

CAPACITY DEVELOPMENT AND SUPPORT PROGRAM (CDS)

QUARTERLY PROGRESS REPORT

JUNE 10, 2014 TO SEPTEMBER 30, 2014

Submission Date: November 5, 2014

Agreement Number: AID-674-A-14-00009

Cooperative Agreement Period: June 10, 2014 to June 9, 2019

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This document was produced for review and approval by the United States Agency for International Development



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ACRONYMS AND ABBREVIATIONS

| | |
|--------|--|
| AIDS | Acquired Immunodeficiency Syndrome |
| AOR | Agreement Officer's Representative |
| APS | Annual Program Statement |
| CB | Capacity Building |
| CDS | Capacity Development and Support Program |
| COP | Chief of Party |
| CSPE | Center of Support for Peer Education |
| DSD | Department of Social Development |
| DVT | Data Verification Tool |
| ECHS | Early Childhood Household Stimulation |
| ECD | Early Childhood Development |
| FPD | Foundation for Professional Development |
| GBV | Gender-Based Violence |
| HIV | Human Immunodeficiency Virus |
| IHM | Institute for Health Management |
| IT | Information Technology |
| M&E | Monitoring and Evaluation |
| MERL | Monitoring, Evaluation, Reporting and Learning |
| NGO | Non-governmental Organization |
| OD | Organizational Development |
| OVC | Orphans and Vulnerable Children |
| PEPFAR | President's Emergency Plan for AIDS Relief |
| SAG | South Africa Government |
| TLAC | Tshwaranang Legal Advocacy Centre |
| TOR | Terms of Reference |
| USAID | United States Agency for International Development |

| | |
|-------|--------------------------------------|
| CCYC | Community Child and Youth Care |
| NDA | National Development Agency |
| SASSA | South African Social Security Agency |

PURPOSE AND STRUCTURE OF REPORT

This quarterly progress report is a reporting requirement established in the Cooperative Agreement between USAID and FHI 360. The report provides an overview of project activities and accomplishments that FHI 360's Capacity Development and Support project (CDS) has achieved from June 10 through September 30, 2014. The report is divided into the following sections:

Section One: Introduction and Background gives an overview of CDS goals, strategies, and activities.

Section Two: Progress on Project Start-up and Initial Programming provides details related to the administration of the CDS project, focusing on staffing and grants management and partner contracts, as well as some initial programming that began in the reporting period.

Section Three: Financial Overview provides a summary of financial data for the period of performance, including expenditures during the inception period.

Section Four: Challenges discusses the barriers experienced during the startup phase.

Section Five: Planned Activities for the Next Reporting Period presents a summary of planned key activities for Quarter 1, FY 2015.

SECTION ONE: INTRODUCTION AND BACKGROUND

1.1 Program Overview

This progress report covers the inception period of CDS, which was awarded to FHI 360 by the United States Agency for International Development (USAID) on June 10, 2014 under Cooperative Agreement No: AID-674-A-14-00009. The five-year award will develop the organizational management, technical capacity and sustainability of local non-governmental organizations (NGOs) and South Africa Government (SAG) departments, in order to sustain an improved, expanded, and country-led response to HIV and AIDS. CDS is managed and led by FHI 360 and implemented with support from consortium partners, Deloitte South Africa and Foundation for Professional Development (FPD). CDS is designed to support the achievement of the goals in the President's Emergency Plan for AIDS Relief (PEPFAR) Partnership Framework Implementation Plan.

In addition to the consortium partners, FHI 360 will work with the following subawardees to provide technical support in the following areas:

| Sub awardee | Role of the partner on the CDS project |
|---|---|
| 1. Hospice Palliative Care Association (HPCA) | Mainstreaming of HIV care and support |
| 2. Sonke Gender Justice (SGJ) | Providing support in the promotion of gender equity |
| 3. Tshikululu Social Investments (TSI) | Strengthening linkages among government, NGOs, and the private sector |
| 4. Walter Sisulu University Foundation (WSUF) | Strengthening the capacity of nurses, social workers, and community-based health and social development workers |

1.2 Geographic Scope

The CDS project is implemented in all nine provinces of South Africa.

1.3 Program Objectives and Components

The CDS project has the following strategic objectives:

- Support the provision of sustainable high-quality services in HIV and AIDS in South Africa through strategic approaches that address specific needs with practical and pragmatic business plans for implementation;
- Develop sustainable institutional capacity and increase the effectiveness of local partners to achieve expanded and high quality services;
- Strengthen the overall health and social services system; and
- Enhance local sub-partners' capacity in treatment, care (including support of orphans and vulnerable children), and prevention.

