaboration with MoISA Directorates and was attended by the undersecretaries of Souhag and Assiut. Three participants from each UNGO attended, mainly the Executive Director of the NGO and two Board Members.

The training workshop used a variety of training approaches and provided guidance on both practical and theoretical aspects of proposal writing. The topics covered by the training were:

- Include background information about the NGO showing its technical, financial and administrative capacities
- Define the development problem using the problem tree approach to show causes and consequences of the problem
- Design the proposed project showing the overall and specific objectives and expected results as well as the activities to be performed to achieve these intended results (objective tree)
- Develop the organizational chart of the project showing roles and responsibilities of each job position
- Write the activity plan
- Develop the Monitoring and Evaluation Strategy
- Develop the budget necessary for implementing the activities at the CDA and the UNGO level
- Develop the Sustainability Strategy

The participants of the training workshop performed a pre- and a post training test. Overall the average pre-score was 58% and the post-score was 88%, indicating an increase in knowledge of 56%⁴.

After conducting the proposal writing workshop, the FORSA project started the process of selecting partner CDAs, in collaboration with MoISA Directorate and UNGOs. The FORSA team requested UNGOs to nominate CDAs working with the poorer villages in Souhag and Assiut Governorates. Pre-award institutional and financial assessments were conducted for 46 potential partner CDAs from six districts of Souhag Governorate and 47 from five districts of Assiut Governorate. Following the assessments,

² <https://www.sam.gov/portal/public/SAM>

³ <http://www.un.org/sc/committees/1267/AQList.htm>

⁴ Calculated percent change for each individual (Pre – Post / Pre *100) then calculated the average.

technical committees were formed from the FORSA field team and UNGOs to review assessment scores and select partner CDAs that had passed the institutional and financial assessments.

Selected CDAs were reviewed and agreed upon by MoISA Directorates. These CDAs then underwent terrorist checks by the FORSA team, using the same procedure as that used to check partner UNGOs. Finally, there were 35 partner CDAs in six districts in Souhag Governorate and 40 partner CDAs in five districts covering in Assiut Governorate. The table below shows the distribution of CDAs by UNGOs.

Table 1: Partner UNGOs and their Partnering CDAs

Governorate	Partner UNGO	Number of CDAs	District Names
Souhag	Tahseen Awdaa El Maraa wa Al Tefl	10	Souhag and Menshah
Souhag	Sohbet El Kheer	10	Tema and Tahta
Souhag	Al Masria LeTanmia Al Insania	15	Sakulta and Akhmim
Assiut	Al Khairia Al Islamia in Al Bora	5	Assiut
Assiut	Tanmiet El Mogtamaa in Sahel Seleim	15	Sahel Selim and Badari
Assiut	Tanmiet El Mogtamaa in Al Hawatka	20	Manfalot and Qusiah

The names of the selected CDAs were included in the granting proposals of the UNGOs (see Annex 1). The FORSA team provided UNGOs with continuous support and backstopping to develop their proposals. The first draft of the proposals was thoroughly reviewed by the FORSA team. Comments were discussed with the UNGO Board Members and the UNGOs amended the proposals accordingly. The FORSA team consulted and coordinated with the MoISA Directorates and central level to help the UNGOs compile all required documents supporting the submission of their written granting proposals. The UNGOs submitted the granting proposals with all required attachments to MoISA Directorates in Souhag and Assiut and received approval at the directorate level on January 28th.

The FORSA team followed up and supported the two MoISA Directorates to forward the submitted proposals to central level MoISA Grants Department for approval of the six UNGOs.. The proposals were received on January 30th and are currently being reviewed for approval. See the six proposals attached.

Both the FORSA team and UNGOs are following up with MoISA to accelerate approval (See Annex 2: **Detailed Matrix with Actions Taken with MoISA during Q2Y2**). Early in March, all UNGOs wrote letters to Her Excellency the Minister requesting her to approve their granting proposals as the project would provide work opportunities to youth and micro-enterprise for women from poor and vulnerable communities in Souhag and Assiut Governorates. See the attached sample letter.

While waiting for MoISA approval of granting proposals to UNGOs, the FORSA project worked on reviewing and preparing necessary forms for the speedy implementation of the FORSA activities once approval is obtained. The FORSA team produced the contractual documents necessary for signing agreements between Pathfinder International and awarded UNGOs as well as between awarded UNGOs and partner CDAs. All potential employee contract forms were produced for jobs at UNGO and CDA

level. In addition, division of roles between employees at CDA and UNGO levels was developed according to the new implementation strategy. All available job descriptions at CDA level were then updated and job descriptions at UNGO level were produced.

The FORSA project also reviewed the Monitoring and Evaluation activity reporting forms at all levels of implementation, starting from Raedat Refiat (RR), RR supervisors, CDA Project Manager, UNGO Technical Coordinator, UNGO Manager to the FORSA Assistant Implementation Officers. This was done to insert the UNGO as an implementation tier in activity report forms, according to the new implementation strategy.

In addition, the FORSA project developed the training curriculum for the Managerial and Financial Administration Training for partner UNGOs that was introduced due to the new implementation strategy. The financial training materials, which had been previously developed for CDAs, were revised to cater towards the training needs of partner UNGOs. The training materials include a trainer guide, a trainee guide and pre- and post-tests. The training would help UNGOs know more about administration to manage CDAs, as it addressed the following topics:

- Management and Project Management
- Time Management
- Problem Solving, Crisis Management and Decision-Making
- Holding Meetings
- Team Work
- Delegation
- Motivation
- Report Writing
- Supervision – Networking

Two technical staff, namely Assistant Implementation Officers at both Souhag and Assiut, are expected to join with the start of project activities at the field level. Thus, recruitment is still in progress.

Communication with USAID

During Q2Y2, continuous communication was ensured with USAID and several meetings with USAID staff took place. During those meetings, updates concerning the project's approvals and field activities based on the MoISA suggested new approach were shared with the AOTR.

The FORSA project submitted to USAID an amended 12 month NCE narrative and workplan with revised budget and budget notes as well as PMP and highlighted PMP changes by 10th February, 2013.

Details of activities achieved during Q2Y2 as per the workplan are listed in Table 1.

