

Fostering Opportunities in Rural Southern Areas- FORSA

Quarterly Report # 4

Year 2012

Submitted to USAID/Egypt on: October 31, 2012

Period from July to September 2012

Q4Y1

Grant Award

AID-263-G-11-00038

Pathfinder International

9 Galen Street, Suite 217

Watertown, MA 02472 USA



a global leader in reproductive health

Grant Goal/Objectives

The overall goal of this project—entitled “FORSA,” which means “opportunity” in Arabic—is to contribute to poverty reduction among vulnerable youth in rural Upper Egypt by applying an integrated approach that addresses health and wealth improvements enhancing social protection. The specific objectives are the following:

1. Provide immediate employment opportunities for 1,500 youth in rural Upper Egypt by establishing a network of community health outreach workers to encourage greater access to health delivery services
2. Build the capacity of women in rural Upper Egypt and assist them technically and financially to start their own businesses (microenterprises).

I- Executive Summary

During Q4Y1, the FORSA project faced challenges initiating its fieldwork phase. The project struggled with obtaining agreement on the final format of the Memorandum of Understanding (MoU), which is required to start field activities. The MOU review and approval has required extensive time, effort and follow-up by FORSA staff with the Ministry of Insurance and Social Affairs (MoISA). After many meetings and discussions with the Social Care Department, on the 25th of September 2012, a final format agreement was reached between the FORSA management team and MoISA regarding the MoUs preliminary final form. The MoU hereafter is reviewed by the legal department at MoISA as a crucial step prior to final approval and signing by the Minister. The Social Care Department has demonstrated their support of field activities by contacting the MoISA branches in Assuit and Souhag governorates requesting them to nominate a list of the potential CDAs that FORSA could work with. Once the MOU is signed by MoISA Minister, the project workplan will be revised and re-submitted to USAID for approval to start project field activities.

Additionally, during this quarter, a Monitoring and Evaluation Coordinator was recruited increasing the total FORSA project staff to 17.

II- Accomplishments

During Q4Y1, the project continued its close follow-up and coordination with MoISA to approve and sign the MoU that FORSA submitted last quarter to allow for the kickoff of its field activities. Accomplishments during this quarter focused on fulfilling the following objectives:

1. Follow up with MoISA to receive its officials’ feedback on the submitted draft MoU.
2. Follow up with MoISA to obtain the Minister’s approval and signature of the MoU.
3. Respond to all inquiries and requests of MoISA, Ministry of Foreign Affairs (MoFA), and Ministry of Interior (MoI).

4. Continue FORSA personnel recruitment.
5. Ensure continuous communication with USAID.

During the reporting period, the project worked to start field activities as planned, but the delays encountered from MoISA officials hindered the process. Contributing to these delays was the slow review process of project documents by the MoISA and Ministry of Foreign Affairs, as well as continuing political instability in Egypt. During Q4Y1, the FORSA management team conducted more than 25 telephone calls and six visits with MoISA Social Care Department officials, Ministry of Foreign Affairs, and Ministry of Interior to facilitate and accelerate the process. The purpose of these calls and visits was to follow-up on approvals regarding the MoU, clearly explain the legal status of Pathfinder International and the scope of FORSA project work at the field level, as well as to clarify the source of funding.

Additionally, the events surrounding the release of an anti-Islamic film created additional political conflict in Egypt that affected and hindered any process involving foreign funding to civil society. Coinciding with the Islamists' protests in front of the US Embassy, FORSA management received a phone call from the Ministry of Interior inquiring about Pathfinder International. The Ministry also asked if any Pathfinder LLC employees were foreigners. Moreover, the Ministry requested confirmation of Pathfinder office address, the project objectives, the governorates selected for implementation of project activities and inquired if all working documents and training materials were translated into Arabic. FORSA staff clarified all issues and responded to all inquiries in a phone call and a visit by the Pathfinder representative in Egypt to the Ministry of Interior as per their request.

