

# 11<sup>th</sup> QUARTERLY REPORT

## February 1, 2001– April 30, 2001

CEDPA TAACS III CONTRACT HRN-C-00-98-00006-00

*Note: The contract states “the contractor shall provide quarterly reports to USAID covering the status of ongoing recruitment and advisor processing. The report should briefly discuss upcoming and outstanding issues as well as provide a summary table to all TAACS and their status.”*

### SUMMARY OF ACTIVITIES DURING THE REPORTING PERIOD

#### OVERALL CONTRACT PERFORMANCE

The major event of this quarter was a USAID Management Review of the CEDPA TAACS III contract conducted by CTO Bob Emrey and Laura McHugh. The review included the solicitation of questionnaire responses from TAACS and their supervisors and a full day discussion with CEDPA covering the complete range of contract activities. From the CEDPA TAACS Team perspective, this mid-contract management review was an opportunity to (a) review progress to date in achieving contract objectives; (b) discuss performance improvements; and (c) identify future contract objectives.

Under the leadership of TAACS Coordinator, Susan Masse, CEDPA prepared a major briefing book that included chapters on Overall Performance, Recruitment, Benefits and Orientation, Contract Orientation, Performance Appraisal, Training, Finance, Travel, Shipping and Storage, Computer Support and Additional Resources. Each chapter included a summary of contract performance to date followed by explanatory tables, documents, and model forms. The overall summary of contract performance to date is Attachment 6 to this report.

USAID’s recommended list of actions flowing from this review has not yet been completed. However, the TAACS team has begun to follow-up on the action items.

#### RECRUITMENT

CEDPA carried out recruitment and follow-up actions for a record fourteen TAACS positions during this especially busy quarter. We are very pleased that the following new TAACS were selected during this period:

Tim Meinke: PHN Donor Coordination Liaison, PHN/POP/FPS  
Salary discussions in process.

Andrew Clements: Senior Technical Advisor for Infectious Diseases, ANE/SPOTS  
Salary discussions in process.

- Susan Bacheller: Regional Infectious Diseases Senior Advisor, LAC  
Salary discussions in process.
- Judith Timyan: Child Survival Advisor, USAID/Haiti  
Salary discussions completed. Security clearance already in place.  
Medical clearance in process.
- Melinda Wilson: Senior HIV/AIDS and Reproductive Health Advisor, USAID/South Africa. Salary discussions completed. Security clearance already in place. Medical clearance in process.
- David Bruns: Senior Education Advisor, USAID/Uganda  
Salary, security and medical steps in process.
- Elizabeth Range: Information Technology Outreach Specialist, G/HCD  
Salary discussions in progress. Security clearance forms sent to USAID.
- Barbara Sow: HIV/AIDS Technical Advisor, USAID/Rwanda  
Salary discussions completed. Security clearance in place. Medical clearance in process.

Recruitment for other positions is well underway:

- a) Senior HIV/AIDS Behavioral Change Advisor, G/PHN/HN/HIV-AIDS. A total of six resumes were provided to USAID on March 3, 8 and 30. Three finalist candidates are scheduled for interviews.
- b) Population Communication, Management and Training Advisor, G/PHN/POP. Three resumes were sent to USAID February 27. No response received to date.
- c) Senior Advisor for HIV/AIDS and Maternal/Child Health, USAID/Cambodia. Resumes of four candidates were provided to the Mission on March 16 and 26. One of these candidates (Kim Green) is no longer available.
- d) Senior Technical Advisor, USAID/Senegal. Five resumes were sent to the Mission on April 5. Two finalist candidates have been selected.
- e) Senior Technical Manager for Health and Population Program, USAID/Nigeria. Three resumes were sent to the mission on April 30.
- f) Basic Education and Abusive Child Labor Advisor, G/HCD/BE. This new SOW was received by CEDPA on April 30 and recruitment has been initiated.

Recruitment is on hold for the following position:

Education Policy Advisor, AFR/SD/HRDD: the Africa Bureau decided to modify this job description. CEDPA stands ready to reinitiate recruitment once the revised description is received.

**Recruitment Materials:** A new, much more attractive and effective TAACS recruitment brochure was prepared by Cornerstone, Inc., and has been approved by USAID. Production of 2500 copies of the brochure has begun and they should be available May 14, 2001 in plenty of time for use for recruitment at the annual Global Health Conference May 29-June 2.

**Resume Retrieval System:** After a through review of several options, CEDPA proposed to USAID the purchase of a efficient, low-cost resume retrieval tracking system, called Trak -It. The USAID CTO approved this procurement with the cost for this new system split equally between the TAACS contract and CEDPA. The system has been purchased and delivery is expected in 2 weeks.

**Medical Clearance:** New State/USAID procedures for obtaining State Department medical clearances for TAACS are now operational. Two medical clearances have been obtained from State/Med in a reasonable period of time.

**Website/Intranet Changes:** Rob Manix, CEDPA's Website Manager, overhauled the CEDPA Intranet to make it user-friendlier. The Intranet offers a complete section for TAACS with a wide range of information and forms. It also offers more complete information on benefits, including links to CEDPA's healthcare provider websites. Also, Rob will be updating the public website with the information and design generated by the new TAACS brochure.

## **ADMINISTRATIVE SUPPORT**

### **Start of Contract:**

Anne Dykstra: Started her contract on February 5, 2001 as the Girls and Women's Education Advisor in the G/WID Office.

Jim Allman: Started his contract as Senior Technical Advisor, Regional Program Manager in Abidjan, Cote d'Ivoire on April 1, 2001.

Melinda Taylor: Started her contract as Basic Education Advisor, USAID/Nigeria on April 23, 2001.

**Completion of Tour:** None.

**Transfers:** None.

**Contract Renewals:** At USAID's request, CEDPA renewed the following contracts:

Matthew Friedman:	Renewal for two years until April 30, 2003.
Tara Lewing:	Renewal for two years until May 14, 2003.
Edward Malloy:	Renewal for two years until May 31, 2003.
Willa Pressman:	Renewal for two years until February 6, 2001.
Cathy Thompson:	Renewal for two years until June 30, 2003.

**Contract Extensions:** At USAID's request, CEDPA extended the following contacts:

Barbara Sow:	Extension until May 31, 2001.
Cathy Thompson	Extension from May 1, 2001 to June 30, 2001.

**Basic Administrative Support:** CEDPA currently is providing administrative support for 40 TAACS (31 PHN and 9 Education), an increase of two from the last quarter.

**Benefits/Allowances:** In February 2001, CEDPA announced a new after-tax US savings bond payroll deduction program for employees. Megan Ressler, CEDPA's Benefits Coordinator, arranged for a representative from the program to meet with interested TAACS at the Ronald Reagan Building in late April 2001.

In April 2001, CEDPA reviewed its current allowances vis-à-vis current allowances afforded to US direct hires. This analysis resulted in CEDPA adopting USAID allowances, with the exception of "career employee" benefits. Career employee benefits include separate maintenance allowance, child visitation to separated parents, and other similar benefits. However, CEDPA has now aligned its other policies relating to home leave, rest and recuperation, educational travel, etc. with the policies and procedures of USAID.

**Travel Agency:** On March 5, 2001, Act Travel and the TAACS team met with TAACS at the Ronald Reagan Building to discuss travel procedures, introduce changes to Act Travel's services, and answer general questions. The meeting addressed several common issues, such as business class travel, upgrades, fare differences, and included a demonstration of Act Travel's on line services.

On April 6, 2001, Act Travel informed CEDPA that they would be going out of business effective April 13, 2001. Act Travel cited the failure of ever-smaller commissions to generate enough revenue to cover operating costs. Immediate action was taken to identify an agency to continue the services provided by Act Travel. Given the available options and limited time frame, West End Travel was selected on a three-month trial basis to begin April 12, 2001. West End Travel is a small, women owned business that currently handles CEDPA's travel. The TAACS team worked with all parties involved to make the transition from Act Travel to West End Travel as smooth as possible for all DC-based TAACS.

## **TECHNICAL SUPPORT**

**Computers:** During this quarter, WDSG procured 12 desktop computers, 7 laptop computers, 8 desktop printers and 2 portable printers to TAACS both overseas and based in Washington. WDSG also replaced two DC-based TAACS' computers, as they were not sufficient to run the new PHOENIX accounting system. They also provided ongoing technical support to several TAACS based in Washington and overseas; this included technical advice, repairs, and additional equipment such as toner cartridges, extra cables and mice.

**Training:** The date for the next TAACS training course, "Essential Training for Technical Managers" has been set for July 16-20, 2001. Even though the course announcement has not yet been made, applications are beginning to flow into CEDPA and USAID.

**Training Support:** The technical assistance/library website is still under development with a target for the completion of the first draft o/a May 15' 2001. The website will reflect the training course structure and materials used in the November 2000 TAAACS training course.

## **BUDGET AND FINANCE**

TAACS III contract amendment No. 12 was received on March 9, 2001, providing incremental funding of \$125,000 for the Rwanda Health position. Amendment No. 13, which deobligated \$378,140 in funds from Benin, was received March 19, 2001. These amendments bring the total obligated amount of the TAACS III contract to \$20,901,661.00. This is approximately 34 percent of the total estimated contract amount for five-year contract period, provided during the first 33 months (55 percent) of the contract life.

CEDPA has revised the format of the monthly expenditure reports to make them more useful for TAACS and their supervisors. This process will continue once CEDPA's finance software is updated. The process of providing the CTO and his staff with a copy of CEDPA's requests for payment (Forms 272 and 1034) is functioning well.

## **CONTRACT MANAGEMENT**

The TAACS II contract officially ended February 28, 2001. Very close consultation between the CTO's office (especially Laura McHugh) and CEDPA/TAACS (Susan Masse) ensured that an unusually high percentage of contract funds (99.99 percent) were expended at the time of contract closure.

Following USAID regulations, the contract may still record expenditures until 90 days after the contract ends (up to May 31, 2001). CEDPA will submit to USAID a final contract report soon after that date. In the meantime, CEDPA and USAID will agree upon the outline and format of the TAACS II final report.

## **KEY ACTIONS AND UPCOMING ISSUES FOR THE NEXT QUARTER**

**May1, 2001 – July 31, 2000**

### **OVERALL CONTRACT**

During this period, CEDPA anticipates that it will receive a final version of the Management Review from our USAID CTO. We plan to complete actions to make the improvements identified as part of this review.

### **RECRUITMENT**

The early part of this quarter will likely be a period of consolidation, with the focus on finalizing contract negotiations and medical and security clearances with eight finalist candidates who have already been selected (Meinke, Lans, Bacheller, Clements, Range, Bruns and Wilson).

In addition, CEDPA hopes to complete the selection process for the following positions:

#### Population, Health and Nutrition

Population Communication, Management and Training Advisor, G/PHN/POP  
Senior HIV/AIDS Behavioral Change Advisor, G/PHN/HN/HIV-AIDS  
Senior Advisor for HIV/AIDS and Maternal/Child Health, USAID/Cambodia  
Senior Technical Advisor, USAID/Senegal

#### Education

Advisor for Abusive Child Labor and Basic Education, G/HCD/BE

We also expect that additional TAACS recruitment requests may be transmitted to CEDPA by USAID during this quarter.

CEDPA will be fully represented at the Global Health Conference and will make a major recruiting effort using our new TAACS brochures.

The new Resume Retrieval System will be installed and become fully operational during this period.

### **ADMINISTRATIVE SUPPORT**

**Contract Renewals/Extensions:** Several TAACS' contracts will be ending during this period and will be renewed and/or extended upon request from USAID. We have received renewal/extension requests for the following TAACS: Gary Cook, Nina Etyemezian, Sarah Harbison, Danielle Roziewski, Mary Ellen Stanton, Murray Trostle, Michelle Ward-Brent and Marion Warren.

**West End Travel:** West End will meet with TAACS at the Ronald Reagan Building in early May. The purpose of this meeting will be to introduce West End to TAACS as well as answer questions about their services.

West End's three-month trial period will end in July. At this time, the TAACS team will review their performance and make a decision to continue using West End's services or identify a new travel agency.

## **TECHNICAL SUPPORT**

**Computers:** With the selection and placement of the aforementioned positions/candidates, CEDPA and WDSG expect to deliver all of the equipment purchased in the last procurement. WDSG will also contact all overseas TAACS to ensure that their computer equipment is sufficient. No new procurement is expected during this quarter.

## **TRAINING**

Preparations for the next TAACS training program will kick into high gear in late May/early June. We anticipate a minimum of 30-35 applications for the 26 slots available for this popular course.

## **CONTRACT MANAGEMENT**

A final report for the TAACS II contract will be prepared and submitted to USAID during this period.

