

Girls' and Women's Education Project
Quarterly Report
July 1, 2001 to September 30, 2001

Prepared for:

G/WID
United States Agency for International Development
Washington, D.C.

Prepared by:

DevTech Systems, Inc.
Contract # LAG-C-00-97-00017

NARRATIVE

TITLE

Technical and Administrative Services to the Global Bureau's Office of Women in Development to Support the Girls' and Women's Education Activity Objectives. (WID-GWE) LAG- C-00-97-00017

1. Background

A five-year contract to carry out this assistance was awarded to DevTech Systems, Inc. on September 30, 1997. The objectives of the contract are to support the G/WID in: 1) monitoring the Girls' and Women's Education Initiative; 2) developing effective communications among all stakeholders in the Girls' and Women's Education Initiative; and 3) documenting programs and products concerning the Girls' and Women's Education Initiative. This contract calls for the execution of core activities and not buy-in or subcontractor activities.

2. Expected Results

The restructuring within the Global Bureau of USAID placed the implementation of the Girls' and Women' Education (GWE) Initiative in the Office of Women in Development. One result of this restructuring is the requirement for technical and administrative assistance from a contractor to support G/WID's attainment of the goals and objectives of this Initiative. Implementation of the Girls' and Women's Education Initiative is conducted in both emphasis and cooperating countries by contractors under separate procurements. The purpose of this contract is to provide assistance to G/WID to ensure that the goals of the GWE Initiative, as reflected by SSO2 (Broad-based, informed constituents mobilized to improve girls' education in emphasis countries.) and its IRs and indicators, are attained.

3. Project Core Activities

The Project Core Activities for the 7/01-9/01 quarter are divided into the following three parts:

A. Activity Narrative and Task Report

The Activity Narrative and the Task Report contain both a discussion and a recounting of all the events covered during the reporting period (including events already detailed in the monthly reports for the same period). The Task Report is divided into eight general contract tasks: 1) monitor GWE Initiative; 2) develop effective communications with GWE constituencies; 3) plan and coordinate a range of GWE focused meetings and events; 4) provide technical and administrative assistance to Missions; 5) develop, or assist in, writing reports, studies, and concept papers, and develop innovative ideas; 6) coordinate development, review, revision, and dissemination as appropriate of GWE focused documents, publications, and deliverables; 7) coordinate monitoring and evaluation activities for GWE; and 8) develop and maintain reference materials on the Girls' and Women's Education Initiative.

B. Project Management - A report on what activities were accomplished to fulfill contractual responsibilities.

C. Implementation Constraints – A report of constraints that prevented the fulfillment of specific contractual responsibilities.

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A.1. Quarterly Narrative

Since March 2001, the position of GWE CTO has not been filled. DevTech worked to maintain open communication between the contractors and the respective acting CTOs during this interim period. The facilitation of communication was especially important during the 4th quarter of FY 2001 when many contracts were closing out or were being extended. Furthermore, the team aided G/WID and Development Alternatives, Inc. (DAI) with the addition of three countries. Because the programs have only one year to achieve results, it was necessary to act in a timely manner to fulfill requests for country clearances and to provide feedback to written reports.

Aside from the normal communication and monitoring activities (which are not reflected in the chart below but can be found in the monthly activity reports), from reviewing and processing terms of reference and country clearances, interacting with Missions to share data and request information on girls' education, to constructively participating in monthly, contractor meetings. The meetings serve as a vehicle for discussing current activities in the field and provide a forum for discussion and queries and reviewing and commenting upon contractor reports and studies, the DevTech team completed several major tasks.

The team also worked with the American Institute for Research (formerly IIR now AIR) in preparation of the "Reflection on Girls' Education: Lessons Learned Conference" that was held at the Capital Hilton in Washington DC from August 28-29, 2001. Participants from USAID, the GWE contractors and other interested guests attended. The team assisted the GWE country coordinators as well in their own preparations for their respective country presentations. Meghan Donahue traveled to Guatemala to observe the GWE achievements first hand and to meet with and interview key participants in the GWE activity. The field trips (one in June to Peru by Meghan Donahue and one in June to Morocco by Muzit Mesfun) enabled the DevTech team to better assist in the lessons learned conference as the planning process becomes more refined. Ms. Mesfun moderated a session on girls' education networks and conferences in which the country delegates from Morocco, Peru and Guatemala shared lessons learned from their respective activities. The information derived from the session was submitted to AIR in order to be included in the conference proceedings. Dr. Donahue prepared a panel, led a discussion and distributed the proceedings in paper form on the assumptions of the GWE Model.

Meghan Donahue also participated in a week long course "Essential Training for PHN and Education Technical Advisors" sponsored by the Centre for Development and Population Activities (CEDPA) from July 16-20, 2001. The course provided an orientation on USAID's organization and operations, its programming system, and the implementation skills need by technical officers working in the Agency.

