

PD-ABY-472

**Quarterly Progress Report 1
NGO Small Grants Program**

October – December, 2000
Contract: FAO-Q-10-96-90006

Submitted By:

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Small Grants Supporting Women's NGOs
in Program Implementation and Advocacy
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1250 Eye Street, NW, Ste. 1115
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Submitted to:

Ms. Shirley Toth, COTR & Project Officer
USAID
G/WID, RRB 3.08-021 &
Mr. Mark Walther, Contracting Officer
USAID/M/OP/B/LA
Office of Procurement

The Small Grants Supporting Women's NGOs in Program Implementation and Advocacy

Summary

The Small Grants Supporting Women's NGOs in Program Implementation and Advocacy (NGO Small Grants Program) is task order number 10 under the WIDTECH Project designed to award small grants of up to \$25,000 to local organizations to support innovative activities to improve women's status. During the first quarter of this project the primary activity has been to refine and develop an operational plan for the project in collaboration with G/WID. Quarterly reports for this project will be divided into six parts as listed below. Please note that Part 3 Significant Results to Date, will be split into results for the project and results for the grantees once grantees are funded.

1) Major Activities Completed, Underway and Planned

a) Completed

Post-Award Contract Meeting Held

A meeting was held on October 26, 2000 at USAID with representatives from the USAID Contracts Office, the G/WID Office and DAI. Issues requiring clarification (Task Order 10) were presented and following the meeting, meeting notes were signed off on by all parties indicating mutual understanding and agreement. (Attachment 1)

Project Team Hired

Key personnel on the contract were hired and in place by November 1, 2000. Subcontracts with Development Associates (DA) and the International Center for the Research on Women (ICRW) were finalized.

Thematic Concept Piece and Target Countries Identified

The original scope of work (SOW) of the NGO Small Grants Program broadly defined the objectives under SO1, Economic Growth and SO3 Women's Legal Rights. Based on guidance from the G/WID Office, the project team developed a thematic concept piece to further refine and focus ideas presented in the SOW. The G/WID office selected three themes as a focus for the program. The selected themes include: *Addressing Women's Working Conditions*, *Conservation Based Economic Opportunities for Women*, and *Women's Property and Inheritance Rights*.

It was determined that a cluster grant-making approach, which is to fund a cluster of grants in a limited geographic area, was the most viable way to use limited resources and achieve sustainable results. The SOW proposed a large pool of potential (34) target countries. Therefore, once themes had been determined, the number of target countries was reduced to 17 countries. G/WID's SO1 and SO3 IR level objectives were matched with countries whose Missions had complementary activities in their strategy or SO. This ensured that the NGO Small Grants Program would provide value added to ongoing Mission programs. The selected target countries are: *Addressing Women's Working Conditions*: El Salvador, Guatemala, Honduras and Nicaragua, *Conservation Based Economic Opportunities for Women*; Bolivia, Brazil, Ecuador and Peru; and *Women's Property and Inheritance Rights*; Kenya, Malawi, Namibia, Tanzania and Zimbabwe in Africa and Bangladesh, Cambodia, Nepal and Sri Lanka in Asia. (Attachment 2)

Invitation for Applications Developed

Three separate invitations for application (IAs) were developed one for each thematic area. IAs included three primary sections: a cover sheet summarizing information about the program, eligibility and selection criteria and a proposal format. IAs for themes in Latin American countries were translated into Spanish and Portuguese. G/WID approved the IAs on December 30, 2000. (Attachment 3)

Informational Announcement to Target Missions Sent

A short informational announcement about the program was drafted for G/WID to forward to each target mission requesting permission to announce the program in the target country and requesting names of viable NGOs and local organizations to solicit proposals from. The announcement was sent via e-mail on December 20, 2000 (Attachment 4)

b) Underway

NGO and Local Organization Identification

To complement the list of organizations suggested by the target country missions, local partner organizations are being identified through G/WID partners and grantees, sector specific organizations such as Conservation International, WWF etc. and recent studies, such as the CDIE Intra-State Conflict Study.

Web Announcement Development

A simple web-based announcement is being designed for posting on the GenderReach website. Missions and interested organizations will be able to read a brief summary about the program and download specific eligibility criteria and the proposal format from the website.

c) Planned

Issue Invitation for Applications

Announcement of the NGO Small Grants Program in selected targeted countries and dissemination of Invitations for Application. *Target Date:* January 8, 2001

Refine Selection Criteria

Broad selection criteria were specified in the IAs. To further develop and refine them, the project team plans to invite outside experts in the theme areas and staff of the G/WID Office to finalize selection criteria for each theme. *Target Date:* February 6, 2001

Identify Screening and Selection Committee Members

The size, make-up and number of screening and selection committees will be determined in collaboration with G/WID. *Target Date:* February 12, 2001

Set up Grants Administration System

A database to track proposals and develop grant agreements will be designed during the next quarter. In addition, a financial questionnaire will be finalized to send to pre-award grantees. *Target Date:* February 15, 2001

Review Proposals

Proposals will be reviewed by the selection committee in Washington DC starting in mid-February and be completed by early March. Pre-award proposals will be sent to target missions in mid-March. *Target Date:* April 1, 2001

2) Timeline of Events

See attached timeline (Attachment 5)

3) Significant Project Results to Date

Working together in a participatory manner, the project team and G/WID defined three thematic foci and identified seventeen target countries. G/WID approved the themes and target countries, sent the announcements to target missions and approved the IA format.

4) Problems with Implementation

There have not been any significant problems with implementation to date.

5) Adjustments to Plan

Following the submission of the thematic concept piece with suggested target countries, G/WID and WIDTECH requested the project team to make some adjustments and suggested that Colombia be included as a target country. However, since the project team felt that effectively monitoring rural-based grantees in Colombia was not feasible, G/WID concurred with the suggestion that Bolivia be included as a target country.

