

The Afghanistan Engineering Support Program assembled this quarterly report. It is an approved, official USAID document. Budget information contained herein is for illustrative purposes. All policy, personal, financial, and procurement sensitive information has been removed. Additional information on the report can be obtained from Firouz Rooyani, Tetra Tech Sr. VP International Operations, (703) 387-2151.



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FROM THE AMERICAN PEOPLE

# ENGINEERING SUPPORT PROGRAM

## FINAL Q1 QUARTERLY REPORT FY2010

FEBRUARY 23, 2010

This publication was produced for review by the United States Agency for International Development. It was prepared by Tetra Tech EM Inc.

**This report was prepared for the United States Agency for International Development, Contract No. EDH-I-00-08-00027-00, Task Order 01, Afghanistan Engineering Support Program.**

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TETRA TECH

February 23, 2010

[REDACTED]  
U.S. Agency for International Development

[REDACTED]  
[REDACTED]  
[REDACTED]  
Kabul, Afghanistan

**Re: Contract No. EDH-I-00-08-00027-00, Order No. 1; Afghanistan  
Engineering Support Program; Quarterly Report for First Quarter FY  
2010**

Dear [REDACTED]

Per section C.5, "Deliverables", paragraph D of the above referenced contract, we are at this time submitting the Final Quarterly Progress Report for the First Quarter Fiscal Year 2010 with OIEE concurrence. As discussed, at our 22 February 2010 meeting OIEE had no comments on the draft report. The report covers the period of 5 November 2009 to 31 December 2009.

Very truly yours,

[REDACTED]  
[REDACTED]  
Chief of Party, Tetra Tech  
OIEE-AESP

# AFGHANISTAN ENGINEERING SUPPORT PROGRAM

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### **DISCLAIMER**

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## 1.0 Introduction

The purpose of the contract is to provide technical assistance to the Office of Infrastructure, Engineering & Energy (OIEE), by providing a quick response from a Kabul based core of expat architectural and engineering professionals. The Kabul based Tetra Tech Team are to provide planning, design, technical support, and oversight support, while also contributing to capacity building, mentoring, and collaboration/coordination with appropriate stakeholders.

The estimated period of performance for this contract is five years from the signing of the contract. The contract signing date by USAID was 14 November 2009.

Technical assignments and tasks are categorized as either administrative (WO-A) or long term (WO-LT). Administrative work order (WO-A) are defined as those assignments taking less than or equal to 18 man days (144 man hours) or less, and most often performed by the core staff in Kabul. Long Term work orders (WO-LT) are defined as those tasks taking longer than 18 man days (144 man hours), and supported by the Home Office staff as a Reach Back assignment with Kabul core staff management.

Deliverables for the Contract include a Work Plan, Security Plan, Weekly Meeting Minutes, Quarterly Progress Reports, Performance Monitoring Plan (PMP), Annual Work Plan, Annual Project Report, and Final Report.

## 2.0 Staffing

### 2.1 Deployment

Table 2-1 Staffing and Deployment

Employee Name	Position	US Deployment Date
[REDACTED]	Chief of Party	11/18/09
[REDACTED]	Finance Manager	11/18/09
[REDACTED]	Vertical Structures Lead	12/4/09
[REDACTED]	Energy Lead	12/4/09
[REDACTED]	Water/Sanitation Lead	12/21/09
[REDACTED]	Water Resources Lead	2/15/10 (1)
[REDACTED]	IT Specialist (STTA)	12/4/09
[REDACTED]	Contracts Manager	12/11/09
[REDACTED]	MIS Manager/Technical Writer (STTA)	12/21/09
[REDACTED]	MIS Manager/Technical Writer	TBD
[REDACTED]	Junior Civil Engineer	12/21/09
[REDACTED]	Junior Civil/Structural Engineer	2/15/10 (1)

Note: (1) Approximate deployment date

## **2.2 Regional Rest Break (RRB) and Rest and Recuperation (R&R) Leave**

No RRB, R&R, or other leaves were taken during this quarter. The first RRB is not scheduled to take place until after February 18, 2010. When presented with extenuating circumstances, the Chief of Party has the authority to reduce the waiting time between deployment and the starting of RRB or R&R.

