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

THIRD QUARTERLY REPORT, OPTION YEAR 2

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



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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 activities, programs and projects implemented by the Mission's Technical Offices. This third quarterly report under Option Year 2 (OY-2) covers the period January 1 – March 31, 2015. 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) and monitoring and verification (M&V) goals and objectives:

- Assisted the Office of Afghanistan and Pakistan Affairs (OAPA) with logistical services and equipment and materials for its Regional Energy Symposium in Dubai.
- Recruited a highly qualified communications and public outreach team to assist the Office of Development and Public Outreach (DOC) with its proposed gender programming public awareness campaign.
- Completed a Data Quality Assessment (DQA) of three indicators of the Aga Khan Foundation's Multi Input Area Development Global Development Alliance (MIAD-GDA) project for the Office of Democracy and Governance (OAG).
- Held a conference in Kabul to present our report on engaging men in women's empowerment and rights achievement.
- Revised 27 DQA checklists for the Mission's DQA and PPM reporting to Washington.
- Provided USAID with recommendations for conducting DQA and PMP-related training to implementing partners and Mission staff.
- Completed three performance evaluations.
- Monitored 106 Afghan Civic Education Program (ACEP) events for ODG.
- Monitored 104 health clinics for the Office of Social Services' (OSSD) Partnership Contacts for Health Services (PHC) program.
- Verified the participation of nine Afghan companies in the Office of Economic Growth and Infrastructure's (OEGI) Building Afghanistan by Developing Enterprises (ABADE) program.
- Verified 35 demonstration farms and 42 training courses, and surveyed 210 farmer beneficiaries of the Regional Agriculture Development Program for the Office of Agriculture (OAG).
- Verified five grantees in Kabul province participating in OAG's Incentives Driving Economic Alternatives (IDEA/NEW) program.
- Verified three conference events for the Office of Infrastructure and Economic Development's (OEGI) Afghan Trade and Revenue Project.
- Reviewed 10 statements of work and began recruiting for upcoming activities (IDEA/NEW, ACE, FAIDA, ISLA, MoEc, ALBA, DOC Campaign, Regional Energy Summit, Call to Action)
- Hosted seven short term technical consultants (STTA) engaged in assessments, evaluations and a gender analysis (IDEA NEW (2), ACE (2), ALBA (2), DOC Campaign (1)).

- Translated 24 documents consisting of 224 pages from Dari to English for STTA and 60 pages of evaluation training materials from English to Dari and Pashto for the Ministry of Economy.
- Assisted short-term consultants (STTA) with developing 94 maps, and produced and printed one map for the OAPA event.

2.2 Constraints and Critical Issues

After multiple security incidents in Kabul and country-wide, SUPPORT-II faced significant challenges recruiting expat consultants willing to work in Afghanistan. As the spring offensive begins, SUPPORT-II anticipates continued recruitment challenges.

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 Contracting Officer Representative (COR) and USAID/Afghanistan 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. 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: During this quarter SUPPORT-II was requested to revise 27 DQA checklists previously submitted for the Mission’s annual DQA. This activity was completed and approved in March.

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: During this quarter, SUPPORT-II's Short-Term Objective Monitoring (STOM) team monitored five projects, as identified below:

1. The STOM team continued monitoring events sponsored by ODG's Afghan Civic Education Program (ACEP) program. A total of 106 events, including civic education sessions and journalism training courses, were monitored in the Regional Platform West's (RP-W) provinces of Herat, Badghis, and Farah; in the RP-East provinces of Nangarhar, Laghman, Kunar, Nuristan, Kabul, Kapisa, Parwan, Panjshir, Bamyán, Logar, Wardak, Paktya, Paktika, and Daykundi; and in the RP-South province of Kandahar. Following each event, STOM completed and sent event profiles to USAID. The team submitted three monthly reports on ACEP activities to ODG.
2. The STOM team continued monitoring and verifying grantees participating in OEGI's Assistance in Building Afghanistan by Developing Enterprises (ABADE)

program. Nine companies were verified: three in Herat, three in Kabul, one in Kandahar, and two in Nangarhar.

3. Similarly, the STOM continued monitoring grantees participating in OAG's Incentives Driving Economic Alternatives- North, East, and West (IDEA-NEW) program. Five grantees were verified in Kabul (RP-East).
4. STOM finished monitoring health clinics that are part of the Partnership Contracts for Health Services (PCH) program. A total of 104 clinics were monitored in the following provinces: 17 in Bamyan, 22 in Ghazni, 21 in Khost, 30 in Paktia, and 14 in Paktika. The team submitted provincial-level reports to OSSD for the five aforementioned provinces, as well as for Kabul.
5. STOM also monitored activities for OAG's Regional Development Agricultural Development Program-South program. Monitors visited 35 demonstration farms, where they observed 42 training courses in progress and surveyed 210 farmer beneficiaries. A report detailing observations at the farms is scheduled to be submitted to OAG in late April.

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, 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: There was no activity during this reporting period.