The target country selection process took longer than anticipated. This was because the project team reviewed each potential Mission's strategic objectives to identify which best fit into the selected themes. This resulted in a two week delay. The timeline in the original scope of work called for announcement of the program and issuance of the IAs in December 2000. This delay in reaching an agreement on the target countries meant that it was not feasible to accomplish this in December. The timeline for announcing the program to Missions was postponed until the end of December with the issuance of the IAs planned for January.

6) Achievements toward G/WID Targets by Grantees

The following charts for SO1 and SO3 have been designed to track indicators outlined in the application for invitations. Following the selection of grantees, initial baseline information will be collected from all grantees in order to track progress from the start of each grant. It is anticipated that during the next quarter, in collaboration with the Monitoring and Evaluation Specialist, these indicators will be further refined to ensure that the information being tracked by grantees is what needs to be reported by G/WID during its annual R4 review. Reporting by grantees will start after the 3rd quarter of the project. (Attachment 6)

Attachments:

- 1) Post Award Memorandum
- 2) Thematic Concept Piece
- 3) IAs
- 4) Informational Announcement
- 5) Timeline
- 6) SO1 and SO 3 Tables

MEETING MINUTES

USAID/Development Alternatives, Inc. (DAI) Meeting at USAID/M/OP on 10/26/00

Agenda/Purpose: Post Award Conference. DAI and the WIDTECH team were awarded three Task Orders (Nos. 9, 10, & 11) by USAID to continue work in support of the USAID G/WID Project Office under Requirements Contract FAO-Q-00-96-90006-00. This work is in addition to the work authorized under an extension to the Core Contract FAO-C-96-90005-00. The purpose of the meeting was to review the requirements of each of the Task Orders and reach consensus on the performance and administrative requirements expected by USAID of the DAI Team. Task Order 9 is titled: Tech. Assistance and Support for Strategic Objectives. Task Order 10 is titled: Small Grants supporting Women's NGOs. Task Order 11 is titled: Short Term Technical Assistance and Training to Support Gender Integration.

Attending:

Tulin Pulley, Project Director, WIDTECH
Veronica Smith, M/OP/B/LA, USAID
Shirley Toth, G/WID, USAID
Debbie Caro, Task Order 9, Team Leader, ICRW Consultant
Mary Knox, G/WID Task Order 11, USAID
Dan Brown, DAI Contracts
Cecilia Bazan, DAI Contracts
Meloney Lindberg, Task Order 10, DAI Project Director
Belinda Bernard, Task Order 11, DAI Coordinator
Peter Davis, DAI WIDTECH Project Manager,
Catherine Spaur, DAI WIDTECH Project Administrator/ Core Small Grants Manager

TO 9 Task Order No. 9 Tech. Assistance and Support for Strategic Objectives

The purpose of this task order is to provide support to the SOs (Strategic Objectives), as well as to provide technical assistance with policy issues and new sectoral trends in economic growth and democracy and governance. To date staff identified include Debbie Caro on SO4 (gender integration and sustainable development) and Deb Rubin on SO1 (economic growth). USAID approval is pending for the SO 3 (women's legal rights) technical specialist and an administrative assistant.

USAID envisions the positions under this Task Order as part-time, perhaps two days a week for each of the technical people identified, part of the time for team meetings and preparation and also doing some research and helping G/WID draft fact sheets for presentations. Time will vary from week to week. When the R4 (Results Review and Resource Request) needs to be done, more time will be required because each SO specialist will pull information together to be used in the report.

USAID/G/WID requires the SO teams to provide their own brief quarterly reports summarizing the work performed. WIDTECH's quarterly reports include a delivery order section which will reference the TO 9 reports.

It was agreed that USAID/G/WID and DAI will confer to define the scope of work for the Team Leader, including supervision and reporting responsibilities and LOE for this position. When agreement has been reached the USAID/OP will modify the instrument to include these responsibilities and LOE levels.

Task Order 10 Small Grants Supporting Women's NGOs

The NGO small grants program directly supports G/WID's strategic goal of improving the status of women through assisting specific NGOs to carry out projects in economic growth and women's legal rights.

The USAID Cognizant Technical Officer (CTO) and the Project Officer (PO) in this TO have distinct responsibilities, even though in this case both are done by one person Shirley Toth. Each role is

autonomous in the instrument. When a new SO3 Team Leader starts that person may take over the CTO position.

USAID/G/WID and DAI agree that a letter announcing the competitive grants process will be sent as a cable and perhaps a letter. Bradley Bessire, the Democracy and Governance (DG) fellow, will look at DG and Sharon Phillipps and Mary Knox will review SO1. As proposals come in, a small team will review them before final determination is made on awards.

Article 14 gives USAID approval of grantees. Without this approval requirement, the contractor may find himself in what is "Inherently Governmental Function" in nature. In the Core Contract there was no language binding the contractor to USAID and US government statutes. Ronnie drafted the new language and it was reviewed by Kathleen O'Hara, the Competition Advocate, in OP. The language insures that the government, i.e. USAID maintains its authority/approval function over the funding of U.S. dollars with DAI acting on behalf of the government as delegated by the terms of the delivery order. This action allows a US government official to give their sanction to the allocation of US government funds.

USAID/G/WID contracting officer delegates authority to the CTO to approve the Invitation of Application announcing the grant competition. The grant announcement should also be sent to the Missions.

USAID/G/WID is the final authority for this instrument. The Missions have an advisory role only in evaluating the grant proposals. If the Mission does not agree with an award approved by the evaluation team then USAID/G/WID and DAI should discuss the award with the Mission.

Once a grant is decided upon with the evaluation team, then all the paperwork should be sent to the CTO for her to sign off on.

USAID/G/WID agrees that WIDTECH should continue to follow the grant award procedures as outlined in the Core contract for the Core small grants program.