## **3.0 Milestones & Deliverables**

### **3.1 Major Milestones**

November 05, [REDACTED] funding obligated

November 09, Tetra Tech EM Inc signs and returns contract to USAID

November 14, USAID signs and returns final contract to Tetra Tech EMI

November 20, Chief of Party (COP) and Finance Manager (FM) arrived in Kabul

December 06, [REDACTED] funding obligated

December 16, Lease for the Residence/Office signed

### **3.2 Deliverables**

December 12, Security Plan submitted to [REDACTED] and [REDACTED] No comments were received.

## **4.0 Work Orders**

December 10, [REDACTED] issued verbal work order to review the AUAF Master Plan. The verbal work order was issued number WO-A 0002.

December 14, [REDACTED] issued SOW document to prepare a proposal and cost estimate for the District Center/Training Center Concept Design. The work order number WO-LT 0001 was assigned.

December 14, [REDACTED] issued SOW document to prepare a proposal and cost estimate for the American University of Afghanistan Concept Design. The work order number WO-LT 0002 was assigned.

December 14, [REDACTED] issued SOW document to prepare a proposal and cost estimate for the prototype municipal garage Design. The work order number WO-LT 0003 was assigned.

December 21, [REDACTED] issued Tetra Tech a series of Kfw reports dealing with the water study for the City of Kabul, and directed Tetra Tech to review the documents for completeness with a focus on USAID providing funding. The work order request was issued number WO-A 0001.

December 26, Tetra Tech response to WO-LT 0001 for Concept Design presented to OIEE.

December 26, Tetra Tech response to WO-LT 0002 for Concept Design presented to OIEE.

December 26, Tetra Tech response to WO-LT 0003 for 100% Design presented to OIEE.

## 5.0 Meetings

November 21, COP and FM meet with [REDACTED] at OIEE.

November 24, First regular Weekly Meeting with OIEE, included [REDACTED], [REDACTED], and OIEE Water Specialist.

December 01, Weekly Meeting at OIEE with [REDACTED].

December 01, Telcon between Tetra Tech Home Office and OIEE, including [REDACTED], temporary CO, and [REDACTED].

December 10, Meeting at IRD with [REDACTED] American University of Afghanistan, and other OIEE staff. [REDACTED] issued verbal direction for administrative work order for the AUAF (WO-A 0002).

December 14, Weekly Meeting at OIEE with [REDACTED] from Tetra Tech. [REDACTED] issued verbal administrative work order for Kabul Water Study review (WO-A 0001). Tetra Tech received three long term work orders to review and comment on (WO-LT 0001, 0002, 0003).

December 14, [REDACTED] had a meeting with Kabul University Engineering Dept

December 14, [REDACTED] had a meeting with [REDACTED] on the District Center.

December 16, Meeting at American University with the AUAF President, Vice President, IRD, and OIEE consultants. Tetra Tech toured the proposed AUAF campus.

December 21, Weekly Meeting at OIEE with [REDACTED]. The Tetra Tech Kabul office responded with comments on WO-LT 0001 and 0003.

December 22, [REDACTED] and [REDACTED] had a meeting with Kabul Polytechnic.

December 28, Weekly Meeting at OIEE with [REDACTED]  
[REDACTED] from Tetra Tech.

## **6.0 Action Items**

- 6.1 Prepare response to WO-A 0001, and review Kabul Water Study as prepared by Kfw.
- 6.2 Prepare response to WO-A 0002, and review American University of Afghanistan Master Plan prepared by Studio Z.
- 6.3 Prepare and outfit the Tetra Tech Office/Residence for occupancy.
- 6.4 Recruit local national technical and non-technical staff.
- 6.5 Prepare Performance Management Plan (PMP) and submit DRAFT.
- 6.6 Prepare and submit Branding and Marking Plan
- 6.7 Submit remaining 1420 forms and CVs for home office, and local national staff.
- 6.8 Complete business license application; obtain work permits, and multi-entry visas.
- 6.9 Setup Tetra Tech bank account with local bank (Standard Charter).
- 6.10 Establish more meaningful and open relationship with Kabul Polytechnic.

**Appendix A**

**Not Used**

**USAID/Afghanistan.**  
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