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/Afghanistan'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 completed and/or scheduled to begin in the first quarter of 2015:

1. OAG's assessment called the Preliminary Irrigation Assessment began October 18 and a draft of the final report was submitted January 23, 2015. The revised report was approved March 2.
2. OEGI's mid-term evaluation of the Assistance in Building Afghanistan by Developing Enterprises (ABADE) began November 2, 2014. A draft of the final report was submitted on January 11, 2015. The report went through several revisions and is awaiting approval.
3. OEGI's final performance evaluation and assessment of the Economic Growth and Governance Initiative (EGGI) program began on September 6, 2014 and the draft final report was submitted on November 20, 2014. As the report combined both the final evaluation and an assessment of GIRoA's public financial management progress for a future follow-on program design to support GIRoA, email exchanges between OEGI and the STTA resulted in numerous report revisions. The revised final report was submitted on December 7, 2014, and was approved on January 15, 2015.
4. OEGI's final performance evaluation of the Land Reform in Afghanistan (LARA) program began on October 14, 2014 and the draft final report was submitted on November 29, 2014. Several versions of comments were received from the technical office in December through January, and the report was approved on February 25, 2015.
5. OAG's final performance evaluation of the Incentives Driving Economic Alternatives – North, East, and West (IDEA-NEW) program began on February 22 and a draft of the final report was submitted April 9. SUPPORT-II is awaiting comments and feedback from USAID.
6. OAG's final performance evaluation of the Afghanistan Credit Enhancement (ACE) program began March 7. The ACE team is in the middle of fieldwork and expects to submit a draft of the final report in May.

At the close of this second quarter, SUPPORT-II has completed three evaluations and is awaiting the completion and approval of three others. We are planning and recruiting STTA for four evaluations requested for the third quarter 2015 that include:

1. ODG's Assistance to Legislative Bodies of Afghanistan (ALBA),
2. OEGI's Financial Access for Investing in the Development of Afghanistan (FAIDA) program, and
3. OEG's Initiative to Strengthen Location Administrations (ISLA)

We await further evaluation scopes of work to assist the Mission's programmatic decision making.

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 SUPPORT-II conducted the following assessments and gender analyses for the Mission:

1. OPPD/Gender Unit's Household Nutrition gender analysis was ongoing during the reporting period, with the revised final report submitted on January 27, 2015 and approved on January 29, 2015.
2. OEGI's Irrigation and Watershed Management (PIA) assessment started on October 18, 2014 and was extended to January 23, 2015. The revised final report and inventory of irrigation systems surveyed was submitted on January 25, 2015 and approved on February 28, 2015.

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 provided logistical assistance to OAPA's Regional Energy Symposium in Dubai. This effort involved booking conference space and rooms for 28 USAID staff and providing logistical services during the event in late March.

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: In March, OPPD requested that SUPPORT-II provide assistance to the Development and Communications (DOC) Office for its planned gender programming public awareness campaign. Recruitment of staff to assist the DOC was completed in March and a workplan is scheduled to be submitted to the DOC in mid-April.

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, SUPPORT-II completed 24 translations consisting of 224 pages for STTA engaged with evaluations and 60 pages of evaluation training materials for the Ministry of the Economy.

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 by the Mission and IPs with COR approval. During this reporting period, SUPPORT-II GIS staff provided STTA with 94 mapping products and OAPA with one map for its Regional Energy Symposium in Dubai.

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 typically limited to contacts made in the

course of conducting assessments, evaluations, and gender analyses. However, in this quarter the SUPPORT-II began a capacity building training partnership with the Ministry of Economy. In support of this effort, a meeting was held with DfID and Ministry of Finance representatives to ascertain linkages with their on-going monitoring and evaluation program.

4.2 Links with Other Donors

SUPPORT-II staff collaborates with DfID (UKAID), World Bank, and UN staff on evolving monitoring and evaluation activities and data acquisition as appropriate. For example, on March 25, 2015 SUPPORT-II staff met with DfID's Strengthening Afghanistan's Budget II team at the Ministry of Finance to learn about that program's M&E training activities and to identify possible synergies for training Ministry of Economy staff.

4.3 Links with Other USAID Projects

Prior to the closing of USAID's MISTI project, SUPPORT-II staff met with 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 the B6 armored vehicle received from the US Embassy over 12 months ago couldn't be registered because the US Embassy originally began the registration process then withdrew its paperwork for the vehicle's registration with the MOI, in March 2015 SUPPORT-II returned the vehicle to USAID and received a similar B6 vehicle with some registration time left for project use. The project now has two properly-registered armored vehicles available to transport STTA and long-term staff in Kabul and to adjacent provinces for assessments and evaluations.

5.2 Personnel

In February, Ms. Mussarat Arif, CCN Gender Specialist resigned to travel to the US under an Special Immigrant Visa and was replaced by Ms. Zubal Latif. Mr. Wajihullah Sahibzada replaced Mr. Noor Atel as the CCN M&E Specialist, with Mr. Atel moving into an STTA position to conduct training at the Ministry of Economy.

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. Kit Bawden, Silvio Blazekovic, Marcello Loncaric, Henryk Beben 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

There were no contract modifications or amendments processed during the reporting period.