Meanwhile, and in response to the continuous follow-up by FORSA team to obtain an appointment with the MoISA Head of Social Department for reviewing the MoU, the MoISA Social Care Department called the FORSA project on September 17th, 2012 to inform them that the appointment was scheduled on September 25th, 2012 with the objective of discussing the final draft of the MoU. During this meeting the FORSA management team went through the Social Care Department MoU word by word making sure it reflected the project's objectives and strategy. The Social Care Department has already approached MoISA branches in Assuit and Souhag governorates and has already nominated lists of potential CDAs to work with FORSA Project, which will save time for the FORSA team once the implementation starts. After amending the MoU, the Legal Department was scheduled to review prior being signed by the Minister herself. The Social Care Department head seemed confident and welcoming of FORSA field activities, urging MOISA middle management to amend and review the MoU as soon as possible. Once the MoU is signed, FORSA expects to begin field activities without further delay. Accordingly, the signing of the MoU and start of project activities is expected to occur with the start of Q1Y2. All actions taken by FORSA project were communicated with the USAID AOTR in a timely manner (Annex 1: detailed matrix of actions taken during Q4Y1).

Additionally, during this quarter, the monitoring and evaluation coordinator joined the project. Other technical staff, such as the Souhag Field Implementation Specialist, is expected to join with the start of project activities at the field level. Thus, this recruitment activity is still in progress.

During Q4Y1, continuous communication was ensured with USAID and several meetings with USAID staff took place. During those meetings updates concerning the project’s approvals and activities were shared with the AOTR.

Details of activities achieved during Q4Y1 as per the workplan are listed in table 1.

Table 1: Achievements of Q4Y1 according to the workplan

Activities	Expected Results	Quarter Achievement	Comments/Challenges
Outcome 1: Personnel and Office Set up			
Hire Staff	Project personnel recruited	The M&E coordinator has joined the project this quarter.	The project is yet to hire technical specialists based on needs and requirements with the start of field activities, e.g. Souhag Field Implementation Specialist. Thus the activity is still in progress.
Outcome 2 Technical Pavement for Project Implementation			
Activities	Expected Results	Quarter Achievement	Comments/Challenges
Develop Project's Workplan	Project Workplan developed	The project received the USAID approval on the re-submitted modified Project Workplan during this quarter.	Completed
Develop Performance Monitoring Plan (PMP)	PMP developed	The final USAID approval on the project’s re-submitted PMP was obtained this quarter.	Completed
Submit Workplan and PMP to USAID	Project Workplan and PMP were submitted	The project received USAID approval on both the Project Workplan and PMP.	Completed
Field activities			
Batch 1			
Result 1: Jobs created among local CDAs in intervention areas			
1.1.1 Approaching and orienting MoISA	MoISA officials at the intervention	To date, the project is following up closely with MoISA to sign the	The project has succeeded to obtain

