

Quick Response, Short-Term Technical Assistance and  
Training Supporting Gender in USAID Operating Units  
Under Leadership of EGAT/WID

**Quarterly Report**

October 1, 2002 to December 31, 2002

Prepared for:

Bureau for Economic Growth, Agriculture, and Trade's  
Office of Women in Development  
United States Agency for International Development  
Washington, D.C.

Prepared by:

DevTech Systems, Inc.  
**Contract # GEW-I-01-02-00019-00**

## NARRATIVE

### TITLE

Quick Response, Short-Term Technical Assistance and Training Supporting Gender in USAID Operating Units Under Leadership of EGAT/WID, GEW-I-01-02-00019-00.

#### 1. Background

A three-year contract to carry out this assistance was awarded to DevTech Systems, Inc. on September 30, 2002. The objectives of the contract are: 1) to support the efforts of EGAT/WID to further the integration of gender in all Agency policies, programs, projects, research materials, information systems and in multilateral and bilateral policy dialogue efforts; 2) to increase awareness of, information about, and skills for addressing gender issues; and 3) to provide intellectual and technical leadership in gender integration and the advancement of women in development.

#### 2. Expected Results

The technical services to be provided will support USAID Missions, USAID operating units in Washington, and others (host country governments, NGOs, other USAID partners and other donors, etc.) requiring innovative gender expertise and approaches in assessment/analysis, design, implementation and evaluation of programs and projects to ensure that gender is included as a key development variable in all activities. These services will enhance the effectiveness and sustainability of USAID's development assistance by identifying and building on women's roles and capabilities and identifying and minimizing the constraints to women's participation in social, economic and political processes. Technical training on gender in USAID's various strategic focuses and sectors (economic growth, agriculture and trade; democracy, conflict and humanitarian assistance; and global health) will also be provided.

#### 3. Project Core Activities

The Project Core Activities for the first quarter (October-December) FY03 quarter are divided into the following four 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, as well as planning for future undertakings done during the reporting period. The Task Report includes a timeframe for each event.
- B. Significant Results** – A summary of significant results accomplished to date.
- C. Project Management** – A report on what activities were accomplished to fulfill contractual responsibilities.
- D. Implementation Constraints** – A report of constraints that prevented the fulfillment of specific contractual responsibilities, and adjustments made to the plan.

## Section II: Administrative Report

### ***A.1. Quarterly Activity Narrative***

During this first quarter of activity DevTech initiated start-up activities to provide ongoing management of the Task Order. Efforts included establishing and orienting the management team, comprised of four persons-- two full-time and two half-time persons. First quarter activity also included building out the necessary office space to support the Team and provide them with appropriate administrative, filing systems, and communications infrastructure.

In the start-up quarter, DevTech brought together team partners from subcontractor firms to confirm process and administrative matters for TO workflow. At the meeting, background material on the TO as well as electronic and hardcopies of administrative forms were disseminated to partners. Workflow sequence was detailed and it was acknowledged that respective TDYs may require modification. DevTech confirmed the importance of speedily conveying to its partners SOWs as they came in from Missions.

During the quarter DevTech responded to the first SOW, received from USAID/Honduras (i.e. TDY 01), and fielded a two-person team to advise the Mission on integrating gender within its activity and according to ADS requirements. DevTech consultants arrived in Tegucigalpa within two weeks of receipt of the SOW. Upon completion of field work, the consultants maintained communication with the Mission toward the finalization of the report and its recommendations. DevTech provided requisite administrative service to the team, including country clearance.

The balance of the first quarter was spent in future planning, including forward planning for TDYs scheduled for January in USAID/Nigeria, USAID/Jordan, and USAID/Bolivia. This included liaison with subcontractors on personnel to support the two SOWs, and extensive review of consultant candidates. Forward planning also included responding to EGAT/WID request to provide travel logistics for a panel participating at the Fourth Global Conference on Development in Cairo, Egypt.

### ***A.2. Quarterly Task Report***

#### *Tasks Completed:*

1. **Honduras** (November 11-23, 2002)

A team of two expert consultants was assembled by Devtech Systems and traveled to Honduras, November 11-23, to integrate gender into the Mission's evolving Country Strategic Plan (CSP). The consultants worked closely with Mission staff and program implementers to assess the existing USAID program portfolio: economic growth, environment, health, democracy & governance, and education. The team outlined the main areas where gender-related issues and opportunities exist, and formulated detailed recommendations on how gender considerations can be most effectively integrated into the Mission's future country programs. A trip report will be submitted o/a January 31, 2003.

#### *Tasks Planned:*

2. **Nigeria** (January 14-February 6, 2003)

A Scope of Work (SOW) was received from the USAID Mission requesting assistance in integrating gender into the Mission's evolving Country Strategic Plan. After discussion with the Mission and revision of the SOW, a team of four expert consultants, including two local hires, was selected by Devtech Systems and World Learning to respond to the request. The consultants will conduct a gender analysis of the existing USAID program portfolio, focusing on economic growth and agriculture, social sector infrastructure, democracy & governance, and HIV/AIDS.

## Section II: Administrative Report

### 3. **Egypt** (January 18-22, 2003)

Travel logistics were arranged by Devtech Systems for a panel of experts to participate and present in the Fourth Global Conference on Development at the request of EGAT/WID. The Conference is being sponsored by the World Bank and hosted in Cairo, Egypt.

### 4. **Jordan** (January 18 –February 7, 2003)

USAID/Jordan presented a request to EGAT/WID for assistance in completing a Gender Assessment of the USAID program portfolio in that country. The details of the scope of work for the assessment were developed through discussion with the Mission, and agreement was reached for a team of two expert consultants, including one local hire. The consultants will review the existing USAID program portfolio, which includes economic growth, water resources management, and health.

### 5. **Bolivia** (January 20-25, 2003)

At the end of December, EGAT/WID received a Scope of Work for one gender specialist to participate in a series of meetings with the Mission that will initiate their strategy development process. The consultant was identified. This short assignment will be followed by in-depth assistance by the same consultant, probably in March 2003.

## ***B. Significant Results***

Timely and comprehensive technical assistance was provided to USAID/Honduras for a gender assessment to be completed as part of the Mission's strategy design process.

## ***C. Project Management***

First quarter project management activities were devoted to project start-up. This included building project templates and forms, and developing the recruits database DevTech maintains for mission response. DevTech's working relations with subcontractors were also developed during the quarter, principally through team meetings and ongoing communications.

## ***D. Implementation Constraints***

No significant implementation constraints were determined during this start-up quarter

## **4. Financial Report**

Contract Data: EGAT/WID-Quick STTA&T 1055

Quarter Hours	778 hours
Cumulative Hours	778 hours
Level of Effort for this Quarter	4.86 P/M
Cumulative Level of Effort	4.86 P/M
Total Estimated Cost	\$8,297,574
Expenditures this Quarter	\$114,301
Cumulative Expenditures	\$114,301
Remaining Unexpended Balance	\$8,183,273

## Section II: Administrative Report

P/M or Person Months are based on 240 Productive days in a Year (Exclusive of sick leave, holiday, and vacation)

Quarter is defined as 10/01/02-12/31/02.