



USAID | **AFGHANISTAN**
FROM THE AMERICAN PEOPLE

**SERVICES UNDER PROGRAM AND PROJECT OFFICE
FOR RESULTS TRACKING PHASE II (SUPPORT II)
PROGRAM**

FIRST QUARTERLY REPORT, OPTION YEAR 2

Contract No. AID-306-C-12-00012



Checchi and Company Consulting, Inc.

1899 L St, NW, Suite 800
Washington, D.C. 20003

October 21, 2014

Table of Contents

I.	PROJECT OVERVIEW	1
II.	EXECUTIVE SUMMARY	2
2.1	Key Achievements	2
2.2	Constraints and Critical Issues	2
III.	ACTIVITY IMPLEMENTATION	3
Task 1	Performance Monitoring Support	4
Task 2	Program Results Data.....	4
Task 3	Information Reporting.....	5
Task 4	Monitoring	5
Task 5	Recommendations	6
Task 6	Evaluations of Mission Funded Programs	6
Task 7	Annual Review of Assistance Objectives	7
Task 8	Afghanistan National Development Strategy (ANDS) Tracking Task.....	7
Task 9	Field Based Assessments	7
Task 10	Logistical Support	8
Task 11	Communications and Outreach Support	9
Task 12	Translation Services	9
Task 13	Information Management.....	9
IV.	COLLABORATION WITH GIroA AND OTHER PROJECTS	11
4.1	Links with GIroA.....	11
4.2	Links with Other Donors.....	11
4.3	Links with Other USAID Projects	11
V.	MANAGEMENT & ADMINISTRATION ISSUES	12
5.1	Administration	12
5.2	Personnel	12
5.3	Security	12
5.4	Modifications and Amendments	12

I. PROJECT OVERVIEW

The Services under Program and Project Office for Results Tracking Phase II (SUPPORT II) project is implemented by Checchi and Company Consulting, Inc. under the terms of USAID Contract No. AID-306-C-12-00012.

SUPPORT II provides a host of services through USAID/Afghanistan's Office of Program and Project Development (OPPD) to improve the efficiency of programs/projects/activities implemented by the Mission's Technical Offices. This first quarter report under Option Year 2 (OY-2) covers the period July 5, 2014 - October 4, 2014.

SUPPORT II services to OPPD include the following:

- Assessments, performance evaluations, and gender analyses;
- Logistical support for hosting conferences, meetings, and workshops;
- Management information and reporting;
- Mapping services and products;
- Performance Management Plan (PMP) and related activities;
- Independent monitoring; and
- Translation and interpretation services.

SUPPORT II subcontractors include Danish Translation Services, Social Impact Inc., Social Development and Legal Rights, Synergy International Systems, Inc., and Overseas Strategic Consulting, Ltd.

II. EXECUTIVE SUMMARY

2.1 Key Achievements

SUPPORT II successfully accomplished the following activities in support of USAID Afghanistan's monitoring and evaluation (M&E) goals and objectives:

- Completed reports for two performance evaluations: the Office of Economic Growth and Infrastructure (OEGI) Engineering Quality Assurance and Logistical Support (EQUALS) and Commercialization of Afghanistan Water and Sanitation Activity (CAWSA) projects. Both were approved.
- Submitted one gender analysis report, for the Early Grade Reading and Math (EGR/M) project. SUPPORT II received final approval from the technical office for the SAFAC report, submitted in the previous quarter, as well as for EGR/M.
- Completed one assessment, the Civilian Assistance Program Afghanistan Assessment (CAPAA). The assessment report for CAPAA was finalized and approved.
- Completed field work and submitted draft reports for two assessments: the Office of Agriculture (OAG) Agricultural Policy Constraints and Institutional Architecture Analysis for Agricultural Enabling Environment (Agriculture Policy) assessment; and an assessment of the Government of the Islamic Republic of Afghanistan (GIROA) Monitoring and Evaluation System.
- Initiated three activities: the OEGI Economic Growth and Governance Initiative (EGGI) Evaluation / Assessment of Afghanistan Public Financial Management Road map activity; the Gender Analysis of Nutrition; and the Strengthening Pharmaceutical Systems evaluation.
- Completed the STOM monitoring activity's pilot phase in the western provinces of Herat, Badghis, Farah and Ghor. Initiated expansion into eastern and southern provinces for the STOM extension.
- Hosted one workshop for one Implementing Partner (IP) with a total of 70 participants.
- Provided the Mission with over 240 pages of translations.
- Assisted the Mission, IPs and short-term consultants (STTA) with 24 mapping requests.

2.2 Constraints and Critical Issues

After multiple security incidents in Kabul in early 2014 and general uncertainty about the results of the election, SUPPORT II faced significant challenges recruiting expat consultants. As the election issues were resolved at the end of this quarter and a new President took office, SUPPORT II anticipates some relief in the recruitment challenges faced.

III. ACTIVITY IMPLEMENTATION

3.1 Summary Status of Tasks and Deliverables

A summary page will be included in all Quarterly Activity Reports to allow the COR and USAID/A to track performance and progress against specific tasks and deliverables. The table below will be revised once we receive directions from the COR on specific tasks and deliverables.

<i>TASK</i>	<i>TASK & DELIVERABLE</i>	<i>STATUS OF DELIVERABLE</i>
1	PMP and related activities	Mission's annual DQA completed. Other activities as determined by the COR.
2	Track results and collect data quarterly	To be determined by COR
3	Analyze Mission's procedures for generating information for periodic report.	To be determined by COR
4	Third Party Monitoring	As requested by COR. [STOM pilot phase completed, extension phase underway.]
5	Recommend when program evaluations should be conducted based on third party monitoring	As requested by the COR.
6	Evaluation of Activities, Programs and Projects Deliverable 6. On an annual basis perform at least 15 interim or final evaluations of Mission funded program.	As requested by the COR.
7	STTA to review Mission's Assistance Objectives	As requested by the COR.
8	Track Mission's contributions to ANDS	As requested by the COR.
9	Conduct Field Based Assessments	To be determined by COR.
10	Logistical support for conferences	As requested by the COR.
11	Communication & Outreach Support	As requested by the COR.
12	Translation and Interpretation Services	As requested by the COR.
13	Mapping & Information needs	As requested by the COR.

3.2 Key Activities Accomplished

The reporting format for our QAR reflects the tasks identified in our Annual Work Plan and the Contract document. All Tasks and Deliverables are tailored to the needs of USAID/A and are intended to improve the overall efficiency and effectiveness of the Mission's programs, as well as to improve the information and reporting mechanisms, products, and systems.

Task 1 Performance Monitoring Support

Task 1: The Contractor shall collaborate with OPPD and the Mission's technical offices to establish a Performance Management Plan (PMP) for the Mission, and revise PMPs at the Assistance Objective and program area levels to respond and adhere to new standard indicators and other relevant guidance for Afghanistan, with final approval by the Mission.

Deliverable 1: Revised USAID/Afghanistan PMP 2011-2015 and annual updates for the remaining years of the contract.

Deliverable 2: Updates to the Mission's PMP through the semi-annual portfolio review process to reflect changes in strategy, targets and/or activities. This deliverable is due semi-annually.

Deliverable 3: Semi-annual PMP Data Quality Assessment Report. This deliverable is due 30 days after each semi-annual portfolio review.

Deliverable 4: A report recommending streamlined processes and procedures for generating data and/or information reports that require multiple formats as required by USAID/Washington, the State Department, GIRoA, and other USG agencies as applicable.

Status: COR reviewed the submitted OY2 PMP and requested changes, which will be re-submitted.

Task 2 Program Results Data

Task 2: The Contractor shall collaborate with relevant USAID/Afghanistan staff to track program results against indicators, targets, and baselines in the PMP. The Contractor shall collect data on a quarterly basis from the Government of the Islamic Republic of Afghanistan (GIRoA), other donors, and public data sources, and shall identify data that needs to be collected and reported by USAID implementing partners (contractors, grantees, non-governmental organizations (NGOs), GIRoA) to establish baselines for all indicators. The Contractor shall provide guidance to USAID implementing partners on data specifications, and shall provide them with training as needed to ensure that PMP-related data is being captured and reported. The Contractor shall collect, collate and analyze data presented by USAID implementing partners in their periodic reports and updates.

Deliverable 1: This activity is related to Task 1 and will be determined and requested by the COR.

Status: SUPPORT II received no requests under Task 2 for this reporting period.

Task 3 Information Reporting

Task 3: The Contractor shall analyze the Mission's procedures for generating information for periodic reports and data calls, including but not limited to the PPR, OP, Mission Strategic Plan (MSP), and the various formats required for each report. The Contractor shall prepare recommendations on how to streamline management and reporting of the data/information, and use of program information systems to improve efficiency and reduce the amount of time spent on preparing related reports and responding to data calls.

Deliverable: Recommendations on how to streamline the management and reporting of data and information and use of program information systems to improve efficiency and reduce the amount of time spent on preparing related reports and responding to data calls. This activity is related to Task 1 and will be determined and requested by the COR.

Status: There was no activity during this reporting period.

Task 4 Monitoring

Task 4: The Contractor shall provide short and long-term technical assistance for the purpose of conducting field-based project monitoring. The Contractor shall provide monitoring teams with the necessary skills and experience for USAID/Afghanistan COR concurrence; provide logistical support and quality control to visit project sites in the field and monitor project performance and project activities; facilitate presentations to the Mission, GIRoA, and other donors and partners on the findings, and solicit feedback on recommendations; and finalize monitoring report in coordination with OPPD and the relevant technical office.

Deliverable: Field based monitoring of programs as identified and requested by the COR.

Status: SUPPORT II completed the pilot phase of the Short Term Objective Monitoring (STOM) activity for Regional Platform- West (RP-W) in Option Year 1. In July, USAID notified SUPPORT II that STOM would be extended. In September, USAID issued an SOW which extended the life of STOM to March 31, 2015, and expanded the geographic scope to include new priority projects in RP-East and RP-South.

For the West, new activities added included: ACE/ADF, ABADE, CBCMPII, and AEEPII; USAID dropped SPECS and AGRED from the list. STOM continued to monitor ACEP and PCH activities, and awaited the start of the BELT Textbook distribution activity. During the reporting period, SUPPORT II submitted monthly monitoring reports on ACEP activities in Ghor, Farah, Badghis, and Herat provinces for June, July and August and separate reports on monitoring activities for AGRED, ACE/ADF, ATAR and ABADE.

SUPPORT II received a list of activities for the East and South and has identified three M&E Team Leads for these regions (the East is split into Kabul-based and Jalalabad-based teams). SUPPORT II also began meeting with CORs/AORs for the new projects to discuss the types of activities for monitoring, priority provinces, and the associated timelines. Meetings with technical offices took place to discuss the monitoring needs for the following projects: AWDP, ATAR, IDEA-NEW, RADP-S, TB Care, and PCH. SUPPORT II also met on September 18 to present on STOM progress thus far, and to inform new USAID staff on the challenges and successes of STOM's objective third

party monitoring activities in Afghanistan. While the budget for the second phase of STOM was being reviewed, SUPPORT II monitored a few activities in RP-E which could be covered with existing resources. Once the STOM budget was approved on September 29, SUPPORT II began the hiring process for STOM Team Leads and Monitors. Training for new STOM staff will take place on October 15 and 16.

Task 5 Recommendations

Task 5: The Contractor shall coordinate with OPPD and relevant technical offices to recommend when program evaluations should be conducted based on third party monitoring. The Contractor shall identify the following situations, which could also trigger the need for an evaluation:

- Performance information indicates an unexpected result (positive or negative) that should be explained (such as gender-differentiated results);
- Informed feedback from customers, partners or others suggests that there are implementation problems, unmet needs, or unintended consequences or impacts;
- Issues of sustainability, cost-effectiveness, or relevance have been cited in the portfolio review or PMP monitoring process; or
- The validity of Results Framework hypotheses or critical assumptions are questioned, e.g. due to unanticipated changes in the host country environment.

Deliverable: Recommendations for conducting evaluations based on third party monitoring findings and conclusions, including the above criteria.

Status: The draft report for the GIRoA M&E Assessment recommended that USAID ensure that the 2014 DQA include PCH indicators for Penta3 and ANC. SUPPORT II will ensure that these two indicators are included in the DQA SOW.

Task 6 Evaluations of Mission Funded Programs

Task 6: On an annual basis, the Contractor shall perform at least 15 interim or final evaluations of Mission-funded programs, projects and/or activities, analyzing progress made, lessons learned, issues and challenges encountered during implementation, and relevance to USAID/A's Assistance Objectives.

Deliverable: At least 15 interim or final performance evaluations, including assessments and gender analyses of Mission funded programs.

Status: During this reporting period the following evaluations were initiated and/or completed:

1. After a meeting with the World Health Organization to resolve one outstanding issue with the report, completed the evaluation report for the Disease Early Warning System, receiving final approval on September 15, 2014.
2. Received final approval from OPPD for the Civil Service Commission (CSC) evaluation report on August 26, 2014. This final version includes a response from the CSC, which was annexed to the report as a Statement of Difference. Completed field work for OEGI's Engineering Quality Assurance and Logistical Support (EQUALS) evaluation. The draft final report was submitted on July 8, 2014. SUPPORT II received comments from the technical team on July 14. After

a conference call on July 28, OEGI agreed to accept the evaluation report, but requested the ability to submit a Statement of Difference to be included as an annex. Once the Statement is received and incorporated, SUPPORT II will resubmit the final report for final approval.

3. Completed field work for OEGI's Commercialization of Afghanistan Water and Sanitation Activity (CAWSA). The final presentation was held on July 22, and SUPPORT II submitted the draft report on August 23 and a revised version on September 13. The report was accepted on September 30.
4. Completed field work for Strengthening Pharmaceutical Systems (SPS) evaluation, with the in-briefing held on August 24. The draft report is expected in the next quarter.
5. Initiated field work for OEGI's Economic Growth and Governance Initiative (EGGI) Evaluation / Assessment of Afghanistan Public Financial Management Road Map activity. The in-briefing was held on September 8, and the Team Leader gave a special presentation to USAID on Afghanistan's public financial management on September 18.
6. Received the SOW for the LARA final evaluation, the ABADE mid-term evaluation, and the TB Care final evaluation.

Task 7 Annual Review of Assistance Objectives

Task 7: The Contractor shall provide short and long-term technical assistance to conduct and complete annual reviews of each of USAID/Afghanistan's Assistance Objectives, measuring progress of activities against established intermediate results, and analyzing whether the activities under an Assistance Objective are working cohesively to address the Assistance Objective's overall goal. The review shall also include a comprehensive statement of the overall impact of the USAID/Afghanistan-supported program.

Deliverable: This task is related to Task 1 and requests for support services and specific deliverables will be identified and requested by the COR.

Status: There was no activity during this reporting period.

Task 8 Afghanistan National Development Strategy (ANDS) Tracking Task

Task 8: The SUPPORT Contractor shall track USAID's contributions against ANDS benchmarks & timelines, and shall help the Mission to mesh them with USAID's own targets and indicators where it is appropriate to do so.

Deliverable: This task is related to Task 1 and requests for support services and specific deliverables will be identified and requested by the COR.

Status: There was no activity during this reporting period.

Task 9 Field Based Assessments

Task 9: The Contractor shall conduct field-based assessments, particularly in post-conflict and transitional environments, and draft performance-based SOWs, from which it shall provide short-term technical assistance for accomplishment of the tasks listed above.

Deliverable: Draft and obtain approvals for performance based SOWs, recruit and provide STTA to undertaken field based monitoring, and submit report on each activity.

Status: During this reporting period the following assessments and gender analyses were initiated and/or completed:

1. Completed the assessment report for the Agricultural Policy Constraints and Institutional Architecture Analysis for Agricultural Enabling Environment in Afghanistan. The final report was submitted in June 2014. SUPPORT II understands that the assessment report has been accepted by the technical team, and OPPD provided final comments in late September. SUPPORT II plans to submit the final revised report in the next quarter.
2. Completed a gender analysis for the anti-corruption SAFAC (previously ERACE) project. Activities began in April 2014 and SUPPORT II submitted the revised report on July 8, 2014. The report was accepted July 15, 2014.
3. Completed field work for the Early Grade Reading and Math (EGRM) project. The final report was submitted on August 5, 2014 and SUPPORT II received final approval on September 29.
4. The Civilian Assistance Program Afghanistan Assessment (CAPAA) draft report was submitted on July 31, 2014. SUPPORT II responded to ODG comments and submitted the final report on August 13, receiving final approval on August 26.
5. Completed field work for the GIRoA M&E System Assessment. Due to a death in the family, the Team Lead had to demobilize earlier than expected and complete the report from the U.S. The draft report was submitted in late September and a second draft was submitted in the second quarter (October 9, 2014).
6. Began the Gender Analysis of Nutrition with an in-briefing on September 24, 2014.
7. Received the SOW for the Preliminary Irrigation Assessment.

Task 10 Logistical Support

Task 10: In support of USAID/Afghanistan's training and donor coordination activities, the Contractor shall organize and facilitate workshops, conferences and meetings for USAID staff and their implementing partners.

The Contractor shall also organize presentations on USAID programs for the host country, other donors, and distinguished visitors (VIPs). When requested, the Contractor shall provide a facilitator. The Contractor's facilities shall be used for donor coordination meetings and the convening of advisory groups responsible for overseeing project implementation.

Deliverable: Provide secure conference facilities to the Mission and its Implementing Partners, with a facilitator as required. As requested by the COR, organize presentations as discussed above.

Status: SUPPORT II conference facilities include two rooms, each with a seating capacity of 40-50 people. SUPPORT II also provides several smaller meeting rooms.

During this reporting period, SUPPORT II hosted the 8th M&E Summit for the Stabilization Unit's MISTI project. Seventy individuals attended this event.

Task 11 Communications and Outreach Support

Task 11: The Contractor shall maintain website contents publishing and update, as well as writing and editing support on a number of information product tasks.

Deliverable: Contract Modification 7 (September 25, 2014) revised the description of this task to include production and dissemination of documentary short films, video and audio productions, and website content or software.

Status: No update for this activity.

Task 12 Translation Services

Task 12: The Contractor shall provide translations of technical and legal documents (into English, Dari and/or Pashto), and intermittent short term interpreters available on short notice and able to function in all of these three languages and in the technical areas of the USAID portfolio. They shall accompany Mission staff to official meetings and meetings in the field, have (or easily qualify to obtain) security background checks, and shall be able to accurately discuss development topics in the Mission portfolio in Dari, Pashto and English.

Deliverable: Translations and/or translators as requested by the COR.

Status: During this reporting period the following translations were undertaken on behalf of the Mission:

1. For Combatting Trafficking in Persons (CTIP), translated the following document from English to Pashto: Internal Audit Plan, Evaluation Research Annual Plan, Annual M&E Plan (145 pages).
2. For the CAPA Assessment (CAPAA), translated the Action Plan for the Drafting Committee on Compensation Law (Dari to English, 5 pages).
3. For CAPAA, translated the Ministry of Finance report to the Cabinet on Code 24 (Dari to English, 1 page).
4. For CAPAA, completed translation of the Ministry of Public Works' 12-year Activity Report from Dari to English (45 pages).
5. Translated the Afghanistan Independent Human Rights Commission (AIHRC) draft compensation law from Dari to English for CAPAA (9 pages).
6. For CAWSA evaluation, translated the Zaranj customer survey from English to both Dari and Pashto (1 page each).
7. Translated the PCH Monitoring and Verification Tool (English to Dari and Pashto) for STOM monitors in Herat province (7 pages each).
8. Translated tools and training materials for the Nutrition and Gender Assessment (English to Dari and Pashto, 25 pages).

Task 13 Information Management

Task 13: To support the USAID/Afghanistan information management needs, the Contractor shall provide information management services, systems, and other resources that help to effectively manage the demand for information and information products.

Deliverable: Mapping products and other data and/or information as requested by the COR.

Status: Mapping services and mapping products are provided as requested. We responded to the following requests during this quarter:

- For the monthly STOM reports, converted the coordinates from GPS-tagged photos' properties to shape files (4).
- Plotted and prepared a map of the location of ACEP activities monitored by the STOM activity in the western region of Afghanistan. Did this for three monthly STOM reports (3).
- Converted X,Y coordinates to shape file for August and September monthly STOM reports, and map the STOM monitoring activities in RP-East (ACEP) for these two monthly reports (2).
- Produced updated and clarified map of Western region by districts for STOM (1).
- Prepared map of Afghanistan with RP East and RP West highlighted for August STOM report (1).
- Produced maps for STOM STTA for RC East and RC South for upcoming STOM extension (2).
- Provided data quality check of USAID clinic locations, compared to the X,Y coordinates taken by STOM monitors for the PCH monitoring activity in RP West (1).
- Edited and printed map of EQUALS Quality Assurance (QA) Sites (1).
- Produced map of the Ghulam Khan Trade Route (1).
- Received shape files from USAID for the Kabul-Khost-Gulam Khan road to prepare a zone of influence map for a planned cost benefit analysis for OEGI (1).
- Produced map of Gardez-Khost road for upcoming SUPPORT II activities (1).
- Produced Kabul-Gardez road map for upcoming activities (1).
- Prepared general map of Afghanistan for GIRoA M&E STTA (1).
- Produced Kabul city road map for security team (1).
- Produced and printed detailed map of Herat city for security team (1).
- Produced detailed map of Herat province for STTA (1).
- Produced Kabul City map of police districts for staff awareness of security incidents (1).

IV. COLLABORATION WITH GIROA AND OTHER PROJECTS

4.1 Links with GIROA

As previously mentioned, SUPPORT II is not a traditional USAID development project. SUPPORT II's links with GIROA officials are limited to contacts made in the course of conducting assessments, evaluations, and gender analyses.

4.2 Links with Other Donors

SUPPORT II staff collaborate with DfID (UKAID), World Bank, and UN staff on evolving monitoring and evaluation activities and data acquisition.

4.3 Links with Other USAID Projects

SUPPORT II staff have met with USAID's MISTI project staff on a quarterly basis to share lessons learned from both projects' experiences with independent remote monitoring tasks. In addition, SUPPORT II establishes appropriate links with all stakeholders, including other USAID projects, during the course of conducting assessments, evaluations, and gender analyses.

V. MANAGEMENT & ADMINISTRATION ISSUES

5.1 Administration

As previously reported, SUPPORT II received a referral letter on January 26, 2014 from USAID's property office to initiate registration of the armored Toyota received from USAID as excess property, and has started the registration process with the Ministry of Foreign Affairs and related sections of the Ministry of Interior Affairs. The vehicle is fully insured and its tinted windows were replaced. Checchi was directed by the GSO to the Motor Vehicle Department to locate registration documents GSO previously submitted to finalize the registration process.

5.2 Personnel

Mr. Hoppy Mazier, Chief of Party (COP), submitted his resignation on August 6, 2014 and demobilized on September 4 to his home of record in Uruguay. Mr. Bradley Baxter was approved by USAID as the new COP on September 6, 2014; however, his mobilization has been delayed pending receipt of medical clearance. Ms. Lisa Jenkins, Communications Specialist, resigned on September 4 and demobilized on October 2. Ms. Naseema Noor was approved to fill the position on September 28 and will join the project in mid-October.

Mr. Naqibullah Wali, Logistics Manager, received his Special Immigration Visa and departed post. Mr. Bezhan Muradi, Translation and Knowledge Manager, replaced Mr. Wali as the new Logistics Manager. Mr. Najibullah Wali joined as Logistics Assistant, and Mr. Mohammad Taher Nooran joined as a Translator. Mr. Sayed Jawed, the accountant for the STOM project, also received his Special Immigration Visa, and was replaced by Mr. Fardeen Sakhi, who will serve as the Lead Accountant at SUPPORT II.

5.3 Security

The project did not have any security-related incidents during this reporting period. All LTTA/STTA used an Afghan Public Protection Force (APPF)'s mobile security team member while traveling around Kabul city and to adjacent provinces. Checchi ended its Option Year 1 subcontract with Garda World and, following a competitive procurement process, awarded a new subcontract to Edinburgh International (EI) for Option Year 2. Richard Warilow, Kit Bawden, Silvio Blazekovic and Arnold Goosen provide Risk Management Consulting services under Checchi's subcontract with EI. Three RMCs are in-country at a time on a rotating basis. Checchi will continue to have APPF guards for external static security and as mobile armed escorts.

5.4 Modifications and Amendments

Two contract modifications were executed during the reporting period. Modification 6 (August 18, 2014) revised the contract's Key Personnel clause (Section F.5) to replace Chief of Party Hoppy Mazier with Bradley Baxter and incorporated an updated (July 2014) version of AIDAR 752.7032 on International Travel Approval and Notification Requirements. Modification 7 (September 25, 2014) added Level of Effort (LOE) for three new M&E Specialist positions and revised the description of the Communications

and Outreach Support task to include production and dissemination of documentary short films, video and audio productions, and website content or software.