Activities	Expected Results	Quarter Achievement	Comments/Challenges
officials in intervention governorate	governorates were approached and oriented about the project's mission, vision and goals. A continuous communication channel was established.	MoU and thus start its field activities. Accordingly, all subsequent activities are halted until the MoU is signed. (Details are explained under section II, project accomplishments.)	the security clearance and is currently working closely with MoISA on the MoU signing and thus start its field activities. Regular follow-up by project management is ensured.
1.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts selected and ranked based on socio-economic and poverty indicators and agreed upon by MoISA officials	See 1.1.1 above. Project field activities are halted until MoISA signs the MoU. (Details are explained under section II, project accomplishments.)	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan. This challenge applies to all subsequent activities below.
1.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings conducted and CDAs oriented on the project objectives and the proposed interventions; interested CDAs submit a standard letter of interest to the project	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that submitted letters of interest; Participants trained to prepare	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	successful proposals that qualify them for the proposed subgrants		
1.1.5 Review and evaluate proposals	Submitted proposals by CDAs reviewed and evaluated by the project review committee, and are now ready for selection	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.6 Conduct a pre-award assessment	Conducted pre-award assessment of CDAs as to both institutional and financial capacities based on a standard "terrorist check"	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.7 Signing of subgrant agreements	The project signed subgrant agreements with CDAs that submitted successful proposals and passed the pre-award assessment	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of Pathfinder	The awarded CDAs recruited their staff from their respective communities, to include a project manager, finance manager, three outreach supervisors, and an average of 15 outreach workers. The	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	number of recruited RRs depended on the size of the community and catchment area.		
1.1.9 Capacity Development of CDA staff based on training material developed	The FORSA project developed the capacity of awarded CDAs through two types of training, financial training and Outreach Workers training on interpersonal communication and counseling and on health messages.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.10 CDAs start implementation of proposed activities	With completed capacity building of recruited CDA staff, home visits to implement project activities were started and are continuing in intervention communities.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Result 2: Women owned microenterprises established in intervention areas			
1.2.1 Identify and train a cadre of Trainers for the Egyptian Women Speak Out (EWSO) program	The Project will select one RR supervisor from each CDA to receive the EWSO TOT. The training will be held by consultants specialized in EWSO program implementation on field levels.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
1.2.2 Implement EWSO program in communities	EWSO training workshops for community members will be rolled out by the EWSO trained RR supervisor within her CDA catchment area.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Batch 2:			
Result 1: Jobs created among local CDAs in intervention areas			
2.1.1 Approaching and Orienting MoISA officials at intervention governorate	MoISA officials at the intervention governorates were approached and oriented about the project's mission, vision and goals. A continuous communication channel was established.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts were selected and ranked based on socio-economic and poverty indicators agreed upon by MoISA officials	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings were conducted and CDAs oriented on the project objectives and the proposed interventions; Interested CDAs submitted a standard letter of interest to the	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	project		
2.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that submitted letters of interest; participants trained to prepare successful proposals that qualify them for the proposed subgrants	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.5 Review and evaluate proposals	Submitted proposals by CDAs were reviewed and evaluated by project review committee, and are now ready for selection	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.6 Conduct a pre-award assessment	Conducted pre-award assessment of CDAs as to both institutional and financial capacities based on a standard "terrorist check"	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.7 Signing of subgrant agreements	Project signed subgrant agreements with CDAs that submitted successful proposals and passed the pre-award assessment	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.8 Awarded CDAs recruit the proposed	The awarded CDAs recruited	See 1.1.1 above.	See 1.1.1 above.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
staff with the help/guidance of Pathfinder	their staff from their respective communities, to include a project manager, finance manager, three outreach supervisors, and an average of 15 outreach workers. The number of recruited RRs (Raedat Refeyat) depended on the size of the community and catchment area.	Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.9 Capacity development of CDA staff based on training material developed	The FORSA project developed the capacity of awarded CDAs through two types of training, financial training and Outreach Workers training on interpersonal communication and counseling and on health messages.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.10 CDAs start implementation of proposed activities	With completed capacity building of recruited CDA staff, home visits to implement project activities started and continued in intervention communities.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Result 2: Women owned microenterprises established in intervention areas			
2.2.1 Identify and train a cadre of Trainers for	The Project will select one RR	See 1.1.1 above.	See 1.1.1 above.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
the Egyptian Women Speak Out program	supervisor from each CDA to receive the EWSO TOT. The training will be held by consultants specializing in EWSO program implementation on field levels.	Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Batch 3:			
Result 1: Jobs created among local CDAs in intervention areas			
3.1.1 Approaching and Orienting MoISA officials at intervention governorate	MoISA officials at the intervention governorates were approached and oriented about the project's mission, vision and goals. A continuous communication channel was established.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.2 Ranking and selection of intervention districts\communities	A list of intervention districts were selected and ranked based on socio-economic and poverty indicators and were agreed upon by MoISA officials	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	Meetings were conducted and CDAs oriented on the project objectives and the proposed interventions; interested CDAs	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	submitted a standard letter of interest to the project		
3.1.4 Proposal writing workshop for interested CDAs	Conducted proposal writing workshop for all the CDAs that submitted letters of interest; Participants were trained to prepare successful proposals that qualify them for the proposed subgrants	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.5 Review and evaluate proposals	Submitted proposals by CDAs reviewed and evaluated by the project review committee, and are now ready for selection	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.6 Conduct a pre-award assessment	Conducted pre-award assessment of CDAs as to both institutional and financial capacities based on a standard "terrorist check"	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.7 Signing of sub grant agreements	Project signed subgrant agreements with CDAs that submitted successful proposals and passed the pre-	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

Activities	Expected Results	Quarter Achievement	Comments/Challenges
	award assessment		
3.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of the Pathfinder	Awarded CDAs recruited their staff from their respective communities, to include a project manager, finance manager, three outreach supervisors, and an average of 15 outreach workers. The number of recruited RRs depended on the size of the community and catchment area.	See 1.1.1 above. Project field activities are halted until MoISA's approval to start field activities is obtained upon signing the MoU.	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

Collaboration with other CAs

The FORSA project has established a continuous communication channel with MCHIP, and once field activities start, the project will ensure coordination with MCHIP.