The DevTech team also provided technical assistance and liaised among the contractors, country coordinators and project directors with respective contract closeouts. The team worked closely with AIR and sub-contractors. Management Systems International (MSI) in Morocco as the contract came to end. On the other hand, AIR with the sub-contractors World Learning in Guatemala and CARE/Peru were both extended. Guatemala was extended for one month and Peru for six months. Creative Associates and World Education were also granted no-cost extensions. DevTech participated in the extensions by mediating among the Missions, the contractors and USAID.

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The DevTech team also attended the Human Capacity Development conference (HCD) “No one Left Behind” that was held August 20-23, 2001 at the National Institute for Health in Bethesda, Maryland. The purpose of the conference was to stimulate individual and collective thinking and offer opportunities for a rich exchange of ideas and experiences on education and training challenges.

DevTech collaborated with the Gender Reach team to prepare for the semi-annual Project Director’s meeting. Because of the September 11, 2001 tragedy, the originally scheduled meeting had to be postponed from September 14 to September 20, 2001. The meeting took place in the Hemisphere Rooms at the International Trade Center in the Ronald Reagan Building. It was the last time that all GWE contractors would be together. Mary Knox, Deputy Director for G/WID gave the opening speech. Participants included USAID staff and contractors. The group was updated on all contract activities.

A.2. WID-GWE Provided Technical and Administrative Assistance to G/WID in:

General Contract Tasks	Specific Tasks Completed (Selected)
<p>1. Monitor GWE Initiative</p>	<ul style="list-style-type: none"> • Worked with IIR associates to prepare for the Lessons Learned Conference through facilitation of working groups and presentations. • Attended and actively participated in AED/SAGE’s monthly meeting where the five country programs were discussed and highlighted. Based on our comments on the SAGE/El Salvador design, a section was added which linked the planned activities to G/WID’s results framework. • Identified the need for a workable timetable for World Education’s submission of deliverables and USAID’s feedback. Therefore, facilitated discussion with World Education’s GWE-PRA Director and G/WID’s GWE CTO to begin the process of extending the project in order to ensure timely submission and feedback on GWE research. • Reviewed Morocco’s quarterly report (July-September 2001) that highlights the completion of mid-term evaluation of the girls’ scholarship project and a retreat for members of the committee for girls’ scholarships.
<p>2. Develop Effective Communications with GWE Constituencies</p>	<ul style="list-style-type: none"> • Provided contractors with information on posting GWE related documents to CDIE’s website in order to encourage the practice. • Circulated, UNICEF Executive Director, Carol Bellamy’s letter to President Bush that heralded the United Nations’ commitment to educating girls and requests the support of the United States, in conjunction with members of the G8, in ensuring that girls’ education be at the forefront of international development agendas. • Facilitated meeting with the USAID/Guatemala’s Education Chief and G/WID’s GWE CTO that sought to formulate ways of ensuring the continued support of materials developed during the GWE project, once contract ends.

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	<ul style="list-style-type: none">• Facilitated a meeting with GEMS and AIR where the qualitative and quantitative data gathered through a number of trips to Guatemala, Peru and Morocco were shared and discussed.• Attended the Human Capacity Development Conference on Basic Education and networked with education professionals from all over the world on behalf of girls' education.• Researched, translated and provided the GWE TAACS Advisor with a list of selection criteria for girls' scholarship recipients in Guatemala.• Negotiated important points to include in the agenda of the monthly meeting with AED in order that their respective visions and strategies particularly in the new SAGE countries (El Salvador, Congo and Ghana) are elucidated.• Developed and circulated a copy of "Assumptions of the GWE Model" to GWE constituencies that was derived from a session moderated at the Lessons Learned Conference.• Assisted in the extension of World Education's contract.• Liaised between AIR and USAID during the final days of the contract.• Worked closely with USAID/Guatemala's Education Chief in securing a one-month extension of the contract.
<p>3. Plan and Coordinate a Range of GWE Focused Meetings and Events</p>	<ul style="list-style-type: none">• Actively participated in the planning and implementation of the AIR sponsored lessons-learned conference, held on Aug. 27-29, 2001.• Worked with Country Directors from Peru, Guatemala and Morocco in order to help them formulate their respective presentations during the lessons learned conference.• Worked closely with GenderReach and USAID in order to start preliminary preparations for the Project Directors' Meeting held in September 2001.• Developed agenda for and coordinated the semi-annual project directors meeting.• Helped facilitate discussions around the possibility of holding a lessons learned conference in 2002 on the activities of the remaining GWE countries.
<p>4. Provide Technical and Administrative Assistance to Missions</p>	<ul style="list-style-type: none">• Reviewed SOWs for technical assistance to missions and processed the following country clearances: Kjell Enge and Pilar Martinez's travel to Guinea and Mali; Francine Agueh and Erinna Adotevi's travel to DRC; Sonya Anderson's travel to Haiti; Laurie Owen and Hortense Dicker's trip to El Salvador; and Meghan Donahue and Marisa Pelczar's travel to Guatemala.• Reviewed SOWs for technical assistance to missions and processed the following country clearances: Stacy Stacks'

