



**USAID** | **AFGHANISTAN**  
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# QUARTERLY REPORT

(JULY 2007 TO SEPTEMBER 2007)

Rehabilitation Restoration of the Women's Dormitory  
Building of the University of Kabul in Support of  
Government of Afghanistan and UNESCO Cooperation  
For the Rehabilitation of the Education Sector<sup>1</sup>

GRANT NO. 306-G-00-04-00518-00



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<sup>1</sup> Referred to as the *National Women's Dormitory Program*.



### **Contract Information**

This Grant, entitled *Rehabilitation Restoration of the Women's Dormitory Building of the University of Kabul in Support of Government of Afghanistan and UNESCO Cooperation for the Rehabilitation of the Education Sector* (USAID Grant No. 306-G-00-04-00518-00), and referred to as the **National Women's Dormitory Program**, is funded and managed by the USAID Afghanistan Office of Social Sector Development (OSSD). Technical services for this program are provided by the United Nations Office of Project Services (UNOPS).

### **Reporting Period**

July 1, 2007 to September 30, 2007

### **Submitted By**

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## A. PROGRAM SUMMARY

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The United Nations Office for Project Services (UNOPS) Afghanistan Operations Centre (AGOC) under the USAID/Afghanistan-funded *National Women's Dormitory Program* is responsible for supporting the Ministry of Higher Education (MoHE) by providing professional engineering services and accountable project management for the rehabilitation of the Kabul University women's residence, while building counterpart capacity to plan and manage similar projects in the future. The period of performance of the project is from February 24, 2004 to October 31, 2007.

In March 2004 the United States Office for Project Services (UNOPS) began rehabilitation of an existing unused Dormitory Building on the Kabul University campus based on the request for assistance from the Ministry of Higher Education, Government of Afghanistan (GoA).

A key component of facility reconstruction was completed by UNOPS within six (6) months of program start (the inauguration was held on September 28, 2004 by President Karzai) after which UNOPS was requested to maintain and manage the facility for a period of three years. The objectives were: equipping the facility, recruiting and training staff, and enrolling female students of four higher education institutes. The operation and maintenance phase of the facility officially started on October 1, 2004. This was considered to be a transitional measure after which the management of the facility was to be handed over to the Ministry of Higher Education, GoA.

The purpose of this report is to describe the status, progress and performance, and will identify and quantify constraints to achievement of activities/results framework of the National Women's Dormitory program during the quarterly reporting period from July 1, 2007 to September 30, 2007.

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## B. PROGRAM ACTIVITIES FOR REPORTING PERIOD

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COMPONENTS	ACTIVITIES
<b>1</b> Program Implementation	<p><b>1.1 STATUS OF STAFF</b></p> <p>Currently, there are fifty eight (58) personnel on staff at the Women's Dormitory. Staff, appointed by the MoHE office of the General Manager of dormitories, currently consists of engineers, plumbers, cooks, cleaners, electricians and administrators.</p> <p>Dormitory personnel are paid in accordance with the MoHE dormitories scheme. It is suggested that current levels and salaries be reconsidered, as this is a large facility—one that requires more staff responsibilities compared to other small dormitories.</p> <p><b>Dormitory Manager.</b> The UNOPS Project Manager continues to train the Manager of the Dormitory, appointed by MoHE, despite numerous discussions with the Minister to find a more experienced person. It is understood, however, that due to budgetary constraints a more experienced person is not allowable at this time.</p>