TO 11 Short Term Technical Assistance and Training to Support Gender Integration (STTA TO)

The purpose of this task order is to support the provision of short-term technical assistance and training to the G/WID office when the WIDTECH Core contract is unable to fulfill this need. Unless WIDTECH has a high demand during a certain period of time, Core team members provide TA and training, otherwise consultants will be used under the STTA TO. Also, if the Core team members' expertise is not suitable to meet the needs of a Mission, consultants under the STTA TO will be utilized.

WIDTECH agrees to fully vet STTA through the CTO, before doing any activity at all. WIDTECH agrees to follow the list of specialists identified in the contract, and adhere to the contract scope. STTA consultants will not exceed salary ranges. If a request cannot be accommodated under Core, WIDTECH must discuss the request with the CTO before putting it under the STTA TO.

USAID/G/WID agrees that there has to be a system established to identify whether work requests are placed under Core or the STTA TO. Kathy Blakeslee or her designee at USAID/G/WID will resolve how work is to be divided. If necessary USAID OP. Ronnie Smith, will assist in the decision on how to allocate the work load.

USAID/G/WID directs WIDTECH to submit their work plan, which includes the STTA TO component and CORE in the plan to Kathy Blakeslee for her review.

WIDTECH will keep USAID/G/WID fully informed of upcoming events.

USAID/G/WID will decide who will manage or supervise the TOs which extend beyond the life of the Core contract. (One possibility is that the G/WID office will pass the TOs to the STTA TO.)

Proposed Themes for Small Grants Supporting Women's NGOs Project

1. Rationale

Focusing the G/WID NGO small grants program is necessary to achieve meaningful results in the targeted technical areas. Based on recommendations made by the recently completed PROWID project, "efficient grant management and coherent results can be promoted by defining a specific technical or sectoral focus for the program and by limiting the number of operational mechanisms and types of activities funded."

Using the proposed scope of work for the small grants project as guidance, the team has identified the following parameters to develop a strategic grants activity.

- a) limited time available to achieve a results oriented outcome (1-year to 18-months);
- b) large number (up to 44) of grants to be funded and managed;
- c) wide geographical spread (Africa, Asia and Latin America);
- d) technical areas indicated in the activity SOW;
- e) equitable urban and rural focus; and
- f) grants directly contributing to specific IRs within SSO1 or SSO3 as identified by G/WID.

In light of these parameters, the project team has developed themes and scenarios, which provide programmatic and geographic foci. These foci are necessary to effectively manage and implement the grants activity within the proposed timeframe.

2. Strategic Objective and Intermediate Result Foci

Small grants under the NGO grants activity must report progress toward specific intermediate results identified by G/WID under SSO 1 or SSO3. It has been suggested that grants funded under SSO1, "Gender-based constraints to economic growth policies and programs increasingly addressed," lead to:

- IR1.2: Increased effectiveness of NGOs and other partners in addressing women's economic issues
Indicator: # of activities initiated by NGOs and institutional partners to improve women's economic status.

Grants funded under SSO3, "Women's legal rights increasingly protected," contribute to progress toward one of the following IRs as guided by G/WID:

- IR3.3: Strengthened civil society organizations to advocate for women's legal concerns
Indicator: # NGOs at community and national levels advocating for women's rights
Indicator: # NGOs submitting reports to national, regional or internal human rights monitoring bodies.
- IR3.4: Increased knowledge of and receptivity to women's legal rights
Indicator: % of women who understand the system for legal redress
Indicator: # new channels for informing women about their rights

3. SSO1 Themes and Scenarios

The scope of work identifies Income Generating Activities (IGAs) and Women's Working Conditions in International Trade as program areas for this grants program under SSO1. For the purpose of this program, we have developed working definitions for each as follows:

- a) income-generating activities are activities that expand a product line, process or market or add a new product line, new process or new market as part of an existing project which is working effectively and
- b) activities which support women's working conditions in international trade aim to improve working conditions for women employed by export businesses such as manufacturing or agribusiness.

3.1 SSO1 Themes

Conservation-based IGAs:

The theme of Conservation-based IGAs was selected because it is an area in which G/WID expressed interest in and as a cross-cutting effort it supports multiple mission objectives (e.g., poverty alleviation and environmental protection) in targeted countries. Conservation-based IGAs involve the making and sale of products fabricated with materials harvested from local forests, rivers, and/or oceans by local communities. These IGAs can create incentives to conserve biodiversity by demonstrating the economics of sustainable harvesting.

Examples of conservation-based IGAs include: 1) women collecting and processing non-timber forest products, and who therefore have a major stake in sustainable management of the forest resources; 2) women in Nepal collecting wild plants for extraction of essential oils; 3) women in Indonesia weaving rattan, for sale to intermediaries; 4) and women in Costa Rica earning their income from eco-tourism. All of these women maintain an active interest in conserving the environment on which they are dependent for their livelihood.

Focusing on conservation, these IGAs serve both to generate much needed income for women, and to preserve the environment in some of the most valued eco-systems of the world.

Mitigating the Economic Impacts of HIV/AIDS:

Mitigating the adverse economic impact of HIV/AIDS is a cross-cutting issue supporting multiple objectives in the targeted missions. The theme to provide income-generating activities to help widows and orphans of HIV/AIDS victims is especially relevant for Africa. Women need expanded access to economic opportunities since their ability to earn income is being hit disproportionately hard by the pandemic, both because they are often engaged as care-givers and because they are now falling victim to the disease at a higher rate than men. Income-generating activities for survivors and victims of HIV/AIDS include economic activities that can support families who are sick or have lost family members. In Uganda, where HIV/AIDS prevention and educational programs have been relatively successful in lowering the numbers infected, there have been on-going activities supported to develop IGAs, especially in rural areas. In some instances, these IGAs can be operated by youth who have lost one or both of their parents, or by widowed wives left to support their families on their own.

