

0698008 AID/OTR-G-1736

Subject: Grant No. AID/otr - G-1736
Second Progress Report

PD-RAV-819
ISM = 50654

Date: 31 March 1980

In compliance with reporting obligations, the following report describes dates, sites and purposes of all activities completed during the period 15 November 1979 to the present. In addition appendices are attached which are presented as supporting data to the Second Progress Report.

Staff Planning and Evaluation Workshop

During the October Technical and Evaluation Assistance sessions, the WAND staff, together with Catherine Crone identified and re-ordered objectives for the coming year. During the period November 16 to 23, 1979, Ms. Crone worked with WAND staff in Barbados to redesign the evaluation system based on the priority objectives. These include:

- 1) To develop five (5) pilot, in-depth project activities.
- 2) To provide on-going technical assistance through consultants and materials to the various women's groups in the Caribbean.
- 3) To communicate the Women and Development message throughout the Caribbean more effectively through workshops, publications and other forums.
- 4) To develop better inter-organizational management system within WAND to accommodate their growing activity obligations.
- 5) To integrate the women and development message into formal and non-formal school curriculum and learning activities.

During this period, the group specifically developed evaluation questions which WAND wants to have answered to know if the new priority objectives were being met. Instruments were drawn up (see Appendix A for one set as sample) to gather information in order to answer those questions and schedules were agreed on for collecting the data, since some of the formative data needs to be collected periodically.

Management Meeting

On February 22, 1980, WAND's Director, Peggy Antrobus met with World Education and Carnegie Corporation staff at World Education's offices in New York City.

During this meeting it was decided that the February workshop on Evaluation would be re-scheduled for May to combine this activity with training in two of the pilot project sites. The fact that it is taking WAND longer to activate pilot activities was discussed and the need for flexibility reinforced. The group was reminded that, as agreed in October, one important element of the new management system is to recognize the need to delay some scheduled activities ensuring appropriate and quality participation.

During this meeting, activities were planned and re-scheduled based on the new objectives and work plan of WAND. (See Appendix C)

Documentation Activity

One of the important elements in the WAND activity is the continuous information flow, assessment and decision making. An important supporting activity is the documentation of the process as well as of the outcomes of the project. A World Education (publications unit) staff member visited the Caribbean on the 17-24 March to collect information, photographs and materials of the pilot activities and the work of the WAND Unit staff. She visited Barbados and St. Kitts, Antigua and Nevis. Much of the material will be used for the final report. In addition, a number of articles have been drafted on the impact of community pilot project activities on national policies concerning women, income-generating activities, and marketing.

Technical and Evaluation Assistance

On an on-going basis, World Education staff is available to the staff of WAND and its pilot project activities to discuss a variety of issues. There is frequent telephone consultation concerning the data system and evaluation issues. In addition, World Education provides information and materials to the WAND unit on issues pertinent to their work. WE also provides materials to a variety of U.S.-based organizations on the work of WAND.

Sub-Regional Workshop: Caribbean North

Although scheduled to take place during the year covered by this grant, this 4th Sub-regional Workshop has never taken place. Other WAND program priorities have shifted work program to focus on the Windward and Leeward Islands.

Appendices

- . Appendix A is sample of the Evaluation System questionnaire.
- . Appendix B is attached to provide additional information concerning project priorities in evaluation and the effect of programs such as those currently underway in the Caribbean on public policy.
- . Appendix C is the revised Activities Plan, 1980-81.

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Cross ref 2/3/13 ✓

January 8, 1980

Ms. Catherine Crone,
World Education,
1414 Sixth Avenue,
New York, New York 10019
U.S.A.

Dear Catherine,

Happy new decade! I hope you enjoyed the holidays.

I know you have been travelling and probably will continue to do so right up until you return to Barbados, but I wanted to explain what has been happening here at WAND since you left regarding our evaluation procedures.

When Norma and Sheila returned, we had a number of review sessions, bringing them up to date on our work with you. We then gave the entire staff the opportunity to comment, criticize and make suggestions regarding the evaluation form. Of course, some other things were occurring which made even this a slow process.

Unfortunately, I am just getting back to the organisation of the system and I am beginning with you. Hopefully we will have some feedback by the time you return in February.