Project activities are organized by the following three major program components:

1. Grant award and management
2. Institutional capacity development of indigenous organizations
3. Capacity development assistance to SAG

1.4 Program Approach and Methodology

The CDS project utilizes a broad and flexible capacity strengthening methodology that incorporates a wide range of tools and approaches that are selected according to their suitability to meet the needs of specific requests received from USAID and SAG. CDS has ensured accountability for results by developing meaningful indicators and benchmarks for measuring project outcomes and results. The CDS capacity development methods include the following:

- Standardized trainings fill universal capacity gaps among CDS sub awardees and other NGO partners, incorporating competency-based training principles and follow-up support to ensure application of new knowledge.
- Tailored training is customized to focus on a department or organization's specific needs and challenges, and develop skills and competencies to address them effectively.
- Mentoring and coaching provide technical and functional specialists, whether through secondment or regular visits, to teach and support individuals and units within and organization or department to respond to current needs and challenges, and develop skills to analyze and respond to future needs and challenges independently.
- Communities of practice create physical and virtual spaces for relevant stakeholders to discuss issues and challenges, share tools and resources, exchange information and lessons learned, and ultimately develop greater capacity for collective learning and problem-solving.

1.5 Program Monitoring

The CDS program monitoring focuses on the following approaches:

- Measurement of program progress through the collection, management, analysis, and use of data, while also tracking progress on performance indicators for established targets.
- Provision of feedback for accountability, learning and quality through a range of activities and processes that encourage data use for timely, evidence-based decision-making.
- Data quality assurance through the use of a rapid validity check using the Data Verification Tool (DVT).

SECTION TWO: PROGRESS ON PROJECT START UP AND INITIAL PROGRAMMING

This section provides a summary of the achievements of the CDS project from the inception period of June 10 through September 30, 2014, and focuses on operational start-up activities such as staffing, grants management and partner contracts, as well as some initial programming that began in the reporting period.

2.1 Operational start-up

2.1.1 Post-Award Meeting

At the request of USAID, a post-award meeting was held on June 27, 2014. The meeting was attended by FHI 360 senior management staff and the following USAID staff: Dana Rose (Agreement Officer); Jaime Dominguez (Regional Acquisition and Assistance Specialist); Yvonne Habulembe (Regional Acquisition and Assistance Specialist); Beatrice Lumande (Acquisition and Assistance Specialist) Anita Sampson (Agreement Officer's Representative);

John Kuenhle (Alternate Agreements Officer Representative) and Kerry Pelzman (Director, Health Office). The purpose of meeting was for USAID to provide an overview of the CDS project, and guidance on the cooperative agreement and technical management. At this meeting, USAID also provided parameters on the Early Childhood Household Stimulation (ECHS) Annual Program Statement (APS), which will identify NGO sub awardees to provide ECHS services under the project.

FHI 360 presented the project start-up plan for June - September 2014, and USAID provided guidance on expected deliverables to be submitted by September 30, 2014. The deliverables include: 1) Implementation Plan; 2) Performance Monitoring and Evaluation Plan; 3) Grants Management Manual; and 4) Final ECHS APS.

2.1.2 AOR Review Meeting

A meeting between the CDS team and the project AOR was held on August 5, 2014 during which a number of topics were discussed as outlined in the table below.