Examples of HIV/AIDS IGAs include the introduction of sunflower seed processing at the village level, peanut-butter production, and training for improved business management.

Improving Women's Working Conditions:

Efforts to improve women's working conditions include raising women's awareness of local labor laws and codes, as well as the avenues of redress for laborers with complaints about working conditions. In Bangladesh, NGOs have worked with local women workers in the garment industry to effectively use the labor code system to enforce existing laws to protect their basic rights. Local NGOs in Asia and Latin America are able to monitor and report on local working conditions, and ensure that they are in compliance with corporate codes of conduct and local labor laws.

Efforts can also include work on the quick and fair resolution of labor disputes, development and enforcement of national laws protecting workers, and advocacy for corporate codes of conduct.

3.2 SSOI Scenarios

The project team proposes two SSOI scenarios for WID Office consideration. Countries were identified for each scenario because the target Mission had a SO relating to these activities, and they were within the possible countries targeted in the scope of work. In both scenarios we have eliminated some countries because given the resources available we wanted to create a critical mass of grants as opposed to spreading the resources thinly over many countries. For this reason we think the two scenarios are mutually exclusive.

Scenario A: (See Figure A)

Scenario A selects regionally specific activities such as Conservation-based IGAs in Latin America and IGAs for HIV/AIDS affected communities in Africa and identifies specific target countries. Focusing on a regional issue allows for greater opportunity to promote exchange and foster synergies among organizations.

- Two types of **income-generating activities** are proposed:
 - a) Conservation-based IGAs in target countries in Latin America (Peru, Ecuador, Honduras, Guatemala and Nicaragua) and
 - b) IGAs for HIV/AIDS affected communities in target countries in Africa (Tanzania, Uganda and Rwanda)
- Activities addressing **women's working conditions** by increasing opportunities for women in the formal labor market are proposed to be funded in target countries in Asia (Indonesia, Sri Lanka).

Scenario B: (See Figure B)

Scenario B focuses only on conservation-based IGAs in the Amazon and Africa and women's working conditions in Central America. This will provide regional comparability in the assessment for lessons learned.

- **Income-generating activities** that are conservation-based are proposed for target countries in both the Amazon (Peru, Ecuador, Brazil) and in Africa (Tanzania, Uganda, Mali.)
- Activities addressing **women's working conditions** to improve the working conditions for women in the formal labor market are proposed in target countries in Central America (El Salvador, Guatemala and Honduras)

4. SSO3 Theme and Scenario

The scope of work identifies Women's Property and Inheritance Rights as a program area for this grants program under SSO3. For the purpose of this program, we have developed a working definition as follows;

- a) activities that advocate, report or seek to inform women of their legal rights as they relate to property and inheritance.

4.1 SSO3 Theme

Women in many parts of the world are not aware of their basic rights and face considerable challenges in being able to own land in their own right, no matter what their marital status, or upon becoming widows being able to inherit property.

Examples of activities which address women's property and inheritance rights include: 1) a women's NGO conducting action research to analyze community awareness of customary law and define avenues to advocate for change; 2) a women's cooperative learning how to report to human rights organizations, incidents of women being denied their rights; 3) and NGOs working on property rights legislation, developing networks and conducting advocacy skills training workshops to connect the grassroots to national level efforts. Similarly, in cases where women are displaced from their homes due to armed conflict women's organizations have tackled land reform issues to change legislation.

4.2 SSO3 Scenario

Scenario C: (See Figure C)

Scenario C focuses the number of countries within each geographic region to target Missions with a SO relating to property and inheritance issues.

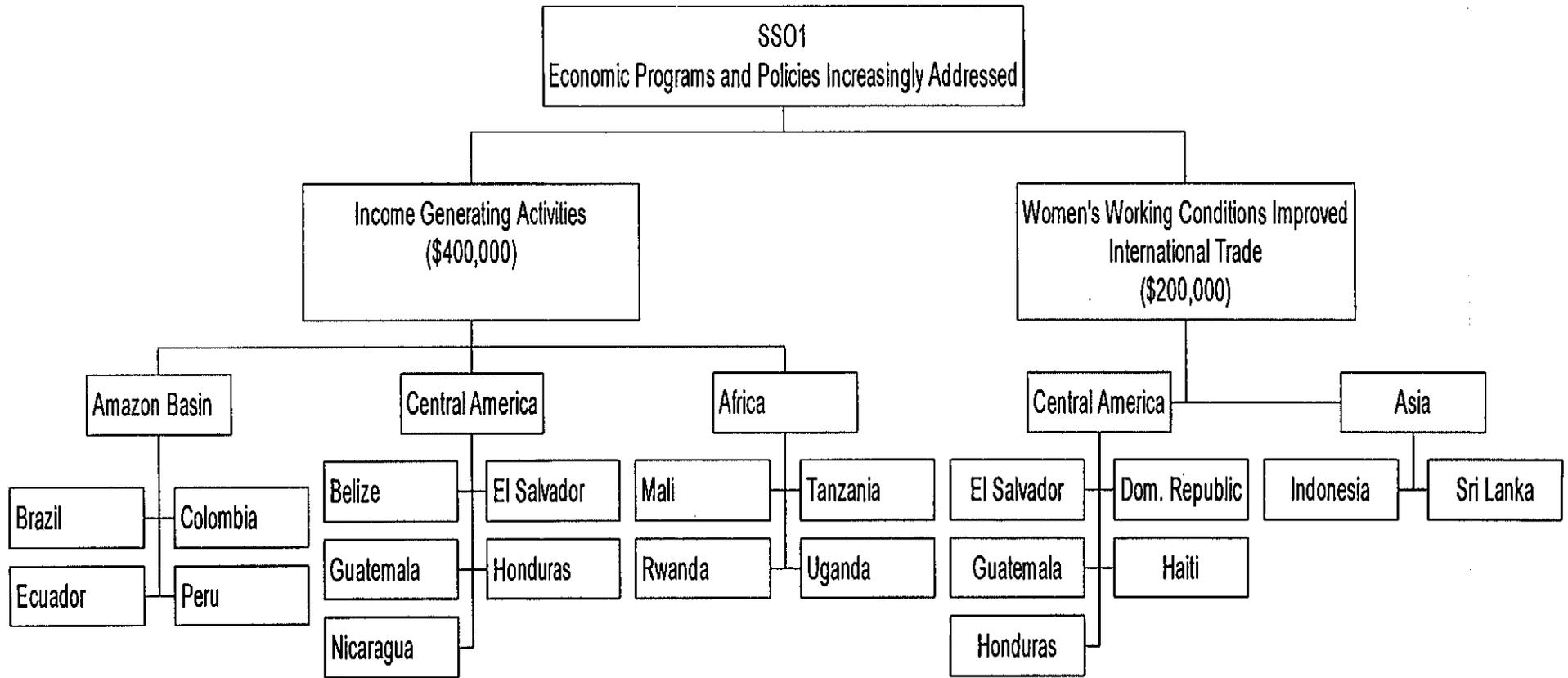
- Organizations in the target countries in Asia (Sri Lanka, Nepal, Bangladesh, Cambodia*) and Africa (Kenya, Zimbabwe, Tanzania, Namibia and Malawi) will propose activities which advocate, report or build skills to enable women to advocate or enforce property and inheritance rights.