## **ATTACHMENTS**

1. CEDPA TAACS II and TAACS III Advisors Summary Table
2. TAACS Recruitment Status Summary Table
3. LOE Report – TAACS II (To Date and Projected) and TAACS III (To Date)
4. Washington Decision Support Group (WDSG) Quarterly Report
5. West End Travel Quarterly Report
6. Contract Management Review – Summary of Contract Performance
7. Individual TAACS Quarterly Reports (Health Advisors)
8. Individual TAACS Quarterly Reports (Education Advisors)

**Summary Table of CEDPA TAACS II**

Advisor	Country/Bureau	Start Date	Start of TAACS III	End of Contract	End of TAACS II
<b>TAACS II/USAID Missions</b>					
Scholl, Ed	Guatemala	6/10/98	2/1/01	6/9/02	1/31/01
<b>TAACS II/USAID Washington</b>					
Gibb, Dale	G/PHN/HN	7/29/91	3/1/01	1/31/03	2/28/01

Notes:

DC based TAACS:	22
TAACS overseas:	18
PHN TAACS:	31
Education TAACS:	9

**Summary Table of CEDPA TAACS III**

Advisor	Country/Bureau	Start Date	Start of TAACS III	End of Contract	Status
<b>TAACS III/USAID Missions</b>					
Allman, James	Madagascar	10/1/94	10/1/98	3/31/01	
Allman, James	Cote d'Ivoire	10/1/94	10/1/98	3/31/03	
Etyemezian, Nina	Morocco	7/20/99	7/20/99	7/19/01	Education
Friedman, Matthew	Bangladesh	5/1/99	5/1/99	4/30/03	
Hayman, Janet	REDSO/E	1/25/99	1/25/99	2/25/03	
Howard, Mildred	Egypt	1/28/01	1/28/01	1/27/03	
Lazell, Kirk	Namibia	9/15/00	9/15/00	9/14/02	
Roziewski, Danielle	Nicaragua	9/1/99	9/1/99	8/31/01	Education
Shelley, Karen	Zambia	6/7/99	6/7/99	6/6/02	
Sonnichsen, Cheryl	Kenya	11/20/00	11/20/00	11/19/02	
Sow, Barbara	Senegal	3/1/99	3/1/99	5/31/01	
Taylor, Melinda	Nigeria	4/23/01	4/23/01	4/22/03	Education
Terrell, Stanley	Guatemala	1/26/96	10/1/99	1/25/02	
Thompson, Catherine	Nepal	5/1/99	5/1/99	5/2/01	
Timberlake, Janis	Tanzania	8/26/96	4/26/99	8/25/02	
Ward-Brent, Michelle	Egypt	8/29/99	8/29/99	8/28/01	Education
Warren, Marion	Haiti	9/1/99	9/1/99	8/31/01	Education
Wright, Susan	Morocco	10/3/98	10/3/98	10/2/02	

**TAACS III/USAID Washington**

Adams, Rebecca	LAC/RSD	12/7/98	12/7/98	12/5/02	Education
Cavanaugh, Karen	G/PHN	9/8/97	1/8/99	9/7/01	
Cook, Gary	ANE/SEA/SPA	8/2/99	8/2/99	8/1/01	
Dixon, Roger	LAC/PHN	7/17/00	7/17/00	12/31/01	
Dykstra, Anne	G/WID	2/5/01	2/5/01	2/4/03	Education
Fox, Elizabeth	G/PHN/HN/CS	8/19/96	8/19/99	8/18/02	
Getson, Alan	G/PHN/HN/HIV/AIDS	10/1/96	10/1/99	9/30/02	
Harbison, Sarah	G/PHN/POP/R	9/1/96	1/1/01	8/31/01	
Hatch, John	G/HCD/BELS	1/1/00	1/1/00	12/31/02	Education
Landry, Steve	G/PHN/Policy	4/1/96	12/31/98	3/31/02	
Lewing, Tara	G/PHN/POP	5/15/95	1/15/99	5/14/03	
Malloy, Ed	G/HCD/BELS	6/1/99	6/1/99	5/31/03	Education
Norton, Maureen	G/PHN/POP/FPSD	9/8/99	9/8/99	9/7/01	
Novak, John	G/PHN/HN/HIV/AIDS	11/1/96	11/1/98	10/31/02	
Ogden, Ellyn	G/PHN/HN/CS-Polio	1/2/97	1/2/99	12/31/02	
Pressman, Willa	G/PHN/OFPS	2/1/99	2/8/99	2/6/03	
Quain, Estelle	G/PHN/POP/CMT	9/1/99	9/1/99	8/30/01	
Seligman, Barbara	G/PHN/POP	7/10/00	7/10/00	7/9/02	
Stanton, Mary Ellen	G/PHN/NMH	6/30/99	6/30/99	6/29/01	
Stephenson, Patricia	G/PHN/NMH	11/1/00	11/1/00	10/31/02	
Trostle, Murray	G/PHN/HN/CS	8/18/99	8/18/99	8/30/01	

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TAACS Recruiting Status - Health

5/3/01

Location	Position Announced	Initial contact assess viability	Selected Resumes sent to USAID	USAID notifies CEDPA of top candidate selection	Request bio-data form/ security clearance status	Medical Clearance (overseas only)	Negotiations with selected candidate	Salary concurrence letter sent to USAID	Receipt of salary concurrence	Formal offer made to candidate	ETA concur from Mission
HAITI Child Survival Advisor	1/29/01	Ok	3-22-01	4-16-01 Judith Timyan	Forms sent 4/17		4/23/01				
Vaccine Advisor and Program Manager	3-24-00	OK	5-8, 9-11	Deborah Lans 1/29/01	3/22/01		4/05/01/declined 4/23/01/declined 5/01/01/declined				
Sr. Tech Mgr for Health & Pop Prgm Nigeria	3-01-01	OK	4/30/01								
Senior HIV/AIDS Behavioral Change Advisor	11-30-00	OK	3/3/01,3/8 3/28,	Conducting interviews 5/4 & 5/7							Scheduling Interviews
Senior Advisor HIV/AIDS & RH -South Africa	11-30-00	OK	1/26/01	Melinda Wilson 2-26-01	Biodata recd 3/22/01		4/05/01			3-13-01	

**TAACS Recruiting Status – Health**

5/3/01

Location	Position Announced	Initial contact assess viability	Selected Resumes sent to USAID	USAID notifies CEDPA of top candidate selection	Request bio-data form/ security clearance status	Medical Clearance (overseas only)	Negotiations with selected candidate	Salary concurrence letter sent to USAID	Receipt of salary concurrence	Formal offer made to candidate	ETA concur from Mission
Technical Advisor HIV/AIDS-Rwanda	12-12-00	OK	1/23/01	Barbara Sow			4/3/01	4/05/01	4/16/01		
PHN DONOR COORDINATION LIAISON-USAID Washington	12-13-00	OK	1/23/01	Tim Mienke			4/2/01 4/5/01 4/9/01 4/12/01 4/23/01 4/25/01 TM will call on 5/7				
Population CMT Advisor	12-15-00	OK	2/27/01	Conducted Interviews/ need more cvs							
Sr.Tech Adv. for Infec.Dis. ANE/SPOT	01/04/01	OK	2/15/01	3-19-01 Andrew Clements	Recd 4/5/01		4/13 4/23 4/25				
LAC Regional Infectious Disease Snr. Advisor	1/16/01	OK	2/28/01	Susan Bacheller			4/25 declined				
Tech Adv MCH Cambodia	1/31/01	OK	3/16 3/26								
TAACS Senegal	2/15/01	OK	4/5/01	Conducting Interviews							

**TAACS Recruiting Status – Education**

5/3/01

<b>Location</b>	<b>Position Announced</b>	<b>Initial contact assess viability</b>	<b>Selected Resumes sent to USAID</b>	<b>USAID notifies CEDPA of top candidate selection</b>	<b>Request bio-data form/ security clearance status</b>	<b>Medical Clearance (overseas only)</b>	<b>Negotiations with selected candidate</b>	<b>Salary concurrence letter sent to USAID</b>	<b>Receipt of salary concurrence</b>	<b>Formal offer made to candidate</b>	<b>ETA concur from Mission</b>
Ed Policy Advisor- AFR/SD/HR D	4-9	OK	5-24-00								
Senior Education Advisor, Uganda	01/05/01	OK	2/28/01	Bruns							
IT Outreach Specialist	1/31/01	OK	3-16-01	Lizzie Range			4/23 declined				
Abusive Child Labor & Basic Ed	4/30	OK									

# **WDSG QUARTERLY REPORT**

**(January 01 - March 31, 2001)**

## ***1.0 Introduction***

This is the Washington Decision Support Group's (WDSG) ninth quarterly report submitted to CEDPA under Contract No. HRN-C-00-98-00006-00. Appendix I contains copies of WDSG's monthly reports for the ninth quarter (submitted previously) illustrating expenditures and the level of effort to date.

## ***2.0 Accomplishments***

### **2.1. Procurement (No. 7) of Hardware/Software**

Laptops - Six laptops, and all peripherals<sup>1</sup> were purchased for TAACS positions in the process of being filled. The laptops purchased are the IBM Thinkpad A21m, with a 20GB hard drive, 64MB RAM, and come loaded with Windows 98. Total cost per laptop (including shipping) was \$2,874.08. All laptops have arrived and are awaiting delivery. One laptop needs to be purchased for the G/PHN/OFPS position.

Desktops - Eleven desktops and peripherals<sup>2</sup>, and eight monitors<sup>3</sup> were purchased for TAACS positions in the process of being filled. Ten desktops are the IBM Netvista 40 model; one desktop is the IBM Netvista A60 model. The Netvista A40 model features a 733Mhz processor, 20GB hard drive, and 128 MB RAM; the A60 model is a Pentium IV processor 1.3 Ghz, and features 256 MB RAM, and a 40GB hard drive. The latter computer model is for the G/PHN/OFPS position. The total cost of the Netvista A 40 model, including monitor is \$2,106.26; for the A60 model the total cost is \$2,470.69. All desktops, peripherals, and monitors have arrived and are awaiting delivery.

Printers - Four HP1100XI printers were purchased for TAACS positions in the process of being filled. These printers are for use in the RRB In addition, five extra toner cartridges were purchased for stock. These printers have arrived and are awaiting delivery. Four additional printers - HP4050TN/HP4100TN 220v printers were purchased for overseas use. HP stopped making the 4050TN model but WDSG was lucky to get the last two in stock from its vendor. The two HP4050s have arrived; one was sent to Millie Howard in Egypt. The HP4100s have not

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<sup>1</sup>Peripherals for the laptops include a zip drive, mouse, case, battery, LAN PC Card, MS Office Pro 2000, and Norton Antivirus.

<sup>2</sup>Peripherals for the desktops include a UPS (domestic and international), internal zip drive, MS Office Pro 2000, and Norton Antivirus.

<sup>3</sup>Three monitors are in stock.

arrived; there is a 12-16 week back order on this item. Three travel printers, and a printer for the G/PHN/OFPS position still need to be purchased.

Other - A laptop was purchased to replace Cheryl Sonnichsen's stolen laptop. This was hand-delivered to her in Kenya. Extra toner cartridges for the HP1100xi's residing in the RRB were purchased. These replaced previously purchased toner cartridges that were defective.

## 2.2 Technical Assistance

WDSG provided support for end-users in the RRB and overseas. TA included, inter alia:

- ▼ pickup Elizabeth Fox's computer to swap out CD-ROM, upgraded QVP to ver 6.0;
- ▼ test Gary Cook's old laptop (we replaced it with one in stock);
- ▼ arranged for replacement of Willa Pressman's motherboard in her desktop;
- ▼ delivered Anne Dykstra's desktop, monitor;
- ▼ discussed video conferencing needs with Ellyn Ogden;
- ▼ determine computer needs for new TAACS recruits.

## 2.3 Other

Mid-term Review was conducted mid-March 2000 to assess the status of the TAACS contract and subcontract. Bill Trayfors represented WDSG at the oral presentation. A copy of the text submitted for the review can be found in Appendix II.

WDSG reviewed and discussed the videotapes of a CEDPA TAACS training session filmed in November 2000. Recommendations and suggestions were forwarded to John Pielemeier.

## ***3.0 Problems Encountered***

The APO received Dana Vogel's claim for the stolen laptop. They disallowed the claim stating that the box had been delivered to its destination. WDSG submitted an appeal to the ruling, with a correction for the amount claimed (someone at APO put the total value as \$25.99 instead of \$2,599!). While we received a notice that the APO will be reviewing the appeal, WDSG has not been notified as yet to the final ruling.

## ***4.0 Plans for Next Reporting Period***

During the next reporting period (April 01 - June 30, 2000) WDSG plans the following activities:

- ▼ technical support as required for all TAACS III personnel;
- ▼ determination of additional requirements for new recruits;

- ▼ continued procurement as needed (once the AFR/SD/HRDD position is filled, a laptop will need to be ordered);
- ▼ testing, configuration, shipment of hardware/software for new recruits;
- ▼ continued website development, updates, and hosting;
- ▼ update TAACS database to include new TAACS/positions and other tracking information.

### ***5.0 Expenditures and Level of Effort***

See Appendix I.

***APPENDIX I - Monthly Reports  
Expenditures and Level of Effort***

***APPENDIX II***  
**Mid-term Review**  
**WDSG**  
**March 2000**

## **Introduction**

The purpose of the subcontract is to provide TAACS3 advisors with an appropriately high level of computer and information technology assistance to enable them to be more productive on-the-job, and to effectively integrate with USAID personnel and IT systems both in Washington and at numerous overseas locations. The Washington Decision Support Group, Inc (WDSG) was selected to provide this service: hardware and software procurement, support, and training.

Over the 26-month period since the contract commenced, WDSG, as subcontractor, has played a key role providing computer hardware/software, technical assistance, and training to TAACS. At the beginning of the contract, WDSG followed the USAID BPA procurement system in the hope that this would provide a cost-effective procurement mechanism. However, it was found to be not only cumbersome, but the delay in ordering and actually obtaining equipment was unacceptable. Procurement was therefore switched to the open market - getting quotes from at least three vendors -- and working closely with CEDPA staff to gain necessary USAID approvals. This has proven to be an efficient way to obtain the needed equipment in a timely fashion.

As information technology consultants, WDSG prides itself on selecting state-of-the-art, high quality computer equipment for TAACS and configuring it to ensure high usability and reliability. It is believed that this is one reason there have been relatively few problems with the equipment, both in the field and in Washington. The few problems that have surfaced were generally because of hardware/software conflicts or poor user practices. These problems were promptly resolved. Indeed, WDSG has been able to provide a higher level of equipment support, and to support more TAACS advisors than originally anticipated because hardware prices have been declining, and there have been fewer problems than expected.

