



**USAID**  
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**AFGHANISTAN**

**SERVICES UNDER PROGRAM AND PROJECT OFFICES  
FOR RESULTS TRACKING PHASE II**

**(SUPPORT-II) PROGRAM**

**BASE YEAR**

**QUARTERLY ACTIVITY REPORT  
Q-III JANUARY 1 – MARCH 31, 2013**

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

April 21, 2013

Submitted by:



**CHECCHI**

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## TABLE OF CONTENTS

I.	Introduction .....	1
II.	Management.....	2
2.1	Administration.....	2
2.2	Personnel .....	2
2.3	Security.....	2
III.	Tasks and Deliverables .....	2
VI.	Summary Status of Tasks and Deliverables.....	10

## **I. INTRODUCTION**

Checchi and Company Consulting, Inc. (Checchi) is pleased to submit its third Quarterly Activity Report (QAR) for the USAID Afghanistan (USAID/A) funded *Services Under Program and Project Offices for Results Tracking Phase II* (SUPPORT-II) Program.

Other members of the Checchi Team are the Kabul University Translators Association (KUTA), Social Impact Inc. (SI), Social Development Legal Rights (SDLR), Synergy International Systems, Inc. (SIS), and Overseas Strategic Consulting, Ltd (OSC). This report covers the period January 1 – March 31, 2013.

The SUPPORT II (S-II) Program is implemented through a Cost plus Fixed Fee Contract referenced under USAID Contract No. AID-C-12-00012. The purpose of S-II is to execute a host of services through the Office of Program and Project Development (OPPD) to improve the efficiency of programs implemented by the Mission's Technical Offices. These services include the following:

- Assessments, 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,
- Third party monitoring, and
- Translation and interpretation services.

### **1.1 FINANCIAL SUMMARY**

Based on our March 2013 invoice, the amount remaining to be billed against the amount obligated to date for the Base Year is \$3,473,335.84.

### **1.2 SUMMARY OF KEY ACCOMPLISHMENTS**

Our key accomplishments during this third quarter reporting period are as follows:

- Two evaluations successfully completed and approved (CTAP & SNG).
- Four on-going evaluations (LARA, KCI, RAMP-UP and PBGF).
- Completion of the citizen perception survey (CPS) supporting the KCI, RAMP-UP and PBGF evaluations.
- Four gender analyses successfully completed and approved (CLDP, TARP, TAFA-III & WIT).
- Two on-going gender analyses (C-TIP & IHSSP).
- Start-up of two third party monitoring (TPM) activities (CHAMP & FAIDA).
- Hosting nine events and 16 STTA.
- Providing 15 translations to the Mission and over 65 mapping products to OPPD, an ODG/IP, and STTA.
- Shipment and receipt of three new project vehicles.
- Negotiation of a new APPF contract.

## **II. MANAGEMENT**

### **2.1 ADMINISTRATION**

As per our discussions with the Contracting Officer's Representative (COR) in November and December 2012, we are awaiting notification from the COR to establish satellite offices in Jalalabad and Kandahar. We are also awaiting our second contract modification.

### **2.2 PERSONNEL**

During this reporting period, Ms Neelab Sarwary joined the project as our CCN M&E Specialist. We are very fortunate to have an experienced, highly motivated, and well-qualified Afghan team that is looking forward to the challenges of SUPPORT-II.

### **2.3 SECURITY**

The project had no security-related incidents during this reporting period. We have sub-contracted with Garda World for two Risk Management Consultants, Mr. Kit Bawden and Mr. Michael Mills. We continue to employ Afghan Public Protection Force (APPF) guards for external security. We successfully concluded our negotiations with the APPF to add five new guards and to select guards who will be used as armed field escorts. We also submitted our new contract terms to the COR and await his approval.

## **III. TASKS AND DELIVERABLES**

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 Mission's 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 reporting period we did not receive any specific requests from the Mission related to this task.

## **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:** The project provided Implementing Partners (IPs) who participated in the DQA with numerous recommendations concerning their data specifications and data security, and simplifying their respective PMPs. Additionally, the project suggested to OPPD that IPs participate in a PMP-training workshop to reinforce these recommendations. We await further guidance from OPPD on this activity.

## **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:** 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 concur-

rence; 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, GIRA, 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 reporting period the project received two scopes of works (SOW) for third party monitoring, and we recruited and trained 12 Afghan field monitors for the following activities:

1. OAG's CHAMP program with 116 randomly selected sites in 18 provinces being monitored. This activity began in late February and will continue through May 2013, and will be extended through August 2013 as per the SOW, pending notification by OPPD of our Year One Option.
2. OEGI's FAIDA program with 1,100 randomly selected interviews of beneficiaries that received financial training or loans facilitated by FAIDA or mobile money agents and institutions. This activity began in late March and will be extended as per the SOW through August pending by OPPD of our Year One Option.

