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PROGRESS REPORT
TO THE
AGENCY FOR INTERNATIONAL DEVELOPMENT
AND
THE PEACE CORPS

UNDER
CONTRACT #PDC-0000-C-6201-00
PIO/T #6300508

SECRETARIAT FOR THE
JOINT AID/PEACE CORPS COORDINATING COMMITTEE

APRIL 1, 1987

opportunity #

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Submitted by:
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- 1 -
PROGRESS REPORT

This report is submitted to the Agency for International Development by Benchmarks, Inc., under Contract #PDC-0000-C-6201-00 for services as the Secretariat to the Joint AID/Peace Corps Coordinating Committee. The report covers the period September 1, 1986 through February 28, 1987.

Under the terms of this contract, Benchmarks serves as the Secretariat for the Joint AID/Peace Corps Coordinating Committee, and as such, performs specific functions for the Committee to assist it in carrying out its purpose. As set forth in the contract's scope of work, the Secretariat helps the Committee to meet its objectives by providing assistance in ten major fields of activity. These fields of activity and the progress achieved in each are described below in the section entitled "Status of Work." From time to time, the Secretariat performs additional specific tasks as requested and agreed upon by the Project Officer. These tasks are also included in the section below.

I. Status of Work

During the period September 1, 1986 - February 28, 1987, Benchmarks, in its role as Secretariat, assisted the Joint AID/Peace Corps Coordinating Committee to function effectively as a coordinating mechanism between the two agencies. Progress was made in each of the fields of activity specified in the contract. Under each field of activity, Benchmarks provided the following specific services to the Coordinating Committee:

A. Benchmarks prepared the agenda for the first Coordinating Committee meeting of FY-87, held on December 11,

1986, at AID. This was done in close consultation with the Project Officers at each agency and with the personnel from the FVA Bureau. Benchmarks scheduled four planning sessions approximately 60 days in advance of the meeting to discuss the content of the agenda, and then followed-up with the Project Officers in between these sessions.

In addition Benchmarks prepared complete briefing books for each Coordinating Committee member as background for the meeting. An original and 15 copies of the briefing book, with covering memoranda, were provided to each Project Officer in advance of the meeting.

Two additional Coordinating Committee meetings to be held during the third and fourth quarters of FY-87 will be scheduled by the Project Officers. The first of these will take place on May 7, 1987. A planning meeting to prepare a preliminary agenda was held during February, 1987, and will be followed-up in March and April during the next contract period.

B. During this contract period, Benchmarks assisted the Coordinating Committee to follow-up on the recommendations and decisions made at the meetings of July 29, 1986, and December 11, 1986.

C. Benchmarks developed various issues and concept papers for the Committee during this contract period. The most important of these, representing the major focus of work in this field of activity was a draft cable containing guidance to field staff on joint programs. This cable was presented to the Coordinating

Committee in draft form at the December 11th meeting, and then revised by Benchmarks. In order to prepare the draft and final cables, Benchmarks carried out an extensive process of telephone and in-person discussions with relevant staff at each agency to solicit their ideas for inclusion and their feedback on the proposed contents. Benchmarks then worked with the appropriate selected staff who contributed draft sections relevant to their areas of expertise. This involved numerous telephone calls over a period of two weeks. When complete, the cable was circulated by the Project Officers to all of the Committee members for their approval, and the signatures of the respective agency directors were secured. This process was coordinated by Benchmarks. The final cable was transmitted to AID and Peace Corps field staff on February 20, 1987.

In addition to preparing a worldwide joint cable on guidance to the field, Benchmarks also revised the guidance on reporting on AID/Peace Corps cooperation in the Peace Corps' FY-88 Country Management Plan and Budgets (CMPBs). The revised guidance was based on an extensive review of the FY-87 CMPBs. It is expected to elicit from the Peace Corps' field staff a much simpler and more accurate description of cooperative programs and activities with AID.

In addition, under this field of activity, Benchmarks began work on issue papers on two new topics: case studies of AID/Peace Corps collaboration and new collaborative programs. Two case studies were prepared and three others will be completed during

the next contract period. A concept paper on a new opportunity for collaboration involving AID, the Peace Corps, and PVOs in the programming of food resources will be prepared during the next contract period.

D. During this contract period, Benchmarks served as the primary facilitator for joint planning of a new interagency collaborative program, an AID/Peace Corps Initiative for Women in Development. Benchmarks held planning sessions with the responsible officials at each agency and helped to define the proposed concept and possible methods of implementation. Benchmarks then brought relevant staff from the two agencies together for briefings and strategy discussions on the initiative. We then worked with the agency staff members selected to write up the concept and arranged for a presentation at the Coordinating Committee meeting.

Ancillary to this activity, Benchmarks assisted AID's Office of Women in Development to arrange an exchange of personnel with the Peace Corps (which was successfully concluded in February), and also developed a pool of qualified candidates for vacancies in AID's WID office. On a routine basis, Benchmarks made weekly contact with various staffpersons at both agencies to facilitate the flow of information between agencies and to enhance joint planning among staff. We also attended various committee and task force meetings in which the Coordinating Committee had an interest. For example, Benchmarks attended the SPA Subcommittee meetings on a routine basis.

In addition, we arranged for briefing meetings for new staff and interns, arranged introductions of counterpart staff members who did not already know one another, and served as a clearing-house for contacts and information from one agency to the other. This was carried out on a continuous basis during this contract period and will be done in a like manner throughout the ensuing period. Benchmarks recommends that steps be taken by each agency to systematize contacts among staff. We will work closely with the Project Officers over the next six months to develop a plan for this action.