*Cambodia has been added and was not in the original scope of work.

5. Tying it all together

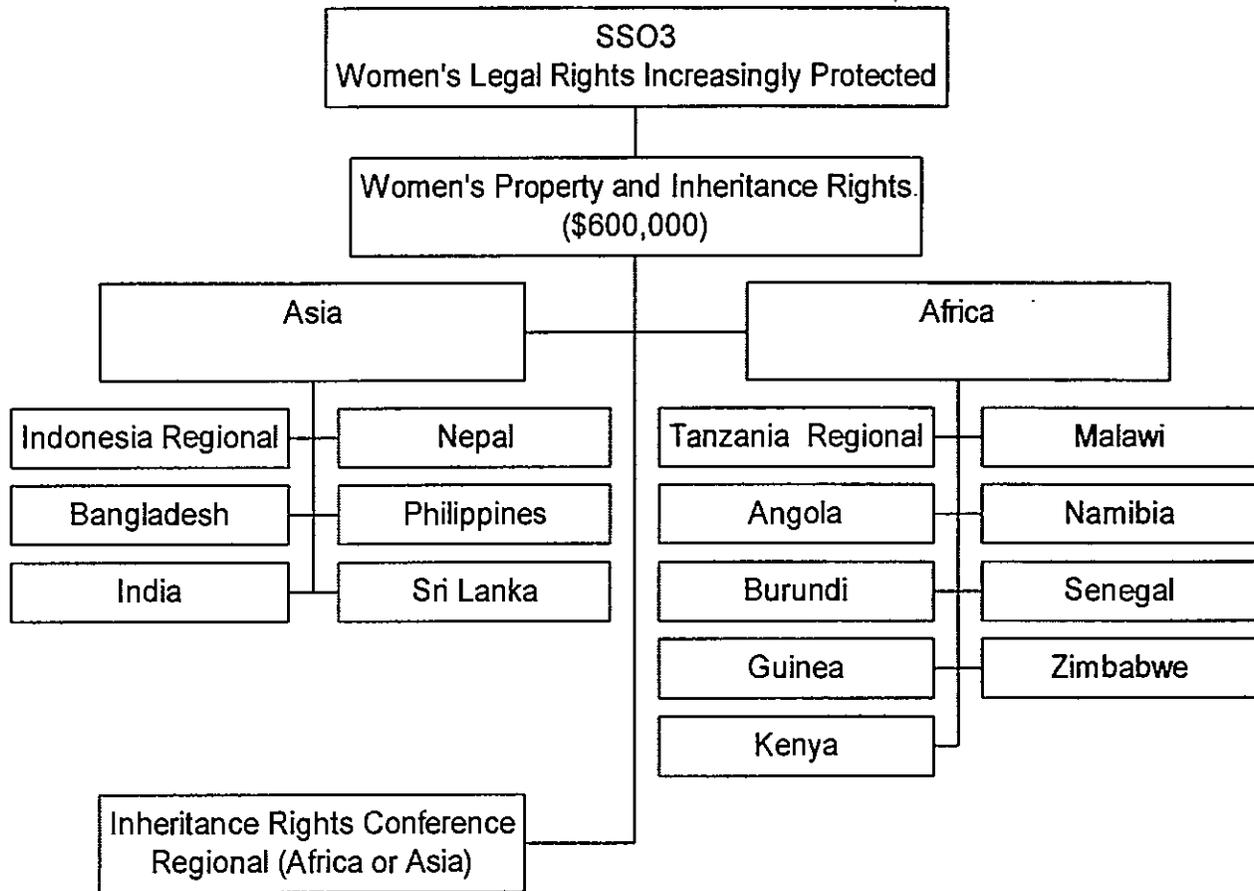
All of these proposed activities under SSO1 and SSO3 relate to women's economic well being. Under SSO1, there are women who depend on environmental products for their livelihood so it is in their best interest to be active in sustaining their environment. There are women whose families are affected by HIV/AIDS and must rely on finding alternate sources of income when they have lost a family member. Women working in export related manufacturing businesses must be able to protect and advocate for improved working conditions. Under SSO3, women whose economic well being is largely impacted by the ability to own and inherit property, need to be aware of how to advocate for passage and enforcement of favorable property and inheritance laws.