Challenges:

The post-revolution political instability has caused several stops and delays in obtaining the project's final approvals to start field activities. The drafted MoU that has been submitted to the MoISA Security Department last quarter was reviewed, modified and is ready to be signed. The project is awaiting signature of the MoU and is closely following up and coordinating with central-level MoISA officials to obtain the Minister's signature on the MoU. Accordingly, the project is expecting to start its field activities early next quarter.

Before the start of field activities, the FORSA workplan and the reporting schedule will require modifications that will be shared with the USAID AOTR in an amended workplan for approval.

As no field activities were conducted during Q4Y1, only monitoring and evaluation (M&E) indicator #1 was calculated.

III- Success Stories

Field implementation did not yet start this quarter awaiting MoISA MOU signing, so success stories are yet to be demonstrated.

IV- Activities for Next Quarter

Expected upcoming activities including those for Q1Y2 are listed in table 2.

Table 2: Pending project activities including next quarter (Q1Y2)

Activities	Next quarter: Q1Y2
Outcome 1: Personnel and Office Set up	
Complete Hiring Staff	Depending on technical needs, more staff will join with the start of project field activities.
Outcome 2:	
Batch 1	
Result 1: Jobs created among local CDAs in intervention areas	
1.1.1 Approaching and orienting MoISA officials at intervention governorate	See 1.1.1 above. When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.2 Ranking and selection of intervention districts\communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.4 Proposal writing workshop for interested CDAs	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.5 Review and evaluate proposals	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.6 Conduct a pre-award assessment	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.7 Signing of subgrant agreements	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of the Pathfinder	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.9 Capacity development of CDA staff based on training material developed	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.1.10 CDAs start implementation of proposed activities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Result 2: Women owned microenterprises established in intervention areas	

Activities	Next quarter: Q1Y2
1.2.1 Identify and train a cadre of Trainers for the Egyptian Women Speak Out program	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
1.2.2 Implement EWSO program in communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Batch 2	
Result 1: Jobs created among local CDAs in intervention areas	
2.1.1 Approaching and orienting MoISA officials at intervention governorate	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.2 Ranking and selection of intervention districts\communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.4 Proposal writing workshop for interested CDAs	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.5 Review and evaluate proposals	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.6 Conduct a pre-award assessment	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.7 Signing of sub grant agreements	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of the Pathfinder	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.9 Capacity development of CDA staff based on training material developed	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.1.10 CDAs start implementation of proposed activities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Result 2: Women owned microenterprises established in intervention areas	
2.2.1 Identify and train a cadre of Trainers for the Egyptian Women Speak Out program	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
2.2.2 Implement EWSO program in communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Batch 3	
Result 1: Jobs created among local CDAs in intervention areas	

Activities	Next quarter: Q1Y2
3.1.1 Approaching and orienting MoISA officials at intervention governorate	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.2 Ranking and selection of intervention districts\communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.3 Project orientation meeting for all active CDAs in intervention districts\communities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.4 Proposal writing workshop for interested CDAs	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.5 Review and evaluate proposals	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.6 Conduct a pre-award assessment	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.7 Signing of sub grant agreements	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.8 Awarded CDAs recruit the proposed staff with the help/guidance of the Pathfinder	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.9 Capacity development of CDA staff based on training material developed	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
3.1.10 CDAs start implementation of proposed activities	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.
Result 2: Women owned microenterprises established in intervention areas	
3.2.1 Identify and train a cadre of Trainers for the Egyptian Women Speak Out program	When MoISA signs the MoU, the project will re-schedule its activities in an amended workplan.

V- Monitoring and Evaluation

This quarter, eight indicators are to be reported on as per the workplan and the earlier submitted PMP. The eight indicators are:

Indicator #1: Number of jobs created for the implementation of FORSA project activities

Indicator # 2: Average percent change in knowledge gained among CDA trainees in FORSA outreach workers training

Indicator #2a: Average percent change in knowledge gained among CDA trainees in FORSA financial management training

Indicator #3: Number of people trained in FP/RH/maternal/newborn/child health/nutrition during FORSA outreach workers training

Indicator #4: Percentage of CDAs that submitted proposals scoring $\geq 60\%$ in FORSA intervention areas

Indicator #5: Number of households visited by awarded CDAs outreach workers in intervention areas

Indicator #7: Average percent knowledge gain among RR supervisors trained in FORSA EWSO TOT

Indicator #8: Number of beneficiaries trained by CDA RR supervisors through EWSO programs in intervention areas

As no field activities were conducted during Q4Y1, only monitoring and evaluation (M&E) indicator #1 was calculated.