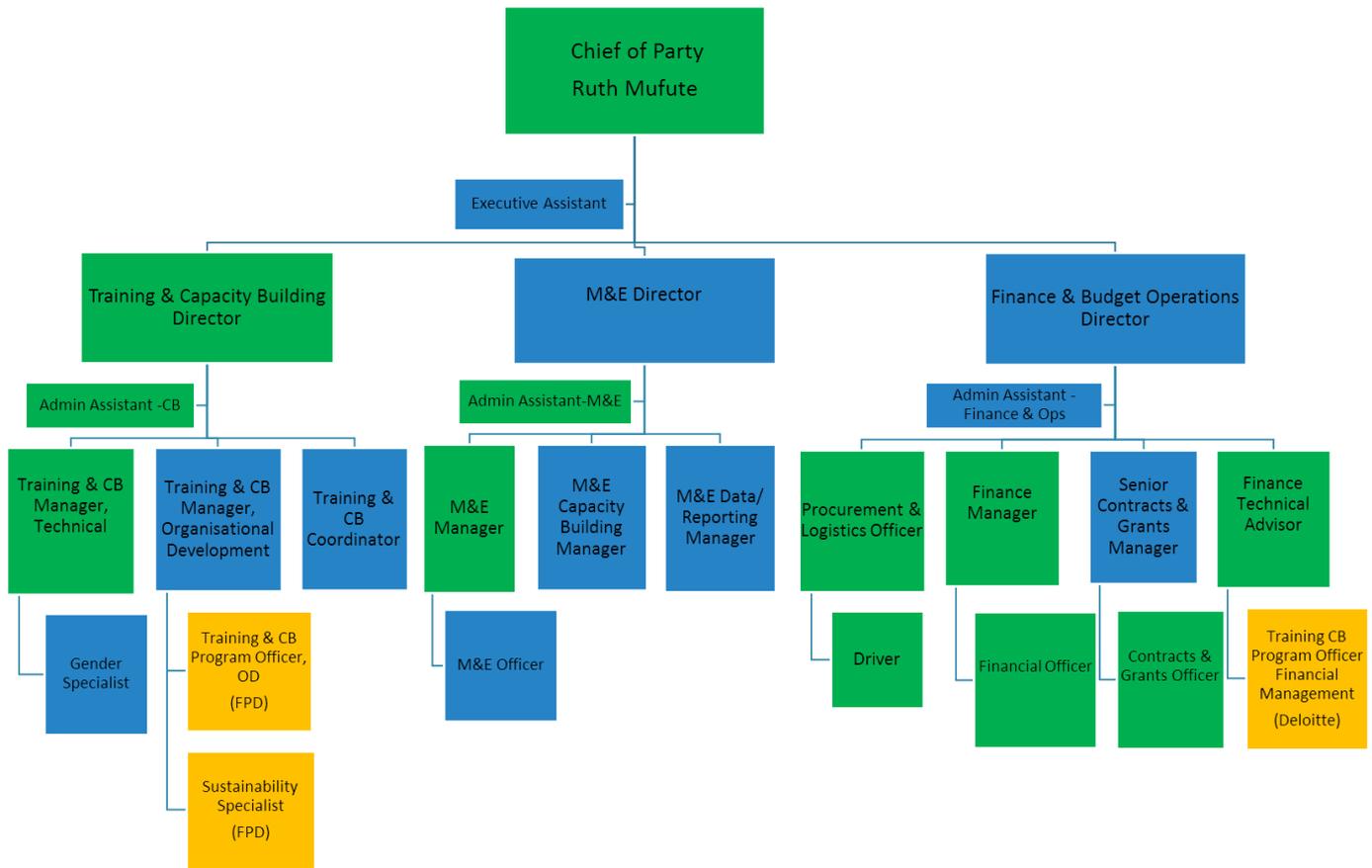
Table 3: USAID Discussion Points

| Discussion point | Outcome |
|---|--|
| ECHS APS process and timing | ECHS APS process and timing was agreed upon, as described above. |
| Monitoring the value/impact of long term Technical Advisors | CDS was tasked with developing ways to measure the long and short term impact of Technical Advisors who will be attached to government departments |
| Registration on PIMS | CDS should be registered on PIMS and FHI 360 will report on behalf of all partners funded by CDS. |
| OVC database training and future support | The CDS project will take over the management of the OVC database from PACT. |
| Program and curriculum evaluations | <p>Program: CDS will evaluate a behavior change communication program implemented by Johns Hopkins in South Africa. USAID will communicate guidance on the evaluation scope and provide CDS with a draft TOR.</p> <p>Curricula: CDS will conduct an evaluation of the implementation of the Vhutshilo Curriculum developed by Centre for Support of Peer Educators. USAID will provide further guidance on this request.</p> |

2.1.3 Year One Staff Recruitment

During the reporting period, FHI 360 embarked on an intense recruitment and hiring process for CDS Year One staff. The organogram below shows the staff structure.

Figure 1: CDS Project Organogram



KEY:



Out of the 28 positions in the recruitment plan for Year One, 12 staff members were hired during the reporting period. Table 1 below summarizes the role and recruitment status of all 28 positions:

Table 1: CDS Project Management Plan

| Position | Roles and Responsibilities | Status |
|---|---|----------------------------|
| Chief of Party | The Chief of Party is responsible for the overall project management and the provision of technical and operational leadership to the project. She oversees and manages the collaborative development of a coordinated technical assistance framework and serves as the primary link between FHI 360 and USAID. | Appointed on 23 June, 2014 |
| Training & Capacity Building (CB) Director | The Training & CB Director is responsible for the overall management, planning and execution of all CB activities to local NGOs and SAG departments. | Appointed on August 01 |
| Monitoring & Evaluation (M&E) Director | The MER Director will provide strategic direction, technical expertise and leadership in developing and implementing a comprehensive MER strategy for the Capacity Development and Support Program (CDS). The strategy will encompass the entire M&E cycle from project design, implementation, applied research and evaluation in a systematic way. The MER Director will provide guidance on capacity building strategies, systematizing data and information for strengthening informed management decisions, communication, advocacy and learning at all project levels of the CDS Program. In addition, the MER Director will coordinate and evaluation and research activities as requested by USAID. | TBD |
| Finance and Operations Director | The Finance and Operations Director will be responsible for the oversight of all financial, contractual and administrative management functions for the CDS project. | TBD |
| Training & Capacity Building Manager- Technical | The Training & Capacity Building Manager - Technical is responsible for the provision of support to sub awardees, other NGOs and SAG in health and social welfare technical areas. | Appointed on July 01 |
| Training & CB Manager- Organizational Development (OD) | The Training & Capacity Building Manager - OD will be responsible for coordinating the OD technical assistance to sub awardees and other local organizations as requested by USAID | TBD |
| M&E Manager | The M&E Manager works closely with the M&E Director to develop and implement a comprehensive monitoring | Appointed on |