Small Grants Supporting Womens' NGOs in Program Implementation and Advocacy

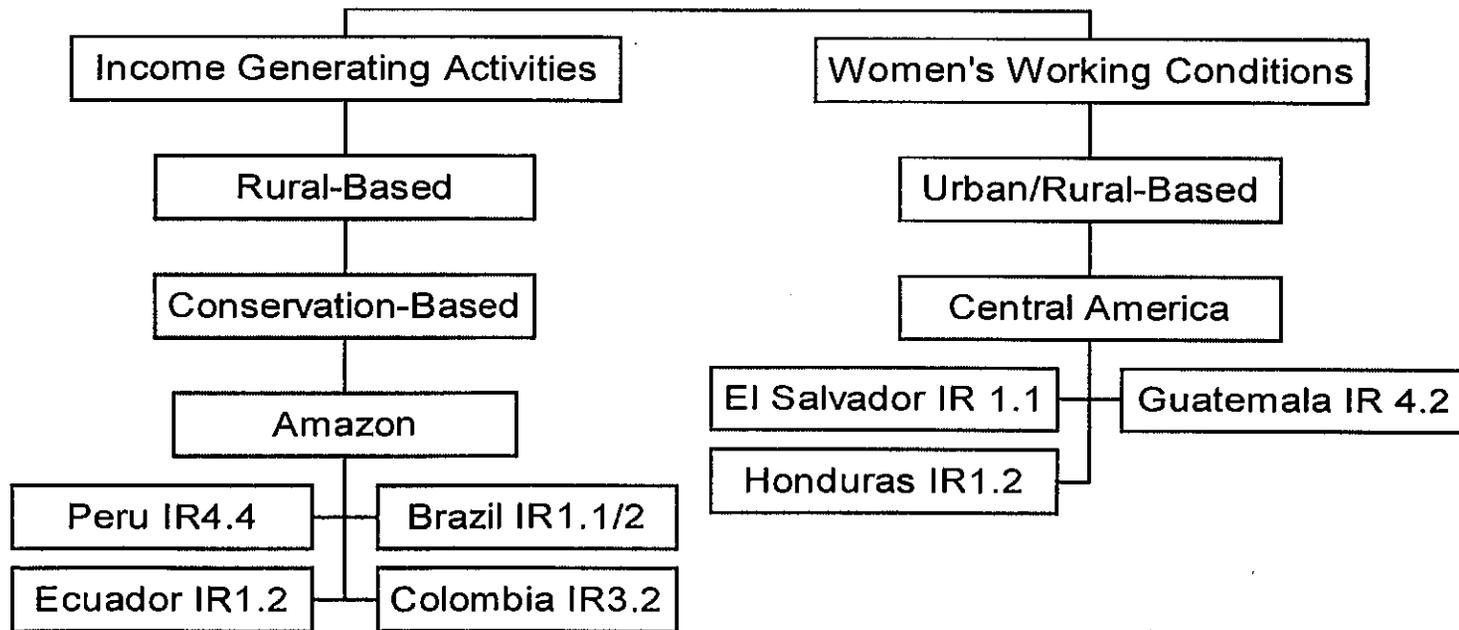


10/30/00 Proposed Countries

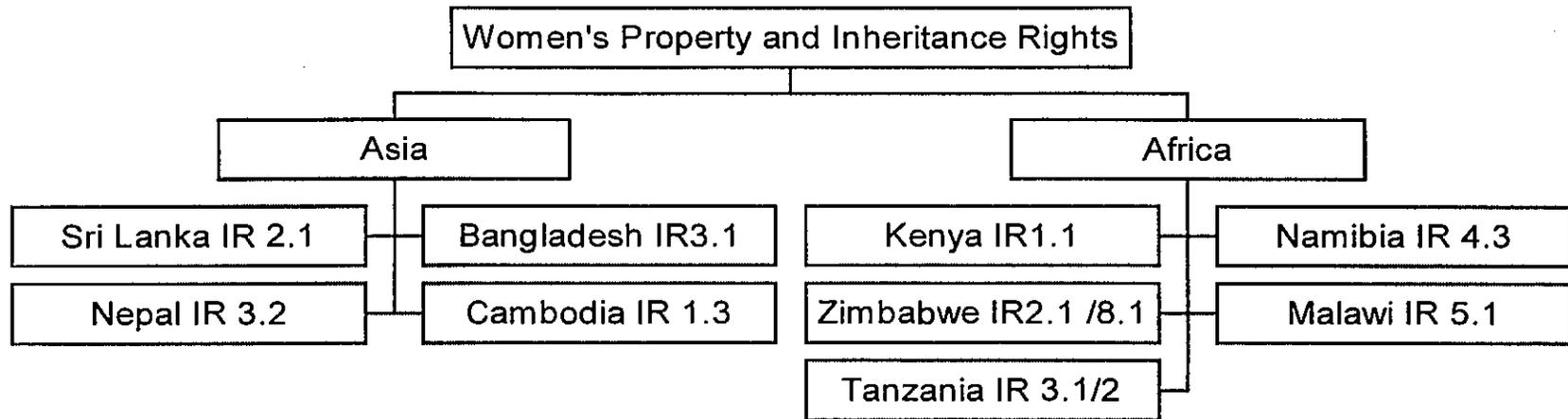
Small Grants Supporting Womens' NGOs in Program Implementation and Advocacy



SSO1 Scenario



SSO3 Scenario



December 15, 2000

Mr. Ken Wiegand
Sup. Agricultural Development Officer
Bolivia Mission

Dear Mr. Wiegand:

The Office of Women in Development is pleased to announce a new competitive small grants opportunity for local NGOs and other local organizations focusing on improving women's economic status in Africa, Asia and Latin America. The total amount of grant funds available is \$400,000. Small grants of up to \$25,000 each are available to support innovative activities for improving women's economic status for between 12 and 16 months. An invitation for applications will be distributed in January 2001 and grant awards will be made in April 2001.

