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**WID TO I, SHORT-TERM TECHNICAL
ASSISTANCE & TRAINING
QUARTERLY REPORT**
First Quarter, FY07
October - December, 2006

December, 2006

This publication was produced for review by the United States Agency for International Development. It was prepared by DevTech Systems, Inc.

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 first quarter of FY07 (October - December 2006) 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 first quarter of FY07 DevTech continued to score and analyze recent USAID procurement documents for gender integration utilizing a methodology prepared by EGAT/WID. Reports on phases two and three of the procurement document review were finalized and submitted to EGAT/WID. Next quarter, a fourth and final sample of procurement documents will be analyzed and reported, and a report summarizing the findings of the entire gender integration measurement activity will be submitted.

During the quarter, DevTech finalized a report on the gender-based violence training and technical assistance for USAID/Peru health partners, as well as a research report commissioned by the USAID Micro-enterprise Development Office on incorporating gender considerations in poverty measurement tools. Additionally, a team of DevTech consultants traveled to Colombia to conduct a mission-wide gender assessment for USAID/Colombia. A report and recommendations for a draft action plan will be issued next quarter.

DevTech continues to refine and review gender training modules, which ultimately will be converted electronically into a CD-ROM or similar web-based tool. This quarter also saw the roll-out of version 4.4 of the resource CD “Integrating Gender into USAID Programming,” now available through EGAT/WID.

A.2. Quarterly Task Report

I. 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 reports on phases two and three of the procurement document review for samples drawn August 3 and November 3, respectively. Next quarter a fourth and final sample of procurement documents will be drawn on February 2, 2007, and a report summarizing all findings will be issued.

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

In November the report from this task, entitled “A Menu of Options for Intra-Household Poverty Assessment,” was finalized, distributed to EGAT/WID, the USAID Microenterprise Office and partners, and published to DEC. The TA was provided in collaboration with IRIS/University of Maryland.

3. CD Rom “Integrating Gender into USAID Programming”

STTA&T has produced an updated version of its resource CD “Integrating Gender into USAID Programming” for distribution by EGAT/WID. Version 4.4 includes new sections

with gender resources on Migration, Conflict and Peacebuilding, Disasters and Emergency Planning, International Conventions, and Gender Training, as well as Spanish and French language documentation. With over 400 documents and web resources, the CD is an off-line library relevant to USAID offices and their implementing partners' work toward gender integration in various sectors.

4. Gender-Based Violence Events Calendar

DevTech continues to compile a calendar of events related to gender-based violence on a monthly basis for reference and circulation by EGAT/WID. This quarter, calendar updates were submitted at the end of October and November.

Tasks Planned for Next Quarter:

1. Gather and analyze data for the final sampling for the procurement document review.
2. Issue report summarizing the results of the gender integration measurement in procurement documents task.
3. Continue compiling and updating gender-based violence events calendar.

2. Technical Assistance to Missions

Tasks Completed this Quarter:

1. USAID/Colombia

A team of DevTech consultants traveled to Colombia to conduct a gender assessment for USAID/Colombia in preparation for their upcoming Operational Plan. The Final Gender Assessment report and recommendations for a draft action plan will be submitted to the Mission and EGAT/WID next quarter. A trip report summarizing the consultants' activities can be found in Annex I, along with the Scope of Work.

Tasks Planned for Next Quarter:

1. Issue report and recommendations on USAID/Colombia gender assessment.
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:

No active requests at this time.

4. Trainings and Workshops

Tasks Completed this Quarter:

1. Gender Training Modules

The modules and supporting materials have been organized into a user-friendly format for review by peer trainers. Contractor is investigating alternatives for adapting materials into a customiz-able web-based platform, whose intended users remain gender trainers working with a USAID mission or partners.

2. USAID/Peru

This quarter, a report summarizing the training activities and technical assistance on gender-based violence protocols was finalized and posted on DEC.

