



U.S.-Egypt  
Higher Education Initiative  
Private University Scholarships



**USAID** | **EGYPT**  
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INSTITUTE OF  
INTERNATIONAL  
EDUCATION

**Cooperative Agreement AID-263-A-15-00020**  
**Quarterly Report**  
**FY2015, Quarter 3**  
**Local Scholarship Program (LSP) – Private**

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## Executive Summary:

USAID awarded the Local Scholarship Program (LSP) – Private Universities to IIE, and on May 11, 2015 the agreement was signed between USAID and IIE. The start-up phase of the project began immediately after signing the agreement.

**During FY2015, Q3 (one and a half months from May 11 – June 30), the following activities took place:**

- Award, Negotiation and Signing of the agreement between USAID and IIE.
- Signing of the Agreement with AFS, the local Egyptian partner that will lead the outreach and recruitment.
- Outreach and Recruitment planning meetings held between IIE and AFS.
- Timeline of the Outreach and Recruitment developed.
- First draft of all the Outreach and Recruitment materials developed and sent to USAID for review.
- Fact Sheet developed and approved by USAID.
- Hiring process began.

## FY 2015, Quarter 3 Reporting against Annual Work Plan:

The Annual Work Plan was scheduled to be developed in Q4 and is currently under review by USAID. Below is a spreadsheet reporting against the current working draft of the Annual Work Plan.

#	Sub-Task Description	Outputs/Deliverables	Activities by Quarter					
			FY15, Q3	FY15, Q3	FY15, Q3	FY15, Q4	FY15, Q4	FY15, Q4
			Cohort 1	Cohort 2	Cohort 3	Cohort 1	Cohort 2	Cohort 3
<b>Task 0: Program start-up and Management</b>								
0.1	Develop transition plan for Project Director to assume leadership of LSP	Project Director recruited and assumed leadership of LSP						
0.2	Begin the recruitment process for the project staff and partner positions	IIE incremental program staff are hired; University asst. coordinators are contracted; partner positions are filled	Ongoing					✓
0.3	Finalize and execute legal service agreements for Universities	University sub-grants are finalized and signed						
0.4	Sign lease for additional office space	An additional office space is rented and prepared for the LSP program staff						✓
<b>Task 1: LSP Scholarship Program Recruitment, Selection and Placement</b>								
1.1	Initiate coordination meetings with USAID and stakeholders (contractual, technical, communications, etc.)	Partner institutions oriented and mobilized	Ongoing					
1.2	In coordination with USAID/Egypt, finalize application documents, selection criteria, and selection rubrics with rating matrices	Applications and rubrics with rating metrics are prepared and ready for use						✓
1.3	Host a selection orientation meeting together with AFS, program staff, and community volunteers to familiarize them with the finalized selection criteria and terms and conditions specific to LSP	AFS, program staff, and community volunteers are familiar with the finalized selection criteria and terms and conditions specific to LSP						✓
1.4	Develop and issue RFP for Bridge Year English-language and academic training program	RFP is issued for the selection of BYP training program provider						✓
1.5	Evaluate and select Bridge Year training provider among proposals received	Proposals screened and BYP training provider is selected					✓	

1.6	Identify tailored outreach and recruitment approaches to focus on recruitment in all of Egypt's 27 governorates		Done					
1.7	Initiate discussions with AFS-Egypt to coordinate outreach activities		Done					
1.8	Produce updated printed outreach materials					✓		
1.9	Conduct information sessions about the program within governorates, incorporating LOTUS and other IIE/partner program alumni					✓		
1.1	Disseminate information via media outlets: national and regional radio, Al Ahram newspaper					✓		
1.11	Disseminate information via IIE and partner websites and social media platforms including Facebook and Twitter					✓		
1.12	Identification of Candidates for Cohort 1					✓		
1.13	Application deadline					✓		
1.14	Criteria and application review					✓		
1.15	Financial application review					✓		
1.16	Home visits to short listed candidates					✓		
1.17	Interview camps for short listed applicants					✓		
<b>Task 2: Communications, Monitoring and Evaluation</b>								
2.1	LSP website design/launch and updating	LSP website is developed and updated to be used to disburse LSP Scholarship information and application materials – and continuously updated to keep stakeholders informed.		On-going				On-going
2.2	Set-up and maintain collaborative communication and survey tools	Survey tools are developed and implemented to gather student feedback and program evaluation data. Baseline survey will be conducted for Cohort 1 students to assess their leadership skills and community service involvement		On-going				On-going
2.3	Submit Annual Work Plan for Year 1 within 60days of the agreement award	Annual workplan finalized and submitted						✓
2.4	Submit Annual work plan for the whole duration of the program	Annual workplan finalized and submitted covering the whole duration of the program						✓
2.5	Submit revised Performance Monitoring Plan for full period of project performance, including a refined list of indicators and targets, within 60 days of agreement award	Final revised M&E plan submitted along with PIRs						✓
2.6	Submit Quarterly progress report	Quarterly progress report covering Q3 activities						On-going