In Latin America, Bolivia, Brazil, Ecuador, and Peru have been selected as target countries for proposals addressing Conservation-Based Economic Opportunities for Women. Bolivia was selected as a target country by G/WID because it was felt that supporting small grant activities in this area would provide added value to the Mission's on-going work under SO2; Increased income for Bolivia's poor with emphasis on targeted communities directly or indirectly assisted by USAID. IR2.1 Increased access to financial services in urban and rural areas. Additionally these activities will complement SO4; Reduced degradation of forest and water resources and biodiversity conserved. IR4.2 Sustainable management of natural forests in the Bolivian lowlands.

The purpose of these grants is to support income-generating activities that expand or add new processes, products or markets to an existing project that is working effectively. Conservation-based income-generating activities involve the making and sale of products fabricated with materials harvested from local forests, rivers, and / or oceans by local communities. An example of a conservation-based income generating activity might include women collecting and processing non-timber forest products, and who therefore have a major stake in sustainable management of the forest resources.

First, we request the Mission's approval to announce this grants program in Bolivia. Second, we would like to invite the Mission to suggest the names of local organizations to solicit. The invitation for applications (IA) is being finalized and will be ready to forward to Missions on January 8, 2001. Please indicate if you would like us to forward the invitation for applications directly to the local organization or to the Mission, and if to the Mission, who the Mission contact will be.

This grants activity is being managed and coordinated by Development Alternatives, Inc. (DAI) on behalf of the Office of Women in Development. For further information or to relay the names of local organizations, e-mail them to Shirley Toth, CTO for this activity with a copy to Meloney Lindberg, the DAI Project Director for this activity at meloney_lindberg@dai.com. or fax number 202-371-0676. We appreciate your assistance and look forward to hearing from you.

cc: Sonia Aranibar, WID Officer

December 15, 2000

Sheryl Strumbras
Democracy and Governance Officer
Kenya Mission

Dear Ms. Strumbras:

The Office of Women in Development is pleased to announce a new competitive small grants opportunity for local NGOs and other local organizations focusing on improving women's status in Africa, Asia and Latin America. The total amount of grant funds available is \$600,000. Small grants of up to \$25,000 each are available to support innovative activities for improving women's legal status between 12 and 16 months. An invitation for applications will be distributed in January 2001 and grant awards will be made in April 2001.

The following target countries have been identified to support proposals addressing women's property and inheritance rights. In Africa; Kenya, Malawi, Namibia, Tanzania, and Zimbabwe and in Asia; Bangladesh, Cambodia, Nepal and Sri Lanka. Kenya was selected as a target country by G/WID because it was felt that supporting small grant activities in this area would provide added value to the Mission's on-going work under SO1; Effective demand for sustainable political, constitutional and legal reform created. IR1.1; Civil society strengthened with emphasis on women's participation.

The purpose of these grants is to support activities that advocate, report or seek to inform women of their legal rights as they relate to property and inheritance. Examples of activities which address this theme might include, a women's NGO conducting action research to analyze community awareness of customary law and define avenues to advocate for change or a women's cooperative learning how to report incidents of women being denied their rights to a human rights organization.

First, we request the Mission's approval to announce this grants program in Kenya. Second, we would like to invite the Mission to suggest the names of local organizations to solicit. The invitation for applications (IA) is being finalized and will be ready to forward to Missions on January 8, 2001. Please indicate if you would like us to forward the invitation for applications directly to the local organization or to the Mission, and if to the Mission, who the Mission contact will be.

This grants activity is being managed and coordinated by Development Alternatives, Inc. (DAI) on behalf of the Office of Women in Development. For further information or to relay the names of local organizations, e-mail them to Shirley Toth, CTO for this activity with a copy to Meloney Lindberg, the DAI Project Director for this activity at meloney_lindberg@dai.com. or fax number 202-371-0676. We appreciate your assistance and look forward to hearing from you.

cc: Stephen Ndele

December 15, 2000

Mr. Raymond W. Waldron
Chief Economic Growth Officer
Honduras Mission

Dear Mr. Waldron:

The Office of Women in Development is pleased to announce a new competitive small grants opportunity for local NGOs and other local organizations focusing on improving women's economic status in Africa, Asia and Latin America. The total amount of grant funds available is \$200,000. Small grants of up to \$25,000 each are available to support innovative activities for improving women's economic status between 12 and 16 months. An invitation for applications will be distributed in January 2001 and grant awards will be made in April 2001.

In the Central American Region, El Salvador, Guatemala, Honduras, and Nicaragua have been selected as target countries for small grants addressing women's working conditions. Honduras was selected as a target country by G/WID, based on a review of ROCAP's regional objectives. As labor market issues are one of regional importance, it was felt supporting small grant activities in this area would complement programs ongoing under ROCAP's SO1; Increased Central American participation in global markets. IR1.2; More equitable and better functioning labor markets.

The purpose of these grants is to support activities aimed at improving working conditions for women whose work is related to international trade, such as those working in manufacturing and/or agribusiness for export. Examples of efforts to improve women's working conditions might include awareness raising local labor laws and codes, as well as the avenues of redress for laborers with complaints about working conditions.

First, we request the Mission's approval to announce this grants program in Honduras. Second, we would like to invite the Mission to suggest the names of local organizations to solicit. The invitation for applications (IA) is being finalized and will be ready to forward to Missions on January 8, 2001. Please indicate if you would like us to forward the invitation for applications directly to the local organization or to the Mission, and if to the Mission, who the Mission contact will be.