Another factor contributing to the low level of problems is TAACS training --both individual and group. Training of TAACS has been instrumental in reducing problems; and WDSG plans to continue this practice as new TAACS come on board.

Because the purchasing of hardware/software constitutes a large part of WDSG's subcontract, the procurement process is outlined in detail below.

## **Procurement Process**

Working under the general guidance of the TAACS3 Project Manager at CEDPA, and in collaboration with USAID program managers, the procurement process can be separated into nine tasks or steps:

1. Notification by CEDPA of new TAACS positions possibly needing support;
2. USAID supervisors contacted to identify needs;
3. Tally of computer needs;
4. Determination of best hardware/software to meet identified needs;

5. Submission of draft approval letter to CEDPA;
6. Acquisition;
7. Testing and configuration;
8. Packing and shipping; and
9. Delivery.

Each of these tasks, or steps, is discussed in more detail below.

1. Notification by CEDPA of new TAACS positions possibly needing support.

CEDPA notifies WDSG that a new round of TAACS3 positions are in the process of being filled. In hard copy, CEDPA provides WDSG with the position, location, division, supervisor name, telephone number and/or e-mail addresses of the supervisor to be contacted.

2. USAID supervisors contacted to identify needs.

Each USAID supervisor is contacted to determine what the computer needs will be for the new position being filled. In Washington, USAID supervisors usually are contacted by telephone and/or email and asked if the new TAACS advisor will need a desktop, monitor, laptop, printer, and any special software needs. Overseas USAID supervisors generally are contacted by e-mail. WDSG has developed a standard form letter that the supervisor can check and e-mail back. A sample of this form letter can be found in Appendix A.

3. Tally of computer needs.

Once all the data is in, a spreadsheet is developed listing computer needs by person, position, etc. A second spreadsheet is developed comparing what is in stock, and the actual number of desktops, laptops, monitors, printers, etc., to be ordered. A sample of these spreadsheets can be found in Appendix B.

4. Determination of best hardware/software to meet identified needs.

Many factors come into play when deciding which hardware to purchase. These include the following:

- quality of product in terms of component integration and build;
- anticipated reliability of product based on componentry and previous experience;
- compatibility with USAID usage;<sup>1</sup>
- price;

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<sup>1</sup> For example, in recent procurements of desktops destined for the RRB, WDSG chose the identical IBM models purchased in quantity by IRM in order to avoid possible hardware/software conflicts during IRM's mandatory re-imaging process.

- availability;
- reliability of vendor; and
- after-sale support (quality and ease-of-access, both in U.S. and abroad).

WDSG believes that all these factors are important considerations, especially in a market that is changing rapidly in terms of pricing, availability, hardware/firmware/software specifications, support, and business practices of manufacturers and vendors.

WDSG also believes that care in selecting hardware/software up front, and in configuring computers for reliability and ease of use, pays off in terms of less down time and faster computer performance to accomplish routine tasks. Thus far, this seems to be true under the TAACS3 Project.

Software purchased normally includes the standard operating system (Win95 or Win98), MS Office Pro97, three useful utility programs, and an antivirus program. The Adobe Acrobat Reader and a dedicated one-click WDSG file backup program also are routinely provided.

#### 5. Submission of draft approval letter to CEDPA.

When determination of hardware to be purchased has been made, WDSG couriers to CEDPA copies of the spreadsheet listing computer needs by TAACS, total number of desktops, laptops, etc., to be purchased, and computer specs for each of the items chosen by WDSG (a sample of computer specs can be found in Appendix C). CEDPA then submits an approval letter to the COTR.

#### 6. Acquisition.

Once the approval letter has been signed, CEDPA notifies WDSG that the purchase can begin. WDSG conducts an Internet search of vendors, as well as calls three vendors, to get the best price quote. Besides looking for the lowest price, WDSG considers vendor reliability, availability, and warranty and service issues when picking the most appropriate vendor. Once the vendor, and in some cases, vendors are chosen, the order is placed. More than one vendor may be chosen for a procurement due to price fluctuations and availability.

#### 7. Testing and configuration.

Following delivery, each piece of equipment is assigned to a TAACS3 (or position). Serial numbers are recorded and labels containing the date of purchase, ownership, position, and contract number are affixed to all desktops, laptops, monitors, and UPS'.<sup>2</sup> WDSG examines each piece of

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<sup>2</sup> Uninterruptible power supplies (UPS) are provided with all desktop machines, both to safeguard against data loss and to protect equipment against voltage spikes, surges, and other transients common in an office environment.

equipment and tests it for compliance to manufacturers specifications. Each new computer is configured in a predetermined, standardized way in order to increase reliability and decrease support requirements. Software to ensure security, reliability, and high performance is installed and tested. Software includes an anti-virus program, key utilities, and the latest corrective patches to the operating system and application software. If a TAACS3 has requested a "special" software program, such as a translation package or GIS, it is loaded as well. Every computer is "burned-in" for a minimum of 72 hours, to ensure the smooth operation of the machine.

### 8. Packing and Shipping.

Once it has been determined that the equipment is stable, it is repacked in its original packing material. Included with the hardware/software for each TAACS3 is a four page "Configuration Notes" explaining the specs of the computer, the configuration, the software installed, and contact information for technical assistance.

For delivery overseas, WDSG has relied mainly on DHL. Mailing labels are affixed to each box and five Commercial Invoice forms are filled out complying to DHL regulations. DHL is costly, but no other suitable courier has been found. When possible, the APO mail system also has been used. This is, by far, the least expensive way to ship. However, there are security problems with both systems. WDSG has had equipment stolen en route using both the APO and DHL -- a hazard of doing business overseas.

### 9. Delivery.

Delivery of computer equipment to the RRB is a process in itself. The rather cumbersome system for delivery of equipment to the RRB has recently been changed and, as one might expect, has been made even more cumbersome. The latest procedure consists of filling out a delivery form and faxing it to the RRB, obtaining a signature of the receiving TAACS or other responsible individual, faxing that back to WDSG, waiting 72 hours for approval, delivery of the equipment to a Federal security site in SE for detailed inspection, then (within 30 minutes thereafter) delivery of the equipment to the basement of the RRB where it is received and put through an additional security check before it is delivered to a person in IRM or the appropriate TAACS. Whenever possible, WDSG has attempted to use a more direct way of getting equipment to and from TAACS personnel, e.g., by hand carrying if only a laptop or small peripherals are involved.

### **Average Computer Costs**

As noted elsewhere, WDSG has sought to provide high-quality computers which are well equipped and configured to meet the most demanding needs of TAACS in the field and in USAID/Washington. We believe this strategy has paid off in terms of minimum computer problems, support needs, and down time.

In general, the costs of both desktop and laptop computers have been falling, reflecting general market conditions. At the same time, computer power per dollar has grown considerably. This has allowed WDSG to provide fully configured, very capable computers to more TAACS than originally planned without having to increase the budget for equipment. (An 'Inventory by TAACS' can be found in Appendix D.)

### Desktops

On average, desktop computers have cost \$1,273 for the basic computer. Monitors, extra memory, network cards, uninterruptible power supplies, zip drives and discs, application software, antivirus programs, and utility programs have on average cost an additional \$1,413 per desktop computer. Twenty-six desktops have been purchased as of 02/28/01.

An early example (March 1999) is as follows.

HP 333mHz Pentium II	1,379.00
17" monitor	399.00
Office Pro97, media, manual	329.00
Warranty/Site Service pack	119.00
Speakers	64.00
Que manual OfficePro97	36.00
Utility software (QVP, WinZip, Post-It)	53.00
Internal zip drive 100mb	129.00
10 zip disks	104.00
Anti-virus program	0
Uninterruptible power supply	<u>299.00</u>
<b>Total</b>	<b>\$2,911.00</b>

A recent example (March 2001) is as follows:

Netvista A40 Pentium III, 933 MHZ	1,168.00
17" Monitor	295.00
Office Pro97, media, manual	351.00
Warranty/Site Service Pack	119.00
Que Manual OfficePro97	36.00
Utility Software	53.00
Internal Zip Drive (250MB)	175.00
10 Zip Disks	110.00
Anti-virus program	0
Uninterruptible power supply	<u>155.00</u>
<b>Total</b>	<b>\$2,462.00</b>

## Laptops

On average, laptop computers have cost \$2,427 for the basic computer. Extra memory, batteries, network cards, modems, DC power supplies, zip drives and discs, external mouse, application software and manuals, antivirus programs, and standard utility programs have on average cost an additional \$1,176 per laptop computer. Twenty-six laptops<sup>3</sup> have been purchased as of 2/28/01.

An early example (March 1999) is as follows.

IBM Thinkpad 600 w/carrying case	2,619.00
External Mouse	40.00
56W DC adapter	109.00
32mb SDRAM upgrade	73.00
10/100 Ethernet card/56K modem combo	277.00
LI-ion battery	225.00
250mb external zip drive	186.00
Zip disks	42.00
Anti-virus program	70.00
MS Office Pro 97	302.00
Utility software (QVP, WinZip, Post-It)	<u>53.00</u>
Total	\$3,996.00

A recent example (March 2001) is as follows:

IBM Thinkpad A21m Pentium III, 64 MB RAM, w/carrying case	2,236.00
External Mouse	40.00
10/100 Ethernet card/56K modem combo	119.00
LI-ion battery	115.00
250 mb external zip drive	185.00
Zip Disks	42.00
Norton Anti-virus program	70.00
MS Office Pro 97	351.33
Utility Software (QVP, Winzip, Post-It)	<u>53.00</u>
Total	\$3,312.00

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<sup>3</sup>One laptop was stolen en route to Kenya; this accounts for the one extra laptop.

## **Printers**

WDSG has purchased a variety of printers to meet specialized needs of the Missions and TAACS. Rugged HP LaserJet printers have been provided for both U.S. and overseas locations (normally, the HP4000 or HP4050). Recently, smaller LaserJet printers have been provided to some TAACS in the RRB due to acute space limitations (e.g., the HP1100xi). In a few cases, other printers have been provided (i.e., mobile travel printers for laptops) to meet specialized needs.

On average, the big LaserJets cost \$1,460 each, including a network card allowing them to connect to the USAID LAN in the RRB. LaserJet printers for overseas, cost, on average, \$200 more due to the special configuration for 220V. The smaller printers, including the travel mobile printers, cost on average \$300-\$450 each. As of 02/28/01, the total number of printers purchased is 24.

## **Specialized Software**

Most TAACS get along very well with the standard software provided by WDSG. This includes:

- MS Office97 (or, in a few cases, MS Office 2000)
- Norton or McAfee Anti-virus
- Quick-view Plus (a utility program which reads over 200 file formats)
- Post-It Notes (a very handy utility...computer version of the famous yellow Post-It Notes pads)
- WinZip (the standard utility program for compressing and decompressing files)
- a custom WDSG backup program which backs up data files to zip disks at a single mouse click
- Internet Explorer (web browser)
- Adobe Acrobat Reader (for reading industry standard PDF files)

In a few cases, specialized software has been provided upon request, including:

- MS Project (project planning/tracking package)
- ArcView - GIS
- MapInfo Professional - GIS
- GlobalLink Translation Software
- STATA (statistical package)

WDSG also has assisted some TAACS to install and configure software on their laptops which allows them remote (modem) access to the USAID LAN.

## **Maintenance Requests**

In general, the number of requests for assistance with computer-related problems has been low. We believe this is the result of the following factors:

- initial choice of high-quality hardware and firmware;
- the 72-hour burn-in period by WDSG prior to computer shipment/delivery;
- special configuration of hardware and software to maximize reliability;
- provision of information sheets and quality manuals;
- wherever possible, hands-on training of TAACS receiving new computers;
- technical information available on the WDSG/TAACS website;
- availability of technical people in the USAID missions to provide some types of assistance; and
- an increasing level of "computer literacy" among the TAACS community.

WDSG has received and acted upon approximately 45-50 requests over the 26-month period since the project began. The types of requests have ranged from very simple requests ("I can't get this to work right") to the more difficult ones involving corrupted hardware or software.

Usually, recurring problems have been due to software conflicts (TAACS loaded own additional software), though, in one instance, there was an arcane software conflict with the standard software rendering the software-based modem inoperable in one IBM laptop model. These types of software conflicts can be particularly troublesome, and costly to identify and fix.

One trouble spot has been the reconfiguration of TAACS desktop computers within the RRB by IRM personnel. Past IRM policy has been to insist on re-imaging hard disks (usually using "Ghost") to provide a dumbed-down version of Win95 as well as LAN and Office software. After several TAACS in the RRB complained of poor computer performance, a WDSG engineer did a detailed analysis of the IRM configuration and concluded that IRM, during the reimaging process, had knocked out several important OEM drivers which are particular to the machines involved. Replacing these drivers restored functionality.

A few real hardware problems have occurred: a failed On/Off switch, a failed memory card, a failed CD-ROM drive, a troublesome mouse. These have been minimal and have been quickly identified and fixed.

