

# United States Agency for International Development

Indefinite Quantity Contract (IQC)

Technical Assistance Services (TAS)  
Enhancing EGAT's Technical Support  
Capacity for Environmental Policy and  
Institutional Strengthening

Contract No. EPP-I-03-00015-00; Task Order No. 1

Summary Annual Report (FY '05)

October 2005

# United States Agency for International Development

## Technical Assistance Services (TAS) Enhancing EGAT's Technical Support Capacity for Environmental Policy and Institutional Strengthening

Contract No. EPP-I-03-00015-00; Task Order No. 1

### Summary Annual Report (FY '05)

October 2005

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Version: 1.0

## **1. INTRODUCTION**

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This report summarizes the activities conducted under Task Order #1 Technical Assistance Services (TAS) – “Enhancing EGAT’s Technical Support Capacity for Environmental Policy and Institutional Strengthening” for the period October 1, 2004 to September 30, 2005.

The principal purpose of this activity is to assist USAID EGAT in providing short-term technical assistance to USAID/Washington, USAID Missions, and the Department of State to support development and implementation of more effective environmental policies, policy reform and related institutional strengthening activities.

Most activities during the year involved strengthening the foundation for future support under the Environmental Policy and Institutional Strengthening (EPIQ II) IQC, as well as continuing to transfer knowledge and insights from EPIQ I to EPIQ II.

### Key personnel:

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>E-Mail</b>
Bill Meade	Acting IQC Manager	1-202-442-2384	Bill.Meade@paconsulting.com
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Kenneth Rubin	Senior Policy Advisor	1-202-442-2377	Ken.Rubin@paconsulting.com
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John Armstrong	Senior Policy Advisor	1-202-442-2441	John.Armstrong@paconsulting.com

### Administrative Personnel:

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>E-Mail</b>
Kathy Shelton	Contracts Manager	1-202-442-2416	Kathy.Shelton@paconsulting.com
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## **2. STATUS OF CONTRACT IMPLEMENTATION ACTIVITIES**

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### **2.1 TASK 1: ADMINISTRATIVE MANAGEMENT**

This task covers a variety of activities that members of PA's management team were required to complete during the second year of the project, including participating in EPIQ II management meetings with the CTO, working collaboratively with other EPIQ II prime contractors, and preparing reports required in the contract.

#### **2.1.1 Task 1A - General Administrative Oversight**

This activity included overall administrative project management for the COP, DCOP and Administrative team and attendance at the CTO/COP meetings. The location for these meetings rotated among the three EPIQ II contractors. The COP and/or DCOP attended these meetings as their schedules permitted. When key personnel attended the CTO meetings in a replacement capacity for the COP or DCOP, their attendance was approved through an exchange of e-mail with the CTO.

In addition to the CTO/COP meetings, PA provided input for the development of general information products on EPIQ II for use by the CTO in sharing information about EPIQ II with the USAID Missions and Bureaus (e.g., EPIQ II Users' Guide). The revised version of the Users Guide is available on the EPIQ II website.

At the request of the CTO, PA prepared a pipeline estimate through September 30, 2005, including any funds that may be unallocated. This information was to be used in preparing the Task Order 1 funding request for FY 2006.

#### **2.1.2 Task 1B - Monthly and Quarterly Reports**

PA has prepared periodic reports per Section IV, Reports and Other Deliverables, in Task Order 1. One-page monthly reports were submitted for October, November, January, February, April, May, July and August. Quarterly reports were submitted for March and June. This report serves as the summary annual report.

##### *Task 1 Deliverables in FY '05:*

Monthly Reports (8)  
Quarterly Reports (2)  
Annual Report (1)

### **2.2 TASK 2: LESSONS LEARNED**

This task covers activities related to assimilating and transferring the Lessons Learned developed under EPIQ I, expanding upon and communicating the Lessons Learned to fit within the current USAID priorities, and continuing to build upon the Lessons Learned based on the experience of Task Orders under EPIQ II.

