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**WID TO I, SHORT-TERM TECHNICAL  
ASSISTANCE & TRAINING  
QUARTERLY REPORT**  
Fourth Quarter, FY06  
July - September, 2006

September, 2006

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# 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

## Background

A 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.

## 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.

## Project Core Activities

The Project Core activities for the fourth quarter (July - September FY06) 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 the fourth quarter of FY06 DevTech continued to score and analyze recent USAID procurement documents and mission Country Strategic Plans for gender integration utilizing a methodology prepared by EGAT/WID. Reports on the CSP review and base-line study of procurement documents, as well as an executive summary for these reports, were finalized and submitted to EGAT/WID. Task Order I (TOI) Leader Virginia Lambert reported preliminary findings at the WID IQC partners' meeting in September. Next quarter, a second sample of procurement documents will be analyzed and reported, to be followed in subsequent quarters by third and fourth samples.

During the quarter, DevTech finalized reports on the mission-wide gender audit for USAID/Tanzania and the gender assessment for USAID/Haiti. Additionally, a DevTech sub-contractor traveled to Armenia to facilitate a gender mainstreaming workshop for USAID/Armenia, Project NOVA and its implementing partners. A training report on the workshop was also finalized during this quarter.

DevTech continues to provide technical assistance to USAID Micro-enterprise Development Office and their contractor, IRIS, on incorporating gender considerations in poverty measurement tools. The TOI consultant contracted to carry out phase II of the activity submitted a draft report last quarter, which will be finalized next quarter.

DevTech continues to refine and review gender training modules, which will be converted electronically onto CD-ROM for review by EGAT/WID and peer trainers. Next quarter DevTech also expects to finalize the training report for a gender-based violence workshop in Peru (conducted by a DevTech subcontractor), and will send a team to Colombia to conduct a gender assessment and mission-wide gender training.

In response to an EGAT/WID request, DevTech has begun to produce a monthly calendar of gender-based violence related events of potential interest to USAID and U.S. government actors. The calendar is updated monthly and submitted to EGAT/ WID for circulation.

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

### **1. Technical Assistance to EGAT/WID**

#### *Tasks Completed this Quarter:*

##### 1. Measuring Gender Integration

In response to a request from Congress for an audit of USAID efforts in integrating gender concerns in its programs, EGAT/WID designed a methodology for review and analysis of mission Country Strategic Plans (CSPs; sample includes those active in April 2005), and current USAID procurement solicitation documents. DevTech is implementing this methodology through a detailed process of document scoring and data analysis. Four samplings are drawn at three-month intervals for the procurement document review. During this quarter, DevTech issued two reports, "Measuring Gender Integration: Country Strategic Plan Review" and "Measuring Gender Integration: Procurement Document Review", as well as an executive summary of the findings. The second sample of procurement documents was drawn on August 3, 2006, and analyzed. Next quarter a draft report will summarize findings, followed by the third (November 3, 2006) and fourth (February 3, 2007) samplings.

##### 2. Integrating Gender into the Development of Poverty-Measurement Tools

TOI provided a draft report to the USAID Poverty Office on the development of gender sensitive poverty measurement tools. Comments received from the Microenterprise Development Office will be addressed in the coming quarter.

##### 3. Gender-Based Violence Events Calendar

In response to a request from EGAT/WID, during this quarter DevTech began to compile a calendar of events related to gender-based violence. The calendar includes events of potential interest to USAID and its partners: international meetings (UN gatherings, meetings sponsored by multilateral donors, NGOs, etc.); Washington-based events; and events elsewhere in the U.S. The first calendar was produced in July; updated calendars are sent to the WID office at the end of each month.

#### *Tasks Planned for Next Quarter:*

1. Finalize second round report on the results of the measuring gender integration in procurement documents task.
2. Gather and analyze data for the third sampling for the procurement document review.
3. Finalize report for EGAT/PR/MD on poverty measurement tools.
4. Continue compiling and updating gender-based violence events calendar.
5. Issue version 4.4 of CD Rom "Integration Gender into USAID Programming."

### **2. Technical Assistance to Missions**

#### *Tasks Completed this Quarter:*

##### 1. USAID/Tanzania

A report on the mission-wide gender audit carried out in the previous quarter by a

DevTech sub-contractor was finalized and submitted to the mission, EGAT/WID, USAID Africa Bureau and the East Africa Regional Office, InterAction and the Development Experience Clearinghouse (DEC). Additionally, a report on the results of the focus group discussions and four newsletters that were circulated at USAID/Tanzania during the audit process are available on the DevTech website.

## 2. USAID/Haiti

A gender assessment for USAID/Haiti in preparation for the mission's 2006-2009 Country Strategy Statement was finalized during this quarter, and the report was submitted to the mission, EGAT/WID and DEC.

*Tasks Planned for Next Quarter:*

1. Conduct a gender assessment and provide mission-wide training for USAID/Colombia.
2. Continue to respond to Mission requests as needed.

## **3. Technical Assistance to Other USAID Operating Units**

*Tasks Completed this Quarter:*

None to report at this time.

*Tasks Planned for Next Quarter:*

## **4. Trainings and Workshops**

*Tasks Completed this Quarter:*

### 1. Gender Training Modules

The draft of the complete set of basic training modules has been submitted to DevTech and is being reviewed internally. The next step will be to format these modules in HTML and deliver them for review by peer trainers and EGAT/WID.

### 2. USAID/Peru

In May 2006, a DevTech sub-contractor served as team leader with consultants from the Global Health Bureau, for a series of workshops for USAID/Peru on the implementation of gender-based violence protocols for the Ministry of Health, the Ministry of Women and Social Development, and USAID/Peru NGO and contractor partners. The team leader also provided technical assistance on strategic planning for the implementation of these protocols. A report summarizing the training activities and technical assistance was submitted to EGAT/WID for approval. It will be finalized and posted on DEC next quarter.

