

Quarterly Progress Report 1
Short-Term Technical Assistance and Research under EGAT/WID
Management to Support USAID/Washington and Field Mission
Anti-Trafficking Activities

October – December 2002
Contract: GEW-I-00-02-00017-00 Task Order 01

Submitted By:

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Short-Term Technical Assistance and Research Under EGAT/WID Management to Support USAID/Washington and Field Mission Anti-Trafficking Activities

Summary

The Short-Term Technical Assistance and Research under EGAT/WID Management to Support USAID/Washington and Field Mission Anti-Trafficking Activities (Anti-Trafficking Task Order) is task order number 1 under the USAID Service for Women in Development Contract (GEW-I-00-02-00017-00). The task order was awarded on September 30, 2002.

The aim of this task order is to strengthen the capability of the Office of Women in Development to be a catalyst for increased and increasingly effective anti-trafficking efforts by USAID operating units. It underpins the WID Office's role to coordinate USAID anti-trafficking efforts with U.S. Government-wide programs. The task order provides technical services to support USAID/Washington and field Missions to identify and develop activities to address trafficking, review and evaluate existing anti-trafficking activities, and design and implement related technical assistance and research activities. Missions will be assisted to identify and design activities that address trafficking in their countries and regions; develop policies, strategies and indicators on trafficking; evaluate existing anti-trafficking activities and identify "best practices" and "lessons learned" that can be published and shared with all USAID Missions. The Missions can also utilize the task order for other activities, such as supporting local NGO partners' capacity development. A key component of assistance provided is research on the nature of trafficking. Research will include short-term studies, research activities, and evaluations. This will include surveys and community mapping, compilation of a comprehensive donor and agency anti-trafficking program list, assessment and publication of "best practices" and "lessons learned" from on-going anti-trafficking activities or studies.

During the first quarter of this project the primary activity was project start-up, including recruitment of long-term technical staff for the positions of Project Director, Senior Researcher, and Trafficking Expert.

1) Major Activities Completed, Underway and Planned

a) Completed

Mobilization of Long-Term Staff

Shally Prasad, who had been identified as the Democracy and Governance Specialist in DAI's April 2002 task order proposal, began work on the task order on December 1, 2002.

Contractual Items

On November 5, 2002 DAI requested two revisions in the Task Order:

- (1) The Anti-Trafficking Task Order originally provided for two support positions, Administrative Assistant and Secretary, which were listed as to be determined (TBD) in DAI's detailed budget proposal. DAI requested that these positions be merged to one position, Project Associate.
- (2) The Authorized Geographic Code provided by the Task Order is 000 and Afghanistan. Since the Anti-Trafficking Task Order will also cover activities in developing countries other than Afghanistan, DAI requested that the authorized geographic code be consistent with IQC Article A.12 Duty Post, which for this task order is the U.S. and the cooperating country.

On December 30, 2002 USAID granted approval via letter to merge the administrative assistant and secretary positions into one associate position and to change the Geographic Code to 935, which is “any area or country including the cooperating country by excluding the foreign policy restricted countries.”

Inventory Disposition

The transfer of non-expendable inventory items from the completed WIDTech task orders to the Anti-Trafficking task order was finalized.

b) Underway

Mobilization of Long Term Staff

By the time of the September 2002 award of the Task Order, several permanent staff members that had been identified in DAI’s proposal in April 2002 had accepted other employment offers and so were no longer available to the Anti-Trafficking Task Order. In addition, as part of the award, USAID rejected the Project Director in our original proposal. Therefore, replacement candidates were recruited during the first quarter of the Task Order. DAI has submitted requests for technical and salary approval for: Trafficking Expert Ruchira Gupta, Part-time Senior Researchers Barbara Burton and Vidyamali.Samarasinghe, Project Associate Nicole Zdrojewski and Interim Project Director Belinda Bernard. The search continues for a permanent Project Director.

Contractual Items

On December 20, 2002 DAI submitted a non-expendable property (NXP) procurement request for USAID approval.

Project Start-up

The systems needed for administrative, contractual, and financial management of the task order are being developed, organized, and implemented. DAI’s proprietary Technical and Administrative Management Information System (TAMIS) system is being customized for this Task Order to facilitate efficient coordination of project administrative and management functions, including mobilizing short- and long-term technical assistance, technical and salary approvals, travel authorizations, timesheets, level-of-effort tracking, and procurement.

c) Planned

Contractual Items

A revised budget is under preparation for submission. The budget changes will be linked to the changes in key personnel and revised NXP requirements.

2) Financial Summary for the Quarter

Attachments:

A. Pipeline Analysis