## B. PROGRAM ACTIVITIES FOR REPORTING PERIOD

COMPONENTS	ACTIVITIES								
	<p><b>Security.</b> The Program continues to employ two security guards who are deployed on alternating daily and nightly shifts. Each guard has been instructed to check student IDs upon entry at the gate.</p> <p>In addition, four (4) Ministry of Interior (MoI) guards maintain their positions – two during the day shift and two on night shifts.</p> <p><b>1.2 STATUS OF STUDENTS</b></p> <p><b>Girls' Enrollment.</b> The total number of students currently enrolled at the Women's Dormitory is 560. Presently there are 519 MoHE students residing at the dormitory. In addition, there are 39 students from MoE, (specifically, from Saeed Jamoloddin and Technical-Vocational Education, based on the arrangement between the two Ministries and agreed to by USAID); and 2 students from American University.</p> <p><u>Enrollment Summary:</u></p> <table data-bbox="516 913 1015 1050"> <tr> <td>Ministry of Higher Education:</td> <td>519</td> </tr> <tr> <td>Ministry of Education:</td> <td>39</td> </tr> <tr> <td>American University</td> <td><u>2</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>560</b></td> </tr> </table> <p><b>1.3 NEW CONSTRUCTION</b></p> <p><b>Gazebos.</b> UNOPS received consent and approval from the Agreement Officer and Technical Officer to issue a fixed price subcontract to Baraky Construction Company for the construction of outside tables and chairs/benches, referred to as gazebos, at the Women's Dormitory. UNOPS proposed the addition of the gazebos to not only enhance the appearance of the building itself or add value to the structure, but to provide a comfortable place for the students to study outside—giving them a reprieve from high indoor temperatures during the summer months. In addition, UNOPS felt that, the gazebos could be used as a place of hospitality for visiting family and friends.</p> <p>Construction on all five gazebos (of which two will comfortably seat 12 people, with the remaining three designed for 6 people) is expected to be completed by the end of October 2007.</p> <p><b>1.4 PROGRAM MONITORING</b></p> <p><b>UNOPS PM&amp;D Unit.</b> The newly formulated UNOPS Program Monitoring and Development Unit (PM&amp;D) monitors the progress of AGOC projects, while fostering close coordination and collaboration with its clients, to apply the tools, methodologies, strategies, guidelines and models developed during program implementation.</p>	Ministry of Higher Education:	519	Ministry of Education:	39	American University	<u>2</u>	<b>TOTAL</b>	<b>560</b>
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## B. PROGRAM ACTIVITIES FOR REPORTING PERIOD

COMPONENTS	ACTIVITIES
	<p>PM&amp;D provides support to UNOPS-AGOC Project Managers, and other managerial staff, to ensure that each project is being implemented to the expectation of its donors and that each project remains in full compliance with donor-specified technical, contractual, financial, and performance and evaluation monitoring and reporting requirements. As a key component during project closeout, P&amp;MD works to assure that all projects have met their specified goals and targets, and provides guidance during the formulation of donor-approved demobilization procedures. Close collaboration with the client enables PM&amp;D to determine reporting requirements and formats, thus ensuring full transparency in financial and technical reporting activities and is a one-stop resource for such real-time information at a moment's notice.</p> <p>UNOPS believes that this establishment of the PM&amp;D unit will be an asset to the National Women's Dormitory Program, and welcomes to opportunity to collaborate with USAID and its counterparts.</p>
<p><b>2</b> Management Meetings</p>	<p><b>2.1 MEETINGS WITH USAID AND COUNTERPARTS</b></p> <p><b>Monthly Meetings.</b> UNOPS staff attended the regularly scheduled USAID Educational Project meetings. The meetings are a forum to make attendees aware of programmatic issues and provide an opportunity for attendees to report back to interested parties on operational and management issues.</p> <p>UNOPS reported that the National Women's Dormitory Program is operating on a routine basis, with no significant issues to be raised and addressed during the assembly.</p> <p><b>MoHE and Kabul University.</b> Both Minister Mohammad Azam Dotfar and Deputy Minister Mohammad Sobir Heshkai have been supportive in our efforts at the Dormitory and have made themselves available in facilitating and coordinating activities. On September 12, 2007, Minister Mohammad Azam Dotfar visited the Women's Dormitory and addressed the students in an assembly. He reminded them to obey and follow dorm rules, i.e. Winter curfew, and asked that they be mindful of utilities usage, as this would assist the Ministry to be cost effective during the Winter months.</p>
<p><b>3</b> Program Meetings</p>	<p><b>3.1 MEETINGS WITH USAID TECHNICAL OFFICE</b></p> <p><b>Program Review Meeting.</b> As a follow up to UNOPS' written request for a no-additional cost program extension, dated August 27, 2007, the USAID CTO met with UNOPS program staff to discuss the criteria for a possible program extension. Noteworthy points discussed were (1) the extended completion date; (2) implementation of regular</p>

## B. PROGRAM ACTIVITIES FOR REPORTING PERIOD

COMPONENTS	ACTIVITIES
	<p>operational maintenance; (3) periodic maintenance and repairs; (4) introduction of educational training programs; and (5) Utility costs covered by MoHE.</p> <p>It was agreed that the period of performance, if approved by USAID, would not go beyond October 2008. Discussions also included the possible introduction of educational training programs to signify more pragmatic training, in accordance with the overall objectives of the Women's Dormitory Program. At the request of the CTO, UNOPS submitted a letter to MoHE's Chief Administrator, seeking MoHE's commitment and planned disbursement of funds allocated to cover costs for internet and telephone services, water supply, and electricity. In conclusion, a revised request to extend the National Women's Dormitory Program, at no-additional cost to USAID, was submitted by UNOPS on September 11, 2007.</p>

## C. CONSTRAINTS AND PROBLEMS ENCOUNTERED

COMPONENTS	DESCRIPTION
<p><b>1</b></p> <p><b>Program Implementation</b></p>	<p>In addition to the activities undertaken, the Program encountered the following problems during the reporting period.</p> <p><b>1.1 PROGRAM COMPLETION</b></p> <p>UNOPS proposes that the refurbished facility be handed over to the Ministry of Higher Education, GoA at the end of October 2008 at which time the Ministry may be better equipped to take on the task of operational management and maintenance of the facility. UNOPS believes an extension to the program is necessary for the continued and sustainable operation of the Dormitory and is beneficial to the female students residing at the facility, as well as in furthering the Government of Afghanistan's national priorities on higher education.</p>
<p><b>2</b></p> <p><b>Facilities Maintenance</b></p>	<p><b>2.1 MAINTENANCE AND EQUIPMENT</b></p> <p>Costs to maintain the facility often run high due to its size and volume. It is suggested that UNOPS, together with counterparts, determine ways to make the facility more sustainable. For example, female students currently enrolled at PolyTechnic University, and majoring in electrical engineering, could enter an apprentice-type training program, whereby they would receive hands-on training skills, while cutting costs at the dorm.</p>

## D. ACTIVITIES PLANNED FOR NEXT QUARTER (OCT 2007)

COMPONENTS	DESCRIPTION	TARGET DATES
<p><b>1</b> Program Implementation</p>	<p><b>1.1 FINALIZE PROGRAM ACTIVITIES</b></p> <p><b>Procurement.</b> As proposed, quilts, pillows, bed sheets, towels and rugs need to be purchased for the dorm rooms. Other items, such as electric stoves for the kitchen, scheduled for purchase during the upcoming reporting period may be purchased at this time, should they be to the point of non repair.</p> <p><b>Construction.</b> UNOPS Vertical Structures Unit is on schedule to complete the installation of gazebos before program end.</p> <p><b>1.2 PROGRAM CLOSEOUT AND TRANSFER</b></p> <p><b>Program Completion.</b> The main focus of the next quarter will be to work towards handing over the dormitory for the Ministry of Higher Education.</p> <p>It is anticipated that USAID representatives and Ministry staff will remain actively involved in handover activities in the dormitory.</p> <p>The UNOPS Project Manager will work with the Program Monitoring and Development Officer to prepare a closeout plan, if required by USAID/Afghanistan.</p> <p><b>Training.</b> While the students are very thankful for the organized computer training and English courses conducted for both staff and students, training the acting manager of the dorm is the most important issue.</p>	<p>Early October 2007</p> <p>Mid - late October 2007</p> <p>Early October 2007</p>
<p><b>2</b> Management Meetings</p>	<p><b>2.1 MEETINGS WITH USAID AND COUNTERPARTS</b></p> <p><b>Enrollment.</b> The UNOPS Program Manager will attend regularly scheduled USAID Educational Meeting to provide updates on student enrollment and activities.</p> <p>In order to meet the intended student enrollment level, MoHE should select and send a greater number of applicants if we are to meet next year's target of 600 students.</p>	<p>October 2007</p>

<b>3</b>	<b>Facilities Maintenance</b>	<p><b>Utilities.</b> To properly document the records maintained at the Dormitory, MoHE should provide a copy of the paid utility bills (including electricity, telephone, and fuel) as proof of payment, as agreed during our meeting with Deputy Minister Heshkai.</p> <p><b>Internet Connection.</b> The MoHE agreed to cover the cost of internet services, effective January 2007. Unfortunately, UNOPS has not received any documentation from MoHE on this matter.</p>	October 2007
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**E. ACTIVITIES PLANNED DURING EXTENSION PERIOD (NOV 2007 – OCT 2008)**

COMPONENTS	DESCRIPTION	TARGET DATES
<b>1</b>	<b>Program Implementation</b>	
	<p><b>1.1 PROGRAM EXTENSION</b> Should USAID approve the request to extend the National Women's Dormitory Program beyond the current completion date of October 30, 2007, UNOPS proposes to implement the following significant activities.</p> <p><b>Implementation of Regular Operational Maintenance.</b> This encompasses daily upkeep and/or replenishment of interior lighting, water supply systems/plumbing, janitorial materials, computer lab supplies, landscaping, etc.</p> <p><b>Periodic Maintenance and Repairs.</b> Periodic maintenance and repairs should be a major consideration for a building of this size and scale, in the Afghanistan environment (extreme weather conditions) and considering typical misuse and lack of ongoing high-level maintenance capacity. In particular, building components exposed to the elements are subject to deterioration, including roofing, flashing, drainage downpipes, exterior paint and plaster work, exterior brickwork, paths and steps, and windows and doors. It is likely that bathroom facilities, washing/drying facilities, water storage facilities, and generators are in need of repair and/or refurbishment. A detailed building inspection would be undertaken to allow for identification of needs and prioritization of works. Since the dormitory has been operational for almost three years, it would be beneficial to</p>	<p>Nov 2007 – Oct 2008</p> <p>May – Sept 2008</p>

**E. ACTIVITIES PLANNED DURING EXTENSION PERIOD (NOV 2007 – OCT 2008)**

COMPONENTS	DESCRIPTION	TARGET DATES
	<p>survey the staff regarding the need for facility improvements, recreational facilities, common areas, and other improvements. UNOPS proposes that these works be implemented in preparation of turnover to the Ministry of Higher Education.</p> <p><b>Introduction of Educational Training Programs.</b> The need to introduce new training programs was expressed by the residents of the facility as well as by the Ministry of Higher Education. Outside of representative motivational and encouragement practices, rooted within the role of program management, to sanction female students to empower other women by sharing their knowledge and expertise without requiring compensation, UNOPS suggests implementing targeted leadership and development training. Such training could include training workshops in the areas of confidence building; career management planning; goal setting, planning and prioritizing developing leadership skills; and identifying and overcoming the obstacles to leadership.</p>	<p>Jan – Oct 2008</p>
<p><b>2</b></p>	<p><b>2.1 MEETINGS WITH USAID AND COUNTERPARTS</b></p> <p><b>Monthly Meetings.</b> UNOPS program staff will continue to attend regularly scheduled USAID Educational Project meetings.</p> <p><b>MoHE and Kabul University.</b> UNOPS program staff will continue to attend and participate in meetings with counterpart staff as scheduled.</p> <p><b>Program Review Meetings.</b> UNOPS program staff will meet with USAID technical and contractual staff as required.</p>	<p>As scheduled</p> <p>As scheduled</p> <p>As scheduled</p>
<p><b>3</b></p>	<p><b>1.1 MAINTENANCE AND EQUIPMENT</b></p> <p>We will work with USAID and MoHE to discuss, finalize, and settle maintenance, equipment, and utilities costs that are planned to be administered by MoHE.</p>	<p>Nov 2007 – Oct 2008</p>

#### 4. STAFF LEVEL OF EFFORT

The UNOPS National Women's Dormitory Program professional, technical, and administrative support staff for the quarter is shown below:

##### PERSONNEL

NAME	POSITION
Oisha Gafurova	Project Manager
Ziaull-Haq	Administrative and Finance Assistant
Khurshed Akhmedov	Project Support Officer

##### SUPPORT STAFF

NAME	POSITION
Yalda Sherazi	IT Assistant
Mohammad Shafeq	Driver
Mohammad Fahim	Driver