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	<p>trip to Morocco, Giselle Mitton's trip to Mali and Howard Williams' trip to Ghana.</p> <ul style="list-style-type: none">• Provided a list of GWE personnel who were already overseas and who were scheduled to travel in response to a request by the GWE CTO. This was prompted by the necessity to ensure the safety and security of GWE personnel, following the September 11th tragedy.
<p>5. Develop, or Assist in, Writing Reports, Studies, and Concept Papers, and Develop Innovative Ideas.</p>	<ul style="list-style-type: none">• Wrote two articles based on the DevTech team's trip to Peru and Morocco for DevTech's SPHERE Newsletter and shared them with respective GWE stakeholders.• Researched and worked on formulating a participatory approach to DevTech's method of moderating and facilitating sessions during the Lessons Learned Conference, which included consulting with a participatory research expert.• Completed and submitted the Peru trip report.• Completed and submitted the Guatemala Trip Report.• Completed and submitted the Morocco Trip Report.• Researched and provided background information for the G/WID Director's opening remarks for the lessons learned conference.• Collated, triangulated and verified sources for all participants on a paper called "Assumptions of the GWE Model" produced from the Lessons Learned Conference August 2001.• Prepared and edited information on GWE emphasis countries for G/WID's presentation to USAID's Deputy Administrator. This entailed verifying the information received from country and project directors and rewriting in an appropriate format.• Researched and prepared background information for G/WID Deputy Director's opening remarks at the Project Directors' Meeting.
<p>6. Coordinate Monitoring and Evaluation Activities for GWE</p>	<ul style="list-style-type: none">• Made a field visit to Guatemala in order to access the girls' education project through interviewing and talking with its stakeholders.• Met with USAID Mission in Guatemala and other stakeholders to discuss lessons learned and future direction of girls' education.• Provided the GWE project in Guatemala with assistance in developing a composite list of their responses to R4 queries since the beginning of the project.• Documented and verified information acquired during field trips in order to support DevTech presentations during the conference.

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	<ul style="list-style-type: none"> Facilitated and moderated sessions during the Lessons Learned Conference. Worked with AED/SAGE Senior Staff on how to prepare for USAID's R4 reporting requirements as SAGE begins to work in three new countries.
7. Develop and Maintain Reference Materials on Girls' and Women's Education Initiative	<ul style="list-style-type: none"> Updated table on USAID Missions with Girls' Education in their SOs, IRs and Indicators.

B. Project Management

General Contract Tasks	Specific Tasks Completed
Contract Maintenance	<ul style="list-style-type: none"> Submitted monthly reports. Attended GWE and G/WID staff meetings. Participated in DevTech Management Meetings.

C. Implementation Constraints

While the G/WID team is still incomplete in that the CTO position is vacant, DevTech and GWE contractors continue to work through the acting CTOs. In spite of this, the contractors and G/WID staff are working hard to facilitate all activities that need attention in a smooth and efficient manner. In addition, the stunning and tragic events of September 11th required our flexibility in making the necessary changes to normal operating processes and procedure.

Performance

Despite the above constraints, the DevTech team made great strides in facilitating G/WID program management of contractors and communication with G/WID-assisted missions. DevTech is also beginning to work more on the technical side of the contract by responding in a more academic fashion to papers, projects and drafts. The DevTech team is making an attempt to remain current in the field of girls' and women's education.

4. Statement of Work

The DevTech team has not determined that a modification of the statement of work is necessary for this quarter. While the team is relatively new, effort has been made to redefine the lines of communication. However, this issue may need to be revisited when a new CTO arrives.

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5. Financial Report

Financial data are not available at this time. A revised report will be submitted as soon as the data become available.

Contract Data:	G/WID-GWE 1025
Quarter Hours	549
Cumulative Hours	11,441
Total Level of Effort	120.00 P/M
Level of Effort for this Quarter	3.66 P/M
Cumulative Level of Effort	76.27 P/M
Unused Level of Effort	43.73 P/M
Total Estimated Cost	\$1,513,179
Expenditures this Quarter	\$94,711
Cumulative Expenditures	\$845,584
Remaining Unexpended Balance	\$667,595

P/M or Person Months are based on 225 Productive days in a Year (Exclusive of sick leave, holiday, and vacation)

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Quarter is defined as 1/1/01 – 3/31/01