## **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:*** SUPPORT II's Gender Specialists identified two situations that require additional attention:

1. The first situation relates to the challenges faced by IPs in recruiting female staff. SUPPORT II submitted a concept note to USAID's Gender Office in January suggesting that a pilot workshop be conducted to address this issue. The workshop would be conducted by SUPPORT II staff at no additional cost in LOE.
2. With over 30 gender analyses completed in the past 12 months, anecdotal evidence indicates that some projects are adopting recommendations while others are not. SUPPORT II has proposed to the Gender Office that it conduct an assessment

- of how the gender analyses are being utilized to identify success factors and challenges. A concept note was submitted in January 2013 with the intent that the assessment would be conducted by SUPPORT II staff at no additional cost in LOE.
3. As discussed with our COR, our senior LTTA staff's ability to access the Mission on short notice for meetings with OPPD and technical office staff is critical to understanding the evolving needs of the Mission. We are again requesting that our LTTA expatriate staff be provided with yellow badges to facilitate and improve our services to the Mission.

## **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 of Mission funded programs.

**Status:** During this quarter we were engaged in the following activities:

1. OPPD's Civilian Technical Assistance Program (CTAP) evaluation final report was submitted to and approved by the Mission in January.
2. ODG's Sub-national Governance (SNG) evaluation final report was submitted in January and accepted.
3. ODG's Land Reform in Afghanistan (LARA) project final report was submitted in April and we await further comments from the Mission.
4. ODG's Kabul City Initiative (KCI) evaluation was completed in March, and the final report is pending the inclusion of CPS data.
5. ODG's Regional Afghan Municipalities Program for Urban Populations (RAMP-UP) evaluation is on-going and the team had their exit briefing on April 16, 2013. The final report is pending incorporation of CPS data.
6. ODG's Performance Based Governance Fund (PBGF) evaluation was also completed in April with the final report pending revisions and incorporation of CPS data.

The CPS for ODG's KCI, PBGF and RAMP-UP evaluations is on-going. The CPS consists of over 6,000 field interviews conducted throughout the country and is the largest survey conducted to date by S-II. Data entry and analysis is scheduled to be completed in mid- May and the results will be submitted to the three ODG evaluation teams for inclusion into their respective reports.

We have finalized recruitment for OAG's WCS/ILG-NRMP evaluation, which is scheduled to start on April 23, 2013, and ODG's IPACS-II evaluation, which is scheduled to start in early May. We also finalized recruitment for the Mission's PERSUAP that is scheduled to begin May 1, 2013.

In summary we have received SOWs for 8 of 37 evaluations proposed by OPPD for the Base Year. Two evaluations have been completed (CTAP & SNG), four are on-going

(LARA, KCI, RAMP-UP & PBGF), and two are scheduled for the next quarter (ILG-NRMP & IPACS).

#### **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:** No activity during this reporting period and the project is awaiting directions from the COR.

#### **TASK 8 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:** 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:** Four gender analyses were completed and accepted by OPPD's Gender Unit and two gender analyses are on-going. Details of these six activities are provided below:

1. The TARP analysis report was submitted to USAID on January 3, 2013 and accepted.
2. The WIT analysis report was submitted on January 15, 2013 and accepted.
3. The TAFA-III analysis was revised by S-II's Senior Gender Specialist to address USAID's comments and was resubmitted to USAID on February 17, 2013 and subsequently accepted by OPPD.
4. Field work for the CLDP analysis was completed in February and the report was accepted on April 13, 2013.

5. The IHSSSP analysis report is being revised to address OSSD's comments and is scheduled to be submitted in late April.
6. The C-TIP analysis began on March 30, and in-country work will continue through April 29, 2013. The draft report will be submitted in the first half of May.

The project is also awaiting direction and specific SOWs of sectors for assessments and/or programs to be assessed from OPPD. Upon receipt of instructions we are prepared to recruit STTA for each assignment.

## **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:** All S-II conference facilities are fully operational. The project has one large conference room in Office #1 capable of seating 45-50 persons and a conference room in Office #3 capable of seating 40-45 persons. We also have several smaller conference rooms in Office #3 for events and STTA work space.

During this quarter, we hosted nine events at our compound, of which five were events directly supporting the Mission and four were IP events as detailed below:

### **SUPPORT II Conference Events for January – March 2013.**

<b>Sponsoring Organization</b>	<b>Date(s) of Event</b>	<b>Purpose of Event</b>	<b>Number of Participants</b>
Health Policy Project	Jan 1	Develop Post Training Follow Up for Gender Awareness and Gender Based Violence Course	8
WIT Gender Analysis	Jan 7	Group Discussion	7
ODG	Feb 3	Consultation with implementing partner counterparts for the design of the follow-on SNG programs	26
DOC/USAID	Feb 5	Discussing Mission's outreach strategy with	66

		implementing partners and how to provide development stories	
Stabilization Office	Feb 11	MISTI Workshop	46
Health Policy Project	Feb 19-20	M&E Workshop	57
ODG/OPPD/Support II	Feb 20	Briefing for KCI/RAMP-up & PBGF Evaluation Teams	20
Health Policy Project	Mar 10-13	Gender Based Violence training of health providers	18
Health Policy Project	Mar 16-19	Same as above	42

## **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:** As previously mentioned this task has been eliminated from support services and will be removed from future QARs and our Annual Work Plan when we receive our first contract modification referencing this change.