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4/16/01

CEDPA - TAACS  
Attn: Susan Masse  
FAX: (202) 332-4496  
Monthly Report - Courtesy of ACT Travel

*Susan - me  
is January  
through today -  
Cheers Mike P.*

PROJECT #	PASSENGER	INVOICE NUMBER	DATE	AMOUNT	AGENT	AIRLINE	DESTINATION
* PROJECT 1421001	11421001 GIBB/D	40292	2/15/01	1,656.77	33	AA	MERIDA
* Project Subtotal **				1,656.77			
* PROJECT 1421003	11421003 FOX/E	39872	1/12/01	1,884.50	33	CO	HOUSTON
1421003	FOX/E	40257	2/13/01	1,303.60	60	DL	LIMA
* Project Subtotal **				3,188.10			
** PROJECT 1421006	11421006 GETSON/A	40315	2/20/01	5,199.20	33	NW	ACCRA
* Project Subtotal **				5,199.20			
** PROJECT 11421007	11421007 NOVAK/J	40119	2/ 2/01	1,664.60	33	AA	BRASILIA
11421007	NOVAK/J	40121	2/ 2/01	1,992.80	33	UA	HELSINKI
11421007	NOVAK/J	40490	3/ 8/01	1,331.50	33	AA	MIAMI
* Project Subtotal **				4,988.90			
** PROJECT 11421008	11421008 OGDENE	39812	1/ 8/01	5,266.50	33	UA	KATHMANDU
* Project Subtotal **				5,266.50			
** PROJECT 11431300	11431300 FOX/E	40560	3/19/01	430.50	33	DL	NEW YORK
* Project Subtotal **				430.50			
** PROJECT 11431400	11431400 SELIGMAN/B	40489	3/ 8/01	6,344.60	33	UA	JAKARTA
* Project Subtotal **				6,344.60			
** PROJECT 11431500	11431500 ROBINSON/S	40613	3/28/01	430.50	33	US	NEW YORK
* Project Subtotal **				430.50			
** PROJECT 11431700	11431700 NOVAK/J	40551	3/16/01	292.00	33	A3	NEW YORK
11431700	NOVAK/J	40552	3/16/01	1,197.50	33	DL	ATLANTA

Page No. 2  
4/16/01

**CEDPA - TAACS**  
Attn: Susan Masse  
FAX: (202) 332-4496  
Monthly Report - Courtesy of ACT Travel

PROJECT #	PASSENGER	INVOICE NUMBER	DATE	AMOUNT	AGENT	AIRLINE	DESTINATION
11431700	NOVAK/J	40675	4/ 5/01	8,048.70	33	UA	JOHANNESB
* Project Subtotal **				9,538.20			
** PROJECT 11432000	11432000 ADAMS/R	39918	1/17/01	1,754.60	60	AA	GUATEMALA
11432000	STANTON/M	40083	1/30/01	2,132.00	33	UA	AMSTERDAM
11432000	STANTON/M	40360	2/23/01	4,702.10	70	UA	PHNOM PEN
11432000	STANTON/M	40722	4/12/01	5,465.50	70	AA	LUANDA
* Project Subtotal **				14,054.20			
** PROJECT 11432100	11432100 COOK/G	39808	1/ 8/01	4,159.30	33	NW	DELHI
* Project Subtotal **				4,159.30			
** PROJECT 11432400	11432400 NORTON/M	39862	1/11/01	1,313.60	33	AA	LIMA
* Project Subtotal **				1,313.60			
** PROJECT 11432500	11432500 TROSTLE/R	40725	4/12/01	7,211.60	33	UA	LONDON
* Project Subtotal **				7,211.60			
** PROJECT 11432700	11432700 QUAIN/E	40131	2/ 2/01	2,301.60	70	UA	GENEVA
* Project Subtotal **				2,301.60			
** PROJECT 11432800	11432800 MALLOY/E	40565	3/19/01	3,354.70	33	AA	BUCHAREST
11432800	MALLOY/E	40656	4/ 4/01	615.50	60	US	BOSTON
* Project Subtotal **				3,970.20			
** PROJECT 11432900	11432900 HATCH/J	39886	1/16/01	1,540.60	60	AA	GUATEMALA
11432900	HATCH/J	39887	1/16/01	742.50	60	US	PITTSBURG
11432900	HATCH/J	40337	2/21/01	939.60	60	AA	PORT AU P
* Project Subtotal **				3,222.70			

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4/16/01

CEDPA - TAACS  
Attn: Susan Masse  
FAX: (202) 332-4496  
Monthly Report - Courtesy of ACT Travel

PROJECT #	PASSENGER	INVOICE NUMBER	DATE	AMOUNT	AGENT	AIRLINE	DESTINATION
** PROJECT 11433100	11433100 LANDRY/S	39776	1/ 5/01	2,347.00	33	DL	SEATTLE
11433100	LANDRY/S	40496	3/ 8/01	6,344.60	33	UA	KATHMANDU
** Project Subtotal **				8,691.60			
** PROJECT 11433200	11433200 CAVANAUGH/K	39775	1/ 5/01	2,020.60	33	AA	TEGUCIGAL
11433200	CAVANAUGH/K	40081	1/30/01	3,342.00	33	UA	CAIRO
11433200	CAVANAUGH/K	40461	3/ 5/01	1,331.50	33	AA	MIAMI
** Project Subtotal **				6,694.10			
** PROJECT 11433300	11433300 DIXON/R	40199	2/ 8/01	939.60	33	AA	PORT AU P
11433300	DIXON/R	40239	2/12/01	939.60	33	AA	PORT AU P
11433300	DIXON/R	40464	3/ 6/01	1,331.50	33	AA	MIAMI
** Project Subtotal **				3,210.70			
** PROJECT 11433500	11433500 STEPHENSON/P	39847	1/10/01	2,109.60	33	UA	GENEVA
11433500	STEPHENSON/P	40483	3/ 7/01	1,072.60	70	AA	GUATEMALA
11433500	STEPHENSON/P	40546	3/16/01	9,444.60	70	UA	KATHMANDU
** Project Subtotal **				12,626.80			
** PROJECT 11437031	11437031 TAYLOR/MCHISHOLM/	40509	3/12/01	4,368.00	70	CO	LONDON
** Project Subtotal **				4,368.00			
*** Grand Total ***				106,867.67			

Travel Detail by DEPARTMENT

West End Travel  
 11 Dupont Circle, N.W. - #375  
 Washington, D.C. 20036

From: 1/1/01  
 To: 4/20/01



Passenger	Invoice No	Issue Date	Invoice Contact	Airline	Origin	Destination	Total Price
Cavanaugh/Karen	12481S	4/18/01	7177444522-	United Airlines	IAD/LHR/JAD	4/22/01	694.60
Cavanaugh/Karen	12481S	4/18/01	7177444521-	Continental	IAD/LHR/IAD	4/22/01	1,639.80
Norton/Maureen	12436S	4/17/01	7174849472-	American	IAD/ZRH/CAI/ZRH	4/20/01	2,409.10
Novak/John	12471S	4/18/01	7177444509-	United Airlines	EBB/BRU/IAD	4/27/01	2,433.60
Novak/John	12471S	4/18/01	7177444507-	American	IAD/BRU/BBB	4/21/01	5,910.60
							-----
							13,087.70
							=====
							13,087.70

Apr-20-01 16:11 From-WEST END TRAVEL 2029882064 T-272 P 04/04 F-454

29.

## Summary of Contract Performance to Date

### Introduction

CEDPA welcomes this mid-contract management review as an opportunity to (a) review progress to date in achieving contract objectives; (b) discuss performance improvements; and (c) identify future contract objectives.

The information provided in this binder is meant to facilitate the review process. Each section concentrates on one element of the CEDPA TAACS program (e.g. recruitment). It includes a one to two page narrative that is accompanied by tables with basic data and examples of forms that have been developed by CEDPA and are being used for the CEDPA/TAACS program.

### Summary of Progress to Date

The purpose of this cost-reimbursement, no fee term contract (TAACS III) is to “provide USAID with technical assistance and support services related to the recruitment and backstopping of Technical Advisors in AIDS, Child Survival, Population and Basic Education.” The contract estimated that approximately 61 TAACS (3060 person months) would be hired and supported during the five-year contract period at a total estimated cost of \$61,281,166. The Base period and Option period A were included in the original contract signed July 31, 1998. Option period B was added to the contract on April 12, 2000; this modification to the contract changed (a) the level of effort to 3052 person months, and (b) the total amount of the contract to \$61,232,331.

The TAACS III contract began effectively in August 1998 with approximately 18 CEDPA TAACS still covered by the TAACS II contract. Fourteen of the TAACS II personnel were eventually shifted to the TAACS III program. In the subsequent 33-month period, the number of TAACS has increased rapidly to 40, with another 17 positions presently under recruitment or being initiated. At the present level of recruitment, all 61 TAACS positions can feasibly be filled by December 2001 and possibly earlier (see Appendices C and D).

The pace of recruitment has been rapid for this program (approx. 11-13 new TAACS each year). Qualified candidates have normally been provided for mission final selection and approval within the 4-6 week period designated by the contract. All jobs sent to CEDPA have been filled.

The quality of recruitment has been excellent as judged by the exceptionally high quality of personnel appraisal narratives submitted by TAACS supervisors. Only one TAACS (WID) has been terminated early (e.g. after the initial six month probationary period). One TAACS position (Benin) was filled, but later was vacated when a regional medical officer did not provide medical clearance. This position was not successfully filled again – CEDPA’s only recruitment failure – when the mission responded very slowly to a list of new candidates and lost an excellent replacement candidate to another organization.

Although CEDPA benefits were already considered to be quite good in 1998, CEDPA has improved the benefits that it provides to TAACS. Section 4 outlines the numerous benefit improvements and summarizes the total benefits now available. In 1999, CEDPA increased its home leave period from 10 to 20 days to be more in line with USAID policies and to meet the very legitimate family needs of overseas TAACS.

Technical Support services for TAACS include the TAACS training program, computer support and TAACS newsletter. A 1999 survey indicated that TAACS did not want or need some additional technical support that CEDPA might provide (research support, technical materials). Three TAACS training programs (Essential Training for Technical Managers) have been conducted during the TAACS III period. Demand for the course is strong. Participant and ex-post evaluations have given high marks (8.2-8.5 on a 10-1 scale) to the course. Section 7 provides additional information on the training program.

Computer hardware, software and limited technical support have been provided to TAACS by a sub-contractor, Washington Decision Support Group (see Section 11). All computer requests are reviewed by the CTO's office. The computer hardware and software provided is the best allowable under USAID regulations. WDSG and CEDPA responded quickly and successfully in 1999 to meet various USAID Y2K requirements. Most TAACS have a CEDPA computer waiting for them when they begin their assignments or shortly thereafter.

The TAACS newsletter, with its maiden issue in December 2000, is meant to help connect TAACS across the world with each other and to connect TAACS more closely with CEDPA, their parent institution. The initial issue, designed and edited by Susan Masse, has received very positive feedback. Themes for the next two issues have already been identified.

The CEDPA staff provides or coordinates a wide variety of administrative and financial services to the rapidly growing TAACS cadre. These include basic contract orientation (Section 5), performance appraisal (Section 6), financial support and payroll (Section 8), travel provided via ACT travel (Section 9), and shipping and storage (Section 10). CEDPA's objective is to maintain the efficiency and the level of personal attention to each TAACS that traditionally are identified with a relatively small organization. To ease these administrative burdens on TAACS, many CEDPA administrative forms are now available on CEDPA's intranet and can be transmitted electronically. The Project Director periodically ask TAACS to identify areas where our services can be improved in order to make their lives easier. A continuing challenge for the CEDPA/TAACS staff is to keep up-to-date on changes in USAID administrative regulations that apply to TAACS.

Collaboration with the CTO and his staff has been excellent throughout this contract. All of the recruitment and support services that CEDPA provides to USAID missions and offices and then to individual TAACS require close interaction between CEDPA and USAID. Daily consultation and joint problem solving between CEDPA and USAID are SOP (standard operating procedure) for this contract.

Despite the hectic recruitment pace and the large numbers of TAACS now supported daily by CEDPA, the management costs for this contract have been kept to the minimum by CEDPA. Only three CEDPA staff (one half-time) charge their time to this contract. All recruitment, finance, payroll, contract management and senior administrative staff time is absorbed by CEDPA. CEDPA core administrative costs charged to a mission or USAID/W office are only 3% of the total annual costs they provide in their annual TAACS budget.

### **Areas for Improvement**

CEDPA continues to look for ways to be more responsive to USAID contract objectives and to the needs of individual TAACS. Each section of this document identifies some areas where we believe improvements can and should be made. We look forward to USAID's views on these suggestions. The key improvements, in our view, can be summarized as:

- **Recruitment:** Completion of resume database; greater use of Internet advertisements; more frequent communications with missions/offices during the recruitment process.
- **Final selection:** Reducing the time mission's take in final selection.
- **Medical clearance:** Fine-tuning the new State/Med procedures.
- **Security clearance:** Fast-tracking HIV/AIDS and ID security clearances.
- **Financial Reporting:** Adapt software and report formats to be meet USAID needs.
- **Administrative Support:** Communicate with mission supervisors, EXOs and Controllers earlier and with greater impact regarding administrative support options they can make regarding TAACS housing and support.
- **Training:** Continue to fine-tune training course content and speaker selection.

### **Future Contract Objectives**

CEDPA's main focus will be to continue to meet USAID's needs to hire and support TAACS.

A key future issue will be whether, how and when USAID might terminate this contract. The contract budget unrealistically anticipated that CEDPA would support 492.8 person months of TAACS (approx. 40 TAACS) during the first year of the contract. Although CEDPA has responded quickly to ALL USAID recruitment requests, if the contract ends on July 31, 2003 as planned, only 71 percent of the contract LOE and 67 percent of the contract budget will have been used.

Two options for no-cost contract extensions are outlined briefly in Appendix D. The first, a one-year extension through July 2004 would allow CEDPA to hire an additional 15 TAACS for a new total of 76. The second, through December 2004, would extend the existing workforce of 61 TAACS for the longest possible duration. We look forward to discussing these options (and others) with USAID.