| | | |
|---|--|------------------------|
| | and evaluation plan for the project in support of FHI 360's strategic plan, goals and objectives. | September 22 |
| M&E Capacity Building Manager | The M&E Capacity Building Manager will take the lead in providing capacity development support to NGOs and SAG units on strategic monitoring and evaluation systems. | TBD |
| M&E Data Quality & Reporting Manager | The M&E Data Quality and Reporting Manager will lead the development and implementation of a long-term data quality strategy based on analyzing reported data by NGOs, identifying quality gaps, and implementing reporting processes that track data improvements overtime. | TBD |
| Finance Manager | The Finance Manager works closely with the Finance and Operations Director, overseeing project finances, ensuring effective internal controls are in place, and setting up monitoring systems to facilitate efficient use of resources. | Appointed on August 01 |
| Senior Contracts & Grants Manager | The Senior Contracts & Grants Manager will be responsible for the development, negotiation/review, compliance assurance, and records management of various contractual agreements under the project. In addition, s/he will provide overall leadership and technical assistance for grants management of sub awardees while ensuring compliance with USAID rules and regulations. | TBD |
| Finance Technical Advisor | The Finance Technical Advisor is responsible for providing technical assistance on grant-related and organizational finance matters. The Finance Technical Advisor will work with grantees to ensure they have adequate financial systems in place to manage the USG-funded grants under the CDS project. | Appointed on July 01 |
| Training & CB Coordinator | The Training & Capacity Building Coordinator will be responsible for facilitating the institutional capacity development of SAG and NGO partners, under the guidance and direction of the Capacity Development Director. S/he will also assist in the delivery of institutional capacity building activities for SAG and NGO partners. | TBD |
| Contracts & Grants Officer | The Contracts & Grants Officer is responsible for drafting and administration of subcontracts, consultant contracts, letters of agreements and purchase orders; and providing assistance to the Contracts & Grants Manager on grant making process, including issuance of annual program statements, review of applications, negotiations with applicants, selection of grantees and closeout of completed grants. | Appointed on August 01 |

| | | |
|--|---|---------------------------|
| Procurement & Logistics Officer | The Procurement and Logistics Officer is in charge of supervising all logistics aspects of the program to assure the smooth running of material operations, procurements and the management of assets, whilst adhering to USAID and FHI 360 procurement policies. | Appointed on August 01 |
| Finance Officer | The Finance Officer is responsible for reviewing sub-grantees invoices and supporting documentation, and supporting the efficient and cost-effective achievement of project activities in full compliance with USAID rules and regulations. | Appointed on August 01 |
| M&E Officer | The M&E Officer will provide M&E reporting and support in the areas of assessment, monitoring and evaluation. | TBD |
| Gender Specialist | The Gender Specialist will provide strategic leadership in ensuring gender integration in all capacity development activities. S/he will provide technical input and guidance to NGOs and SAG, as needed, on gender mainstreaming in the planning, implementation, monitoring, evaluation, and reporting of their programs. | TBD |
| Executive Assistant | The Executive Assistant will provide executive management and administrative support to the Chief of Party. | TBD |
| Administrative Assistant – CB | The Administrative Assistant – CB will perform administrative and office support activities for the CB unit. | Appointed on October 01 |
| Administrative Assistant - M&E | The Administrative Assistant – M&E will perform administrative and office support activities for the M&E unit. | Appointed on October 01 |
| Administrative Assistant - Finance & Ops | The Administrative Assistant – Finance & Operations will perform administrative and office support activities for the Finance & Operations unit. | TBD |
| Information Technology (IT) Associate | The IT Associate will provide IT help desk support to the entire project team. S/he will be supported by the FHI 360 Country Office Systems Analyst | TBD |
| Driver | The Driver is responsible for driving staff to meetings and coordinating activities. | Appointed on August 01 |
| FPD – Training & CB Program Officer, Organizational Development | The Program Officer will assist in the planning, management and execution of training and capacity building interventions on organizational development to local NGOs. | Appointed on September 15 |
| FPD - Sustainability Specialist | The Sustainability Specialist will lead the process of planning, managing and executing training and capacity building interventions on sustainability to local NGOs. | Appointed on September 15 |
| Deloitte - Training CB | The Program Officer will assist in the planning, management and execution of training and capacity | TBD |