This grants activity is being managed and coordinated by Development Alternatives, Inc. (DAI) on behalf of the Office of Women in Development. For further information or to relay the names of local organizations, e-mail them to Shirley Toth, CTO for this activity with a copy to Meloney Lindberg, the DAI Project Director for this activity at meloney_lindberg@dai.com. or fax number 202-371-0676. We appreciate your assistance and look forward to hearing from you.

cc: Roberta M. Cavitt, WID Officer
Marta R. Velazquez, Sup. Program ECS Office, ROCAP

NGO Small Grants Program Timeline

Activities/ November 2000 - April 2001	NOV	DEC	JAN	FEB	MAR	APR	Status
1) Hire Staff							Complete - Subcontracts Signed
2) Draft Background / IA Materials							
a) Theme Piece							Approved 12/06/00
b) Selection/Eligibility Criteria							Approved 12/20/00
c) Info Announcement to Selected Missions							Sent to Missions from G/WID 12/20/00
d) Draft IAs to G/WID							Approved 01/05/01
e) Translation of IAs							Completed 01/04/01
3) Solicit Proposal							
a) SSO1 Announced			1/8				Announced via Missions 01/08/01
b) SSO3 Announced			1/12				Announced via Missions 01/08/01
c) SSO1 Proposals Due				2/9			
d) SSO3 Proposals Due				2/13			
4) Conduct Preliminary Proposal Review (Ad Hoc Committee)							
a) Form preliminary review committee			1/23	1/24			Planning underway Jan23, Jan29 & Jan31
b) Refine evaluation and selection criteria			1/23	1/24			
c) SSO1 Review			1/23	1/24			
d) SSO3 Review			1/23	1/24			
5) Submit Recommendations to USAID Pre-Award Committee							
a) SSO1							
b) SSO3							
6) Send Pre-Award Proposals for Mission Review							
a) SSO1 Proposals Sent							
b) SSO3 Proposals Sent							
c) SSO1 Mission Review Deadline							
d) SSO3 Mission Review Deadline							
7) Consult with Pre-Award Grantees							
a) SSO1							
b) SSO3							
8) Award Grants							
a) SSO1							
b) SSO3							
9) Report							
a) Develop Reporting Formats							Drafted
b) Grantee Reports Due							Jan. reporting adjusted due to simultaneous program announcement.
c) Project Report due to G/WID							

NGO Small Grants Program Timeline

Activities/ November 2000 - April 2001	NOV	DEC	JAN	FEB	MAR	APR	Status
1) Hire Staff							Complete - Subcontracts Signed
2) Draft Background / IA Materials							
a) Theme Piece							Approved 12/06/00
b) Selection/Eligibility Criteria							Approved 12/20/00
c) Info Announcement to Selected Missions							Sent to Missions from GWID 12/20/00
d) Draft IAs to GWID							Approved 01/05/01
e) Translation of IAs							Completed 01/04/01
3) Solicit Proposal							
a) SSO1 Announced			1/8				Announced via Missions 01/08/01
b) SSO3 Announced			1/12				Announced via Missions 01/08/01
c) SSO1 Proposals Due				2/9			
d) SSO3 Proposals Due				2/13			
4) Conduct Preliminary Proposal Review (Ad Hoc Committee)							
a) Form preliminary review committee							Planning underway Jan23, Jan29 & Jan31
b) Refine evaluation and selection criteria							
c) SSO1 Review							
d) SSO3 Review							
5) Submit Recommendations to USAID Pre-Award Committee							
a) SSO1							
b) SSO3							
6) Send Pre-Award Proposals for Mission Review							
a) SSO1 Proposals Sent							
b) SSO3 Proposals Sent							
c) SSO1 Mission Review Deadline							
d) SSO3 Mission Review Deadline							
7) Consult with Pre-Award Grantees							
a) SSO1							
b) SSO3							
8) Award Grants							
e) SSO1							
b) SSO3							
9) Report							
a) Develop Reporting Formats							Drafted
b) Grantee Reports Due							
c) Project Report due to GWID							Jan. reporting adjusted due to simultaneous program announcement.

Attachment 6:

6a) SSO1 Tracking Chart

SSO1: Gender-based constraints to economic growth policies and programs increasingly addressed

IR1.2: Increased effectiveness of NGOs and other partners in addressing women's economic issues

Indicator: # of activities initiated by NGOs and institutional partners to improve women's economic status

Indicator	Baseline	Target	Achievement toward Results
Women's Working Conditions			
# of women in target group who participated in the grant (e.g., came to awareness meetings)			
# of women in the target group who took action (e.g., signed petitions)			
# of and type of changes made as a result of grant activities (e.g., reduction in working hours, addition of worker breaks, addition/improvement of facilities)			
# of workers affected by improved working conditions disaggregated by gender			
Conservation-Based Economic Opportunities for Women			
# of IGAs created or supported			
# of women owning, managing and benefiting from conservation based IGAs.			
cumulative sales volume (number of units sold or weight sold)			
revenue (previous to support and six months after support)			
# of new sustainable harvesting methods introduced.			

Attachment 6 (continued)
6b) SSO3 Tracking Chart

SSO3: Women's legal rights increasingly protected

IR3.3: Strengthened civil society organizations to advocacy for women's legal concerns

Indicator: # of NGOs at community and national levels advocating for women's rights

of NGOs submitting reports to national, regional or international human rights monitoring bodies.

Indicator	Baseline	Target	Achievement toward Results
Property and Inheritance Rights			
# of collective advocacy and awareness actions taken (e.g., will-writing campaign.)			
# of women participating in collective advocacy and awareness actions (e.g., 500 women members of 20 farmers cooperatives)			
# of times organization mediated to successfully protect the property rights of women.			

SSO3: Women's legal rights increasingly protected

IR3.4: Increased knowledge of and receptivity to women's legal rights.

Indicator: % of women who understand the system for legal redress

of new channels for informing women about their rights

Indicator	Baseline	Target	Achievement toward Results
Property and Inheritance Rights			
# of collective advocacy and awareness actions taken (e.g., will-writing campaign.)			
# of women participating in collective advocacy and awareness actions (e.g., 500 women members of 20 farmers cooperatives)			
# of times organization mediated to successfully protect the property			

rights of women.			
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