Tasks Planned for Next Quarter:

1. Send gender training modules out for peer review; finalize format of final deliverable.

5. Communications, Reporting and Dissemination

Tasks Completed this Quarter:

1. Submitted Quarterly Report (July - September, 2006) to EGAT/WID and the Development Experience Clearinghouse (DEC).
2. Submitted reports "Measuring Gender Integration: Procurement Document Review" Phases Two and Three, to EGAT/WID.
3. Submitted gender-based violence events calendars at end of October and November.
4. Submitted a final report on the gender-based violence training and technical assistance for USAID/Peru health partners to EGAT/WID and DEC.
5. Submitted research report entitled "A Menu of Options for Intra-Household Poverty Assessment" to EGAT/WID, the Microenterprise Office and DEC.
6. Delivered version 4.4 of CD-ROM "Integrating Gender into USAID Programming" to EGAT/WID.

Tasks Planned for Next Quarter:

1. Issue Quarterly Report (October - December, 2006)
2. Finalize summary report on gender integration in procurement documents.
3. Submit gender-based violence events calendar at the end of each month.
4. Finalize gender assessment and recommendations for gender action plan for USAID/Colombia.
5. Reconcile site structure for Gender Resources CD and develop structural revisions in concert with electronic adaptation of training modules.

B. Significant Results

The first quarter was a relatively slow quarter in terms of external demands, although one TA team was fielded for a major gender assessment in USAID/Colombia. Most of the work of the team was in direct support of EGAT/WID. The updating and distribution of a new version of the CD of resources for gender analysis also was significant.

C. Project Management

The departure of Nancy Taggart as the Education and Training Advisor in late November left a gap in technical staff for the project. In seeking a replacement, project management has sought to re-define the tasks of the position to match the current priority concerns for USAID and EGAT/WID.

D. Implementation Constraints

The continuing reorganization of USAID programming processes and budget shifts seem to have temporarily constrained Mission-based demand for task order services. A further potential constraint may be posed by the cost-sharing requirement by missions requesting technical assistance or training.

Trip Report

Country: Colombia

Dates: November/December 2006 (approximately two weeks total)

Purpose: Field work for USAID/Colombia Gender Assessment.

Team composition and responsibilities:

J. Michele Guttmann (team leader: primarily responsible for human rights/justice issues)

Catalina Rojas (primarily responsible for issues regarding alternative development, demobilization and reintegration, and internally displaced populations)

Virginia Lambert (primarily responsible for USAID liaison and overview issues)

Brief statement about what the team did:

Meetings in Bogotá with Mission staff members; site visits; interviews with government officials, donors, NGOs, academics, USAID/Colombia implementing partners, beneficiaries, and others; collection and review of background materials and documents; and a two-day field trip to Medellín for project visits and interviews.

Accomplishments: Completion of field work for assessment report.

Problems:

Some problems were encountered in identifying and scheduling interviews necessary for each of the team members, particularly those outside of AID/Colombia Mission personnel and counterparts. Most of those problems could have been alleviated, or addressed in advance, with more complete prior planning to allow for more thorough preparation. A team planning meeting in advance of the field work would have been useful.

Lessons Learned:

More thorough and complete advance planning, including identification of interviews requested and a team planning meeting scheduled sufficiently prior to the field work would help to assure maximum preparation, benefit, and utilization of field time.

USAID|COLOMBIA GENDER ASSESSMENT
SCOPE OF WORK (SOW)

I. Introduction

With the initiation of Plan Colombia and increased USG assistance in FY 2000, the Mission concentrated its strategy in the sustainable reduction of illicit crops and the promotion of peace in the country. To achieve that, the Mission developed four Strategic Objectives (SOs) which will be undertaken through FY 2008; these are: SO1 - Strengthened Democratic Governance; SO2 - Expanded Economic and Social Alternatives to Illicit Crop Production, SO3 - Successful Reintegration of Internally Displaced Population and Support to Other Vulnerable Groups, and SO4 – Improved Environment for Demobilization and Reintegration.