| | | |
|------------------------------|--|---|
| Program Officer, | building interventions on financial management to local NGOs. | |
| Consultants | | |
| ECD Specialist | To provide technical support in the development of the ECHS APS. Her other role will be to support selected NGOs in identifying current needs and priorities to enhancing Early childhood development/learning at family and community levels; facilitate the development and implementation of ECD strategies at organization level and provide guidance to selected NGOs on ensuring that ECD programs are aligned to guidelines and policies. Progress on these will be reported in the next quarter. | Appointed on July 08 |
| M&E Specialist X2 | Provided support in the development of CDS comprehensive (M&E) plan in support of FHI 360's strategic plan, goals and objectives. | These were recruited to provide M&E technical support during the reporting period |
| Gender Specialist | The Gender Specialist is responsible for providing technical assistance and guidance to NGOs and South African Government on gender mainstreaming and equity. The incumbent will ensure full integration of gender into all aspects of the project. | Appointed on July 10 |

2.1.4 Office Space

In July 2014, FHI 360 identified office space on first floor of Building 3, Hatfield Square, in Hatfield, Pretoria. The CDS project shares office space with the CASIPO project and HPCA resulting in cost savings. The office space required refurbishing to accommodate the envisaged staffing needs. Prior approval for the refurbishment was sought and granted on September 4, and the renovations to the office space were completed on September 20, 2014.

2.1.5 Procurement

The following procurements were made as part of project start-up to ensure an efficient and highly functional office environment:

- **Office equipment and furniture:** During this reporting period FHI 360 procured all required office equipment and furniture. The procurement was in line with staffing needs for the start-up phase of the project.

- Project vehicle: A vehicle was purchased for use by the CDS project. Prior approval was incorporated in the schedule of award. FHI 360 complied in material terms with requirements of 22 CFR228 in procuring the vehicle. The Ford 12 seater was procured and delivered in August.
- Heavy duty photocopier: Due to the anticipated size of the team and high volumes of printing anticipated under the CDS project, this procurement was requested from the funder and prior approval was granted in the award. The photocopier was procured and delivered in September.

2.1.6 CDS Website Development

In July, FHI 360 developed a CDS project website in line with the CDS Branding and Marking Plan. The purpose of the website is to provide an efficient platform for sharing pertinent project information. In addition, the website was developed to facilitate posting of competitive solicitations for project sub awardees. The development of the website was completed on August 15, 2014, and reviewed by the AOR on September 4, 2014. The website officially went live on September 12, 2014 when the first project APS was posted. The website can be accessed at www.capacitydev.org.

2.2 Programmatic Start-up

2.2.1 Grants and Contracts Management

i. Grants Management Manual

The CDS team developed the Grants Manual that will be used to award and manage grants to NGO partners. The manual outlines and supports appropriate grants management practices throughout the sub award lifecycle. The grants management manual was submitted to the AOR on August 27, 2014 and approved on September, 3 2014.

ii. TLAC unsolicited proposal

In response to component 1 on grant award and management and component 2 on institutional capacity development of indigenous organizations, Tshwaranang Legal Advocacy Centre (TLAC) requested unsolicited funding from CDS for a project entitled “Community response addressing violence against women” in the Ga-Segonyana local Municipality of the Northern Cape Province in July 2014. The project aims to determine a relationship between alcohol abuse and violence against women, and to provide a community-based approach to address alcohol-related violence against women. The proposal has two phases: the first phase is a situational analysis aimed at understanding the magnitude of alcohol abuse and violence against women; the second phase is aimed at developing and piloting a community-based approach to address alcohol related gender based violence (GBV). To ensure submission of a high quality proposal to USAID, CDS provided extensive technical assistance to TLAC on research methodology, implementation of the pilot phase, and budgeting. A request to fund TLAC’s proposal as an unsolicited tender was submitted to USAID on September 26, 2014. Progress on the outcome of the funding request will be reported in the next quarterly report.

iii. Early Child Household Stimulation (ECHS) Annual Program Statement (APS)

USAID requested FHI 360 to solicit applications from South African NGOs for grants in support of a three-year ECHS project. This request is in response to component 2 on Grants Award and Management. The aim of the initiative is to create an environment and opportunities where orphans and vulnerable children (OVC) have access to ECHS services. In response to the request, CDS embarked on a multi-tiered process as described below:

a) ECHS Situational Analysis:

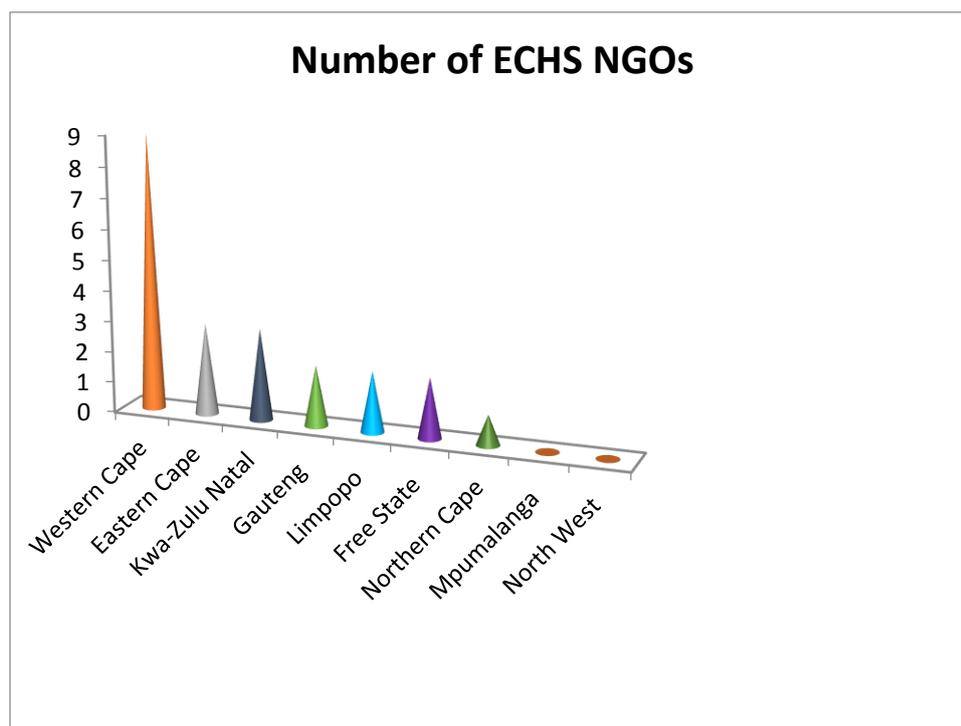
To determine the current provision of ECHS services in South Africa, CDS conducted a rapid situational analysis in July 2014. The desktop review included scrutinizing donor reports, evaluations and websites of early childhood development (ECD) service providers and compiling a database of these service providers. The key findings of this review include:

- 22 service providers offer ECHS programs in South Africa (see Annexure 1 for details)
- ECHS is provided in 8 provinces
- Two providers focus on literacy projects
- Three providers only offer services in a very small geographic area
- Three providers visit mothers of new born to offer maternal and child health services
- There are four other center based organizations that have started including household outreach activities in three provinces
- One provider offers services for children with special needs

The majority of the service providers are located in seven provinces as demonstrated.

Below is the geographic coverage of identified ECHS services providers.

Figure 2: The Distribution of ECHS NGOs across Seven Provinces



b) USAID Briefing on ECHS

The CDS team attended a briefing meeting with USAID on August 5, 2014 to present the findings of the situation analysis and propose an ECHS APS process under CDS. The presentation covered the following items: background to ECD in South Africa; the rationale for ECHS; ECHS program goals and objectives; distribution of current ECHS services; implementation models; illustrative activities for the child, caregiver, home visitor and the NGOs; and monitoring and evaluation approaches that would be used for the ECHS program. During the meeting USAID clarified the parameters for the ECHS project and provided guidance on the APS process.

c) ECHS APS Development

From July through August 2014, the CDS team developed the ECHS APS to solicit applications from South African NGOs in line with the approved processes stated in the CDS Grants Manual. This process identified the ECHS minimum package and criteria for NGOs which were used to draft the APS. The final APS was submitted to USAID on August 29, 2014, approved on September 3, 2014 and posted to the CDS website on September 12, 2014. Potential applicants were also notified through the SANGONET website (<http://www.ngopulse.org/>) and the following provincial newspapers:

- Mercury in KwaZulu-Natal Province
- Daily dispatch in the Eastern Cape Province
- The Star in Gauteng Province
- The Weekly in the Free State and Northern Cape Provinces

- Northern Review in Limpopo
- Cape Argus in Western Cape Province
- Rustenburg Herald in the North West Province
- Lowvelder Public in Mpumalanga Province

d) Pre-submission Workshops

To ensure clarity and understanding of the ECHS APS expectations by potential NGO bidders, FHI 360 conducted pre-submission workshops in Gauteng, Western Cape and KwaZulu-Natal Provinces. At the workshops, potential applicants were given an opportunity to ask questions. Applicants that could not attend the workshops in person were able to participate in a teleconference which afforded the same opportunity. Participation at the pre-submission workshops and teleconference was as follows:

- Gauteng: 29 September - 16 participants
- Western Cape: 30 September - 14 participants
- KwaZulu-Natal: 1 October - 37 participants
- Teleconference: 2 October - 18 participants

A total of 85 people representing 62 local NGOs participated in these meetings. During these meetings the CDS team responded to technical, contractual and budgetary questions raised. Participants were referred to the project website for a consolidated list of all questions and answers discussed at the pre- submission workshops. For a full list of the questions and answers, please follow this link: <http://www.capacitydev.org/wp-content/uploads/2014/09/ECHS-APS-Pre-Submission-QA06-Oct-14.pdf>.

