

Girls' and Women's Education Project
Work Plan 2002
January 1, 2002 through September 30, 2002

Prepared for:

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

Prepared by:

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

I. INTRODUCTION

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 was 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 timely assistance to G/WID to ensure that the goals of the GWE Initiative are attained.

A five-year contract to carry out this assistance was awarded to DevTech Systems, Inc. on September 30, 1997. This contract calls for the execution of core activities without buy-in or subcontractor activities. The objectives of the contract are to support G/WID by:

- 1) Monitoring the Girls' and Women's Education Initiative;
- 2) Developing effective communications among all stakeholders in the Girls' and Women's Education Initiative;
- 3) Planning and coordinating a range of GWE focused meetings and events;
- 4) Providing technical and administrative assistance to Missions;
- 5) Developing, or assisting in, writing reports, studies, and concept papers, and developing innovative ideas;
- 6) Coordinating monitoring and evaluation activities for GWE; and
- 7) Developing and maintaining reference materials on the GWE Initiative.

II. ACTIVITIES PLANNED FOR YEAR 2001

In order to meet the above stated objectives in the year 2002, DevTech has four principal objectives: establish effective communications among G/WID, GWE partners and GWE constituencies; assess progress-to-date of the GWE Initiative and determine new directions; review and analyze partner research on girls' education and women's literacy; and develop a responsive system for constituent requests regarding girls' education, in general, and the GWE Initiative, in particular. Each of these objectives has been divided into support tasks that are elaborated below.

1. Establish effective communications among G/WID, GWE partners and GWE constituencies

1.1 Review and respond to contractor reports/ participate in monthly meetings with GWE partners

In order to maintain communications between G/WID and each of the GWE partners, monthly meetings will be scheduled with project directors for each of the GWE contracts. Each of these meetings will serve as a forum to discuss both project achievements and

difficulties. Additionally, contractor progress reports, project plan reports as well as trip reports will be reviewed and the content of these reports will be commented upon.

1.2 Plan and execute project directors' meetings

The goals of the project directors' meetings are to strengthen communications among the GWE partners and provide a forum to discuss project achievements, share innovative ideas, trouble-shoot problems, and clarify principles and objectives of the GWE Initiative. These meetings will be planned and held on a semi-annual basis.

1.3 Assist GWE Projects in contract closeout

In 2002, four GWE contracts will terminate. DevTech will provide technical support throughout the close out period, or 6 months prior to the end date. For example, DevTech will assist with queries, administrative actions and other relevant information to ensure smooth transition in ending the respective contracts. DevTech's contract will also be ending September 30, 2002.

2. Assess progress-to-date of GWE Initiative and determine future directions

2.1 Prepare Progress Reporting

Reporting for the G/WID FY04 for each of the GWE partners under the SSO2 : “ Broad-based, informed constituencies mobilized to improve girls' education in emphasis countries” will be collected, analyzed and written in a USAID established format by DevTech. GWE contractors will be contacted and requested to provide and/or corroborate pertinent data for the intermediate results on girls' education. DevTech will prepare and submit the data to G/WID for approval. USAID, as of this writing (January 2002) has not yet created a system for reporting since the old system (the R4 reporting system) has been discarded. A new reporting mechanism should come out in March 2002.

2.2 Plan, facilitate, provide feedback and organize meetings and debriefing of Portfolio Reviews for GWE projects

Portfolio reviews were instituted in the GWE projects in 2001. DevTech will continue to assist and liaise between G/WID and the GWE contractors in the setting up of informational meetings, providing examples and feedback, and ensuring the reviews are handed in on time. DevTech will also arrange for the debriefing of each portfolio, if necessary.

2.3 Conceptualize, plan and facilitate a regional conference with GWE partners to discuss lessons learned and future directions

Calendar year 2002 marks the sixth year of the GWE Initiative's program. Because three of the emphasis countries will end in September 2002, a lessons learned regional

conference will be held in April-May, 2002. It has been decided that the site will be in Ghana, one of the GWE countries. DevTech will bring together contractors and sub-contractors of the Initiative for a retrospective on program activity. The purpose of the conference is to enable the outgoing country directors, their respective staffs, community workers, teachers, girls and others to report on the challenges and successes to date, to discuss and share effective methods that have supported and created their respective programs, to revisit program goals and objectives and their underlying assumptions, and, to generate next steps and future directions in the promotion of girls' education.

While the conference is being financed under Development Alternatives, Inc. as the prime contractor and the Academy for Educational Development (AED) Strategies for Girls' Education (SAGE), DevTech's contribution in preparing and facilitating the conference will be considerable. Specifically, planning for the conference will include traveling to the sites, participating in planning meetings, contacting Missions and GWE constituencies and developing a profile of participants and a system for compiling information for a final report as well as dissemination of the report. Additionally time will be spent reviewing and planning the conference program as well as papers and presentations that will be given at the conference, facilitating sessions and participating in the conference debriefing.

2.4 Prepare Scope of Work for and support follow-on training for Guatemala/GWE post-contract

The GEA in Guatemala has successfully developed and tested a manual called "Suggestions for Special Activities" for teachers in the GEA supported schools. USAID G/WID funded the production of 10,000 copies. Because the GEA/World Learning activity ended in October 2001, USAID Guatemala has requested that public school teachers be trained in how to use the manual. DevTech will support this follow-on activity through the creation of a scope of work and a possible site-visit to ensure that a training will take place. This training will be beyond the initial teacher training that each elementary school teacher receives. Hopefully the manual will be adopted by the teacher training colleges in the future and thus, be included in the training curriculum.