Although the Mission's strategy's extension was approved in 2005, USAID|Colombia still lacks a Mission-wide gender strategy and gender training. Thus far, gender considerations have been limited to certain activities, impeding the development of cross-cutting strategies that coherently address the needs of women.

The gender assessment is intended to especially facilitate the statement of appropriate gender equity goals for the Mission's programs and activities directly related to conflict, e.g. those addressing human rights, justice, demobilization and reintegration, internally displaced populations, and regional governance stabilization. The assessment is also meant to identify any needs for gender training within the Mission, clarify additional topics for further gender analysis, provide guidance or language on incorporating gender into the Operational Plan and contribute to the draft of a gender action plan that grows out of the current Strategy. The assessment is also intended to serve as a tool for developing the new country operating plan.

II. Purpose

The purpose of the Gender Assessment is to identify key gender issues and gender constraints that need to be addressed in USAID|Colombia's programs, especially those or a special focus on most related to conflict, and to make recommendations on how the Mission can address the issue of gender and conflict in its programs. This scope of work does not call for a full and detailed program design; it is expected that further gender analyses may be required.

There are five interrelated tasks that the gender assessment must address:

- reviewing of key gender issues and gender-based constraints in USAID|Colombia;
- assessing attention to the relation between conflict and gender in current and future Mission programs, specifically IDPs, demobilization and reintegration, alternative development – in its relation to conflict-, justice, and human rights;
- assessing attention to women in their relation to geographic location and ethnicity in current and future Mission programs;
- assessing the institutional context supporting gender mainstreaming, both in the Mission and in the country; and,
- providing recommendations for a gender action plan that recommends how the USAID mission can support women's contribution to peace building in its strategy and achieve

development outcomes that improve the situation of women relative to men in Colombia in these areas.

III. Background

Women in Colombia have experienced a significant number of challenges, both within and outside the armed conflict. From a socio-economic perspective, women not only suffer from a higher unemployment rate than men, they also experience lower income levels, earning approximately 20% less than men. Consequently, over half of the total population living in poverty are women.¹ From the perspective of the ongoing armed conflict, women are victims of different kinds of political violence, including targeted violent actions, sexual violence - both as part of a violent action or carried out within the ranks of the armed groups - and the disenfranchisement of family and affectionate relations affected by such actions.² They are also victims of internal displacement, accounting for 50% of the total displaced population.³

In spite of these challenges, women have made tremendous efforts and reached significant achievements in fostering peace in Colombia. Women's movements have been present in peace negotiations with armed groups, leaders in mass demonstrations supporting negotiated solutions and opposing violence, and proponents of policy reforms geared towards reaching gender equality.⁴ An example of this is reflected in the presence of two women in the recently created National Commission for Reparation and Reconciliation, which, amongst other duties, will advance in national reconciliation activities that seek to impede the reemergence of actions that disturb peace efforts in the country.

It is within this context that USAID|Colombia is carrying out its various programs and activities. By carrying out a gender assessment, Mission teams should be able to address how gender relations will affect the sustainable achievement of results, and how expected results will affect the relative status of men and women.

IV. Tasks

The primary tasks of the team of consultants are to:

- A. Carry out an assessment of the Mission's efforts to facilitate the development of women-led capacities for peace into its ongoing and proposed programs. This effort will:
 - Review the Mission's present strategic results framework, and program portfolio for their attention to gender in its relation to conflict, identify key gender-based constraints, and assess potential gender issues in a future portfolio and/or strategic framework.
 - Produce an assessment of possible entry-points for incorporation of gender and other considerations in current and future activities which focus on conflict.

¹ **UNIFEM**: Las Mujeres Colombianas en Busca de la Paz – Una Aproximación a sus iniciativas y propuestas, Bogotá, 2004, p. 14

² **UNDP**: El Conflicto, callejón con salida – Informe Nacional de Desarrollo Humano Colombia, Bogotá, 2003, p. 132

³ **UNIFEM**: p. 23

⁴ **ROJAS, CATALINA**: In the Midst of War: Women's Contributions to Peace in Colombia, Women Waging Peace Policy Commission, 2004.