2.2.2 Sub award Management

i) *Foundation for FPD Contract*

FPD is a partner to FHI 360 in the CDS consortium, and will lead the provision of systems strengthening, leadership and management training and mentoring for targeted NGOs and selected SAG departments, as approved in the CDS award. A cost reimbursable contract to FPD was fully executed on September 9, 2014.

ii) *Deloitte Contract*

Deloitte is also a consortium partner that was approved in the CDS award and will provide financial management capacity development for targeted NGOs. The contract to Deloitte was partially executed by FHI 360 on August 15. The outcome of negotiations between FHI 360 and Deloitte on the contract will be reported in the next reporting period.

2.2.3 Year One Implementation Plan and M&E Plan

The CDS project team arranged and participated in an Implementation Plan workshop aimed at developing the Year One Implementation Plan from 10 to 12 September, 2014. The workshop also served to establish and build relationships among the CDS team. By the end of the workshop, key activities were discussed and outlined, and a draft implementation plan was developed. The final implementation plan was submitted to USAID on September 30, 2014. Approval of the Implementation plan will be reported in the next quarter.

As specified in the CDS project award document, FHI 360 also prepared the annual M&E Plan for CDS, which outlines both the processes and the specific indicators that will be used to measure program progress (including that of sub awardees) against targets and expected results. The M&E Plan was submitted to USAID along with the Implementation Plan on September 30, 2014.

2.2.4 Technical Support to the South African Government

In response to component 3 on capacity development assistance to SAG, USAID requested the recruitment of the following advisors:

i. Technical Advisor for the Isibindi Project to the Department of Social Development (DSD)

USAID and DSD requested CDS to provide a Technical Advisor for the Isibindi Project within DSD in July 2014. The Isibindi project is a model responding to the holistic needs of children and youth who are vulnerable and at risk of HIV/AIDS. It is aimed at building the capacity of community child and youth care (CCYC) workers. The role of this Technical Advisor is to provide strategic management and technical support to DSD to roll-out the Isibindi Project. CDS developed TORs for this Advisor which were approved by both USAID and DSD in August. Following the approval, the position was advertised in the Mail & Guardian Newspaper on August 22, 2014. Eighty-three (83) applications for this post were received and four candidates were shortlisted. Interviews were conducted on September 30, 2014 from which one suitable candidate was identified, who will be hired in the next quarter.

ii. Technical Advisor on ECD to DSD

During the reporting period, CDS received a request from USAID and DSD to recruit an ECD Technical Advisor to be seconded to DSD. The Technical Advisor will report to the Deputy Director, Welfare Services and will work closely with the Chief Director for Children. This Technical Advisor will provide strategic management and technical support to the department on comprehensive ECD services for two years. CDS developed and submitted TORs for this position to USAID on August 7, 2014. Feedback from DSD to USAID was still pending by the end of the reporting period. Progress on the placement of this position will be reported in the next quarter.

iii. Technical Advisor to the Minister of the DSD

On September 29, 2014, CDS received a request from USAID and DSD to recruit a Technical Advisor on Children Welfare for the DSD Minister's Office. The primary purpose of the TA is to strengthen Children and HIV and AIDS programs by applying evidence based approaches in the department and its entities such as National Development Agency (NDA) and the South Africa Social Security Agency (SASSA). Progress on the secondment of this Advisor will also be reported in the next reporting period.

2.2.6 Vhutshilo Curricula Evaluation

To inform evidence based sexual reproductive and HIV prevention programming for adolescents, USAID requested the CDS team to collaborate with Center of Support for Peer Education (CSPE) on the development of TORs for evaluating the implementation of the Vhutshilo 1 and 2 Curricula. Vhutshilo 1 focuses on prevention, risk reduction, psycho-social support, identity and sense of belonging for 10 -13 olds. Vhutshilo 2 focuses on the same areas for 14 -16 year olds. The draft TOR was submitted to USAID on September 29, 2014. Following USAID approval, the evaluation of the Vhutshilo Curricula implementation will take place during the next quarter.

2.2.7 Stakeholder Collaboration and Involvement

i. ECD Donor and Development Forum

The CDS team joined the ECD Donor and Development Partners Forum (ECD Donor Forum) which is coordinated by UNICEF, which serves as the secretariat. The purpose of the ECD Donor Forum is to: 1) facilitate co-ordination, collaboration and synergy between its members; 2) provide a consolidated voice for the ECD donor community; 3) strengthen collaboration between the donor community and SAG and ECD service delivery organizations; and 4) advance investment in the early years through quality ECD interventions.