Table 2: Achievements of Q2Y2 according to the workplan

Activities	Expected Results	Quarter Achievement	Comments/Challenges
Outcome 1: Personnel and Office Set up			
Hire Staff	Project personnel recruited		Two technical staff, namely Assistant Implementation Officers at both Souhag and Assiut, are expected to join with the start of project activities at the field level. Thus, recruitment is still in progress.
Outcome 2 Technical Pavement for Project Implementation			
Activities	Expected Results	Quarter Achievement	Comments/Challenges
Develop Project's Workplan	Project Workplan developed	The workplan and project budget have been amended based on the new approach suggested by MoISA. A NCE for a 12 month amended workplan has been submitted to USAID for approval.	FORSA submitted a NCE. There were a few comments on the budget and USAID asked FORSA to submit the 12 month NCE amended workplan.
Develop Performance Monitoring Plan (PMP)	PMP developed	An amended 12 month NCE PMP was submitted to USAID for approval.	FORSA has amended the PMP according to the new implementation strategy. Also, a table showing changes in the PMP due to the new approach was developed and submitted to USAID.
Submit Workplan and PMP to USAID	Project Workplan and PMP were submitted	The amended 12 month NCE workplan, PMP and budget were submitted to USAID for approval.	
Field activities			
Batch 1			
Result 1: Jobs created among local CDAs in intervention areas			
1.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts selected and ranked	District /community selection at both Assiut and Souhag has been finalized according to the assessment and selection of	Completed

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	based on socio-economic and poverty indicators and agreed upon by MoISA officials	CDAs working in poorer communities. Thirty-five CDAs from six districts of Souhag were selected and 40 CDAs from five districts of Assiut were selected. Overall the project will cover 75 poor communities in 11 districts of Souhag and Assiut.	
1.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings conducted and CDAs oriented on the project objectives and the proposed interventions; interested CDAs submit a standard letter of interest to the project	Project orientation was conducted by FORSA technical team for UNGOs during last quarter. Project orientation was conducted by FORSA technical team for CDAs during pre-award assessment visits to the nominated 46 CDAs in Souhag and 47 CDAs in Assiut.	Completed
1.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that submitted letters of interest; Participants trained to prepare successful proposals that qualify them for the proposed sub-grants	Training on proposal writing was conducted for 18 participants from the six UNGOs according to the amended workplan submitted to USAID for approval. The Executive Director and two Board Members from each UNGO as well as the Undersecretaries of Souhag and Assiut attended the training workshop.	Completed As per the new approach for project implementation, proposal writing training workshops are conducted for UNGOs, not CDAs
1.1.5 Review and evaluate proposals	Submitted proposals by CDAs reviewed and evaluated by the project review committee and are now ready for selection	FORSA technical team has supported the six UNGOs to write and submit granting proposals to MoISA for approval. The FORSA team thoroughly reviewed and commented on the drafts as well as coordinated the submission of proposals together with supporting documents.	Completed According to the new approach and amended workplan, FORSA team is to support selected UNGOs in writing proposal to MoISA.
1.1.6 Conduct a pre-	Conducted pre-	The pending "terrorist check" on	Completed

Activities	Expected Results	Quarter Achievement	Comments/Challenges
award assessment	award assessment of CDAs as to both institutional and financial capacities based on a standard “terrorist check”	the six selected UNGOs was conducted this quarter. Pre-award assessment of nominated CDAs was finalized by FORSA team in collaboration with UNGOs and MoISA representatives. A “terrorist check” on the 75 selected CDAs was conducted.	As per the new approach for project implementation, pre-award assessments will be conducted for 1) UNGOs and then 2) CDAs.
1.1.7 Signing of sub-grant agreements	The project signed sub-grant agreements with CDAs that submitted successful proposals and passed the pre-award assessment	FORSA has reviewed and prepared sub-grants agreement forms between Pathfinder International and the six UNGOs as well as sub-grants agreement forms between UNGOs and CDAs ready for signature upon MoISA approval of UNGO proposals.	According to the new approach, upon UNGO proposal approval by MoISA, sub-grant agreement will be signed between Pathfinder International and UNGOs as well as sub-grant agreements between UNGOs and CDAs.
1.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of Pathfinder	The awarded CDAs recruited their staff from their respective communities, to include a project manager, finance manager, three outreach supervisors, and an average of 15 outreach workers. The number of recruited RRs depended on the size of the community and catchment area.	FORSA has updated and produced employee contract forms for CDAs’ and UNGOs’ project employees to be hired. Due to the change in project strategy, the already developed CDA job descriptions were updated and UNGO job descriptions were developed.	According to the new approach, upon UNGO proposal approval by MoISA and signing of sub-grant agreements, UNGOs and CDAs would hire the proposed staff.
1.1.9 Capacity Development of CDA staff based on training material developed	The FORSA project developed the capacity of awarded CDAs through two	Since project field activities were postponed until MoISA’s approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	types of training, financial training and Outreach Workers training, on interpersonal communication and counseling and on health messages.	that was submitted to USAID for approval.	workplan submitted to USAID for approval.
1.1.10 CDAs start implementation of proposed activities	With completed capacity building of recruited CDA staff, home visits to implement project activities were started and are continuing in intervention communities.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
Result 2: Women owned microenterprises established in intervention areas			
1.2.1 Identify and train a cadre of Trainers for the Egyptian Women Speak Out (EWSO) program	The Project will select one RR supervisor from each CDA to receive the EWSO TOT (Training of Trainers). The training will be held by consultants specialized in EWSO program implementation on field levels.	Since project field activities were postponed until MoISA's approval of UNGOs' granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
1.2.2 Implement EWSO program in communities	EWSO training workshops for community members will be rolled out by the EWSO trained RR supervisor within her CDA catchment area.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, thus this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
1.2.3 Support EWSO graduates to start	The RR supervisor will	Since project field activities were postponed until MoISA's	As the project will be implemented using a

Activities	Expected Results	Quarter Achievement	Comments/Challenges
microenterprises through the sub granted CDAs	provide guidance and production inputs to a number of EWSO graduates to start their microenterprise	approval of UNGOs granting proposals are obtained, thus this activity will be conducted according to the new workplan that was submitted to USAID for approval.	new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
Batch 2:			
Result 1: Jobs created among local CDAs in intervention areas			
2.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts were selected and ranked based on socio-economic and poverty indicators agreed upon by MoISA officials	District /community selection at both Assiut and Souhag has been finalized according to the assessment and selection of CDAs working in poorer communities. Thirty-five CDAs from six district of Souhag were selected and 40 CDAs from five districts of Assiut were selected. Overall the project will cover 75 poor communities in 11 districts of Souhag and Assiut.	Completed
2.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings were conducted and CDAs oriented on the project objectives and the proposed interventions; Interested CDAs submitted a standard letter of interest to the project	Project orientation was conducted by FORSA technical team for UNGOs during last quarter. Project orientation was conducted by FORSA technical team for CDAs during pre-award assessment visits to the nominated 46 CDAs in Souhag and 47 CDAs in Assiut.	Completed
2.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that submitted letters of interest; participants trained to prepare successful	Training on proposal writing was conducted for 18 participants from the six UNGOs according to the amended workplan submitted to USAID for approval. The Executive Director and two Board Members from each UNGO as well as the Undersecretaries of Souhag and Assiut attended the training	Completed As per the new approach for project implementation, proposal writing training workshops is conducted for UNGOs not CDAs