#### **2.2.1 Task 2A - Extending Lessons Learned**

At the request of the CTO, PA provided comments on the proposed content and format for the draft Policy Reform Lessons Learned Executive Summary. The final document is now on the EPIQ II website.

### **2.2.2 Task 2B - Website Proposal Preparation**

PA continued to develop options for the layout of an EPIQ II website. The logo was finalized after the November CTO/COP meeting, and a final mock website was circulated at the December 9, 2004 CTO/COP meeting. After updating the site with comments received during and after this meeting, the website was launched on December 16<sup>th</sup>, 2004.

### **2.2.3 Task 2C - Maintenance of EPIQ II Website**

At the CTO's request, the site ([www.epiq2.com](http://www.epiq2.com)) was temporarily taken off-line to reformat according to USAID branding requirements. The website was re-launched and PA received CTO approval for the approved Policy Briefs to be posted. The website was updated to include the following EPIQ II Policy Summaries and Policy Briefs:

Improving Agriculture  
Improving Competitiveness  
Preparedness for and Recovery from Disasters and Conflicts  
Economic Growth  
Improving Human Health  
Infrastructure Planning and Development  
Staying Open for Business: Environmental Competitiveness and Trade  
Improving Local Governance  
Improving Tourism  
Improving Urban Management (Policy Summary only)

The website was also updated to include the following Reports:

“Policy Reform Lessons Learned – Ten Years of Environmentally Related Policy Reform Activities in Developing Countries - Final Report”  
“Capacity Building for Operation and Maintenance of Water Infrastructure and Developing Small Infrastructure in the West Bank and Gaza”  
“US-AEP Strategy and Program Design Strategic Assessment Report”  
“US-AEP Strategy Design Town Meeting”  
“Tropical Forestry and Biodiversity Conservation in Paraguay Final Report”  
“Programmatic Environmental Assessment for USAID Support to Small-Scale Artisanal Mining Activities in Sierra Leone”  
“Etude du Sahel Rapport Etude Pilote Niger”  
“Policy Reform Lessons Learned – Ten Years of Environmentally Related Policy Reform Activities in Developing Countries – Executive Summary”  
“Progress Against Desertification: Case Studies of Experience in Ghana”

During the month of September 2005, the site had over 1600 "hits" or, as a more usable interpretation, 241 visits to the site. The average visit included viewing the main page and one additional page, and also included downloading three to four files. The Reports page was

the most visited and the Tropical Forestry and Biodiversity Conservation in Paraguay Final Report was the favored download. The Users Guide, Contractors, FAQ, Links and Briefs pages had more or less equal weightings, each seeing roughly half the activity of the Reports page.

PA renewed the web hosting agreement with aplus.net.

#### **2.2.4 Task 2D - Lessons Learned Annex**

No activity during FY 05.

#### **2.2.5 Task 2E - Policy Briefs**

PA continued to participate in the EPIQ II activity to prepare policy briefs on linkages between environmental policy and the individual sectors of health, infrastructure, urban management and sustainable tourism. The policy briefs represent a two-tiered analysis, comprising a 1-page bulleted summary (Part 1), and an extended 3 to 5 page discussion of the linkages (Part 2). All four Part 1 policy briefs were submitted and accepted. Three of four Part 2 policy briefs were submitted and received approval, the exception being Urban Management, which currently is under review for revision.

In addition, PA also reviewed the policy briefs submitted by IRG and Chemonics, and formatted them to meet USAID branding requirements prior to posting on the EPIQ II website.

#### **2.2.5 Task 2F - Best Practices in Utility Regulation Study**

PA conducted a study of best practices in water and sanitation utility regulation by selecting nine developing countries that are considered leading edge in restructuring and implementation (Abu Dhabi, Chile, Colombia, Laos, Lithuania, Mozambique, Senegal, Ukraine and Zambia). The objective was to identify these practices by exploring transitional situations, decentralized environments and public participation in the subject countries. PA collected available documents about the regulatory methods and tools used by the countries in the sample and conducted phone interviews with each country regulatory body to better understand their situations and approaches to regulation. On September 23, 2005, the results of the research were compiled and presented to a panel of experts for review and feedback. PA prepared a draft Power Point presentation with the study information and outline of significant findings from the peer review.

#### **2.2.6 Task 2G - Review of Policy Reform Lessons Learned Document**

PA continued to aid in updating and expanding upon the existing report. PA provided detailed comments to the draft Policy Reform Lessons Learned Executive Summary.

#### **Task 2 Deliverables in the FY'05:**

- Part 1 policy briefs (Health, Infrastructure, Urban Management, Sustainable Tourism)

- Part 2 policy briefs (Health, Infrastructure, Sustainable Tourism)
- Best Practices in Water Utility Regulation (power point presentation)
- EPIQ II Website launch and updates (see [www.epiq2.com](http://www.epiq2.com)).

## **2.3 TASK 3: WORKSHOPS**

This Task pertains to workshop activity under EPIQ II Task Order 1. PA worked with the CTO to develop opportunities to teach the Lessons Learned course to appropriate audiences in USAID/Washington or the field Missions.

### ***2.3.1 Task 3A - Lessons Learned Workshop***

This activity was completed on March 11, 2004.

### ***2.3.2 Task 3B - Teaching Lessons Learned – Economic Growth Conference***

This activity was completed on June 30, 2004.

### ***2.3.3 Task 3C - Teaching Lessons Learned – In-Country***

No activity during F'05.

### ***2.3.4 Task 3D - Rapid Environmental Assessment***

PA participated in a three day Rapid Environmental Assessment in Disasters Training workshop and simulation on April 15-18, 2005 and continued research on potential collaboration of EPIQ II for rapid response and other long-term initiatives.

*Task 3 Deliverables in the FY'05:*

Copy of participant handbook and teachers' manual for Rapid Environmental Assessment in Disasters Training distributed at CTO/COP meeting.

## **2.4 TASK 4: BUREAU AND MISSION SUPPORT FOR EPIQ II**

USAID Natural Resources Management Workshop – PA participated in the USAID Natural Resources Management and Agriculture workshop on December 16, 2004 at the Key Bridge Marriott.

At the request of the CTO, PA prepared a memo containing Proposed New Initiatives for EPIQ II.

*Task 4 Deliverables in the FY 05:*

None.

### **3. PROBLEMS, CONSTRAINTS, PROPOSED SOLUTIONS, AND WORKPLAN MODIFICATIONS**

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#### **3.1 OPERATIONAL PROBLEMS**

During the course of the year, PA's IQC Manager (Betsy Marcotte) left PA to become an independent consultant.

#### **3.2 POLICY CONSTRAINTS ENCOUNTERED**

The policy constraints encountered during this year included discussions of EPIQ II as a viable USAID procurement vehicle in competition with other IQCs as well as in the current political context. Several discussions in the meetings highlighted the need to examine and perhaps further define the role of EPIQ II in responding to USAID Strategic Objectives.

#### **3.3 PROPOSED SOLUTIONS**

PA proposed that Deputy IQC Manager (Bill Meade) serve as Acting IQC Manager, and Senior Policy Advisor (Chris Howell) serve as Acting Deputy IQC Manager.

The proposed solution to the policy constraints was to initiate a series of "policy briefs" that made the linkages between environmental policy and institutional governance with other sectoral priorities within USAID.

#### **3.4 SUBSEQUENT WORK PLAN MODIFICATIONS**

During the course of the year, several updates were made to the work plan to reflect new activities approved by the CTO.

***QUARTERLY AND MONTHLY REPORTS***

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Please see the attached Quarterly and Monthly Reports for FY'05.

***APPENDIX B: POLICY BRIEFS***

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Please see the attached, approved Policy Briefs:

- Part 1 – Health, Infrastructure, Urban Management, Sustainable Tourism
- Part 2 – Health, Infrastructure, Sustainable Tourism (Urban Management to be revised for approval)