- Provide statements of the key gender based-constraints relevant to the following programs:
 - Human Rights (with emphasis on domestic violence)
 - Justice
 - Demobilization and Reintegration
 - Internally Displaced Population
 - Alternative Development (in their relation to conflict)⁵
- Identify resources and sources of sex-disaggregated data (and possibly other variables as appropriate e.g., age, income, and ethnicity) and develop illustrative gender-appropriate indicators. The assessment team might offer suggestions for how to analyze the potential impacts of the strategic approaches on the relative status of men and women in Colombia.
- Identify local expertise on gender (e.g., NGOs, CSOs, academics, research institutions, government ministries) that can be called on to provide in-depth technical assistance.
- The assessment is to be organized and shaped by:
 1. USAID|Colombia Results Framework;
 2. Agency and Mission's approach to mainstreaming gender; and,
 3. USAID|Colombia 2006 – 2008 Strategic Plan.

- B.** Based on this assessment, draft recommendations for developing a gender action plan, which lays out the steps for mainstreaming gender in Mission activities related to conflict. These suggestions should be practical and address the perspective of both technical and support offices.

The draft action plan is not a deliverable from the Consultants, but a document that is developed by the Mission based upon the Consultants' gender assessment and recommendations. As finally formulated by the Mission, the detailed USAID|Colombia gender action plan shall fully address the requirements of Agency Directives.

- C.** Provide training to USAID|Colombia staff on gender issues, with specific focus on the influence of conflict in gender matters.

V. Assessment Methodology

- A.** Comprehensive review and analysis of pertinent literature and documents, including, but not limited to such materials as:
- USAID|Colombia Strategic Plan, Annual Reports, Plan of Action for USAID|Colombia and/or sectoral gender assessments and reports, and the results framework for the Strategic Plan;

⁵ The Alternative Development program is composed of two major projects: ADAM and MIDAS. The first one focuses on promoting the eradication of coca and poppies where they exist, and impeding drug cultivation in rural areas that are vulnerable to, but still free of illicit crops. Its strategy is based on the premise that the key to sustainable economic development is the creation of strong, effective linkages among governmental institutions, markets, and local producers. On the other hand, MIDAS focuses on "crowding out" illicit activities by generating significant new sources of alternative income via programs of sustainable business development, and economic policy and institutional reform activities.

- ☑ Studies and assessments conducted by donors, NGOs, GOC entities, regional organizations, and the academic community.
 - ☑ Recent literature that addresses gender issues in specific sectors and areas of strategic interest to USAID|Colombia (e.g. democracy and governance, alternative development, conflict, demobilization, IDPs).
- B.** Meetings and discussions with technical teams, other USAID|Colombia and Embassy – POL, PRM, NAS - staff, and partners involved in the development of the Strategic Plan, both in Bogota and in the field. These shall include where possible:
- ☑ Entry briefings with the Front Office, the Program Office, and the Gender Officer;
 - ☑ A preliminary briefing session for USAID|Colombia staff on the ADS requirements for addressing gender in the strategic planning process;
 - ☑ Meetings with the technical teams and partners on specific sectors and areas of interest, to identify possible links to gender issues in each proposed SO and determine whether these issues are adequately considered in the strategy; to identify possible entry points for the incorporation of gender considerations into ongoing and future activities – specifically IDPs, Human Rights, Alternative Development, and Demobilization and Reintegration, and to verify whether gender considerations are adequately treated in the USAID|Colombia strategy and results framework;
 - ☑ A presentation of the draft gender analysis to obtain feedback from the staff; and
 - ☑ Exit briefings with the Front Office, the Program Office, and the Gender Officer.
- C.** Interview selected key stakeholders, such as the Presidency’s Office in Women Equity, and implementing partners involved in current and proposed programs, other donors, and local gender expert resource groups about problems, successes, and potentialities for improving attention to gender in the Country Strategic Plan.
- D.** Carry out three site visits to programs related to Human Rights, IDPs, Alternative Development, and Demobilization and Reintegration.
- E.** Hold a gender issues workshop involving key stakeholders/partners from the specific sectors and areas of interest to USAID|Colombia (e.g. democracy and governance, alternative development, conflict, demobilization, IDPs). USAID|Colombia will coordinate logistics for this workshop.
- F.** Strategy Development

The Gender Assessment and action plan will be used as the basis for the Consultant to review and suggest improvements to the draft Strategic Plans to ensure adequate and appropriate Agency and Mission’s approaches to mainstreaming gender in its conflict-related activities.