**TAACS II: LEVEL OF EFFORT (HRN - C-00-96-90002-00) - TOTAL THROUGH FEBRUARY 2001**

CONTRACT DATES: March 1, 1996 - February 28, 2001

STAFF	Start Date	End Date	Start Date															TOTAL	TOTAL
	TAACS II	TAACS II	TAACS III	Jan-00	Feb-00	Mar-00	Apr-00	May-00	Jun-00	Jul-00	Aug-00	Sep-00	Oct-00	Nov-00	Dec-00	Jan-01	Feb-01	LOE 2001	Project to Date
Gibb	03/01/97	02/28/01	3/1/01	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.551	0.875	11.93	41.68
Grant	03/01/98	02/01/99	n/a															0.00	2.18
Homer	03/01/98	11/01/98	n/a															0.00	2.67
Charney	09/23/99	12/31/99	1/1/00															0.00	13.66
Pielemeier	10/01/98	12/31/99	1/1/00						0.220									0.22	7.76
Other	10/01/97	12/31/98																0.00	1.11
<b>SUBTOTAL ADMINISTRATION</b>				0.875	0.875	0.875	0.875	0.875	0.875	1.095	0.875	0.875	0.875	0.875	0.875	0.551	0.875	12.15	69.04
Wrin	03/01/99	03/12/99	n/a															0.00	0.00
Thompson	03/01/99	03/12/99	n/a															0.00	0.43
<b>SUBTOTAL CONSULTANTS</b>																		0.00	0.70
Crane	08/26/96	06/15/00	n/a	0.875	0.875	0.875	0.875	0.875	0.875									5.25	41.13
Scholl	06/10/98	02/28/01	2/1/01	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.753	0.831	12.08	28.27
Harbison***	09/01/96	12/31/00	1/1/01	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875			10.50	42.00
Osmanski	09/08/97	12/31/99																0.00	24.50
Getson	10/01/96	09/30/99	10/1/99															0.00	31.71
Terrell	02/25/98	09/30/99	10/1/99															0.00	16.84
Galloway	11/01/97	09/30/99																0.00	19.69
Fox	09/01/96	08/19/99	8/20/99															0.00	31.31
Timberlake	08/26/96	04/25/99	4/26/99															0.00	28.26
Burdick	05/01/97	02/28/99																0.00	15.25
Halpert	07/14/97	01/14/99	1/14/99															0.00	15.75
Lewing	08/01/97	01/14/99	1/15/99															0.00	15.31
Cavanaugh	09/08/97	01/08/99	1/8/99															0.00	14.00
Ogden	01/02/97	01/01/99	1/2/99															0.00	21.00
Landry	10/20/97	12/31/98	12/31/98															0.00	12.62
Novak	11/01/96	10/31/98	11/1/98															0.00	21.00
Allman	11/01/97	10/01/98	10/1/98															0.00	9.63
Hirshey	10/01/97	10/01/98	n/a															0.00	0.00
Weirsma	10/01/97	10/01/98	n/a															0.00	10.50
Kenney																		0.00	0.00
Mize																		0.00	0.00
<b>SUBTOTAL ADVISORS</b>				2.625	2.625	2.625	2.625	2.625	2.625	1.750	1.750	1.750	1.750	1.750	1.750	0.753	0.831	27.83	413.26
<b>Total LOE (10.5 person months)</b>																		39.98	483.00

**Contract LOE:**

Admin = 81

Consultants = 3.4

Advisors = 399

**Contract TOTAL LOE: 483.4**

\*\*\*Sarah Harbison was switched back to TAACS II on 1/1/00 in order to spend down the remaining LOE of the contract.

TAACS III - Level of Effort (HRN-C-00-98-00006-00)

August 2000 - July 2001

Advisor	Start Date	Aug-00	Sep-00	Oct-00	Nov-00	Dec-00	Jan-01	Feb-01	Mar-01	Apr-01	May-01	Jun-01	Jul-01	Annual Total	Project Total	
Nolan	09/17/98	0.438												0.44	20.09	contract ended 8/16/00
Wright	10/03/98	0.875	0.875	0.875	0.875	0.700	0.656	0.788	0.788	0.831				7.26	26.43	
Allman	10/01/98	0.875	0.875	0.875	0.875	0.438	0.875	0.875	0.875	0.438				7.00	26.25	
Novak	11/01/98	0.875	0.656	0.875	0.744	0.656	0.875	0.875	0.875	0.656				7.09	25.46	
Adams	12/07/98	0.875	0.875	0.656	0.700	0.788	0.700	0.613	0.700	0.875				6.78	24.08	
Landry	12/31/98	0.656	0.875	0.875	0.875	0.490	0.875	0.875	0.875	0.656				7.05	23.68	
Ogden	01/02/99	0.656	0.875	0.875	0.875	0.438	0.875	0.744	0.455	0.761				6.55	23.12	
Cavanaugh	01/08/99	0.656	0.875	0.875	0.656	0.744	0.875	0.700	0.831	0.831				7.04	23.44	
Lewing	01/15/99	0.875	0.875	0.875	0.656	0.656	0.788	0.788	0.831	0.674				7.02	23.22	
Hayman	01/24/99	0.438	0.875	0.875	0.875	0.700	0.875	0.875	0.875	0.796				7.18	23.13	
Pressman	02/08/99	0.656	0.875	0.875	0.656	0.569	0.744	0.744	0.831	0.831				6.78	22.31	
Sow	03/01/99	0.875	0.875	0.875	0.700	0.875	0.613	0.875	0.455	0.831				6.97	21.85	
Timberlake	04/25/99	0.656	0.875	0.875	0.700	0.656	0.700	0.875	0.831	0.744				6.91	20.21	
Friedman	05/01/99	0.875	0.875	0.875	0.875	0.525	0.788	0.875	0.875	0.831				7.39	20.52	
Thompson	05/01/99	0.875	0.875	0.613	0.744	0.744	0.744	0.875	0.875	0.875				7.22	20.34	
Malloy	06/01/99	0.525	0.525	0.525	0.525	0.525	0.525	0.525	0.700	0.674				5.05	16.65	
Shelley	06/07/99	0.875	0.875	0.350	0.875	0.788	0.744	0.875	0.875	0.788				7.04	19.09	
Stanton	06/30/99	0.875	0.875	0.875	0.875	0.788	0.875	0.875	0.875	0.875				7.79	19.19	
Etyemezian	07/20/99	0.525	0.875	0.875	0.788	0.263	0.875	0.875	0.656	0.831				6.56	17.37	
Cook	08/02/99	0.656	0.875	0.875	0.875	0.744	0.875	0.875	0.875	0.831				7.48	17.98	
Trostle	08/18/99	0.875	0.875	0.656	0.875	0.788	0.569	0.788	0.481	0.569				6.48	16.47	
Fox	08/19/99	0.875	0.656	0.875	0.744	0.744	0.875	0.394	0.788	0.831				6.78	16.77	
Ward Brent	08/29/99	0.525	0.875	0.875	0.656	0.744	0.656	0.744	0.744	0.831				6.65	16.35	
Warren	08/30/99	0.875	0.875	0.875	0.481	0.613	0.613	0.788	0.744	0.613				6.48	16.16	
Harbison	09/01/99						0.875	0.875	0.831	0.831				3.41	6.91	on TII for 2000
Roziwski	09/01/99	0.438	0.875	0.875	0.744	0.219	0.875	0.875	0.788	0.744				6.43	16.06	
Quain	09/01/99	0.875	0.875	0.656	0.788	0.788	0.700	0.788	0.630	0.875				6.97	16.60	
Norton	09/08/99	0.656	0.875	0.875	0.744	0.613	0.744	0.875	0.700	0.814				6.90	16.29	
Getson	09/30/99	0.875	0.438	0.875	0.788	0.744	0.744	0.875	0.875	0.788				7.00	15.75	
Terrell	10/01/99	0.875	0.875	0.875	0.744	0.613	0.700	0.613	0.875	0.788				6.96	15.71	
Hatch	01/01/00	0.875	0.875	0.875	0.788	0.875	0.875	0.875	0.875	0.875				7.79	13.91	
Gagne	05/19/00	0.438	0.613											1.05	3.22	
Seligman	07/10/00	0.525	0.875	0.613	0.788	0.788	0.788	0.700	0.875	0.875				6.83	7.49	
Dixon	07/17/00	0.875	0.875	0.875	0.656	0.875	0.788	0.875	0.831	0.831				7.48	7.92	
Lazell	09/15/00		0.438	0.875	0.788	0.700	0.744	0.875	0.831	0.613				5.86	5.86	
Stephenson	11/01/00				0.788	0.613	0.875	0.875	0.875	0.630				4.66	4.66	
Sonnichsen	11/20/00				0.350	0.700	0.875	0.875	0.875	0.788				4.46	4.46	
Howard	01/28/01							0.875	0.744	0.875				2.49	2.49	
Dykstra	02/05/01							0.630	0.875	0.788				2.29	2.29	
Scholl	03/01/01								0.875	0.630				1.51	1.51	
Gibb	03/01/01								0.656	0.840				1.50	1.50	
Rambaud	01/04/99													0.00	16.78	contract ended 1/7/00
Halpern	01/14/99													0.00	9.40	contract ended 12/3/99
<b>Total Advisors</b>														<b>242.59</b>	<b>662.97</b>	
Pielemeier (hours)		0.316	0.738	0.692	0.818	0.574	0.593	0.264	0.567	0.514				5.08	6.58	
Susan Masse (hours)			0.982	1.154	1.134	0.964	0.758	1.002	1.075	0.699				7.77	9.27	
Joyce LeFevre (hours)		1.055	0.877											1.93	12.71	
Jennifer Antilla (hours)				0.264	1.131	0.844	0.996	1.002	1.088	1.055				6.38	6.38	
WDSG (hours)		0.821	0.178											1.00	10.40	
Amy Charney (hours)														0.00	0.00	
Grant/Other														0.00	0.00	
<b>Total LOE (10.5 person months)</b>														<b>22.16</b>	<b>45.34</b>	
														<b>264.74</b>	<b>708.31</b>	

TAACS Contract LOE:	Advisors: 2940
Basic + Option A + Option B= 3052	Admin: 101.4
	Consultants: 5
	Subcontract: 13.6

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January - April 2001  
Quarterly Report

Subject	<input checked="" type="checkbox"/>
Categories : ABEL (1 item)	
Processed and approved final ABEL Task Order Voucher	<input type="checkbox"/>
Categories : BEPS (5 items)	
Met with Hoxeng to discuss new approaches to strategy development	<input type="checkbox"/>
Process & Approve voucher 3- BEPS	<input type="checkbox"/>
Processed and approved voucher 4	<input type="checkbox"/>
Processed and approved voucher 5	<input type="checkbox"/>
Sent approval for Gilbert Valdera's consultancy to Dom Rep-Assessment	<input type="checkbox"/>
Categories : CASS (2 items)	
Check with Karen about FY01 Allocation; recession and timing of obligation	<input type="checkbox"/>
Meet with Georgetown team to review accomplishments/discuss future	<input type="checkbox"/>
Categories : CEDPA (1 item)	
Write and submit ed article for TAACS newsletter	<input type="checkbox"/>
Categories : Colombia (1 Item)	
Provide Colombia with info about PREAL	<input type="checkbox"/>
Categories : Dominican Republic (2 items)	
Had phone discussion with Neici about UNESCO providing TA to MOE	<input type="checkbox"/>
Sent Ana Luiza an e-mail about TA to DR	<input type="checkbox"/>
Categories : EACS Coding (4 items)	
Downloaded the agency's new budget coding program	<input type="checkbox"/>
Finalized CASS and SO2 codes; sent file to DPB and M/B	<input type="checkbox"/>
Printed and read over 50 pages of instructions for budget coding	<input type="checkbox"/>
Reviewed prepopulated budgets for SO2, observed errors and notified DPB	<input type="checkbox"/>
Categories : EHR Management (9 items)	
Attended RSD Staff Meeting	<input type="checkbox"/>
Develop an extensive list on EHR tasks	<input type="checkbox"/>
Developed a chart of all pending actions w steps for EHR	<input type="checkbox"/>
Meet with Cecily Mango about RSD Management	<input type="checkbox"/>
Met with Beth Allgood to clarify her availability for EHR tasks	<input type="checkbox"/>
Met with Cecily to discuss next steps on R4 which is due March 30	<input type="checkbox"/>
Represent EHR at RSD Weekly Staff Meeting	<input type="checkbox"/>
Review 3 AAAS candidates resumes and provide ranking input for selection	<input type="checkbox"/>
Wrote some suggested things for Terri's SOW for EHR	<input type="checkbox"/>
Categories : EHR Niff Naff (3 items)	
Provided budget expenditures for FY99 and FY01 for CASS attribution to rural/agriculture for N...	<input type="checkbox"/>
Provided estimated annual amount LAC spends on teacher training	<input type="checkbox"/>
Revise letter to Nelson Mandela School - reroute to front office, notify Susan and file	<input type="checkbox"/>