Achievement details are described in table 3.

Table 3: Achievement of project indicators

Number of indicator	Results Data	Baseline Year:	FY 1					FY 2					Total	Comments (Explanation on a - / + 10% actual from target)
			Q1	Q2	Q3	Q4	FY1 total	Q1	Q2	Q3	Q4	FY2 total		
Indicator # 1	Target			18	527	1027	1027	1527				1527	1527	One FORSA full-time staff member was hired in Q4Y1. Another staff member, a field implementation specialist, will join with start of project activities.
	Actual			16	17	18								

Number of indicator	Results Data	Baseline Year:	FY 1					FY 2					Total	Comments (Explanation on a - / + 10% actual from target)
														Since the project's
Indicator # 2	Target				≥ 20 %	≥ 20%		≥ 20%					≥ 20%	NA= calculation not applicable as project activities did not start
	Actual				NA									
Indicator # 2a	Target				≥ 20 %	≥ 20%		≥ 20%					≥ 20%	NA= calculation not applicable as project activities did not start
	Actual				NA									
Indicator # 3	Target				100 0	1500							1500	NA= calculation not applicable as project activities did not start
	Actual				NA									
Indicator # 4	Target			50 %	50 %	50%							50%	NA= calculation not applicable as project activities did not start
	Actual			NA		NA								
Indicator #5	Target					37, 500		75, 000	112, 500				112, 500	NA= calculation not applicable as project activities did not start
	Actual					NA								
Indicator #7	Target						≥ 20%		≥ 20%				≥ 20%	NA= calculation not applicable as project activities did not start
	Actual					NA								
Indicator #8	Target					1, 000		4, 000	6, 500	7, 500			7, 500	NA= calculation not applicable as project activities did not start
	Actual					NA								

VI- Annexes

Annex 1: Detailed Matrix with Actions Taken with MoISA during Q4Y1

Annex 1: MOISA meetings matrix during Q4Y1

Date	Description	Outcome
July 4 th 2012	Visit	<p>Based on the date set for a meeting with MoISA Social Care Department at the end of the previous quarter and after obtaining the security clearance, FORSA management team met with the head of the Social Care Department, the MIS department, the officer responsible for women’s activities, and a representative from the NGO’s department at the Ministry of Insurance and Social Affairs to discuss the necessary next steps once the security clearance was finally obtained.</p> <p><u>The meeting was extremely positive and the management team started discussing project details, signing the MoU with the Ministry to start field implementation and the formation of the project’s steering committee.</u></p> <p>The meeting was extremely positive, and the management team started discussing project details. The MoU was signed by the Ministry to start field implementation and the formation of the project’s steering committee.</p> <p>The management team was asked to fine-tune the MOU and to send a fax with the project factsheet.</p>
July 10 th 2012	Fax and phone call	<p>The project prepared the required factsheet and sent it to the Social Care Department by fax as per their request. A confirmation call was made by the project to ensure that the MoISA Social Care Department received the fax. The department asked the project management to follow-up by a call after a week.</p>
July 17 th 2012	Phone call	<p>A follow up phone call took place where they informed the project management that the approval of the Ministry of Foreign Affairs is required based on a decree from the Ministry of Foreign Affairs prohibiting agreements signed with foreign organizations without prior approval.</p>
July 19 th 2012	Phone call	<p>The project management called MoISA NGOs department, and they clarified that the FORSA project did not need the approval of the Ministry of Foreign Affairs since Pathfinder LLC was an Egyptian company, and they promised to discuss the issue with the department top management. Thus project management should follow up with the officer on Sunday 22nd July.</p>
July 22 nd 2012	Phone call	<p>Project management was informed by MoISA NGOs department that the issue was not resolved as further details were needed. Accordingly, a meeting was set up with the head of MoISA NGO’s department on Wednesday July 25, 2012.</p>