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	proposals that qualify them for the proposed sub-grants	workshop.	
2.1.5 Review and evaluate proposals	Submitted proposals by CDAs were reviewed and evaluated by project review committee, and are now ready for selection	FORSA technical team has supported the six UNGOs to write and submit granting proposals to MoISA for approval. The FORSA team thoroughly reviewed and commented on the drafts as well as coordinated the submission of proposals together with supporting documents.	Completed According to the new approach and amended workplan, FORSA team is to support selected UNGOs in writing proposal to MoISA.
2.1.6 Conduct a pre-award assessment	Conducted pre-award assessment of CDAs as to both institutional and financial capacities based on a standard "terrorist check"	The pending "terrorist check" on the six selected UNGOs was conducted this quarter. Pre-award assessment of nominated CDAs was finalized by FORSA team in collaboration with UNGOs and MoISA representatives. A "terrorist check" on the 75 selected CDAs was conducted.	Completed As per the new approach for project implementation, pre-award assessments will be conducted for 1) UNGOs and then 2) CDAs.
2.1.7 Signing of sub-grant agreements	Project signed sub-grant agreements with CDAs that submitted successful proposals and passed the pre-award assessment	FORSA has reviewed and prepared sub-grants agreement forms between Pathfinder International and the 6 UNGOs as well as sub-grants agreement forms between UNGOs and CDAs ready for signature upon MoISA approval of UNGO proposals.	According to the new approach, upon UNGO proposal approval by MoISA, a sub-grant agreement will be signed between Pathfinder International and UNGOs as well as sub-grant agreements between UNGOs and CDAs.
2.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of Pathfinder	The awarded CDAs recruited their staff from their respective communities, to include a project manager, finance manager, three outreach supervisors, and	FORSA has updated and produced employee contract forms for CDAs' and UNGOs' project employees to be hired. Due to the change in project strategy, the already developed CDA job descriptions were updated and UNGO job descriptions were developed.	According to the new approach, upon UNGO proposal approval by MoISA and signing of sub-grant agreements, UNGOs and CDAs would hire the proposed staff.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	an average of 15 outreach workers. The number of recruited RRs (Raedat Refeyat) depended on the size of the community and catchment area.		
2.1.9 Capacity development of CDA staff based on training material developed	The FORSA project developed the capacity of awarded CDAs through two types of training, financial training and Outreach Workers training, on interpersonal communication and counseling and on health messages.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, thus this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
2.1.10 CDAs start implementation of proposed activities	With completed capacity building of recruited CDA staff, home visits to implement project activities started and continued in intervention communities.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, thus this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
Result 2: Women owned microenterprises established in intervention areas			
2.2.1 Identify and train a cadre of Trainers for the Egyptian Women Speak Out program	The Project will select one RR supervisor from each CDA to receive the EWSO TOT. The training will be held by consultants specializing in	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, thus this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	EWSO program implementation on field levels.		
2.2.2 Implement EWSO program in communities	EWSO training workshops for community members will be rolled out by the EWSO trained RR supervisor within her CDA catchment area.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
2.2.3 Link EWSO graduates interested in starting businesses with the sub-granted CDA	The RR supervisor will provide guidance and production inputs to a number of EWSO graduates to start their microenterprise	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
Batch 3:			
Result 1: Jobs created among local CDAs in intervention areas			
3.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts were selected and ranked based on socio-economic and poverty indicators and were agreed upon by MoISA officials	District /community selection at both Assiut and Souhag has been finalized according to the assessment and selection of CDAs working in poorer communities. 35 CDAs from six district of Souhag were selected and 40 CDAs from five districts of Assiut were selected. Overall the project will cover 75 poor communities in 11 districts of Souhag and Assiut.	Completed
3.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings were conducted and CDAs oriented on the project objectives and the proposed interventions; interested CDAs submitted a standard letter	Project orientation was conducted by FORSA technical team for UNGOs during last quarter. Project orientation was conducted by FORSA technical team for CDAs during pre-award assessment visits to the nominated 46 CDAs in Souhag and 47 CDAs in Assiut.	Completed

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	of interest to the project		
3.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that submitted letters of interest; Participants were trained to prepare successful proposals that qualify them for the proposed sub-grants	Training on proposal writing was conducted for 18 participants from the six UNGOs according to the amended workplan submitted to USAID for approval. The Executive Director and two Board Members from each UNGO as well as the Undersecretaries of Souhag and Assiut attended the training workshop.	Completed As per the new approach for project implementation, proposal writing training workshops is conducted for UNGOs, not CDAs
3.1.5 Review and evaluate proposals	Submitted proposals by CDAs reviewed and evaluated by the project review committee, and are now ready for selection	FORSA technical team has supported the six UNGOs to write and submit granting proposals to MoISA for approval. The FORSA team thoroughly reviewed and commented on the drafts as well as coordinated the submission of proposals together with supporting documents.	Completed According to the new approach and amended workplan, FORSA team is to support selected UNGOs in writing proposal to MoISA.
3.1.6 Conduct a pre-award assessment	Conducted pre-award assessment of CDAs as to both institutional and financial capacities based on a standard "terrorist check"	The pending "terrorist check" on the six selected UNGOs was conducted this quarter. Pre-award assessment of nominated CDAs was finalized by FORSA team in collaboration with UNGOs and MoISA representatives. A "terrorist check" on the 75 selected CDAs was conducted.	Completed As per the new approach for project implementation, pre-award assessments will be conducted for 1) UNGOs and then 2) CDAs.
3.1.7 Signing of sub-grant agreements	Project signed subgrant agreements with CDAs that submitted successful proposals and passed the pre-award	FORSA has reviewed and prepared sub-grants agreement forms between Pathfinder International and the six UNGOs as well as sub-grant agreement forms between UNGOs and CDAs ready for signature upon MoISA approval of UNGO proposals.	According to the new approach, upon UNGO proposal approval by MoISA, sub-grant agreement will be signed between Pathfinder International and UNGOs as well as sub-

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	assessment		grant agreements between UNGOs and CDAs.
3.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of the Pathfinder	Awarded CDAs recruited their staff from their respective communities, to include a project manager, finance manager, three outreach supervisors, and an average of 15 outreach workers. The number of recruited RRs depended on the size of the community and catchment area.	<p>FORSA has updated and produced employee contract forms for CDAs' and UNGOs' project employees to be hired.</p> <p>Due to the change in project strategy, the already developed CDA job descriptions were updated and UNGO job descriptions were developed.</p>	According to the new approach, upon UNGO proposal approval by MoISA and signing of sub-grant agreements, UNGOs and CDAs would hire the proposed staff.
2.1.9 Capacity development of CDA staff based on training material developed	The FORSA project developed the capacity of awarded CDAs through two types of training, financial training and Outreach Workers training on interpersonal communication and counseling and on health messages.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
2.1.10 CDAs start implementation of proposed activities	With completed capacity building of recruited CDA staff, home visits to implement project activities started and continued in intervention communities.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
Result 2: Women owned microenterprises established in intervention areas			
3.2.1 Identify and train a cadre of Trainers for the Egyptian Women Speak Out program	The Project will select one RR supervisor from each CDA to receive the EWSO TOT. The training will be held by consultants specializing in EWSO program implementation on field levels.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
2.2.2 Implement EWSO program in communities	EWSO training workshops for community members will be rolled out by the EWSO trained RR supervisor within her CDA catchment area.	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.
2.2.3 Link EWSO graduates interested in starting businesses with the sub granted CDA	The RR supervisor will provide guidance and production inputs to a number of EWSO graduates to start their microenterprise	Since project field activities were postponed until MoISA's approval of UNGOs granting proposals are obtained, thus this activity will be conducted according to the new workplan that was submitted to USAID for approval.	As the project will be implemented using a new approach, FORSA team re-designed and re-scheduled activities in an amended workplan submitted to USAID for approval.