**Status:** The DOC position has been reallocated as our Senior Gender Specialist.

## **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 we performed the following 17 translations performed by the Kabul University Translators Association or in-house for the Mission, IPs, and/or STTA:

1. Commercial Driver Regulations F 4-30-12 (24 pages, English to Dari);
2. Policy Traffic Control Plans for WZ (71 pages, English to Dari);
3. Truck weight and size only 3-26-12 DF1 (27 pages, English to Dari).
4. An Overview of Surface Rehabilitation Techniques (English to Dari) one page.
5. MPW Presentation on Preservation (English to Dari) 44 Slides.
6. Quality Assurance Program (English to Dari) 31 Slides.

7. Toll Collection Presentation for MPW (English to Dari) 46 Slides.
8. Virtual Weigh Station 3F (English to Dari) 19 Slides.
9. Weight Compliance Program (English to Dari) 12 pages.
10. Translating correspondence to the APPF.
11. Coordinating the translation of CPS questions with Kabul University.
12. Translated S-II correspondence to the APPF.
13. Coordinated the translation of CPS questions with Kabul University.
14. An Overview of Surface Rehabilitation Techniques (English to Dari) one page.
15. MPW Presentation on Preservation (English to Dari) 44 Slides.
16. Quality Assurance Program (English to Dari) 31 Slides.
17. XLEV Operational Manual (English to Pashtu) 12 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 on-going. Examples of our mapping products/services for OPPD and for STTA during this quarter are identified below:

1. Revised border administrative divisions of Afghanistan/Pakistan/India map for OPPD staff.
2. Updated Shape files for OPPD staff.
3. Updated RC Maps for PBGF and RAMP-UP evaluation teams.
4. Produced individual district maps for STTA.
5. Updated 14 Provincial maps with USAID data.
6. Assisted ODG's RLS-I Project with additional district maps for Chora, Achin, Mohammad Agha, Zhari, Panjwayi and Shahidi Hassas.
7. Updated provincial boundaries for 34 base map data files.
8. Updated Pakistan and India base map data files from new data sources.
9. Downloaded new data files for Afghanistan, Pakistan, and India maps and incorporated this data into the above updates.
10. Re-organized our GIS file folders.
11. Kabul/Jalalabad route maps and Jalalabad City map developed.
12. Provincial maps made for CHAMP TPM.
13. Modified 12 maps for OPPD with updated USAID data.
14. Updated regional command data RC East, RC North and RC South into Arc GIS for OPPD.
15. Performed data analysis in updating base map files for future use.
16. Updated USAID project data files with the updated datasets.
17. Updated Shape files for OPPD.
18. Updated RC Maps for PBGF and RAMP-UP evaluation teams.
19. Produced 25 individual district maps for STTA.
20. Updated 14 Provincial maps with USAID data.
21. Provincial maps created for FAIDA TPM..
22. Updated provincial boundaries for 34 base map data files.

23. Updated Pakistan and India base map data files from new data sources.
24. Downloaded new data files for Afghanistan, Pakistan, and India maps and incorporated this data into the above updates.
25. Re-organized our GIS file folders.
26. Performed data analysis and updates of 45 base map files. Converted into shape files of Afghanistan, Pakistan and India map data.
27. On-going updating of Sector data into Arc GIS for OPPD staff.

## VI. 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 &amp; DELIVERABLE</i>	<i>STATUS OF DELIVERABLE</i>
<b>1</b>	<b>PMP and related activities</b>	On-going with DQA scheduled. Other activities as determined by the COR.
<b>2</b>	<b>Track results and collect data quarterly</b>	To be determined by COR
<b>3</b>	<b>Analyze Mission's procedures for generating information for periodic report.</b>	To be determined by COR
<b>4</b>	<b>Third Party Monitoring</b>	On-going with CHAMP and FAIDA.
<b>5</b>	<b>Recommend when program evaluations should be conducted based on third party monitoring</b>	As requested by the COR.
<b>6</b>	<b>Evaluation of Activities, Programs and Projects</b>  <b>Deliverable 6.</b> On an annual basis perform at least 15 interim or final evaluations of Mission funded program.	Eight of 15 evaluations completed or on-going. Awaiting SOWs from the COR.
<b>7</b>	<b>STTA to review Mission's Assistance Objectives</b>	As requested by the COR.
<b>8</b>	<b>Track Mission's contributions to ANDS</b>	As requested by the COR.
<b>9</b>	<b>Conduct Field Based Assessments</b>	To be determined by COR.
<b>10</b>	<b>Logistical support for conferences.</b>	On-going
<b>11</b>	<b>Communication &amp; Outreach Support</b> <b>Deliverable 11</b>	Position eliminated and changed to Gender Specialist.
<b>12</b>	<b>Translation and Interpretation Services</b> <b>Deliverable 11.</b> Translation of technical, legal, media and/or other documents into English, Dari and/or Pashto.	On-going as requested by the COR.
<b>13</b>	<b>Mapping &amp; Information needs</b>	On-going as requested by the COR.