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July 25 th 2012	Meeting	Project management met with Ms. Wafaa Basiouny, the Head of MoISA International NGOs department, and explained that FORSA Project is separate from Pathfinder International and that the project will be implemented by Pathfinder, LLC. Ms. Basiouny totally understood the situation and promised to send a letter to the Social Care Department explaining that signing the MOU does not need a prior approval from the Ministry of Foreign Affairs.
July 26 th 2012	Phone call	A follow up phone call took place to make sure that the NGOs department letter was sent to the Social Care Department. However during Ramadan, working hours were very short as Government employees start late and leave very early, so it was challenging for FORSA Management to know the exact situation.
July 29 th 2012	Phone call	Another follow up phone call took place to make sure that the NGOs department letter was sent to the Social Care Department. Ramadan working hours remained a real challenge, and FORSA Management could not know the exact situation.
July 30 th 2012	Meeting	The project management met the consular in charge of the International NGOs at the Ministry of Foreign Affairs to request a letter to MoISA explaining the situation clarifying that FORSA did not need an approval from the Ministry of Foreign Affairs.
July 31 st 2012	Phone call	A follow up phone call took place to the Ministry of Foreign Affairs to follow up on forwarding the letter to MoISA. The Ministry of Foreign Affairs asked FORSA Management to follow up again the following week.
August 1 st 2012	Phone call	A phone call was received from the Ministry of Foreign Affairs confirming sending the letter to the NGO department at MoISA approving Pathfinder International's work within FORSA project framework.
August 2 nd 2012	Phone call	A follow up phone call took place to the NGO department at MoISA to confirm receiving the letter of the Ministry of Foreign Affairs. The NGOs department confirmed receiving the letter from the Ministry of Foreign Affairs.
August 2 nd 2012	Phone call	A phone call took place to the Social Care Department at MoISA confirming that the NGOs department received the approval letter of the Ministry of Foreign Affairs and to request from them to set a date for signing the MOU. The Social Care Department requested resending Pathfinder International's FORSA project details of implementation.
August 5 th 2012	Phone call and Fax	A fax was sent to the Social Care Department at MOISA with all relevant project implementation details. The fax was followed by a follow up phone call to ensure its receipt.

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August 12 th 2012	Phone Call	A phone call took place to the Social Care Department at MoISA to ask about the MOU drafting progress. The Social Care Department informed us that the opinion of the MoISA NGOs department is still required as they sent the Ministry of Foreign Affairs approval without the department's own opinion.
August 13 th 2012	Visit	FORSA management team visited the NGOs department at MoISA to discuss with them the request of the Social Care Department which was sending the feedback on the MOU to the Social Care Department. The project management reviewed the inquiries of the NGOs department regarding the project implementation details and they agreed to send their feedback to the Social Care Department.
August 14 th 2012	Phone Call	A follow up phone call took place to the MoISA NGOs department to make sure that they sent their feedback in the form of inquiries to the Social Care Department. The NGOs department confirmed that they sent the feedback to the Social Care Department.
August 22 nd 2012	Visit	FORSA Management visited the Social Care Department at MoISA to confirm that they received the MoISA NGOs department inquiries regarding project implementation and to ask about future steps after receiving this feedback. The Social Care Department informed us that they will send Pathfinder LLC the NGOs department inquiries by a formal letter.
August 26 th 2012	Fax	FORSA project received a fax from the Social Care Department at MoISA with the inquiries of the MoISA NGOs department
August 27 th 2012	Fax and Visit	FORSA Management visited the Social Care Department at MoISA to deliver the response to the NGOs department inquiries by hand. Also the response was sent to them by the fax.
August 30 th 2012	Visit	FORSA Management visited the Social Care department at MoISA to follow on their response to the MoISA NGOs department regarding their inquiries about FORSA project implementation. The Social Care department confirmed that they sent the responses to the NGOs department and asked us to follow up with them the following week.
September 2 nd 2012	Phone Call	A follow up phone call took place to the NGOs department at MoISA to make sure that they received the responses from the Social Care department. The NGOs department asked us to follow up with them again the following day.
September 3 rd 2012	Phone Call	A follow up phone call to MoISA NGOs department inquiring about receiving the Social Care department letter including FORSA replies to their inquiries. The letter was received and currently being reviewed by MoISA NGOs department.

Date	Description	Outcome
September 4 th 2012	Phone Call	A follow up phone call to the MoISA NGOs department took place where FORSA Management was informed that the Security Department has more inquiries about the CDA's selection. The NGOs department will be sending the inquiries to FORSA management the following week.
September 5 th 2012	Phone Call	A follow up phone call to MoISA NGOs department took place where FORSA Management was informed that The NGOs department sent the Security Department inquiries to the Social Care Department, who will send them to FORSA management the following week.
September 7 th 2012	Phone Call	FORSA Management received a phone call from the Head of the Social Care Department informing them that she met with the NGOs department, which confirmed that they are following the procedures that take time. The head of the Social Care Department apologized for the delay and promised once they receive NGOs letter she will forward it to the FORSA project.
September 9 th 2012	Phone Call	A follow up phone call was made to the NGOs Department at MoISA to ensure they would send their letter to the Social Care Dept. inquiring about CDAs selection process and required approvals. The NGOs department confirmed that the letter was sent to the Social Care Dept. with the serial number 3941 dated September 5, 2012. The letter included the Security Dept. approval on FORSA project highlighting that each sub granted CDA has to go through MoISA standard procedures that includes the Ministers' approval according to Article 17 in Law 84. Accordingly, FORSA Management called the Social Care dept. where they stated that once they receive the letter, they can respond and forward to FORSA the inquiries if needed.
September 11 th 2012	Phone Call	<p>A phone call took place to the Social Care Department at MoISA to ask if the NGOs department second letter reached them, and they clarified that they raised the whole issue of MoU signing and approvals to the Sector Head of Social Care through a fully detailed internal memo developed by the Social Care Department including the approvals FORSA got from National Security and MoFA , FORSA project details and objectives, correspondences between different MoISA departments including inquires and FORSA answers, and finally the suggested MoU.</p> <p>FORSA Management asked about a date to call again or if we should set an appointment with Sector Head of Social Care, they said that we should wait a few days until they take the time to study the whole proposal.</p>
September 11 th 2012	Phone Call	Coinciding with the Islamists protests in front of the USAID Embassy, FORSA Management received a phone call from the Ministry of Interior to ask about Pathfinder International. They inquired if any employee is a foreigner and double

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		checked the address, Pathfinder premise location, the project objectives, the governorates of implementations, and ensured all the working documents and training material are translated into Arabic. They also requested a meeting with Pathfinder on September 19, 2012.
September 12 th 2012	Phone Call	Meanwhile, FORSA continued to follow-up with the Sector of Social Care office at MoISA, and a phone call took place to set an appointment with the head of the sector to meet with FORSA Management. The secretary said that she was out of the office for training purposes until September 22 nd , and they cannot set an appointment before checking in with her. The secretary promised to contact her and come back to us, yet we will continue following up with them until we set an appointment.
September 13 th 2012	Phone Call	On the following day, a follow up phone call to the Sector Head of Social Care office took place to inquire about setting an appointment for FORSA Management. The secretary replied that the Head of Social Care Department was still busy in the training and that we could follow up with them again the following week.
September 16 th 2012	Phone Call	<p>A follow up phone call to the Head of the Social Care Sector office took place to ask about setting an appointment for FORSA Management. The secretary replied that the Head of Social Care Department was busy in training and that she cannot set an appointment before she is back in her office next Sunday September 23, 2011. She also informed us that they already responded to the Social Care Department internal memo.</p> <p>FORSA Management called the Social Care Department to ask about the response, and they highlighted that the office of the Head of Social Care only asked for the original documents to be sent to them to make a decision. The Social Care Department is currently assembling the file.</p>
September 17 th 2012	Phone Call	FORSA Management received a phone call from the office of the Head of the Social Care Sector to inform the project that the meeting will be on Tuesday September 25 th 2012.
September 19, 2012	Visit	Based on the call that FORSA received on September 11, 2012 and after Engineer Abu Nar returned from his US visit, he paid a visit to the Ministry of Interior to clarify all Pathfinder status related issues and legalities. The visit was very well perceived and appreciated.
September 25 th	Meeting	As arranged, FORSA Management team met with the MoISA Social Care

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2012		<p>Department Head to discuss the MoU entailing FORSA Project implementation.</p> <p>Based on FORSA team inputs, the Social Care Department drafted the MoU and the FORSA management team went through it word-by-word making sure it reflected the project’s objectives and strategy. The Social Care Department also approached MoISA branches at Assuit and Souhag governorates and has already nominated lists of potential CDAs to work with the FORSA Project, which will save sometime for the FORSA team once the implementation starts. After amending the MoU, the Legal Department will review it so that it can be signed by the Minister herself.</p> <p>The Social Care Department Head seemed very confident and welcoming, urging the middle management to amend and review the MoU as soon as possible. Once the MoU is signed, FORSA can go to the field with no further delays.</p>