Please fill out the enclosed form, including comments and suggestions and let us know when you will be returning.

Looking forward to seeing you again.

Yours sincerely,

Diane E. Wiltshire
Special Projects Officer

STTA (SHORT TERM TECHNICAL ASSISTANCE) REQUEST FORM

1. Agency Requesting STTA: _____ Date: _____

Address: _____

Contact Person: _____ Phone: _____

2. Nature of Request: _____

If other collaborating agencies are involved in your project, please list:

3. How requested:

Mail Phone Wand Field Visit Wand Office Visit

4. How did they come to WAND: Referral _____ by whom _____

Self-initiated _____ WAND Publication _____ Media _____ Other _____

5. Does request meet criteria: Yes _____ No _____ if no, why not _____

6. Action taken: Date _____ WAND Staff Field Visit

Referred out _____ Where: _____ Source of Funds _____

No (further) Action _____ why? _____

7. Brief Description of T.A. provided: _____

8. Follow-up action by: WAND _____

Requestor: _____

9. Evaluation Form received from: Requestor (R) Date: _____

Consultant(C) Date: _____

10. Six month follow-up Form: Sent to (R) _____

Received from (R) : _____

Sent to (C): _____

Received from (C) : _____

TRAINEE REPORT FORM

Name: _____ Date: _____

Agency or Organisation or Representative: _____

Date of Training: _____ Location of Training: _____

Name of Organisation where Training took place: _____ Contact Person in training organisation: _____

Purpose of Training: _____

People/Organisation Contacted during the training period: _____

Major areas covered during training: _____

Problems encountered from or during the training: _____

How do you plan to use what you have learned: _____

Follow-up required and person responsible (include yourself): _____

In your opinion, what things if any could have been done to improve the effectiveness of this training by:

WAND: _____

Trainer: _____

You: _____

Any other comments: _____

CONSULTANT REPORT FORM

Name: _____

Date _____

Agency or Organisation: _____

Date of Visit: _____

Country Visited: _____

Name of Organisation: _____ Contact Person: _____

Purpose: _____

People/Organisations Contacted: _____

Major Activities: _____

Immediate Results: _____

Problems Encountered: _____

Follow-up required & persons responsible: _____

In your opinion, what things if any could have been done to improve the effectiveness of this consultancy by:

AND: _____

The Organisation visited: _____

You: _____

any other comments: _____

6

Name: _____

Date: _____

Name of Consultant: _____

1.A What did you expect the consultant to do during the visit? Please put a circle indicating the extent to which the task was accomplished successfully:

<u>Task</u>	<u>Rating</u>
_____	Not at all 1 2 3 4 5 6 7 Completely
_____	Not at all 1 2 3 4 5 6 7 Completely
_____	Not at all 1 2 3 4 5 6 7 Completely

1.B. Please list any additional unexpected tasks that you felt were accomplished during the visit.

_____	Not at all 1 2 3 4 5 6 7 Completely
_____	Not at all 1 2 3 4 5 6 7 Completely
_____	Not at all 1 2 3 4 5 6 7 Completely

2. Please indicate what was not done to your satisfaction. Why? _____

3. How far did the consultant encourage your staff and/or group to participate in the activities. Please put a circle indicating the extent to which this was accomplished:

Not at all - 1 2 3 4 5 6 7 - completely

4. On the scale below, please indicate to what extent did the consultant actively seek to involve other local resources.

Not at all - 1 2 3 4 5 6 7 - completely

5. Was the consultant sensitive to the special needs of your particular group?

Yes

No

Please comment: _____

6. What were the most important things learned by your group as a result of the consultant's visit?: _____

7. What, (if anything), is happening as a result of the consultant's visit?:

8. Based on your previous comments, would you recommend this consultant to other groups?

Yes

No

Please comment: _____

9. In your opinion, what things if any could have been done to improve the effectiveness of this consultancy:

By WAND: _____

The Consultant: _____

Your Organisation: _____

NOTE: PLEASE USE ADDITIONAL PAPER IF REQUIRED

February 14, 1980

Ms. Jill W. Sheffield
World Education
1414 Sixth Avenue
New York, New York 10019

Dear Jill:

As you know, we've been talking recently about the importance of Pilot project in terms of the opportunity they provide for:

- a) Testing methodologies and approaches;
- b) Developing material (including audio-visual, kits) material for use in the field;
- c) Deepening our understanding of women;
- d) Providing training models for the staff of related agencies and programs.
- e) Sensitizing agencies (government, regional, international) about the needs, concerns, perceptives, strengths, capabilities, potential of women.