On August 12, 2014, CDS participated in the ECD Donor Forum meeting in Johannesburg to assist in finalizing the donor forum TOR. Donors in attendance included representatives from Jim Joel Fund, Elma Philanthropies, Anglo American Chairman's Fund-Tshikululu Social Investments, UNICEF, Volkswagen SA, Oppenheimer Memorial Trust and National Development Agency (NDA), and each donor provided a brief update about their recipients and the programs they support. The CDS team will actively participate in the forum's upcoming meetings and events.

ii. Collaboration with mothers2mothers

The CDS team met with Kirsten Schmitz of South African NGO mothers2mothers on August 4, 2014 to explore possibilities of collaboration in order to access materials for capacity development of NGO's for the ECHS project. M2M focuses on prevention of mother to child transmission of HIV and conducts home visits for the first 1000 days in Lesotho and Swaziland. Progress and follow-up discussions will be reported in the next quarter.

iii. Collaboration with UNICEF

On August 14, 2014, CDS team met with a UNICEF Education/ECD Specialist at UNICEF's offices in Pretoria to explore potential collaboration with FHI 360 in ECD. UNICEF agreed to share existing ECD materials and both parties agreed to collaborate on the following in support of ECD and ECHS:

- Sustain a joint data-base on non-center based programs
- Establish networking opportunities among household-based early childhood service providers which will both strengthen that part of the sector and support growth to larger scales

- Advocate for household-based early childhood development programs
- Advance the role of men as partners in the early development of babies and young children

Following this meeting, FHI 360 received the following materials from UNICEF:

- Draft ECD Policy and ECD Program
- DVD's on ECD public service announcements that were done in 2003
- South Africa's ECD Program of Action

SECTION FOUR: CHALLENGES

This section outlines key challenges faced by the project during the reporting period.

4.1 Staffing

- i) Finance and Operations Director: Due to the delay in work permit processing the position was not filled during the reporting period. FHI 360 is following this through in the next reporting period.
- ii) Monitoring and Evaluation Director: Despite several advertisements in local newspapers and the Sangonet website, FHI 360 could not identify a suitable candidate before the end of September 2014. FHI 360 will continue to search for suitable candidates both within the organization and externally.

Progress made on the recruitment of these two key personnel will be reported in the next quarter progress report.

SECTION FIVE: PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD

The table below outlines the project activities planned for the next quarter, organized by the five project components in the Year One Implementation Plan.

Table 5: Planned Activities

| Project Components | Activities | Timeline (2014) |
|--|--|----------------------------|
| COMPONENT 1: GRANT AWARD AND MANAGEMENT | • ECHS Pre submission workshops | October |
| | • Posting of ECHS Questions and Answers to the website | October |
| | • ECHS Concept paper review and evaluation | October |
| | • Notification to shortlisted organization to submit full application | October |
| | • FPD Post award meeting | October |
| | • ECHS Full application review and evaluation | November |
| | • Draft ECHS selection memo for USAID approval | November |
| | • Finalize Deloitte Contract | November |
| | • Conduct financial pre-award assessment to selected potential ECHS sub-awardees | December |
| COMPONENT 2: INSTITUTIONAL CAPACITY DEVELOPMENT OF INDIGENOUS ORGANIZATIONS | • Develop capacity assessment tools on financial management, program planning and design ,MER and sustainability | November - December |
| | • Review and adapt curricula and training materials | November - December |
| | • Take over the sustainability transition planning materials from PACT to support CDS local NGOs | November - December |
| COMPONENT 3: CAPACITY DEVELOPMENT ASSISTANCE TO SAG | • Complete recruitment of 3 Technical Advisors for the Department of Social Development. | October - December |
| COMPONENT 4: MONITORING, EVALUATION, | • Establish the Monitoring, Evaluation, Reporting and Learning (MERL) Framework | November - December |
| | • Finalize TORs for the ECHS baseline assessment | November |

| | | |
|--|---|----------------------------|
| REPORTING AND LEARNING | <ul style="list-style-type: none"> Procure evaluation services for the ECHS baseline assessment | November - December |
| | <ul style="list-style-type: none"> Draft TORs for the behavior change evaluation for the Johns Hopkins project | November - December |
| | <ul style="list-style-type: none"> Collaborate with Pact in transitioning the OVC Database to FHI 360 | November - December |
| COMPONENT 5: PROJECT MANAGEMENT | <ul style="list-style-type: none"> Host AOR meetings in October and November 2014 | November - December |
| | <ul style="list-style-type: none"> Finalize staff recruitment process initiated during the start-up phase | November - December |