### 3. USAID/Armenia

During the first part of this quarter, a DevTech sub-contractor traveled to Armenia to conduct a gender mainstreaming workshop. The purpose of the workshop was to improve the capacity of USAID/Armenia-funded Project NOVA staff and counterparts to analyze the gender dimensions of reproductive and child health services and to develop concrete actions to integrate gender into programmatic activities. A trip report summarizing the

consultant's activities can be found in Annex I of this report. The consultant's training report was also finalized this quarter and submitted to EGAT/WID, DEC, the mission, Project NOVA and partners Save the Children/Armenia, NGO Center and Intrahealth.

*Tasks Planned for Next Quarter:*

1. Review and format the gender training modules, and prepare for peer review.
2. Finalize report on the gender training for USAID/Peru and send to mission, EGAT/WID, and DEC.

## **5. Communications, Reporting and Dissemination**

*Tasks Completed this Quarter:*

1. Submitted Quarterly Report (April - June, 2006) to EGAT/WID and the Development Experience Clearinghouse (DEC).
2. Submitted reports "Measuring Gender Integration: Country Strategic Plan Review" and "Measuring Gender Integration: Procurement Document Review", as well as an executive summary of the findings, to EGAT/WID.
3. Submitted gender-based violence events calendar at end of July, with updates at the end of August and September.
4. Submitted a final report on the gender audit for USAID/Tanzania to EGAT/WID and DEC.
5. Submitted a final report on the gender assessment for USAID/Haiti's Country Strategy Statement to EGAT/WID and DEC.
6. Submitted a final report summarizing the results of the training workshop conducted for USAID/Armenia to EGAT/WID and DEC.
7. Task Order Leader Virginia Lambert presented findings from the study on gender integration in USAID CSPs and procurement documents at the WID IQC partners' meeting in September.

*Tasks Planned for Next Quarter:*

1. Issue Quarterly Report (July - September, 2006)
2. Finalize report on gender integration in second sampling of procurement documents.
3. Submit gender-based violence events calendar at the end of each month.
4. Finalize the research report for EGAT/PR/MD on poverty measurement tools.
5. Finalize the training report for USAID/Peru.

## **B. Significant Results**

In addition to bringing to completion such tasks as the Tanzanian Gender Audit and the Poverty Measurement assignment, gender training modules have been further developed. DevTech has continued to update and expand the gender resources CD Rom and plans to issue version 4.4 in the upcoming quarter. The gender integration measurement task undertaken at the request of EGAT/WID has generated meaningful and useful insights on the process of gender integration in USAID programming.

## **C. Project Management**

Work under the Task Order entered its fifth fiscal year under continuous leadership at DevTech Systems. While a number of support staff have graduated and moved on to new opportunities, transitions have been seamless and the Task Order team has become increasingly efficient in spite of staffing changes. Allison Petrozziello joined the project this quarter as project assistant. Overall, project management has become more streamlined and continues to inform its subcontractor base of opportunities as they arise.

## **D. Implementation Constraints**

Demand for services from field missions remained limited during the quarter. TOI did not experience implementation constraints.

## Trip Report

**Country:** Armenia

**Dates:** July 4-15, 2006

**Purpose:** To conduct a 2 ½ -day gender integration workshop for Project NOVA staff and partners, and a two-hour presentation on the ADS and key gender issues in Armenia for USAID. In addition, the team leader conducted an overview session on the workshop for Project NOVA staff who were not able to attend the workshop.

**Team composition and responsibilities:** Debbie Caro (Cultural Practice, LLC): Lead Trainer and Jina Sargizova (NGO Center, Armenia): Armenian Gender Expert.

### Brief statement about what was done:

The team conducted a two and a half day gender integration workshop for 27 people from USAID health sector programs, including Project NOVA staff, The Eye Care Project, World Vision, AED, and PHCR, and representatives from the Ministry of Health, local NGOs, and civil society (e.g., a Village Mayor, a Village Councilwoman, and medical faculty).

We also conducted a two hour session for the USAID Mission on Gender in the ADS and priority issues in Armenia. The session was attended by the Mission Director, the Program Officer, The Democracy and Social Reform Strategic Objective Office Director, and her staff. We briefed and debriefed with the health team at the beginning and end of the trip.

### Attendees:

USAID Session on July 10, 2006: Women (4) and Men (3) Total =7

Gender Workshop on July 11-13, 2006: Women (22) Men (4) Total =26

Overview Session at Project NOVA on July 13, 2006: Woman (1) Men (2)

### Accomplishments:

- Successful completion of the workshops
- Initiation of gender integration into Project NOVA activities

**Problems:** None

**Lessons Learned:** It is a challenge to do the gender training in translation, but it is possible with the assistance of a skilled translator/interpreter and considerable support from Project NOVA in translating all the materials into Armenian. Otherwise it would not have been possible.

### Schedule of Activities

Date	Activity
July 4, 2006	Travel to Armenia
July 5, 2006	Arrival in Armenia
July 6, 2006	Meetings with Project NOVA, Jina Sargizova, and USAID
July 7, 2006	Preparation of training materials and presentations at Project NOVA
July 8, 2006	Preparation of presentation for USAID session
July 10, 2006	USAID Presentation and final preparations for Gender Workshop
July 11, 2006	Gender Workshop

July 12, 2006	Gender Workshop
July 13, 2006	Gender Workshop and Overview Session
July 14, 2006	Debriefing with USAID; work with Project Nova on gender integration in the PMP
July 15, 2006	Departure