Collaboration with other CAs

The FORSA project discussed with USAID AOTR the fact that two of the selected partner UNGOs, one in Souhag (Tahseen Awdaa Al-Maraa wi Al-Tefl) and the other in Assiut (Tanmiet Al-Mogtamaa in Sahel Selim), work with Save the Children Health Project funded by USAID. The FORSA team also reported that these two NGOs have the capacity to work with the FORSA project in other communities, avoiding overlap. The USAID AOTR agreed to the inclusion of these two NGOs as partner UNGOs for the FORSA project.

Once field activities start, the FORSA team will meet with Save the Children to coordinate the work and ensure smooth implementation of the two projects, especially for the two UNGOs, which work with the two projects funded by USAID.

Challenges:

The selected UNGOs have submitted their granting proposals and the FORSA project is waiting for MoISA approval.

III- Success Stories

When UNGOs and CDAs start implementing technical activities, success stories will be demonstrated.

IV- Activities for Next Quarter

Expected upcoming activities in Q3Y2, according to the submitted 12 months NCE, are listed in Table 3.

Table 3: Pending project activities included in next quarter (Q3Y2)

Activities	Next quarter: Q3Y2
Outcome 1: Personnel and Office Set up	
Complete Hiring Staff	Depending on technical needs, more staff will join as project field activities progress.
Develop Project's Workplan	A revised workplan for a 12 month NCE, according to the new approach, was developed and submitted to USAID. The project is waiting for USAID approval.
Develop Performance Monitoring Plan (PMP)	A revised PMP for a 12 month NCE, according to the new approach, was developed and submitted to USAID. The project is waiting for USAID approval.
Submit Workplan and PMP to USAID	The revised workplan and PMP have been resubmitted and the project is waiting for USAID approval
Sign subgrant agreements between Pathfinder International and UNGOs approved by MoISA	This activity will be completed next quarter
Outcome 2:	
Batch 1	
Result 1: Jobs created among UNGOs and local CDAs in intervention areas	
1.1.1 Hire UNGOs project staff according to job descriptions prepared by FORSA	This activity will be completed next quarter
1.1.2 Provide UNGOs with managerial and financial administration training	This activity will be completed next quarter
1.1.3 Assist UNGOs and its partner CDAs to hire project staff guided by job descriptions prepared by FORSA team	This activity will be completed next quarter
1.1.4 Train UNGOs and partner CDAs on IPC&C	This activity will be completed next quarter

Activities	Next quarter: Q3Y2
1.1.5 Guide UNGOs to supervise partner CDAs start implementing home visits to disseminate health messages	This activity will be ongoing next quarter
Result 2 : Women owned microenterprises established in intervention areas	
1.2.1 Identify and train a cadre of trainers for the Egyptian Women Speak Out (EWSO) program	This activity will be completed next quarter
Batch 2	
Result 1: Jobs created among UNGOs and local CDAs in intervention areas	
2.1.1 Hire UNGOs project staff according to job descriptions prepared by FORSA	This activity will be completed next quarter
2.1.2 Provide UNGOs with managerial and financial administration training	This activity will be completed next quarter
2.1.3 Assist UNGOs and its partner CDAs to hire project staff guided by job descriptions prepared by FORSA team	This activity will be completed next quarter
2.1.4 Train UNGOs and partner CDAs on IPC&C	This activity will be ongoing next quarter

V- Monitoring and Evaluation

Due to changes in project implementation strategy, the revised PMP with modified targets for a twelve month NCE was submitted to USAID for approval.

This quarter, eight indicators are to be reported on as per the original workplan and the PMP. The eight indicators are:

Indicator #1: Number of jobs created for the implementation of FORSA project activities

Indicator # 2: Average percent change in knowledge gained among CDA trainees in FORSA outreach workers training

Indicator #2a: Average percent change in knowledge gained among CDA trainees in FORSA financial management training

Indicator #3: Number of people trained in FP/RH/maternal/newborn/child health/nutrition during FORSA outreach workers training

Indicator #4: Percentage of CDAs that submitted proposals scoring $\geq 60\%$ in FORSA intervention areas

Indicator #5: Number of households visited by awarded CDAs outreach workers in intervention areas

Indicator #7: Average percent knowledge gain among RR supervisors trained in FORSA EWSO TOT

Indicator #8: Number of beneficiaries trained by CDA RR supervisors through EWSO programs in intervention areas

Indicator #9: Number of business opportunities created in FORSA intervention areas

Indicator #10: Percent of women who had successful enterprises in FORSA intervention areas

As field activities have just started during Q1Y2, only monitoring and evaluation (M&E) indicator #1 was calculated. Achievements of project indicators are described in Table 4.

Table 4: Achievement of project indicators

Indicator Number	Results Data	Baseline Year:	FY 1					FY 2					Total	Comments (Explanation on a - /+ 10% actual from target)
			Q1	Q2	Q3	Q4	FY1 total	Q1	Q2	Q3	Q4	FY2 total		
Indicator # 1	Target			18	527	1027	1027	1527				1527	1527	One FORSA full-time staff member left in Q1Y2. Another staff member, a field implementation specialist, will join with start of project activities.
	Actual			16	17	18	18	18						
Indicator # 2	Target				≥ 20%	≥ 20%	≥ 20%	≥ 20%					≥ 20%	NA= calculation not applicable as project activities did not start
	Actual				NA	NA	NA	NA						
Indicator # 2a	Target				≥ 20%	≥ 20%	≥ 20%	≥ 20%					≥ 20%	NA= calculation not applicable as project activities did not start
	Actual				NA	NA	NA	NA						
Indicator # 3	Target				1000	1500	1500	1500					1500	NA= calculation not applicable as project activities did not start
	Actual				NA	NA	NA	NA						
Indicator # 4	Target			50 %	50%	50%	50%	50%					50%	NA= calculation not applicable as project activities did not start
	Actual			NA	NA	NA	NA	NA						
Indicator #5	Target					37,500	37,500	75,000	112,500				112,500	NA= calculation not applicable as project activities did not start
	Actual					NA	NA	NA						
Indicator #7	Target					≥ 20%	≥ 20%	≥ 20%					≥ 20%	NA= calculation not applicable as project activities did not start
	Actual					NA	NA	NA						