January - April 2001  
Quarterly Report

Subject	<input checked="" type="checkbox"/>
Categories : EHR Plus Up (3 Items)	
Meet with Karen Simpson about plus up status and communication to missions	<input type="checkbox"/>
Send e-mails to Mission about Plus up approval and status of funds	<input type="checkbox"/>
Write EHR Reclama for \$2 mil of \$5 mil agency plus up in CSD/Education fund -FY2001	<input type="checkbox"/>
Categories : EHR Strategy (7 Items)	
Attend EHR Strategy Workshop at CAII Headquarters 10-4 p.m.	<input type="checkbox"/>
Attend session 2 on 1-17-01	<input type="checkbox"/>
Meet with David to obtain his guidance on how to proceed with BEPS Strategy Workshop	<input type="checkbox"/>
Meet with Pat from global to learn about their policy field support	<input type="checkbox"/>
Meet with Dave and Susan to review two meetings with G/Democracy	<input type="checkbox"/>
Provide Cynthia with written guidance for BEPS Strategy Workshop	<input type="checkbox"/>
Reviewed Activity Data Sheet for new strategy and provided written comments and reorganizat...	<input type="checkbox"/>
Categories : EHR Technical (8 Items)	
Attend meeting on POA Youth Network	<input type="checkbox"/>
Calculate TAACS budget thru July 2003	<input type="checkbox"/>
Find net enrollment data for Haiti	<input type="checkbox"/>
Provide written comments on POA Youth Network proposal	<input type="checkbox"/>
Provided written suggestions on role of GEM in new regional ed program	<input type="checkbox"/>
Read POA concept on Youth Network	<input type="checkbox"/>
Respond to Creative Assoc request for Summit information	<input type="checkbox"/>
Review package prepared by K bolyard for submission to Hill on Mission Programs	<input type="checkbox"/>
Categories : El Salvador (1 item)	
Established files for Earthquake SPO	<input type="checkbox"/>
Categories : First Ladies Summit (1 item)	
Provided RSD Dept with PREAL macro accomplishment for briefer-Report Card for the Americas	<input type="checkbox"/>
Categories : FY2002 Budget Justification (18 Items)	
Complete Activity Data Sheet on Georgetown CASS	<input type="checkbox"/>
Complete spreadsheet on indicators for CASS	<input type="checkbox"/>
Complete U.S. Finance Sheet on CASS program	<input type="checkbox"/>
Developed 13 back-up finance sheets to support SO2 in submission to OMB	<input type="checkbox"/>
Developed 3 scenarios/spreadsheets for dist of \$2mil DA plus up for FY02	<input type="checkbox"/>
Drafted and sent e-mail to Lapera with arguments for increasing ed share of \$20 plus up	<input type="checkbox"/>
Evans and I met with LAC AA to discuss strategy for increasing LAC share of education plus up ...	<input type="checkbox"/>
Forward all BJ materials to Cecily on CASS Program	<input type="checkbox"/>
Met w RSD Dept Mango w/Evans to review CSD Basic Ed levels for region	<input type="checkbox"/>
Met with Charisse in DPB to discuss creating separate line in budget for \$2mil	<input type="checkbox"/>
Met with DPB Dir and Dept to confirm \$2mil as separate line item for LAC budget	<input type="checkbox"/>

January - April 2001  
Quarterly Report

Subject	<input checked="" type="checkbox"/>
Met with Peter Lapera, Chief DPB w Evans to discuss CSD Basic ed cut for regional program	<input type="checkbox"/>
Met with Susan Hill in SPO to discuss scenarios for handling the \$2mil plus up	<input type="checkbox"/>
Prepared an analysis of CSD Basic Ed funding for LAC region, by country over past 3 years	<input type="checkbox"/>
Provide Terri with hard copy of BJ indicator spreadsheet	<input type="checkbox"/>
Reconciled the entire SO2 since it's beginning	<input type="checkbox"/>
Submitted final SO2 summary finance sheet	<input type="checkbox"/>
Wrote a follow up e-mail to all parties proposing the creation of separate line item fo teh \$2mil	<input type="checkbox"/>
Categories : GEM (7 items)	
Electronically filed all of the GEM documents and email correspondence	<input type="checkbox"/>
Meet with Aguirre to discuss M&E under GEM contract	<input type="checkbox"/>
Provided written analysis of GEM proposal and budget to Evans and Morawetz	<input type="checkbox"/>
Responded to Aguirre's email about status of proposal	<input type="checkbox"/>
Reviewed proposed scope and budget for 7 tasks proposed by GEM	<input type="checkbox"/>
Send documents about Indicator Project to Aguirre and CREMIS	<input type="checkbox"/>
Transmitted CREMIS and UNESCO efiles (15+)	<input type="checkbox"/>
Categories : Global Development Alliance (1 item)	
Created e-directory and filed numerous docs; sent email to team about location	<input type="checkbox"/>
Categories : Haiti (2 items)	
Exchange communications with Warren and Butari on FY01 ESF levels for education	<input type="checkbox"/>
Request info on DHS ed stat about haiti	<input type="checkbox"/>
Categories : HCD Workshop (7 items)	
Make presentation on Regional Indicators Project	<input type="checkbox"/>
Meet with BEPS to discuss EHR strategy presentation	<input type="checkbox"/>
Meet with Kim Bolyard to discuss data presentation for HCD Workshop	<input type="checkbox"/>
Prepare presentation on strategy elements for HCD Workshop on Jan 25	<input type="checkbox"/>
Prepare talk on Regional Indicators Project for HCD Workshop on Jan 25	<input type="checkbox"/>
Rework UNESCO grant program description and sent to Aguirre for notebook	<input type="checkbox"/>
Team with BEPS for Presentation on Strategy	<input type="checkbox"/>
Categories : Jamaica (8 items)	
Discuss next steps with David on Revised Early Childhood Proposal	<input type="checkbox"/>
Met with Sue Hill to discuss Jamaica's need to request approval for 60K	<input type="checkbox"/>
Print file copy and create folder for Revised Early Childhood Proposal	<input type="checkbox"/>
Provided Claire with samples and directions for each step in the PIO grant process	<input type="checkbox"/>
Read revised Early Childhood Proposal and provide comments to David	<input type="checkbox"/>
Responded to Claire's request for asst in writing PIO with UNICEF	<input type="checkbox"/>
Send USAID Jamaica e-mail about CN notification on Early childhood Activity	<input type="checkbox"/>
Wrote a three page summary of proposal with recommendation to fund	<input type="checkbox"/>

January - April 2001  
Quarterly Report

Subject	<input checked="" type="checkbox"/>
Categories : Meeting (1 item)	
Attend AED Roundtable on Secondary Education	<input type="checkbox"/>
Categories : Niff Naff (4 items)	
Called Bob Burke at DevTech to discuss Ed portfolio and contracting opportunities	<input type="checkbox"/>
Provide guidance to RSD program asst on agric & rural tables for Natsios in EXCEL	<input type="checkbox"/>
Provided RSD Dep with written analysis of Bud Just, R4, and EACS Coding process	<input type="checkbox"/>
Provided RSD Dept with written analysis of Office Program Assistance's skills and work products	<input type="checkbox"/>
Categories : Peru (3 items)	
Attend Peru DAEC Review - 1 1/2 hr	<input type="checkbox"/>
Attend Peru Issues meeting 3 hours	<input type="checkbox"/>
Attend Peru's SPO Technical Review	<input type="checkbox"/>
Categories : Portfolio Review (1 item)	
Create 5 handouts for portfolio review	<input type="checkbox"/>
Categories : PREAL (1 item)	
Read IAD's comments on PREAL Evaluation	<input type="checkbox"/>
Categories : R4 (5 items)	
Complete SP6 R4 Narrative and provide to SPO	<input type="checkbox"/>
Completed pipeline and OYB for 3 SOs for FY01+FY02+2scenarios for FY03 - 15pgs	<input type="checkbox"/>
Review R4 FY2003 Guidance	<input type="checkbox"/>
Reviewed SO2 R4 Narrative and provided written comments	<input type="checkbox"/>
Sent e-mail to EHR team laying out next steps for FY2003 R4 submission	<input type="checkbox"/>
Categories : RSD Staff Meeting (2 items)	
Attend RSD Staff Meeting	<input type="checkbox"/>
Attend RSD Staff Meeting	<input type="checkbox"/>
Categories : RSD Strategy (3 items)	
Communicate with TRG about invoice process	<input type="checkbox"/>
Obtain directions to TRG and distribute them to RSD staff	<input type="checkbox"/>
Provide TRG invoice to LAC budget office for payment	<input type="checkbox"/>
Categories : RSD Strategy Workshop (1 item)	
Develop and provide workshop attendee list to TRG	<input type="checkbox"/>
Categories : RSD Tasker (3 items)	
Called haiti and left message with economist about ESF total level	<input type="checkbox"/>
Provide program asst with FY2000 Trends Analysis files	<input type="checkbox"/>
Provided Deputy with ESF funding levels for Guatemala - education FY01	<input type="checkbox"/>
Categories : RSD Taskers (1 item)	
Find out how much ESF missions are using for Education in FY01	<input type="checkbox"/>
Categories : Secondary Education (2 items)	

January - April 2001

Quarterly Report

Subject	<input checked="" type="checkbox"/>
Attended AEd's rountable on secondary education	<input type="checkbox"/>
Provided written summary of roundtable discussion	<input type="checkbox"/>
Categories : Summit (5 items)	
Meet with Ed&Cultural Affairs in WHA at State Dept about Bush Initiative in Ed for Summit	<input type="checkbox"/>
Meet with Tish and Cecily to discuss NSC Summit Ed ideas	<input type="checkbox"/>
Provided April (Summit Coordinator) with fund figure for PREAL for briefers	<input type="checkbox"/>
Provided David with detailed budget for White House Initiative-Centers for Excellence	<input type="checkbox"/>
Review Proposal on SubRegional Teaching Centers and provide edits and technical input	<input type="checkbox"/>
Categories : Travel (1 item)	
Submit travel request to CEDPA for Guatemala - Jan 21-26,2001	<input type="checkbox"/>
Categories : UNESCO (7 items)	
Attended briefing at Ed on Barbado meeting of 22 countries and project status	<input type="checkbox"/>
Filed hard copy and electronic files of UNESCO's Feb 2001 report for Summit -7files	<input type="checkbox"/>
Review UNESCO Feb Report	<input type="checkbox"/>
Reviewed UNESCO Feb Report (7 pieces in Spanish) and discussed comments with David	<input type="checkbox"/>
Sent email asking for TA to Dominican Republic	<input type="checkbox"/>
Sent e-mail to UNESCO regarding amendment to method of payment	<input type="checkbox"/>
Sent Mariann at USDOE email about attending March 22 briefing re: Barbados	<input type="checkbox"/>

**Anne H. Dykstra**  
**TAACS, USAID, G/WID**  
**Quarterly Report**  
February 5, 2001 – April 20, 2001

**Major activities planned for the period:**

1. Begin work as Technical Advisor, Girls Education, USAID, Washington D. C.
2. Overall *Strategic Support Objective (SSO) #2: Broad-based informed constituencies mobilized to improve girls' education in emphasis countries*: become familiar with contracts and contractors.
3. Research international trends in girls' education, write a brief paper on next steps for girls' education in USAID.
4. Assist plan and carry-out a Project Directors' Meeting
5. Personnel: Susie Clay left G/WID at the beginning of April to assume a new position as the Desk Officer for Guatemala.
6. Review bi-weekly and quarterly reports as well as plans for future activities from contractors, provide technical comments.
7. Other: Review proposals, compile information leading to expanded services in girls education, participate in meetings on Child Labor, HIV/AIDS and Basic Education to assure integration of appropriate actions to address gender issues and further girls education.

**Major Accomplishments:**

1. Began work on 5 February, 2001. Attended a security briefing at USAID on 5 February, 2001. Attended orientation at CEDPA on 6 February, 2001. Reported to G/WID, Reagan Building on 6 February, 2001 and met with my supervisor, Susie Clay, USDH/FS, Girls' and Women's Education.
2. Desk survey of all contracts and expenditure rates. Reviewed over-all scope of work, current activities, progress, and plans individually with the following contractors: Academy for Educational Development, Juarez Associates, World Learning, Institute for International Research, DevTech Systems, Inc., and Creative Associates. The meetings were important in that they began a working relationship with the major contractors for G/WID, Girls' Education. The contractors also provided me with

useful background on the evolution of the project as well as the status and scope of their work in the field.

3. IR 2.2 Reviewed more than 20 major documents on international trends in girls' education, and a variety of statistics from internationally accepted databases found on internet. Up-dated the statistics for gender desegregated wastage rates for countries where girls' education activities are carried out through USAID funding. With encouragement and assistance from the Director, Kathy Blakeslee and Deputy Director, Mary Knox, I wrote a draft paper for internal circulation on next steps for girls' education in USAID. This assignment was difficult because of the breadth of the topic, conflicting statistics and my general unfamiliarity with USAID as an organization and the function of the G/WID office within it. However, I found this assignment extremely useful as a tool to conceptualize interventions in the future that will further girls education and because the comments of those who read it helped me understand the role and function of G/WID and Girls Education within USAID.
4. IR 2.2 With Susie Clay and DevTech, formulated the agenda for a two-day Project Directors' Meeting, March 12 and 13. I assisted in facilitation of activities on the agenda and documentation of meeting. Those attending the meeting were field based staff and the directors based in D.C. for the projects in 5 primary emphasis countries. During the meeting, contractor staff summarized their projects, presented current statistics and outlined some of the activities they believe would lead to sustainability after the end of the contracts.
5. Personnel: Susie Clay left G/WID to become the Desk Officer, Guatemala at the first of April 01. The contracts for girls' education were re-distributed among three other staff who will act as the CTO until a new foreign-service officer has arrived to fill the vacated position. I will provide the technical support to all contracts.
6. IR 2.2 Following the presentation of a research design proposed by Juarez Associates in which they plan to gather data about the impact of the projects on girls' education in each of the 5 primary emphasis countries I recommended ways in which the monetary and in-kind contribution of alliances could be computed. I will continue to follow this up with Juarez and Associates as they conduct their research.
7. Reviewed draft reports of research and future research designs with Juarez Associates. Reviewed Scopes of Work, for future work, bi-weekly and quarterly reports of past work from contractors, provided technical comments. Worked with CTOs of contracts to determine whether or not proposed work was appropriate given the remaining time to implement the contract. Composed draft responses to contractors.
8. IR2.4 Met the Mission Director of the Congo DRC three times to discuss the initial design of girls' education activities in that country. Will continue to provide technical comments as AED/SAGE and the Mission work through the on site needs survey and

discussions with counterparts and community representatives during a forthcoming mission.