In my experience, pilot projects can have a direct influence on programs, policy, and change. However, this will only happen if these programs are carefully documented and evaluated.

Evaluation is important not only because it enables the project experience to be assessed in terms of its replicability, but also because it is a necessary and invaluable management learning tool for the groups themselves.

In fact, careful evaluation is a critical tool for promoting changes in program design and policy formulation.

In terms of strategies and programs for improving the status of women and increasing their participation in national life, pilot-women-in-development projects, whether in the field of health, education, family planning, income-generation, or employment creation, can make an important contribution to changing programs and policies in these substantive areas.

There are three further points of great importance when we consider the whole issue of women in development:

- 1) The need to make women "visible" to program planners and policy makers;
- 2) The need to translate the experience, concerns, and priorities of poor rural women at the grassroots into programs which will enable them to participate both in benefits to be derived from development and to make their contribution to the achievement of developmental goals. In other words, to be change agents themselves as well as, direct beneficiaries;
- 3) As women experience their effectiveness and their ability to influence the direction of change, they grow in self-confidence and self-esteem and consequently their ability to make decisions about themselves, their families, their communities, and their nations.

Evaluation is one means whereby women can experience and see the results of their effectiveness as they monitor the achievement of goals which they set for themselves.

For all these reasons, evaluation is critical. You can see, therefore, why World Education's contribution and assistance to our programs in the Caribbean is so valued. As you know, one of the reasons we selected World Education to assist us is that we feel strongly about the importance of using a methodology which does not seek to impose itself on users or programs but rather to help the users to develop the systems that are most appropriate and useful to their needs.

We see World Education's assistance to us in two ways:

- 1) To build our own capability for evaluating our program;
- 2) To help us to train people in the field to evaluate their program.

Ms. Jill W. Sheffield
World Education

February 14, 1980
Page No. 3

In other words, World Education provides us both with technical assistance in institution building and training.

Peace,



Peggy Antrobus
Tutor/Coordinator

Women and Development Unit

PA/ndm

Caribbean/Women & Development/World EducationRevised Activities Plan:* 1980-811980

March 17	8-10 days	Editorial personnel documentation of pi- lot project activities
May 21 - June 9	20 days	WE staff visit to: .review evaluation system .assist in analysis of programs for annual report
July 13-30	18 days	.Initial training of pilot project groups in St. Kitts, St. Vincent, Monserrat .assist in coordinating workshops .test training materials for Kit
Sept. 15-19	5 days	WE staff visit to:Copenhagen .assist in preparation of Annual Report and Evaluation .interpret 2nd year evalua- tion data of WAND activities
October 1-4	5 days	WE staff visit to: .participate in Advisory Committee meeting
November	15 days	Preparation of Training Kit
December	10 days	Publication of Training Kit

1981

February	15 days	WE staff visit to: .provide training in Evalua- tion at Sub-regional Work- shop on Evaluation and Case- studies .review evaluation system of project .upgrade skills of personnel in pilot sites .work on case-studies
May	10 days	Seminar II
June	5 days	Final Report Publication

*On-going support in data interpretation, evaluation and documentation :
activities.

1414 SIXTH AVENUE, NEW YORK, NEW YORK 10019

TELEPHONE: (212) 838-5255

Ann McKinstry Micou
Associate for Funds Development

November 12, 1979

Ms. Faye Thompson
WID 3245
Agency for International Development
Washington, D.C. 20523

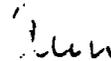
Dear Faye:

Here is the first progress report on The Women-in-Development project in The Caribbean - Grant No. AID/otr-G-1736.

I'm sorry that we held you up a little bit. I'm also sending a copy to Dr. Freeman in Barbados and to Paul Maguire.

Best personal regards.

Sincerely,



Ann McKinstry Micou

cc: Dr. Harold Freeman
Paul Maguire

AMM/bb

Ann McKinstry Micou - I will be sending you a copy of the report. I will be sending you a copy of the report. I will be sending you a copy of the report.