Indicator Number	Results Data	Baseline Year:	FY 1					FY 2					Total	Comments (Explanation on a - / + 10% actual from target)
Indicator #8	Target					1,000	1,000	4,000	6,500	7,500			7,500	NA= calculation not applicable as project activities did not start
	Actual					NA	NA	NA						
Indicator #9	Target								750	1,500	2,250		2,250	NA= calculation not applicable as project activities did not start
	Actual								NA	NA	NA			
Indicator #10	Target								500	1,800				NA= calculation not applicable as project activities did not start
	Actual								NA	NA				

Annex 1: List of Partner CDAs Included in the Granting Proposals of the UNGOs

Souhag Governorate

District	UNGO Name	CDA Name
Akhmim	Al Masria LeITanmia Al Insania	Al Khadamat Al Egtemaeya Ieltanmeya ei Reaayet al Aytam
Akhmim	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa bel Sawamaa Shark
Akhmim	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa al Mahaly bel Salamony
Akhmim	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa Gezerit Mahrous
Akhmim	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa bel Esawya Shark
Akhmim	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa be Abar al Melk
Sakulta	Al Masria LeITanmia Al Insania	Khalid ebn al Waleed Al Islamya
Sakulta	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa bel Frasya
Sakulta	Al Masria LeITanmia Al Insania	Badr letanmiet al Mogtamaa Al Mahaly
Sakulta	Al Masria LeITanmia Al Insania	Abnaa al Ghad letanmiet al Mogtamaa Al Mahaly
Sakulta	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa borg Al Arab Bebany Wassel
Sakulta	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa al Mahaly Nagaa Yaakoub
Sakulta	Al Masria LeITanmia Al Insania	Al Mogamaa Al Khayry Al Islamy
Sakulta	Al Masria LeITanmia Al Insania	Tanmiet al Mogtamaa Leraayet Al Maraa Al Refya
Sakulta	Al Masria LeITanmia Al Insania	Edaa Letanmiet Al Mogtamaa we Mosanadat Al Maraa
Menshah	Tahseen Awdaa El Maraa wa Al Tefl	Al Masaee Al Hameda We Kafalet Al Yatem
Menshah	Tahseen Awdaa El Maraa wa Al Tefl	Tanmiet Al Mogtamaa Al Zewek Al Gharbya
Menshah	Tahseen Awdaa El Maraa wa Al Tefl	Tanmiet Al Mogtamaa Kom Baddar
Menshah	Tahseen Awdaa El Maraa wa Al Tefl	Al Osayrat Letanmiet Al Mogtamaa
Souhag	Tahseen Awdaa El Maraa wa Al Tefl	Tanmiet Al Mogtamaa we Reayet Al Falah
Souhag	Tahseen Awdaa El Maraa wa Al Tefl	Al Nohod Bel Tharwa Al Hayawanya We Tanmiet Al Mogtamaa
Souhag	Tahseen Awdaa El Maraa wa Al Tefl	Al Rahama letanmiet Al Mogtamaa
Souhag	Tahseen Awdaa El Maraa wa Al Tefl	Tanmiet Al Mogtamaa Rawafea al Kosser
Souhag	Tahseen Awdaa El Maraa wa Al Tefl	Al Khairyra Ltahfez Al Quran Al Karem We Kafalet Al Yatem
Souhag	Tahseen Awdaa El Maraa wa Al Tefl	Al Khairyra Ltahfez Al Quran Al Karem

Tema	Sohbet El Kheer	Tanmiet Al Mogtamaa Kom Al Arab
Tema	Sohbet El Kheer	Kafalet Al Yatem Al Madmar
Tema	Sohbet El Kheer	Balady Itanmiet Al Mogtamaa
Tema	Sohbet El Kheer	Tanmiet Al Mogtamaa Al Hama
Tema	Sohbet El Kheer	Tanmiet Al Mogtamaa Kaw Gharb
Tema	Sohbet El Kheer	Al Wehda Itanmiet Al Mogtamaa
Tahta	Sohbet El Kheer	Moasasat Asdekaa Al Sheikh Abdalla Ahmed Al Khaireya
Tahta	Sohbet El Kheer	Tanmiet Mogtamaa Banga
Tahta	Sohbet El Kheer	Tanmiet Al Tharwa Al Hayawanya Bel Sawalem
Tahta	Sohbet El Kheer	Sonaa Al Haya (ex: Amal Al Nahda)

Assiut Governorate

District	UNGO Name	CDA Name
Assiut	Al Khairia Al Islamia in Al Bora	Gamieya Khairiah Elislamia Letanmeit Elmogtamaa Belhadayah
Assiut	Al Khairia Al Islamia in Al Bora	GamieyetTanmeit Elmogtamaa Benagaa Sabaa
Assiut	Al Khairia Al Islamia in Al Bora	Gamieyet Tanmeit Elmogtamaa Beladr
Assiut	Al Khairia Al Islamia in Al Bora	Gamieyet Elthakafa Elislamia Bebanay Ghaleb
Assiut	Al Khairia Al Islamia in Al Bora	GamieyetTanmeit Elmogtamaa Beawlad Ali
Qusiah	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Gabal Keskam Berazket Dair Elmeharraq
Qusiah	Tanmiet El Mogtamaa in Al Hawatka	Gamieya Khairiah Elislamia Behay Sheik Naguib
Qusiah	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Yathreb Letanmeit Elmogtamaa Belansar
Qusiah	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Nour Elislam Letanmeit Elmogtamaa
Qusiah	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Tanmeit Elmogtamaa Belqusiah
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Asdeka Elketab Elmoqadass wa Tanmeit Elmogtamaa
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Elrahmah Elmohdah Letanmeit Elmogtamaa
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Tanmeit Elmogtamaa Belmandarah

Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Elmohafathah Ala Elkuran Elkarim wa Tanmeit Elmogtamaa Begahdam
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Tanmeit Elmogtamaa Belezziyah
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Geel Eltahady Bemanfalot
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Elzahraa Elkhairiah
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Tanmeit Elmogtamaa Becom Bouha Kebly
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Baladna Elmostakbal
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Tanmeit Elmogtamaa Bebany Shekair
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Tanmeit Elmogtamaa Begeziret Elmaabdah
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Elhegra Eldakhilliah we Eltanmeiah
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Moassasset Emad Abdel Naby Elkhairiah
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyah ElKhairiah Elsoufiah Belhawatkah
Manfalot	Tanmiet El Mogtamaa in Al Hawatka	Gamieyet Nazet Karar Letanmeit Elmogtamaa
Badari	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Eltarbiah Elislamiyah Letanmeit Elmogtamaa
Badari	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Tanmeit Elmogtamaa Belnawarah
Badari	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Tanmeit Elmogtamaa Beletmaniah
Badari	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Tanmeit Elmogtamaa Bemenshat Elekal
Badari	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Tanmeit Elmogtamaa Beelekal Bahary
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Elmostakbal letanmeit wa Hemayet Elbeah
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Raheek Lerayet Thawy Alihteiaagat Elkhasah
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Magd Elislam Lekafalet Elyateem wa Tanmeit Elmogtamaa Belafadrah
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Tanmeit Elmogtamaa Bebut
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Elmohafathah Ala Elkuran Elkarim Beltanaghah

Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Elkhairiah Elislamiaah Letanmeit Elmogtamaa Belruwaygat
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Tanmeit Elmogtamaa Beshamiaah
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Elkhadamat Eligtemayiah wa Tanmeit Elmogtamaa Begonah
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Elber we Eltaqua Letanmeit Elmogtamaa
Sahel Selim	Tanmiet El Mogtamaa in Sahel Seleim	Gamieyet Elhamd we Eltaisseer Letanmeit Elmogtamaa Belmatmar

Annex 2: Detailed Matrix with Actions with MoISA during Q2Y2

Date	Description	Outcome
July 4 th 2012	Visit	<p>Based on the date set for a meeting with MoISA Social Care Department at the end of the previous quarter and after obtaining the security clearance, FORSA management team met with the head of the Social Care Department, the MIS department, the officer responsible for women's activities, and a representative from the NGO's department at the Ministry of Insurance and Social Affairs to discuss the necessary next steps once the security clearance was finally obtained.</p> <p>The meeting was extremely positive and the management team started discussing project details, signing the Memorandum of Understanding (MoU) with the Ministry to start field implementation and the formation of the project's steering committee.</p> <p>The management team was asked to fine-tune the MOU and to send a fax with the project factsheet.</p>
July 10 th 2012	Fax and phone call	The project prepared the required factsheet and sent it to the Social Care Department by fax as per their request. A confirmation call was made by the project to ensure that the MoISA Social Care Department received the fax. The department asked the project management to follow-up by a call after a week.
July 17 th 2012	Phone call	A follow-up phone call took place where MoISA NGOs department informed the project management that the approval of the Ministry of Foreign Affairs is required based on a decree from the Ministry of Foreign Affairs prohibiting agreements signed with foreign organizations without prior approval.
July 19 th 2012	Phone call	The project management called MoISA NGOs department, and they clarified that the FORSA project did not need the approval of the Ministry of Foreign Affairs since Pathfinder LLC was an Egyptian company, and they promised to discuss the issue with the department top management. Thus project management should follow up with the officer on Sunday 22 nd July.
July 22 nd 2012	Phone call	Project management was informed by MoISA NGOs department that the issue was not resolved as further details were needed. Accordingly, a meeting was set up with the head of MoISA NGO's department on Wednesday July 25, 2012.
July 25 th 2012	Meeting	Project management met with Ms. Wafaa Basiouny, the Head of MoISA International NGOs department, and explained that FORSA Project is separate from Pathfinder International and that the project will be implemented by Pathfinder, LLC. Ms. Basiouny expressed that she thoroughly understood the

Date	Description	Outcome
		situation and promised to send a letter to the Social Care Department explaining that signing the MOU does not need a prior approval from the Ministry of Foreign Affairs.
July 26 th 2012	Phone call	A follow up phone call took place to make sure that the NGOs department letter was sent to the Social Care Department. However, during Ramadan, working hours were very short as Government employees start late and leave very early, so it was challenging for FORSA Management to track the status of the approval .
July 29 th 2012	Phone call	Another follow up phone call took place to make sure that the NGOs department letter was sent to the Social Care Department. Ramadan working hours remained a real challenge, and FORSA Management could not track the status of the approval .
July 30 th 2012	Meeting	The project management met the consular in charge of the International NGOs at the Ministry of Foreign Affairs to request a letter to MoISA explaining the situation and clarifying that FORSA did not need an approval from the Ministry of Foreign Affairs.
July 31 st 2012	Phone call	A follow up phone call took place to the Ministry of Foreign Affairs to follow up on forwarding the letter to MoISA. The Ministry of Foreign Affairs asked FORSA Management to follow up again the following week.
August 1 st 2012	Phone call	A phone call was received from the Ministry of Foreign Affairs confirming sending the letter to the NGO department at MoISA approving Pathfinder International's work within FORSA project framework.
August 2 nd 2012	Phone call	A follow up phone call took place to the NGO department at MoISA to confirm receiving the letter of the Ministry of Foreign Affairs. The NGOs department confirmed receiving the letter from the Ministry of Foreign Affairs.
August 2 nd 2012	Phone call	A phone call took place to the Social Care Department at MoISA confirming that the NGOs department received the approval letter of the Ministry of Foreign Affairs and to request from them to set a date for signing the MoU. The Social Care Department requested resending Pathfinder International's FORSA project details of implementation.
August 5 th 2012	Phone call and Fax	A fax was sent to the Social Care Department at MoISA with all relevant project implementation details. The fax was followed by a follow up phone call to ensure its receipt.
August 12 th 2012	Phone Call	A phone call took place to the Social Care Department at MoISA to ask about the MOU drafting progress. The Social Care Department informed us that the opinion of the MoISA NGOs department is still required as they sent the Ministry of Foreign

Date	Description	Outcome
		Affairs approval without the department's own opinion.
August 13 th 2012	Visit	FORSA management team visited the NGOs department at MoISA to discuss with them the request of the Social Care Department which was sending the feedback on the MOU to the Social Care Department. The project management reviewed the inquiries of the NGOs department regarding the project implementation details and they agreed to send their feedback to the Social Care Department.
August 14 th 2012	Phone Call	A follow up phone call took place to the MoISA NGOs department to make sure that they sent their feedback in the form of inquiries to the Social Care Department. The NGOs department confirmed that they sent the feedback to the Social Care Department.
August 22 nd 2012	Visit	FORSA Management visited the Social Care Department at MoISA to confirm that they received the MoISA NGOs department inquiries regarding project implementation and to ask about future steps after receiving this feedback. The Social Care Department informed us that they will send Pathfinder LLC the NGOs department inquiries by a formal letter.
August 26 th 2012	Fax	FORSA project received a fax from the Social Care Department at MoISA with the inquiries of the MoISA NGOs department
August 27 th 2012	Fax and Visit	FORSA Management visited the Social Care Department at MoISA to deliver the response to the NGOs department inquiries by hand. Also the response was sent to them by the fax.
August 30 th 2012	Visit	FORSA Management visited the Social Care department at MoISA to follow on their response to the MoISA NGOs department regarding their inquiries about FORSA project implementation. The Social Care department confirmed that they sent the responses to the NGOs department and asked us to follow up with them the following week.
September 2 nd 2012	Phone Call	A follow up phone call took place to the NGOs department at MoISA to make sure that they received the responses from the Social Care department. The NGOs department asked us to follow up with them again the following day.
September 3 rd 2012	Phone Call	A follow up phone call was made to MoISA NGOs department inquiring about receiving the Social Care department letter including FORSA replies to their inquiries. The letter was received and currently being reviewed by MoISA NGOs department.
September 4 th	Phone Call	A follow up phone call to the MoISA NGOs department took place where FORSA Management was informed that the Security Department has more inquiries about

Date	Description	Outcome
2012		the CDAs' selection. The NGOs department will be sending the inquiries to FORSA management the following week.
September 5 th 2012	Phone Call	A follow up phone call to MoISA NGOs department took place where FORSA Management was informed that the NGOs department sent the Security Department inquiries to the Social Care Department, who will send them to FORSA management the following week.
September 7 th 2012	Phone Call	FORSA Management received a phone call from the Head of the Social Care Department informing them that she met with the NGOs department, which confirmed that they are following the ongoing approval process or procedures that take time. The head of the Social Care Department apologized for the delay and promised once they receive NGOs letter she would forward it to the FORSA project.
September 9 th 2012	Phone Call	A follow up phone call was made to the NGOs Department at MoISA to ensure they would send their letter to the Social Care Dept. inquiring about CDAs selection process and required approvals. The NGOs department confirmed that the letter was sent to the Social Care Dept. with the serial number 3941 dated September 5, 2012. The letter included the Security Dept. approval on FORSA project highlighting that each subgrant CDA has to go through MoISA standard procedures, which include the Ministers' approval according to Article 17 in Law 84. Accordingly, FORSA Management called the Social Care dept. which stated that once they receive the letter, they can respond and forward the inquiries to FORSA if needed.
September 11 th 2012	Phone Call	<p>A phone call took place to the Social Care Department at MoISA to ask if the NGOs department second letter reached them. The NGOs department clarified that they raised the whole issue of MoU signing and approvals to the Sector Head of Social Care through a fully detailed internal memo. The Social Care Department also attached the approvals FORSA got from National Security and MoFA , FORSA project details and objectives, correspondences between different MoISA departments including all the inquires and FORSA answers, and finally the suggested MoU.</p> <p>FORSA Management asked about a date to call again or if we should set an appointment with Sector Head of Social Care, they said that we should wait a few days until they take the time to study the whole proposal.</p>
September 11 th 2012	Phone Call	Coinciding with the Islamists' protests in front of the USAID Embassy, FORSA Management received a phone call from the Ministry of Interior to ask about Pathfinder International. They inquired if any employee is a foreigner and checked the address, Pathfinder premise location, the project objectives, the governorates

Date	Description	Outcome
		of implementations, and ensured all the working documents and training material are translated into Arabic. They also requested a meeting with Pathfinder on September 19, 2012.
September 12 th 2012	Phone Call	Meanwhile, FORSA continued to follow up with the Sector of Social Care office at MoISA, and a phone call took place to set an appointment with the head of the sector to meet with FORSA Management. The secretary said that she was out of the office for training purposes until September 22 nd , and they cannot set an appointment before checking in with her. The secretary promised to contact her and come back to us, yet we continued following up with them until we set an appointment.
September 13 th 2012	Phone Call	On the following day, a follow up phone call to the Sector Head of Social Care office took place to inquire about setting an appointment for FORSA Management. The secretary replied that the Head of Social Care Department was still busy in the training and that we could follow up with them again the following week.
September 16 th 2012	Phone Call	<p>A follow up phone call to the Head of the Social Care Sector office took place to ask about setting an appointment for FORSA Management. The secretary replied that the Head of Social Care Department was busy in training and that she cannot set an appointment before she is back in her office next Sunday September 23, 2011. She also informed us that they already responded to the Social Care Department internal memo.</p> <p>FORSA Management called the Social Care Department to ask about the response, and they highlighted that the office of the Head of Social Care only asked for the original documents to be sent to them to make a decision. The Social Care Department is currently assembling the file.</p>
September 17 th 2012	Phone Call	FORSA Management received a phone call from the office of the Head of the Social Care Sector to inform the project that the meeting will be on Tuesday, September 25 th , 2012.
September 19, 2012	Visit	Based on the call that FORSA received on September 11 th , 2012 and after Engineer Abu Nar returned from his US visit, he paid a visit to the Ministry of Interior to clarify all Pathfinder status related issues and legalities. The visit was very well perceived and appreciated.
September 25 th 2012	Meeting	As arranged, FORSA Management team met with the MoISA Social Care Department Head to discuss the MoU entailing FORSA Project implementation.

Date	Description	Outcome
		<p>Based on FORSA team inputs, the Social Care Department drafted the MoU and the FORSA management team went through it word by word making sure it reflected the project's objectives and strategy. The Social Care Department also approached MoISA branches at Assuit and Souhag governorates and has already nominated lists of potential CDAs to work with the FORSA Project, which will save some time for the FORSA team once the implementation starts. After amending the MoU, the Legal Department will review it so that it can be signed by the Minister herself.</p> <p>The Social Care Department Head seemed very confident and welcoming, urging the middle management to amend and review the MoU as soon as possible. Once the MoU is signed, FORSA can go to the field with no further delays.</p>
30 th September 2012	Phone Call	A follow up phone call took place to MoISA Social Care Department. The Social Care Department informed FORSA Management team that the MOU is currently being reviewed by the Legal Department and that they will get back to us once they receive the Legal Department feedback.
7 th October 2012	Phone Call	FORSA Management Team received a phone call from the Social Care Department requesting copies of Pathfinder LLC registration papers. FORSA Management team sent all the requested documents.
8 th October 2012	Phone Call	FORSA Management Team received a phone call from the Social Care Department requesting copies of Pathfinder previously signed MOUs with Governors. FORSA Management team sent all the Signed MOUs.
9 th October 2012	Phone Call	FORSA Management Team received a phone call from the Social Care Department requesting resending the copies of Pathfinder LLC registration papers to Ms. Aisha Abdel Rahman. FORSA Management team resent all the requested documents.
10 th October 2012	Phone Call	A follow up phone call took place to MoISA Social Care Department. The Social Care Department informed FORSA Management team that all the requested documents were sent to the Legal Department and is currently being reviewed and that they will get back to us once they receive the Legal Department feedback.
October 16, 2012	Phone Call	A follow up phone call took place to MoISA Social Care Department. The Social Care Department informed FORSA Management team that the MOU and all related documents are currently being reviewed by the Legal Department and that they will get back to us once they receive the Legal Department feedback.
October 22, 2012	Phone Call	A follow up phone call took place to MoISA Social Care Department. The Social Care Department informed FORSA Management team that the MOU and all related documents are currently being reviewed by the Legal Department and that

Date	Description	Outcome
		they will get back to us once they receive the Legal Department feedback.
October 31, 2012	Phone Call	A follow up phone call took place to MoISA Social Care Department. The Social Care Department informed FORSA Management team that the MOU and all related documents are currently being reviewed by the Legal Department and that they will get back to us once they receive the Legal Department feedback.
November 5, 2012	Phone call	FORSA Management called the office of the Head of the Social Care Sector to inquire about the Legal Department progress reviewing the proposed MoU. It was clarified we have to follow up with NGOs department who were addressed by the legal department for further inquiries
November 6, 2012	Visit	FORSA Management visited the Head of the NGOs department to inquire about the Legal Department letter regarding the proposed MoU. It was clarified MoU is still to be re-visited taking into consideration the turbulent political circumstances.
November 7, 2012	Phone call	FORSA Management called the office of the Head of the Social Care Sector to inquire about the Legal Department progress reviewing the proposed MoU, highlighting that the MoU is not finalized yet. We were informed that all the affiliated departments are to meet to discuss the MoU and we are to be present.
November 8, 2012	Meeting	FORSA Management visited MoISA sector-head, and it was clarified that the turbulent political circumstances and the reservations regarding the foreign funding for NGOs will force us to drop the idea of signing a Memorandum of Understanding. Nevertheless another implementation path was suggested. MoISA will nominate to FORSA team Umbrella NGOs in both Assiut and Souhag Governorates at district level based on FORSA criteria and according to their annual financial and technical reports and evaluations to ensure they are the best to work with.
November 19, 2012	Phone call	FORSA Management called the office of the Head of the Social Care Sector to follow up on the nominations of the Umbrella NGOs in both Assiut and Souhag Governorates. The Head of the Social Care Sector informed FORSA team that the nominations has been sent to the governorates and that we are still waiting for their reply
November 20, 2012	Meeting	FORSA Management met with the Head of the Central Level Sector for the Minister's office and discussed the status of FORSA project. The Head of the Central Level Sector informed FORSA Management that he will discuss the issue with the sectors heads and get back to us next week.
December 2, 2012	Meeting	Forsa Team met with the Head of the Central Level Sector for the Minister's office

Date	Description	Outcome
		<p>to discuss the status of FORSA project. During the meeting the following decisions were made:</p> <ol style="list-style-type: none"> 1) A committee on the Central Level will be formed. This committee will include representatives from: <ul style="list-style-type: none"> • Legal Department • Social Care Department • Women’s Department • NGOs Department • Pathfinder Representative in Egypt • Districts Managers in the governorates 2) The role of the committee will be: <ul style="list-style-type: none"> • To be involved in the umbrella NGOs selection process • To monitor and evaluate the project implementation activities within the NGO 3) It was agreed that a memo will be prepared by the Head of the Central Level and the NGOs Sector to be sent to her Excellency the Minister of Insurance and Social Affairs to take her approval on the formation of the committee. 4) At the same time, as the committee formation approval is in process, Mr. Kamal, the Head of the Central Level, will call the Districts Managers in the two governorates to ask them to nominate around 20 umbrella NGOs from which the committee will select around 7 to work with.
December 5, 2012	Meeting	<p>Forsa Team met with the Head of the Central Level Sector for the Minister’s office to discuss the status of FORSA project. During the meeting FORSA team took copies of 2 letters that were sent to the Heads of MoISA Directorate in Souhag and Assiut governorates asking them to assist FORSA team by nominating active UNGOs to</p>

Date	Description	Outcome
		start the institutional and financial assessments by FORSA team in collaboration with the directorates.
December 11, 2012	2 Meetings	FORSA Team met with the heads of MoISA Directorate at Assiut and Souhag governorates. During the meetings the Head of MoISA Directorate in Assiut provided FORSA Team with a list of nominated active UNGOs in Assiut governorate in order to start the institutional and financial assessments for these UNGOs. As for Souhag governorate, the Head of MoISA Directorate requested to hold an orientation meeting for all the active UNGOs in the governorate prior to the assessment. It was agreed that the orientation meeting will be on December 18, 2012.
December 18, 2012	Orientation meeting	Based on the Head of MoISA Directorate request, an orientation meeting was held in collaboration with MoISA Directorate for the active UNGOs in Souhag Governorate.
December 18-21, 2012	UNGOS Assessment	Pre Award Assessment Field visits to the nominated UNGOs: Using FORSA tools for institutional and financial pre award assessment, 12 nominated UNGOs were assessed through field visits in 4 districts at Souhag.
December 22-26, 2012	UNGOS Assessment	Pre Award Assessment Field visits to the nominated UNGOs: Using FORSA tools for institutional and financial pre award assessment, 7 nominated UNGOs were assessed through field visits in 6 districts at Assiut.
December 30, 2012	UNGOS Final Selection	Following the pre award assessment scoring and pre-set criteria for evaluation, FORSA technical team selected six UNGOs, three at each intervention governorate. Final selection reports were developed and shared with MoISA directorates at both Assiut and Souhag as well as MoISA central level.
January 8-10, 2013	Proposal writing training	From 8 to 10 January 2013, three participants from each selected UNGO were trained on proposal writing skills at a workshop held at MoISA Assiut Directorate and attended by MoISA undersecretaries at both Assiut and Souhag. The training included detailed explanation and analysis of development problems and how FORSA Project development intervention is structured to contribute to alleviating them.
January 14-22, 2013	CDAs Assessment	Following the proposal writing training, pre award assessment visits scheduled from 14 to 22 January 2013 was coordinated with each UNGO and MoISA directorates. Following FORSA Pre Award Assessment kit for CDAs, a technical committee was

Date	Description	Outcome
		<p>formed to review the pre award scoring sheets, discuss assessment team impressions and select partner CDAs for each of the UNGOs at Souhag and Assiut.</p> <p><u>Souhag Governorate:</u></p> <p>FORSA pre award assessment team accompanied by UNGOs and MoISA representatives visited 46 potential partner CDAs from 6 different districts</p> <p>After administering a terrorist check, 35 partner CDAs were selected as follows:</p> <p>Tahseen Awdaa El Maraa wa Al Tefl UNGO (10 CDAs).</p> <p>Sohbet El Kheer UNGO (10 CDAs)</p> <p>Al Masria LeTanmia Al Insanial UNGO (15 CDAs)</p> <p><u>Assiut Governorate:</u></p> <p>FORSA pre award assessment team accompanied by UNGOs and MoISA representatives visited 47 potential partner CDAs from 5 different districts.</p> <p>After administering a terrorist check, 40 partner CDAs were selected as follows:</p> <p>Al Khairia Al Islamia in Al Bora UNGO (5 CDAs)</p> <p>Tanmiet El Mogtamaa in Sahel Seleim UNGO (15 CDAs)</p> <p>Tanmiet El Mogtamaa in Al Hawatka UNGO (20 CDAs)</p>
		<p>Parallel to partner CDAs selection process, FORSA team worked with each UNGO on writing the granting proposal to be submitted to MoISA.</p> <p>Proposal first draft was thoroughly reviewed by FORSA team where comments and changes were discussed with UNGOs board members and amendments were made.</p> <p>Coordinating with MoISA directorate and central levels, FORSA team supervised compiling all the supporting documents and proposal attachments needed from each UNGO.</p>
January 28, 2013		All six UNGOs sent their proposals to MoISA Directorates at Souhag and Assiut who sent them to MoISA central level with attached letters approving to work with Pathfinder from their side and asking them for their approval.
January 30, 2013		MoISA central level Grants Department received the granting proposals through

Date	Description	Outcome
		directorates' letters and they are currently being reviewed.
February 2013		Almost daily follow up calls to MoISA Central Level were made to follow up on the approvals of the 6 proposals that were submitted end of January 2013.
March 5, 2013		Follow up letters were sent from the UNGOs directly to the MoISA Minister's office asking the Minister to approve the receipt of Pathfinder International's grant ASAP.