9. Cross-cutting activities: Met with staff of HIV/AIDs Africa to discuss girls education initiatives where joint cooperation in mutually agreed to activities would be feasible. Participated in preparation of the initial documentation for a joint meeting on Child Labor between USAID and Department of Labor.
10. Other: Reviewed two proposals, drafted six strategies and possible mechanisms to expand immediate service in girls education, attended staff meetings and planning meetings for activities in HCD to stimulate further actions for girls education.

**Major activities planned for the next quarter )April 21-August 20, 2001):**

1. Support CTOs in the closeout of contracts. Provide technical review and comments on SOWs, plans of work, biweekly and quarterly reports for remaining contracts.
2. Re-institute the monthly contractors meetings so that coordination of work is more consistently reviewed and information generated by the projects can be disseminated in a timely way.
3. Prepare the necessary research and documentation to fund several initiatives in girls education.
4. Follow-through on Department of Labor and USAID joint activities to eradicate hazardous child labor.
5. Continue to establish close working relationships and participate as appropriate within USAID's other centers to further girls' education across sectors. Focus on HCD, HIV-AIDs, Population and Health as a beginning.
6. Participate in the SAGE/AED Mission to assess needs in girls education in the Congo DRC.
7. Participate in the overall design and formulation of the next RFP for girls education.

**Quarterly Report**  
**January 21, 2001 to April 20, 2001**  
**Nina Etyemezian, USAID/Morocco**

**Major activities planned for the next quarter:**

1. **SpO8:** a) drafting and submission of R4; b) internal full review of PMP; c) draft SOW and MAARD for an evaluation TA; d) participate as part of the SpO8 in developing Phase II of MEG; e) attend workshops and review documents.
2. **CCT:** a) manage the WIDTECH consultant team for assistance in the monitoring and reporting of gender-related impact; b) Review workplan from contractor for gender training activity; c) implementation of the first task under the gender training activity – the needs assessment.

**Major Accomplishments of the period:**

**1. SpO8**

Performance Monitoring Plan and R4

Worked with manager of M&E component of MEG to finalize data collection and data analysis for the PMP and R4. Prepared indicator tables for Mission PMP review. Participated in drafting and finalizing SpO8s section of the R4.

Field Visits

- a) Visited newly selected pilot schools in the province of Tiznit where SpO8 is co-locating with CRS activities under CCT. The visit's objective was to assess the provinces' education issues and to report on the condition of schools, particularly the levels of participation in schools by girls' and boys'.
- b) Visited schools and the delegation of the province of Ouarzazate with a consultant who was assessing gender integration in USAID/Morocco's education programs.

Evaluation

Prepared all necessary documentation for accessing technical assistance to evaluate SpO8. This involved drafting an SOW, reviewing (with colleagues) the submitted proposal, and reviewing consultant profiles for an evaluation team. Prepared their itinerary after extensive discussions with multiple counterparts and partners.

**2. CCT**

TA for R4

Managed the WIDTECH consultant team which: a) assisted the Mission in telling the "gender story" : and b) reviewed all SO/SpOs and the CCT to assess level of gender integration into their activities.

### Gender Training Activity

Finalized workplan for the gender training activity under CCT with the contractor.  
Reviewed and selected candidates for the COP position. Finalized SOW for COP.

#### **Major activities planned for the next quarter:**

1. **SpO8:** Manage the evaluation team that is tasked with evaluating SpO8 in preparation for negotiating Phase II of MEG with the Ministry of National Education; the length of this TA is six weeks. Work with M&E component manager at MEG and with Catholic Relief Services and the Near East Foundation to integrate parts of our PMP into their data collection process for pilot schools where MEG and CRS/NEF are co-locating. Begin training and mentoring colleagues in the education office who will be taking over different segments of my responsibilities after my departure.
2. **CCT:** Oversee implementation of the needs assessment for the gender training activity and the Phase I training.

# QUARTERLY REPORT

January-March 2001

John Hatch

## Office Responsibilities

This has been an extremely busy quarter with the usual R4 Reviews and Budget cycle activities, plus the requests for information generated as a result of the change in the Presidency. With the SO1 Team short three staff members, it has meant that the two of us regular full-time members have had a bit to do. This quarter saw the departure of Emily Vargas-Baron as the Director of G/HCD in late January, and the assumption of her responsibilities on an acting basis by Buff Mackenzie. This meant, among other things, that my services as formulator and chair of the weekly staff meetings were no longer needed. Approval to access Phoenix was received, but I still need to depend on colleagues to provide the initial NMS entry, and until my computer's capacity is increased, I will need to borrow a computer to do Phoenix entries.

- Meetings: I attended the usual SO1 Team, G/HCD staff and HCD Council meetings when I was here. Additional meetings included:
  - *Educational Reform and Girls Education*: a presentation and discussion lead by Andrea Rugh and held at AED.
  - *SID/WID*: various lunchtime presentations on development issues impacting women and girls, especially those in crisis situations.
  - *Child Survival TAG*: After attending a few meetings of the TAG, it was decided that they were going to focus on the health aspects only in preparations for the Summit on the Child, so I was invited to start a TAG for education. AED has taken up the challenge.
  - *Education and Crises*: Met with BHR and then with Nedra Huggins-Williams, AFR/DP/PFP, to plan presentation on this topic for BHR's conference on Education and Technology. Also helped to host a meeting with the steering committee of the Network for Education in Emergencies with USAID staff from various Bureaus.
  - *International Literacy Day*: Continued to attend monthly planning meetings for this event.
  - *Security Briefing*: Attended the required Security Briefing in February for all USAID staff
  - *On the Hill*: Participated in a briefing for Mr. Goold in Sen. Harkin's office on basic education activities with regard to abusive child labor.
  - *Haiti Sector Review*: Attended a review meeting that featured Carl Rahmaan from USAID/Haiti.
  - *Abusive Child Labor*: As a result of a meeting with DOL Abusive Child Labor and Education group it was decided to have regional and special interest meetings with USAID. I attended the second of these smaller meetings with USAID/LAC, and expect to attend others.
  - *Trafficking*: Represented G/HCD at an Agency meeting on Trafficking Issues chaired by G/WID.
- Contract Activities
  - *Seeds of Peace*: Met with Seeds of Peace President and staff, LPA and E&E staff to discuss what Seeds of Peace have been able to do, what adjustments they might be making, and how best to proceed for future funding.
  - *Improving Educational Quality II*: Much of this quarter has been focussed on publications, especially the completion of the Catalogue of IEQ Tools and Publication. Drafts were read and discussion held on formatting and on what to include and how best to do it. The document was completed and printed in time for the CIES Conference. Discussions were also held on issues of contract ceiling and the proposed Zambia buy-in. I attended parts of the IEQ Exchange following the CIES Conference to participate in discussions about accomplishments and the reporting of results. When available, I participated in the twice a month IEQ telecon staff meeting.

- *UNESCO*: The four grant activities had small revisions made to them, and a Congressional Notification (CN) was prepared to cover them and other SO1 activities. The last four weeks of the quarter were spent in drafting a response to questions raised when the CN was put on hold.
  - *New Mechanism*: Drafts of a scope of work for the new contract mechanism were completed and reviewed. They now have to be redrafted, once meetings are held with the Contracts office, but this activity is now secondary to Abusive Child Labor issues and needs.
  - *Other*: The Task Order to LearnLink to support TechKnowLogia was passed to Stephen Tournas to enter in NMS. A Concept Paper for an unsolicited proposal submitted by AIR was reviewed and returned.
- **General Office**: Unfortunately, the amount of work, frequently with short deadlines, has meant that piles of materials to be read have been accumulating. With Emily Vargas-Baron's departure, I also inherited lots of material on various UN agencies and their international working groups, Education For All, and on early childhood education that need sorting and filing somewhere. At the end of the quarter it was decided that I would be the Center's representative/contact point for Education and Abusive Child Labor activities. This will involve liaising with DOL, making Hill presentations, attending appropriate external meetings, coordinating with BEPS, etc. In addition to e-mails, phone calls and other normal events, work this quarter tended to fall into three rough groups: personnel, writing tasks, and meetings.
    - *Personnel*: Served on the interview panel for finalist candidates for SO1 Team staff position. Provided initial contact information and arranged interview for PMI from DOL who was interested in six-month stint at USAID--the fit turned out not to be good in G/HCD so established opportunity at ANE. More successful with summer intern candidate from the Woodrow Wilson School where I worked out a share arrangement with LAC--I will be her supervisor when she begins in June. Drafted a position description for RSSA staff specialist in Education and Child Labor. Helped to orient Anne Dykstra, a new TAACS working in G/HCD. Participated in briefing of Harvard Grad. School of Education students.
    - *Writing tasks*: In addition to those mentioned already, the SO1 R4 narrative was drafted, and will be revised at the start of the next quarter; and the Basic Education chapter of Child Survival and Disease Program Fund report was edited and then rewritten. Materials were prepared for various briefings on child labor activities, education in crisis situations, and USAID's involvement in basic education.
    - *Meetings*: In addition to those mentioned above and the conferences below, I continued to co-chair the SID/WID Working Group which means that I was involved in finding speakers, arranging spaces, writing announcements and hosting meetings of monthly speakers. I am also a member of the sub-committee for monitoring and evaluation for the Network on Education in Emergencies, and have been included on some of the activities and meetings of the Networks' Steering Committee as a major funder of GINIE.

### Travel

- In late January I participated in the Human Capacity Development Regional Workshop in Antigua, Guatemala for five days.
- Immediately on my return from Guatemala on January 26<sup>th</sup>, I attended a three-day planning meeting at Airlie House in Virginia that was focussed on designing an evaluation of educational practices in countries in crisis. The Workshop was hosted by the Social Science Research Council (SSRC).
- At the conclusion of the SSRC Workshop on January 28<sup>th</sup>, I joined four others in an overnight trip to the GINIE Project at the University of Pittsburgh to assess its needs, and design solutions for it to serve as a coordinating body for educational responses in crisis situations for UNESCO, UNICEF, UNHCR and other actors.
- I went on TDY to Haiti February 28-March 13 to provide assistance to the Mission with the design of a Scope of Work for a new educational program, Ed2010. The work was a follow-on activity to the

design of the evaluation of the current program, ED2004 that I assisted last year at about the same time. The evaluation, which was the basis for the new SOW, was finally completed in December 2000.

### Conferences

- BHR/PPE Conference on *New Technologies for Disaster and Development Communications--Conference and Workshops*: Attended most of the presentations and co-facilitated a session on Technology and Education in Disasters for this two-day conference January 16-17.
- HCD Regional: Served on the planning committee and then as staff for the LAC Regional HCD Workshop held in Antigua, Guatemala, January 22-26.
- Planning Meeting to Frame a Research Agenda on Education in Refugee Settings: Actively participated in this three day meeting held at Airlie House January 26-28, as panelist and rapporteur for a sub-session.
- CIES Annual Meeting was held in Washington, DC, March 14-17. I attended about eight sessions and served as discussant for one on Secondary Education Reform.
- Workshop on Refugee Education in Developing Countries, March 29-30, at George Washington University was a follow-up meeting to the one held at Airlie House, but focussed on five papers on various aspects of education.

### Training

CTO training was booked but work needs superceded the training planned; attendance at CTO training was postponed until mid-year.

### Anticipated Special Activites Next Quarter

- Significant Progress on New Mechanism: Drafting of the contracting New Mechanism to replace IEQ II needs to be completed so that it can be reviewed and the approved prior to the bells and whistles being placed on it.
- Crisis Coordination: It has become evident that crises around the world are effecting the access and delivery of education. At present, USAID has mechanisms for responding immediately and after the immediate crisis, but both lack any focus on education, and follow-up strategies being developed by regional bureaus are being developed in isolation. As the USAID representative to the Network for Education in Emergencies, I have already begun to alert USAID players to the need to begin talking to each other, and would expect to take that a bit further in to some formal coordination planning meetings.
- In June I hope to visit the IEQ II activities in Ghana, attend a reporting out conference/workshop they have planned, and provide support to the Mission.
- At least one of the courses required for CTO Certification will be held next quarter and I expect to attend it. The training will be especially useful as the New Mechanism is being developed and put in place. The remaining courses needed for certification will be taken in the subsequent quarter.

