



Quarterly Report

April 1- June 30, 2003

July 31, 2003

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

The Women in Development (WID) IQC

Chemonics International, Inc. • Development Alternatives, Inc. • Development & Training Services, Inc. •
DevTech Systems, Inc. • Juarez and Associates, Inc. • Management Systems International/The Futures Group

*The WID IQC contract is funded by the Office of Women in Development, Bureau for Economic Growth, Agriculture,
and Trade, U.S. Agency for International Development*



NARRATIVE

TITLE

Quick Response, Short-Term Technical Assistance and Training Supporting Gender Integration 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 a consortium led by 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

Technical services 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 third quarter (April-June) FY03 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 account of 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 to the fulfillment of specific contractual responsibilities, and adjustments made to the plan.

A.1. Quarterly Activity Narrative

During this third quarter of activity, the DevTech Team focused heavily on providing timely technical assistance to EGAT/WID. Veteran consultants were identified by DevTech to assist in the conceptualization stage of the EGAT Agriculture and EGAT WID Strategy papers. The pre-approval of a pool of consultants for CSP and Annual Report review facilitated a quick turn-around on four reviews this quarter and allowed consultants to meet tight one-week deadlines. Anticipating a lull in Mission requests for gender assessments during the summer months, the DevTech team held a meeting in June to review the gender assessment process and generate suggestions for improvements.

DevTech also responded to four Mission requests for gender assessments (Guyana, Morocco, RCSA and Tanzania). Teams were assembled and sent to conduct in-country assessments and training. A new approach to the gender assessment process – carrying out a Desk Study in advance of consultant travel – was utilized in two instances (Morocco and RCSA) this quarter. Communication with EGAT/WID on upcoming Mission requests is ongoing, allowing DevTech to begin laying the groundwork for future TDYs.

Planning got underway in June to design a major Gender Training Activity for the Africa Bureau (AFR). DevTech is working closely with AFR on the design and development of this training. Two workshops are planned for the Fall, one to be held in Washington DC and another to be held in Africa at the site of one of the three regional programs (RCSA, REDSO or WARP). A survey questionnaire to inform the design of the training will be drafted and sent to AFR Missions in the next quarter.

DevTech provided a consultant with sectoral expertise in gender and energy to assist a team of technical experts from USAID's Office of Energy (EGAT/ENV/EET) conduct research and analysis on innovative approaches to energy services for urban poor. The research and analysis, which is being carried out over an extended period (approximately six months, June-November), will inform the development of a slum electrification program by USAID. The consultant gathered background material for Phase I.

A.2. Quarterly Task Report

1. Technical Assistance to EGAT/WID

Tasks Completed this Quarter:

1. EGAT Agriculture Strategy

As part of the on-going formulation of the new EGAT Agriculture Strategy, a consultation with stakeholders was held in Chicago, IL on April 23. The process of developing the new Agriculture Strategy began last quarter and DevTech provided a consultant to assist with the integration of gender considerations in the EGAT Agriculture Strategy. During this quarter, the consultant attended the meeting in Chicago to meet and discuss gender issues with the stakeholders.

2. Country Strategic Plan (CSP) and Annual Report Reviews

DevTech established a mechanism for EGAT/WID to quickly access technical assistance in the review of CSPs and Annual Reports. A pool of consultants with specific sectoral/regional expertise and gender expertise was selected by DevTech and approved by EGAT/WID in May. In this quarter, consultants responded to four requests from Missions. They reviewed the Sudan Interim Strategic Plan (ISP), Bolivia Annual Review, Namibia Country Strategic Plan (CSP), and India

Micro-enterprise Strategy.

3. WID Office Strategy

DevTech is providing technical assistance to EGAT/WID in the development of their new strategy. Two consultants were provided to facilitate focus groups held on May 13 for USAID staff. One focus group was for representatives of Pillar Bureaus and the other for representatives of Regional Bureaus. The objective of the focus groups was to gather internal feedback from within USAID on the role of gender programming and the WID Office. Additional feedback was gathered by telephone interviews in the weeks after the focus groups. A summary of the feedback was submitted to EGAT/WID in June.

4. Gender Assessment Meeting

Consultants with experience conducting USAID gender assessments were invited to a meeting held by DevTech on June 26. Most of the consultants conducted gender assessments under the current STTA&T Task Order. The goal of the meeting was to agree upon elements of – and actions leading to – an improved Gender Assessment process. The consultants made several suggestions including guidelines to inform Missions on the Gender Assessment process. Pact, a subcontractor on the Task Order, was contracted to supply a facilitator to lead the meeting.

5. ADS Gender Guide

Responding to a memo from USAID/PPC on the *Guide to Gender Integration and Analysis for ADS*, DevTech reviewed the guide with the purpose of increasing its usefulness for ADS users. Staff discussed ways to restructure the guide into discrete sections that can be electronically hyperlinked to relevant ADS sections. An edited guide will be completed in the next quarter.

Tasks Planned for Next Quarter:

6. Complete and submit an edited ADS Gender Guide
7. Draft a set of guidelines to inform Missions on the gender assessment process

2. Technical Assistance to Missions

Tasks Completed this Quarter:

1. Guyana (May 4-16, 2003)

DevTech and IBM supplied a consultant each for a team to perform a Gender Analysis of the Mission's Country Strategic Plan (2004-2009). The lead consultant, hired by IBM, traveled to Guyana and worked on the Analysis with a local consultant hired by DevTech. The two consultants completed a literature review and held discussions, interviews, and meetings with key donors, Government of Guyana officials, NGOs, and USAID implementing partners. The lead consultant drafted a Gender Analysis Report with an annotated bibliography for the Mission which will be finalized in the upcoming quarter.

2. Morocco (May 4-14, 2003)

Three consultants were contracted, one each from DevTech, Cultural Practices, and IRIS, for a Gender Analysis of the Mission's Country Strategic Plan for 2004-2008. The three consultants compiled a Desk Study as background for the Gender Analysis. The DevTech consultant traveled to Morocco with a draft Gender Analysis to discuss with the Mission. While in Morocco, the consultant was in continuous communication with the others and provided them with additional information for the Analysis. A final Gender Analysis was completed by the team and submitted to

the Mission at the end of June.

3. RCSA (May 22-29, 2003)

To assist in the development of The Regional Center for Southern Africa's Strategic Plan for 2004-2010, DevTech hired four consultants to complete a Gender Analysis of the Strategic Plan and provide recommendations on how to achieve greater gender integration. The four consultants reviewed background documents on each SO and compiled a desk study. The lead consultant traveled to Botswana and worked with the local consultant to deliver a workshop for key stakeholders and partners from the specific areas the Strategic Plan addresses (e.g. water resource management, democratic governance, reduced corruption, etc.). In addition to the workshop, the consultants produced a draft Gender Analysis with an annotated bibliography and a stand-alone briefing paper, which will be finalized next quarter.

4. Tanzania (May 19- June 5, 2003)

At the request of the Mission, DevTech hired one expert and one local consultant to perform a Gender Analysis for the Mission's Integrated Strategic Plan for 2005-2015. The consultants completed a comprehensive review of pertinent literature and conducted meetings and discussions with key donors, NGOs, Government of Tanzania officials, and appropriate USAID implementing partners. The consultants submitted a draft Gender Analysis at the end of June for Mission review.

Tasks Planned for Next Quarter:

5. USAID/Mali - Women's Access to Radio in Mali

3. Technical Assistance to Other USAID Operating Units

Tasks Completed this Quarter:

1. Gender Research and Analysis – EGAT/ENV/EET

DevTech provided a consultant with sectoral expertise in gender and energy to assist a team of technical experts from USAID's Office of Energy (EGAT/ENV/EET) conduct research and analysis on innovative approaches to energy services for urban poor. The research and analysis, which is being carried out over an extended period (approximately six months, June-November), will inform the development of a slum electrification program by USAID. The consultant gathered background material for Phase I. In Phase II, beginning at the end of August, the consultant will make site visits with the energy team to research successful programs.

Tasks Planned for Next Quarter:

2. TBD

4. Trainings and Workshops

Tasks Completed this Quarter:

1. Africa Regional Bureau Training

Planning got underway in June to design a major Gender Training Activity for the Africa Bureau (AFR). DevTech is working closely with AFR on the design and development of this training. Two workshops are planned for the Fall, one to be held in Washington DC and another to be held in Africa at the site of one of the three regional programs (RCSA, REDSO or WARP). A survey

questionnaire to inform the design of the training will be drafted and sent to AFR Missions in the next quarter.

Tasks Planned for Next Quarter:

2. Training module on ADS gender requirements

5. Communications, Reporting and Dissemination

Tasks Completed this Quarter:

1. Submitted Quarterly Report (January-March 2003) to EGAT/WID and DEC
2. Submitted Final Gender Assessment to USAID/Caucasus
3. Submitted Final Gender Assessment to USAID/Morocco
4. Submitted Draft Gender Analysis to USAID/Tanzania
5. Trip Reports attached (RCSA, Tanzania, Morocco, Guyana)

Tasks Planned for Next Quarter:

6. Quarterly Report (July-September 2003) to EGAT/WID
7. Submit Final Gender Assessment to USAID/Nigeria
8. Draft Gender Assessment to USAID/Nicaragua
9. Draft Gender Analysis to USAID/Guyana
10. Draft Gender Analysis to USAID/RCSA

B. Significant Results

Timely and comprehensive technical assistance was provided to Missions in Morocco, Guyana, Tanzania and the RCSA program (Gaborone, Botswana). Technical support was provided efficiently and effectively to EGAT/WID through consultants.

C. Project Management

During this quarter, subcontractors were involved more frequently in TO activities and partnered with DevTech on several TDYs. In addition, the processes for identifying and hiring experienced gender consultants were streamlined. This will strengthen DevTech's capacity to respond to requests with a very rapid turnaround (a few days or less).

D. Implementation Constraints

Due to an increasing number of requests from USAID/Washington and the rapid turnaround required on technical assistance requests, additional modifications in both the technical and administrative staff level of effort for the TO were proposed by DevTech at the end of this quarter.

4. Financial Report

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

Quarter Hours	3,066
Cumulative Hours	5,151
LOE for this Qtr	19.16 P/M
Cumulative LOE	32.19 P/M

Total Estimated Cost	\$8,297,574
Expenditures this Qtr	\$328,575
Cumulative Expenditures	\$590,171
Remaining Unexpended Balance	\$7,707,403

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 4/1/03-6/30/03.

Trip Report: Guyana

Purpose: To do the field research for the USAID/Guyana gender assessment in preparation of the new country strategic plan.

Country: Guyana

Dates: May 5 – May 16, 2003

Team Composition and Responsibilities: The team was composed of two consultants. Virginia Lambert was the team leader, with full responsibility for preparation of the assessment report. Patrice LaFleur was contracted in Georgetown as the second team member, with primary responsibility for identifying local gender issues and individuals and organizations to be interviewed.

Approach and Activities: The consultancy was carried out entirely in Georgetown, and involved document review, discussions with Mission staff, and a series of interviews with informants in government agencies, NGOs, USAID partner organizations, and women's organizations.

Accomplishments: During the period in the field the team met with our contact at the Mission to review key findings and recommendations. The team then prepared a brief document for distribution to the strategy design teams that summarized the recommendations. This document was fully vetted with Mission staff before distribution. The full gender assessment, including an annotated bibliography, has been completed in draft, awaiting Mission comments.

Problems: No significant problems were encountered except the familiar problem of insufficient time. The team worked well together, in part because the division of labor between the two was clearly defined and agreed at the beginning of the TDY.

Lessons Learned: The Mission showed much more interest in the eight-page summary of recommendations than in the full assessment. The brevity and conciseness of the document seems to be more suited to the strategy process than the longer discussions of the assessment report.

Trip Report: Regional Center for Southern Africa (RCSA), Botswana

Purpose: To work with the RCSA Mission and with a second DevTech consultant, Valencia Mogegeh to:

1. Present the first draft of the gender report to the different SO teams
2. Organize an all day gender focus group meeting with 10 gender experts from the region and 7 members of the USAID/RCSA staff.

Country Botswana

Dates 5/21/03 – 6/1/03 (including travel)

Team composition and responsibilities

Hilary Sims Feldstein – head of team

Valencia Mogegeh – HIV/AIDS expert member of team

Approach and Activities (e.g., attended meetings; interviewed x, y, z types; field trip to somewhere):

On Friday, 5/23/03:

1. Met with Keboitse Machangana, gender point person for RCSA and Ozias Tungwarara, head of the DG unit of which Keboitse is a part to discuss the overall program for our visit.
2. Met with the SO team for Improved Management of Selected River Basins: Oliver Chapeyama, Team Leader, and Morse Nanchengwa, TBNRM Activity Manager. They provided us with a disk on which was outlined their proposed program, parts of which we incorporated into the revision.
3. Met with Trade and Macroeconomics SO team: Lisa Whitley, Program Economist; Scott Allen, Senior Policy Advisor; and Lovemore Bingandadi, Regional Market Integration Specialist. They found the draft useful and made suggestions about additions. They also informed us that Rural Livelihoods had again emerged as a stand alone SO.

On Tuesday, 5/27/03, Valencia and I led, on D&G's behalf, a Gender Focus Group Meeting that was held on Tuesday, 5/27. The day included a discussion of what current trends were with respect to gender in Southern Africa and then specific suggestions for four of the RCSA SOs – Democracy and Governance, Irrigated River Basins, Rural Livelihoods, and Trade and Macroeconomics.

On Thursday, 5/28/03, met with the RCSA Services SO team: Kim Robinson, RCSA legal affairs; and Anthony Vodraska, Supervisory Program Officer to discuss the Services SO.

On Friday, 5/30/03, met again with Keboitse to discuss the final scope of the paper as well as HIV/AIDS. The HIV/AIDS team had some kind of problem and was never able to meet with us.

Accomplishments

1. The Gender Focus Group Workshop
2. The report of the Gender Focus Group Workshop
3. A revised draft of the gender assessment, completed in the US.

Problems: NO particular problems. Though we only had a couple of days actually at RCSCA, we were able to meet with most of the key SO people and get sufficient new information and feedback to make our draft more useful to them.

Lessons Learned: It was excellent to have a Botswana gender expert as part of the team. She added considerable depth and different angles to what we were doing.

Trip Report Gender Analysis for USAID/Morocco

Purpose: To provide USAID/Morocco with a gender analysis in preparation for submission of its Country Strategy Plan. A four person team conducted an initial desk study in DC to assess the existing USAID program portfolio, outline the main areas where gender and/or other issues exist, and formulate recommendations on how gender considerations can be integrated into the Mission's current and future country programs.

Country: Morocco

Date: May 4-14

Team Composition and Responsibilities:

The team was composed of Malcolm Russell Einhorn and Karen Russell from IRIS, Deborah Caro and Nina Etyemezian from DevTech Systems.

Methodology: The methodology consisted of conducting an initial desk review followed by a TDY to Morocco to clarify programs and issues and to discuss findings and recommendations. The team reviewed relevant Mission documents including the current Strategic Plan, sector assessments, strategy concept paper, strategic planning documents, Annual Reports and background information on gender issues in Morocco. Nina Etyemezian did the TDY and she had extensive discussions with Mission staff and their implementing partners.

Accomplishments: The team was able to successfully fulfill the requirements in the SOW and the consultant delivered a report to the Mission prior to departure. Debriefings with each SO team went well, although USAID/Morocco is facing severe budget cuts and a 50% reduction in staff. The Missions Director, the Program Office and the SO teams were extremely helpful and provided all the needed information and documentation. They were also receptive to recommendations and suggestions.

Problems: Although the activity was finished successfully, there were some drawbacks to conducting the majority of the gender analysis through a desk study. There were also advantages not including cost.

Lessons Learned:

- Fluency in the local language enormously facilitates the process of gathering and understanding information since people who are interviewed can speak in their mother tongue and express themselves and their thoughts clearly and extensively.
- Although a desk study can fulfill the requirements of a SOW, the absence of the technical experts from the field, where things are happening, hampers the effectiveness of translating documents into actual activities. However, during the

TDY portion of the activity and due to the unique composition of this team, information flow back and forth from the consultant in the field to the other experts in DC during the TDY was a smooth and effective process. As the consultant on TDY gathered information and transferred it to the appropriate technical expert in DC, they in turn analyzed the information and prepared their sections for the report.

- Because the consultant on TDY had worked at the Morocco Mission for several years, she had unlimited access to all staff in the Mission, despite the high level of activity and pressure that Mission staff were under. Equally, access to information, data and documents was also easy.

Trip Report: Tanzania

Purpose: To do the field research for the USAID/Tanzania gender assessment in preparation of the new Integrated Strategic Plan (ISP) for 2005-2015.

Country: Tanzania

Dates: May 19- June 6, 2003

Team Composition and Responsibilities: The team was composed of two consultants. Deborah Rubin was the team leader, with full responsibility for preparation of the assessment report. Rose Mushi, second team member and local consultant, had primary responsibility for identifying local gender issues and individuals and organizations to be interviewed, helping with local logistics, and assisting in interviews with implementing partners, donor representatives, and mission staff.

Approach and Activities:

1. The team spent the first week attending the mission's portfolio review and Concept Paper development meetings, gaining a comprehensive overview of mission programs and the direction of the proposed strategy. It afforded an opportunity to meet mission staff, visiting virtual team members, and schedule team meetings, to collect background documents, to learn which partners should be interviewed, and to offer guidance on ways to address gender issues across the program.
2. Rubin traveled to Northeast Tanzania (Tanga, Muheza, Moshi, and Arusha) with other USAID/Washington staff to visit SO9 (EG) and SO2 (ENV) activity sites (May 23-27, 2003); Moshi started interviews with donor representatives in Dar es Salaam.
3. The team interviewed a wide range of implementing partners, local gender activists, and GOT ministry staff in Dar es Salaam in preparation for debriefing and presentation of recommendations with mission staff on June 3, 2003.

Accomplishments:

1. Rubin helped to edit and provided draft text on gender for the Concept Paper.
2. Mission Director gave verbal commitment at debriefing to ensuring gender integration in the proposed strategy, potentially using Program Support Objective (PSO) to mainstream gender across mission programs.

Problems:

1. The benefits of attendance at the portfolio review and concept paper development has to be balanced against the tight deadlines of mission staff during such events, making it difficult to hold comprehensive discussion of program's gender implications.
2. While generally supportive of gender integration, mission staff had varying levels of knowledge about and time for attention to gender issues.

Lessons Learned:

1. Participation in the Concept Paper process allowed consultants to raise key gender issues on all sections of the strategy.

2. WID officer and/or mission staff would have benefited from more engagement in some interviews with Implementing Partners, perhaps by organizing focus group at the mission.
3. Early clarification of division of responsibility between team members, particularly regarding disposition of notes and assignment of writing tasks, is advised.