## Staffing and Start-up

Staffing the LSP began with two major challenges. First, the program began just days after the planned Project Director began maternity leave. IIE began immediately recruiting for a temporary replacement for the Project Director. This proved difficult to find a person who met the dual qualifications of having eight years of scholarship management experience and a Master's degree. In May the planned Project Director informed us that for personal reasons she preferred staying in her current position with the LOTUS program rather than take a promotion to Project Director of the LSP. We then immediately began the process of finding a long-term Project Director. We have nominated a qualified candidate to USAID, but no final decision was made about her salary by the end of the quarter.

The recruitment of other staff began and progressed smoothly in Q3. We advertised and began interviewing in some cases for the following positions:

- Academic Advising and Partnership Manager
- Leadership and Community Service Officer
- M&E Officer

- Leadership and Community Service Coordinator
- Academic Advisor

In addition, the Finance Officer is a shared position with LOTUS, so the finance function is fully staffed. Although the recruitment was only just begun in Q3, the MENA Regional Director and Deputy Director worked with AFS and other IIE shared staff to keep on track of the plans.

Several potential spaces for office expansion were identified, but to save money, we decided that new staff will work from current office until September.

AFS was oriented this quarter, and the community volunteers and other outreach and recruitment partners will be oriented in July and August. Education for Employment (EFE Egypt) which is the employment partner, was informed generally of the award but will not be fully oriented until FY 2016.

## Outreach and Recruitment

The planning for the outreach and recruitment of students began immediately after signing the LSP Cooperative Agreement. Meetings were held between IIE and AFS, and together the two developed the Outreach and Recruitment Timeline which was sent to USAID. AFS has developed their recruitment approach to ensure all of Egypt's governorates are covered in the recruitment process. Several discussions have been held between IIE and AFS on all aspects of recruitment. Below is the preliminary timeline, but this will be revised slightly in Q4 because of the delay in receiving MOHE approval.

June:	Development of outreach materials Planning meetings with AFS AFS begins nationwide Buy in Meetings and Info Sessions
June 7 – 30	<i>THANAWEYA AMMA EXAMS (TBC)</i>
July 3 or 10:	First ad appears in Al Ahram Announcement and outreach materials available online IIE website, LOTUS and STEP Facebook, AFS, EFE, HELM, and LRC website and other partner websites and Facebook pages
July:	Continued outreach and recruitment activities
July 17 or 24:	Second ad appears in Al Ahram
July 24 or 31:	Third ad appears in Al Ahram
July 17-18	<i>Eid el Fitr (estimate)</i>
July 30:	<i>Thanawaya Amma Exam Results (TBC)</i>
August 1:	Select Bridge Year Provider
August 10:	Deadline for applications
August 10–20:	Preliminary application review
August 26-28	Conduct first interview sessions with Candidates
August 29–October 1	Conduct Home Visits

September 22-24	<i>Eid al Adha</i>
October 16-17	Interview Camps
October 22:	Final Selection and Decision on University placement
October 25:	List of primary candidates to USAID
October 29:	Inform students
November 3-5:	Students and parents sign Terms and Conditions
November 12-14:	Student Orientation and Teambuilding
November 15:	Students begin Bridge Year Program

In addition to the planning, IIE and AFS signed an agreement for the outreach and recruitment. Informal buy-in meetings began in Q4, but the fuller and more formal information sessions will take place in Q4.

The vendor for designing and producing the outreach and recruitment materials was chosen through a competitive process. The first draft of all the outreach and recruitment materials were developed, laid out by the professional designer and sent to USAID for review by USAID staff and the Ministry of Higher Education. IIE reviewed the LOTUS and STEP outreach and recruitment materials and used relevant sections in the production of the materials.

Materials developed include:

- Webpage
- Application form
- Newspaper advertisement
- FAQ
- Brochure
- Banner
- Pull-up poster

## Upcoming plans

In Q4, we plan to do the following:

- We will finalize most of the hiring of LSP staff.
- AFS will finalize all outreach buy-in meetings and information sessions throughout all governorates.
- Application information will be posted online, in the newspaper, and through social media.
- Students will apply, and the selection process will begin.
- The first interview sessions will take place.
- The home visits will take place.
- A solicitation will be developed and posted for the Bridge Year training provider; it will be posted and sent to several potential providers, and the Bridge Year training provider will be chosen.
- The following items will be completed in Q4, sent to USAID for review and finalized:
  - The project's Annual Work Plans including a detailed first year Annual Work Plan
  - The M&E Plan
  - The PIRS
  - The Pipeline Analysis