**CEDPA QUARTERLY REPORT**  
**Danielle Roziewski**  
**January 23 – April 20, 2001**

- Hurricane Mitch Education Recovery Component (ERC)
  1. Water/Sanitation – This component of the ERC has truly been an all-around challenge, particularly since BASE has not done this type of work in the past. In light of our mandate to finish all Mitch activities by Dec. 31, the pressure to execute became even more acute when the Mission Director recently started cutting slow-moving projects across the mission. In order to escape the “chopping block,” I worked diligently to mobilize the extended team to set and meet extremely tight deadlines and benchmarks throughout the quarter. The situation seemed dire when we only received two PVO proposals (one of which was thrown out) for a fraction of the schools by our March deadline, but rather than give up, we redoubled our efforts to find alternative service providers. As of today, we have firms lined up to cover all 105 Pacific schools and 15 Rio Coco schools. I am particularly pleased that some of the schools on the coast will be helped, since the entire Rio Coco region was at risk of being cut. I’d like to note that we could not have achieved this without super-human efforts by ERC staff and invaluable assistance from our resident water/sanitation engineer.
  2. Press Visit – Since I arrived in 1999, the U.S. Embassy has had a strict policy of limiting access of USAID technical staff to journalists. As a result, many of our Mitch reconstruction activities have received scant press coverage/publicity, despite the huge expenditures being made. When USAID recently convinced the embassy to allow CTOs to present their projects to the press, I was the first “guinea pig.” We took representatives from two TV stations, two radio stations and three newspapers to visit one of our vocational education centers. I provided a detailed overview of the ERC and the vocational ed component, answered questions about USAID’s program in general, and accompanied journalists throughout the afternoon. The resulting newspaper articles (see attached) and TV spots were very informative and well-written/produced, resulting in excellent publicity of our efforts. My presentations and handling of the event were praised as a model for future events by the head of Public Diplomacy (i.e. ex-USIA/USIS).
  3. Monitoring/Auditing – Through my close contact and involvement with ERC staff, I have been able to spot implementation problems early and “nip them in the bud” before they became serious. As a result, there has not been a single audit finding recorded since the ERC began in October 1999. Given my close and collaborative relationship with the DCAA auditors, I have also worked to quickly resolve potential issues they have spotted. Finally, senior managers in USAID/W have repeatedly commended the outstanding accomplishments of the entire mission, and the fact that we continue to produce high-quality results with huge expenditure rates (\$1 million per week).
  4. Contract and Financial Management – Given the continual pressure to maintain expenditure levels, I worked closely with ERC staff to minimize implementation issues that would hinder our momentum. We re-assessed the budget based on actual water/san

component costs in order to determine the amount of funds available to extend NGOs' sub-contracts, and processed a no-cost contract extension through December 31, 2001.

- Regular Program

1. Contract Management – Because BASE's home office has changed their contract officer three times in the past year, there has been little institutional memory or continuity with regard to contract management. I have therefore had to be vigilant about all the intricacies of the modifications we have done, which has resulted in as many as 5 iterations before the documentation is complete/correct. One major action on which I provided guidance relates to BASE's determination of a budget shortfall on the Atlantic Coast. While they originally planned to send a contract modification request asking for increased funding, I pointed out the likely negative mission reaction given their large pipeline and time left in the project. I suggested they write an "advisory letter" to the Contracts Officer instead, explaining the reasons behind increased costs, the adverse impact of cutting other components, etc. and requesting his guidance on how to proceed. I also reviewed the draft advisory letter and suggested ways in which to strengthen it.
2. Bilingual Education (EIB) component – As I have noted in previous reports, BASE's management and implementation of activities on the Atlantic Coast have consistently been a challenge. This quarter was no different. We engaged in many discussions regarding the effectiveness of the sub-contractor (who is responsible for managing the EIB component) and the possibility of restructuring – or at least markedly improving – the current arrangement. We also debated whether to hire an overall coordinator for the component, since the Chief of Party and USAID Education Advisor are currently covering the duties in an ad hoc (and unsustainable) manner. Although I first advocated the need for a coordinator in October 1999, BASE had chosen to "muddle through" until now in light of the tight budget. Two days ago the situation came to a head and they decided to hire a coordinator. While much work lies ahead in terms of recruitment, training, etc. I am pleased that we seem to be headed down the right path.
3. Community Participation component – Although we had already accelerated the workplan timeline for the 2nd round of NGO sub-grants, I continued to have misgivings about the feasibility of this activity in a politically-charged election year. Therefore, when BASE discovered a sizable budget shortfall in the component, I suggested that most of the remaining schools be covered directly by project facilitators, with a remnant saved for extending the best ongoing grant activities. In this way we will cover all the model schools more economically, avoid another gridlock with the Ministry of Education (MECD), and ensure that project expenditures remain on target.
4. Budget/Financial Management – A number of important financial matters arose during the quarter. First, in light of BASE's large pipeline and low expenditures last year, I closely scrutinized implementation progress and issues in order to ensure that targets and projections remained valid. When the March accruals report came in more than 50% higher than expected, I worked with BASE to revise the annual projection so as not to over-shoot the target. Finally, my idea to "swap" excess education funds for scarce child survival health funds was implemented, to the overall benefit of our office.

- Multilateral Issues

1. Strengthened Poverty Reduction Strategy – USAID has been closely involved throughout the development of the GON’s Poverty Reduction Strategy. When the latest iteration of the strategy was published in February and the Technical Secretariat of the Presidency (SETEC) solicited comments, USAID was the only donor to provide detailed technical feedback. I provided extensive input on issues related to school autonomy, education priorities and investments, HIPC/budget allocations and appropriate performance indicators. SETEC staff expressed great appreciation for our careful analysis and comments.
2. Supplemental Social Fund (FSS) – Following up on the work our office began last quarter with SETEC, I provided recommendations to strengthen the Terms of Reference for evaluating support to autonomous schools. The fact that the head of SETEC specifically sought USAID assistance on this important exercise reflects a major change in their level of receptiveness since last year, and is based on their respect for the quality of our technical input.
3. Social Safety Net (SSN) – During the IDB’s development of the SSN program last year, we highlighted serious concerns about increasing school demand (through cash transfers to parents) without a correspondent increase in supply of teachers, textbooks, classrooms, etc. In a recent meeting with UNESCO, we learned that the predicted decline in school quality has indeed occurred, with up to 80 children per classroom. I organized a visit with GON and IDB officials to see one of these areas next week so that we can formulate recommendations on how to modify the program before its expansion nation-wide.

- Donor/Partner Relations

1. World Bank – I continued to stay in touch with various WB staff in order to effectively coordinate operational activities, as well as our approach to policy issues vis-à-vis the MECD. My idea to have the Bank construct a school on the Atlantic Coast--which one of our NGO sub-grantees originally planned to do--was successfully adopted. In addition, I uncovered a Bank-commissioned evaluation of school autonomy (which the MECD tried to bury due to less-than-perfect findings) so that SETEC could use the data and findings in its FSS evaluation.
2. Inter-American Development Bank (IDB): As the Bank launches its secondary school reform program, I have consistently highlighted the importance of incorporating lessons learned from BASE’s long experience with curriculum reform, materials development, teacher training, etc. Since these are the first reforms being undertaken at the secondary level, it is critical to ensure a unified/cohesive approach between the two sub-systems – even more so under the newly-launched National Education Plan. I organized a comprehensive trip to BASE schools for IDB representatives, but the visit was unfortunately cancelled due to budgetary constraints.

- USAID/Washington

1. Results Review and Resource Request (R4) and Budget Justification (BJ) – Although the R4 and BJ (i.e. ex-Congressional Presentation) are always important documents, they were

even more so this year since they represent the first impression of the Mission to the new Bush administration. The sections I drafted for both regular and Mitch education activities were well-received and edits were limited. At the special request of the Mission Director and Deputy Director, I also reviewed and edited the entire Mission R4 for style and substance in order to clearly and effectively present the program to Washington audiences.

2. Congressional Briefer – When Hill staffers requested a briefing from USAID/W on basic education – the first such briefing in seven years – they suggested that there was a real opportunity to increase funding for the basic ed account. With only a few days’ notice they requested detailed information on specific country programs, but limited to one page. I prepared the attached briefer which was commended by the mission and LAC/W.
  3. Partnership for Revitalization of Education in Latin America – PREAL is the regional policy reform project funded by USAID/W, with specific activities in Nicaragua and other countries. In preparation for its new regional strategy, the LAC Bureau had a team evaluate the past 5 years of PREAL activities. After meeting with the researcher late last year, I received a draft of the Nicaragua report at our January conference in Guatemala. I spent a great deal of time extensively editing the document for content, style/diplomacy and recommendations. I met with the contractor on-site to discuss all the changes, and subsequently engaged in three more rounds of edits to ensure a strong, well-written final report acceptable to the various parties involved.
- Linkage with Democracy – After a mission discussion last year about the importance of stimulating civil society debate/discussion around sectoral issues in advance of national elections, we decided to move ahead with a combined health/education activity. As input for the RFP, I researched various democracy groups who hold citizen forums, town meetings, policy debates, etc and provided feedback on the draft terms of reference. In order to identify strong NGO partners, I suggested we meet with a local PVO with expertise in civil society strengthening. Finally, to ensure responsive proposals on the first round, I suggested holding a bidders conference to answer questions and provide guidance.
  - Mission Directive on Short-Term Training – Late last year I identified the need to clarify our policies and procedures in this area, given the increasing number of partners engaged in training, their widespread confusion regarding the regulations, and the lack of consistent practices across offices. I therefore worked with our Project Management Specialist to draft and extensively edit a mission order for review by our Office Director. We then met with other mission managers to clarify the directive and incorporate suggestions to improve the document.
  - Professional Development
    1. Education Officers Conference – The week I spent with mission, LAC and Global Bureau colleagues in Guatemala was very rewarding on a number of fronts. The varied sessions provided an excellent overview of current trends, issues and regional experiences which enhanced my perspective and will help in developing our new country strategy. The networking opportunities will facilitate our future work on the mid-term evaluation, data collection for strategy and sector assessment, policy reform efforts, and other issues.

Finally, I believe my thoughtful comments and questions throughout the week enriched our discussions and contributed to the informative exchange of ideas and collective learning.

2. Comparative & International Education Society (CIES) conference – Although I was only able to attend one full day of the conference, I took full advantage of the educational and networking opportunities. I had previously given extensive feedback to our panel members from Nicaragua, and their presentation on the BASE project was excellent. I also had a lengthy discussion with a professor from the Public Policy Institute of California who has analyzed Nicaraguan education for the past 5 years. Because he is currently designing and implementing a study on school autonomy, I expressed all of USAID's concerns and issues so that they will be examined without our having to be directly involved.

TAACS/EGYPT  
February 2001

# Monthly Report

To: Sally Patton, SO2 Team Leader, USAID/Egypt  
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS  
Date: February 28, 2001  
Re: Monthly Activity Report – February 2001

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This memo serves as my monthly activity report to USAID/Egypt's SO2 Team and to CEDPA's offices. The period covered is February 1 – February 28, 2001.

## WEEK OF FEBRUARY 4, 2001

1. Attended week-long regional Performance Monitoring course given by PriceWaterhouse Coopers (returned to office late afternoons).
2. Worked on R4, review of data, beginning of drafting of text, etc.
3. Reviewed and approved documentation on Sesame Workshop training in New York; liaised several times with IIE and grantee on changes and approvals, etc.
4. Reviewed Sesame Workshop quarterly report.
5. Reviewed NSP Memorandum to the Ambassador.
6. Participated in interview meeting with proposed COP for NSP.
7. Attended meeting with consultant team developing MOE training plan for teacher development; conducted follow-up research on NCREL and other research labs in U.S. and shared with consultants.
8. Completed work on TAACS article
9. Continued work on R4.

10. Reviewed IIE's results monitoring report of November-December 1999 Sesame Workshop training in New York (just delivered now).
11. Disseminated information on PMP course and key parts of the tool kit to team members, created system for documenting changes for PMP management and disseminated this to team.
12. Reviewed data breakdown on girls' enrollment, met and discussed with El-Zanaty & Associates, received from EDHS 2000, updated PMP and provided SCS with final copy for review.
13. Began sorting of clearinghouse, papers, etc. in preparation for office move.

#### WEEK OF FEBRUARY 11, 2001

1. Continued work on R4, reworked tables with new languages and targets from PMP.
2. Continued sorting of clearinghouse, resource documents, etc.
3. Submitted TAACS article to CEDPA/Washington.
4. Reviewed summary reports of Karma Training in NY at SW.
5. Reviewed R4 database of other Missions for consideration of new SO.
6. Sent various pieces of info to Andrea Yates for upcoming TDY.
7. Reviewed and disseminated information to team on education management and EMIS for future design efforts.
8. Compiled info for health team consultant looking at youth and reproductive health issues; subsequently reviewed files for relevant reports.
9. Reviewed Workforce Development Diagnostic materials from Gwen.
10. Met with an evaluator DT2 to be interviewed and provided comments on SW/Karma training program.
11. Reviewed new SAGE report on Girls' Education, Egypt article, and disseminated to team and drafted response to Washington (GWID)
12. Reviewed reports on observational study tour to the US for mid-level managers of MOE.
13. Liaised with SW on projected financial plans for upcoming year for FM report.
14. Reviewed stats from secondary education team for R4, documented, and reviewed coverage in Business Today.

15. Prepared and disseminated reports on health curriculum of Alam Simsim for health team and MOH and outreach ideas for consideration with SW/Karma; drafted letter to Ambassador Khattab requesting meeting, liaised with New York, etc.
16. Took one day of leave.

#### WEEK OF FEBRUARY 19, 2001

1. Continued work on Congressional Notification and R4 and annexes, etc.
2. Attended team meeting on secondary education concept paper report-out.
3. Liaised with Embassy press office on statistics they required on education.
4. Attended second team meeting.
5. Met with Team Leader on work objectives, future efforts, etc.
6. Prepared response to MOE NCERD on portfolio, funding levels, expiration dates, obstacles, achievements, targets, etc.
7. Worked with Anahid on insertions to secretarial job description.
8. Worked with team on review of library and preparation for move.

#### WEEK OF FEBRUARY 25, 2001

1. Continued review of library and preparation for move.
2. Participated in meeting with SCS for review and approval of PMP; make final edits and submitted for AID/Washington review.
3. Completed quarterly report for Dr. Nadia at MOE.
4. Finalized Congressional Budget Justification for submission to AID/W.
5. Liaised with NCCM and SO22 on health linkages to Alam Simsim, reviewed resource materials from Sesame Workshop, etc.
6. Attended team meeting.
7. Attended meeting on ACILS proposal and child labor and met with local COP.
8. