

Plan of activities Carried out from January 1, 2015 to March 31, 2015

Assumptions:

1. CPI registration will be completed by March 31, 2015. In case registration takes less time, this plan will be put on hold and replaced immediately with full scale implementation plan.
2. All international Implementation Partners will be allowed to perform preparatory activities within their original scope under the Cooperative Agreement.
3. No activities will be conducted by local partners under this plan
4. All activities under this plan is to lay the foundations for full scale implementation after CPI receives its registration.

**CADRE PREPARATORY Work Plan: 1 January 2015 - 31 March 2015**

Activity and Milestone			J a n 5	F e b 5	M a r 5	Action/Resource needed/Notes
<b>0 Startup Activities</b>						
<b>Milestone: CADRE Program Office Functioning</b>						
<b>Team Responsibility: CPI Team</b>						
	0.1.	0.1.1. Establish and maintain CADRE Program Office				Bids and offers will be received and analysed for the procurement of limited computers and printers, Security Services, transportation services. Actual purchasing and contracting will be made after receiving CPI registration
		0.1.2. Recruitment of staff (Phase I: Pre-registration)				initiation of recruitment processes of COP, Grant Program Administrator, expat and local STTA for Capacity building strategy and plan, Local STTA for Rapid Assessment will be made. Actual hiring of staff will be made after CPI registration.
		0.1.3. Establish field office procedures and guidelines				HQ and FO
<b>Milestone: Obtain CPI Registration through Moa</b>						
<b>Team Responsibility: CPI Team</b>						
	0.2.1.	Continue CPI registration process with MoFA and Moss				
<b>Milestone: CADRE fully executes Implementing Partner (IP) sub-agreements</b>						
<b>Team Responsibility: CADRE Team</b>						
	0.3.	0.3.1. Issuance of full sub-agreements to International partners.				Sub Agreements for International Partners to carry out preparatory activities within their original scope under the Cooperative Agreement. Local Partners will be on PAUSE. Currently, all 3 int'l Implementation Partners have signed LOAs to carry out preparatory activities and are currently reviewing the draft sub-agreements sent by CPI. All IIPs are working under a signed LOA which are renewed until the subagreements are finalized and signed.
<b>Milestone: Work Plan and PMP approved by USAID</b>						
<b>Team Responsibility: CADRE Team and USAID/Egypt</b>						
	0.4.	0.4.1. Development of M&E Operational Manual				
<b>Milestone: Program Training Strategy Developed</b>						
<b>Team Responsibility: STTA Training Specialist, CADRE Team, and USAID/Egypt</b>						
	0.6.	0.6.1. Assess training needs for components 1-3 and Prepare integrated training strategy for CADRE Program				Initiation of recruitment for International and local STTA training advisors; actual hiring will be made after registration.
<b>Milestone: Communication Strategy developed</b>						





4.3.	Establish and Award Thematic and Special Solicitations Grants: 1. Voter and civic education; 2. Consensus building and reconciliation; 3. Religious tolerance and dialogue; 4. Combating sexual gender-based violence; 5. Human Rights and transitional Justice										
<b>Milestone:</b> Preparation of Tender documents initiated											
<b>Team Responsibility:</b> CPI Team											
		4.3.1.	start the preparation of the grant tender documents for the program's key thematic and special solicitations grants: 1. Civic education; 2. Consensus building, reconciliation, Religious tolerance, and dialogue; 3. Anti corruption; 4. Combating sexual gender-based violence; 5. Human Rights and transitional Justice including Counter Trafficking in Persons (C-TIP).								