Another activity Benchmarks carried out under this field of activity was updating the country narrative section of its 1986 report: Cooperation Between the Peace Corps and the Agency for International Development: A Report to the Congress. The contract requires a biannual report in 1988; this 1987 update prepared at the request of the Project Officers to keep abreast of interagency collaborative activities so that the Committee has available timely information to disseminate to interested field staff, U.S. government officials and the general public.

E. During this contract period Benchmarks continued to assist the Coordinating Committee to encourage the development of collaborative programs between the Peace Corps and AID-funded PVOs. Specifically, Benchmarks:

1. contacted staff of AID/FVA/FFP to follow-up on the inclusion of Peace Corps cooperation in grant agreements

with PVOs, particularly SCF and CARE; no specific collaborative programs have been developed as yet as a result of these efforts;

2. contacted AID/FVA/PVC child survival staff to follow-up on PVO plans to include the Peace Corps in child survival projects; several PVOs have made plans to this effect, and information about these plans was presented to the Coordinating Committee on December 11th; further developments will be followed-up during the next contract period;
3. contacted the Peace Corps' child survival coordinator to encourage and remain abreast of plans to include PVOs in activities under the AID/Peace Corps Child Survival PASA; no activities have yet been carried out in this regard under the PASA; this will continue to be encouraged;
4. held two strategy sessions with the Peace Corps' PVO Coordinator and worked closely with him thereafter on specific issues related to the development of programs with SCF;
5. initiated contact with SCF regarding sponsoring Peace Corps Volunteers in a food aid program in a country in which the Peace Corps does not currently have a presence; arranged a meeting in Washington between SCF

staff and the Peace Corps PVO Coordinator; follow-up meetings will be held during the next six months, and other PVOs will also be contacted;

6. worked closely with the personnel from AID/FVA/PVC to determine strategies for the development of AID/Peace Corps/PVO projects.

This field of activity will be the focus of increased attention during the next six months, since it has proven somewhat difficult to get actual AID/PC/PVO projects off the ground in the field. Benchmarks will work closely with the Project Officers to devise a new strategy for such collaboration, particularly in the area of food aid programs.

F. Benchmarks arranged for AID and Peace Corps staff to make presentations in their areas of expertise at the Coordinating Committee meeting of December 11th. This included briefing them beforehand and providing guidelines on what was expected. Benchmarks also prepared special briefing papers for the AID Administrator and the Peace Corps Director to provide them with the necessary background for the meeting to enable them to conduct the meeting smoothly. Benchmarks staff met personally with each agency head before the meeting to review the issues to be discussed and answer questions.

In addition Benchmarks arranged for special presentations by AID Administrator McPherson at the Peace Corps' Twenty-fifth Anniversary Conference in Washington, D.C. This included working

extensively with the AID Project Officer and AID External Affairs Officer Sharon Petersen to draft two speeches for the Administrator:

1. Benchmarks met with Mr. McPherson and prepared the first draft of his address to the 1961 Peace Corps Volunteers; we then worked with Ms. Petersen on the revisions.
2. Benchmarks prepared talking points for Mr. McPherson for a panel discussion during the conference on "Opportunities for Service -- Where Should RPCVs Go From Here?"

G. Benchmarks provided secretarial and administrative support for the Coordinating Committee meeting of December 11th. This included making all logistical arrangements for the meeting including space and lunch; confirmation of attendees; and preparation of the minutes following the meeting. The minutes were prepared in draft by Benchmarks and circulated by the Project Officers to all the Committee members for their review and comments. Benchmarks then incorporated any comments into the final minutes, retyped and reproduced them and distributed copies for each member to the Project Officers. The same process will be carried out for the subsequent Coordinating Committee meetings.

In addition to providing secretarial and administrative support for the Coordinating Committee meetings, Benchmarks supplies these services to the Committee on a continuous basis as needed and requested by the Project Officers. This includes

providing telephone, photocopying, meeting space, drafting correspondence, typing, word-processing, responding to inquiries, and other such services.

H. This field of activity calls for Benchmarks to provide assistance to the Committee in developing guidance to the field on joint programs. For discussion of preparation of field guidance, see item C above. In addition Benchmarks will assist the Committee to develop specific guidance on Food-for-Peace and Women in Development programming during the next contract period.

I. This field of activity calls for Benchmarks to assist the Committee in developing case studies for staff training. For discussion of case studies, see Item C above. Benchmarks plans to follow-up with the staff training directors of each agency during the next contract period.

J. A collaboration review/troubleshooting visit to Costa Rica and Guatemala by Mr. Scanlon is scheduled for March 29 - April 3, 1987 and additional trips may be requested by the Project Officer. These will be reported on in the next contract report.

II. Administrative Report

Total expenditures under this contract for the period September 1, 1986 - February 27, 1987 are as follows:

September, 1987:	\$ 8,375.08
October, 1987:	\$ 8,895.60
November, 1987:	\$ 9,187.31

December, 1987:	\$ 8,915.54
January, 1987:	\$ 8,391.64
February, 1987:	\$ 8,617.20
Total:	\$52,382.37

The personnel employed under the contract are:

<u>Person</u>	<u>Total Hours Spent</u>
Thomas J. Scanlon	37 days
Noreen O'Meara	49.25 days
Karen J. Veek	13.50 days
Lisa Fouladi	6.5 days