VI. Estimated Level of Effort

It is anticipated that the services of two bilingual (Spanish/English) expatriate consultants and one bilingual (Spanish/English) local consultant will be required to compose the team. One of the expatriate consultants will be the team leader with responsibility for completion of the Gender Assessment and Recommendations Report and Action Plan documents. A separate scope of

work for the two team members should be developed by the team leader, through discussion with the local consultant (with Mission and EGAT/WID project approval).

For the expatriate and the local consultants, the work will require four (4) days before the commencement of field work, to review documents and to set appointments; and two weeks of field work. In addition, seven (7) work days will be authorized for the expatriate consultant for writing and finalizing the aforementioned documents. The specific responsibilities of the local consultants in the field work will be determined in consultation with the expatriate, based on the balance of their sector expertise. The local consultant may contribute to the report either as a part of the fieldwork, or, it will be the team leader's discretion to allocate some of the report time to the other consultant. Therefore, the total number of days will be: team leader - 30 days and local consultants - 23 days. A six-day workweek will be authorized if necessary.

VII. Timeframe

- Preparation phase will be completed on or about September 30, 2006 (to be discussed with consultants).
- Field Research phase will be completed on or about October 15, 2006.
- Submission of Final Report submission will be no later than November 13, 2006

The cost of this Task Order will be covered by the Office of Women in Development in Washington (EGAT/WID).

VIII. Performance Period

It is anticipated that this work will begin on or about September 30, 2006 and it shall be completed on or about November 13, 2006.

IX. Team Qualifications

Experienced social scientists in gender and/or development studies, sociology, anthropology, political science, economics, or related field. Prior research experience, especially at the field level, is particularly useful. A minimum of 10 years in international development with significant experience in Latin America (particularly recent experience in the Andean Region). Candidates should have significant recent experience with gender analysis in the development context and in other USAID/Colombia sector areas.

In-country and regional experience is highly desirable to minimize background information phase, as is experience with USAID's approach to gender analysis.

X. Deliverables

The assessment team is expected to conduct a Mission wide training in gender issues, and the effects of conflict on gender matters. In addition to this, there are two written deliverables expected from this SOW: the Gender Assessment and recommendations for the draft action plan. Drawing on data from interviews and secondary sources, these documents will assess the appropriate technical areas for gender emphasis and make recommendations for future actions for gender and other integration, described above. The document may also be the basis for further technical assistance provided by USAID/Washington.

- ☑ A preliminary table of contents, list of findings, conclusions, and recommendations shall be submitted to the Mission upon completion of fieldwork (one electronic copy and three hardcopies).
- ☑ A draft Gender Assessment and recommendations for a draft action plan will be according to a schedule negotiated with the Mission. USAID Colombia shall provide any additional written comments electronically within 10 working days of receipt of the revised draft.
- ☑ The Final Gender Assessment and recommendations for action plan will be submitted to the Mission within 5 working days after receiving comments on the revised draft.

The Final Gender Assessment and recommendations will include but not be limited to the following:

- ☑ An Executive Summary of 3-5 pages which summarizes findings, conclusions, and recommendations for the current program.
- ☑ Table of contents and purpose of the T.A. provided to the Mission.
- ☑ Discussion of most important gender issues which cut across the Mission's current and proposed portfolio.
- ☑ Findings, conclusions and recommendations.
- ☑ Appendices (list of institutions visited, persons interviews, other important/related issues, local expertise on gender, resources and sources for gender disaggregated data, etc.).