3. Review and analyze partner research on girls' education and women's literacy

Partner research on girls' education and women's literacy will be reviewed and analyzed as it is received. Memoranda will be written to summarize comments on the research and recommend courses of action. While due dates for the studies have been established, it is likely that multiple drafts of each study will be reviewed. The timeline presented in Section III projects dates for review of subsequent drafts.

Various partner studies will be reviewed during the year 2002. These studies are enumerated below.

3.1 Draft memorandum on Lessons Learned from the GEA in Guatemala, Morocco and Peru

- (AIR)
- 3.2 Draft memorandum on Description and Analysis of the USAID GWE Activity Projects in Guatemala, Morocco and Peru (AIR)
 - 3.3 Draft memorandum on Girls' Ed, HIV/AIDS and Poverty: Impacts and Alternatives for Development
 - 3.4 Draft memorandum on A Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)
 - 3.5 Draft memorandum on A Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)
 - 3.6 Draft memorandum on A Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)
 - 3.7 Draft memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)
 - 3.8 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)
 - 3.9 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)

4. Develop responsive system for constituent requests regarding girls' education, in general, and the GWE Initiative, in particular

4.1 Maintain GWE archives

The GWE archives catalogue will be updated on a monthly basis. New deliverables will be logged into the catalogue system and hard copies of the deliverables will be shelved according to that system. The database documents due dates, extensions, receipt dates, and location of all deliverable, including trip reports within the new organization.

4.3 Collect and organize statistical information on girls' education

Statistical information, papers and useful quotations will be collected from a variety of sources (UNESCO, UNICEF, DHS, the United Nations, the World Bank, IFPRI, etc.). This information will be organized and stored. It will be readily available to respond to constituent requests.

5. Provide Technical Assistance to Missions

5.1 Travel to Missions in support of GWE Initiatives

Because 2002 marks the final year for GWE, field visits to countries where the projects will be ending in September 2002 will be scheduled before the end date.

5.2 Coordinate process for country clearance requests for GWE contractors

III. SCHEDULE OF ACTIVITIES FOR YEAR 2002

The timeline that follows presents a detailed schedule of Year 2002 activities grouped by task as elaborated in Section II of this plan. The timeline shows the month(s) when work on each support action is expected to occur.

TASK	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02	OCT 02	NOV 02	DEC 02
1. Establish Effective Communications Among G/WID, GWE Partners, and GWE Constituencies												
1.1 Review and Respond to Contractor Reports/participate in monthly meetings												
1.2 Plan and Execute Project Directors' Meetings												
1.3 Assist GWE Projects in closeout												
2. Assess Progress-to-Date of GWE Initiative and Determine Future Directions												
2.1 Prepare Progress Reporting												
2.2 Plan, facilitate, provide feedback and organize meetings and debriefing of portfolio reviews												
2.3 Conceptualize, plan and facilitate a regional conference with GWE SAGE partners to discuss lessons learned and future directions												

	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02	OCT 02	NOV 02	DEC 02
3. Review and Analyze Partner Research on Girls' Education and Women's Literacy												
3.1 Draft memorandum on Lessons Learned from Guat. Mor. and Peru (AIR)												
3.2 Draft memorandum on Qual. Description and Analysis on Guat., Mor., and Peru (AIR)												
3.3 Draft memorandum on Girls' Ed, HIV/AIDS and Poverty: Impacts and alternatives for Development (SAGE)												
3.4 Draft memorandum on A Long. Study on Impact of Integ. Women's Basic Ed. Programs on Indicators of Soc. and Ec. Dev. in Bolivia (World Ed)												
3.5 Draft memorandum on A Long. Study on Impact of Integ. Adult Literacy Prog. on Indicators of Soc. and Ec. Dev. in Nepal (World Ed)												
3.6 Draft memorandum A Long. Study on Impact of Basic Ed. Prog. on Indicators of Soc. and Ec. Dev. in Honduras (World Ed)												

DevTech Systems Inc., 2002 Work Plan

	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02	OCT 02	NOV 02	DEC 02
3.7 Draft Memorandum on Policy Brief on Long. Study on Impact of Integ. Women's Basic Ed. Prog. on Indicators of Soc. and Ec. Dev. in Bolivia (World Ed)												
3.8 Draft Memorandum on Policy Brief on Long. Study on Impact of Integ. Women's Basic Ed. Prog. on Indicators of Soc. and Ec. Dev. in Nepal (World Ed)												
3.9 Draft Memorandum on Policy Brief on Long. Study on Impact of Basic Ed. Prog. on Indicators of Soc. and Ec. Dev. in Honduras (World Ed)												
3.10 Various SAGE conference and final reports												
4. Develop Responsive System for Constituent Requests Regarding Girls' Education, in General, and the GWE Initiative, in Particular												
4.1 Maintain GWE Archives												
4.2 Collect and Organize Statistical Information on Girls' Education												

DevTech Systems Inc., 2002 Work Plan

5. Provide Technical Assistance to Missions													
5.1 Travel to Missions in support of GWE Initiative													
5.2 Coordinate process for country clearances													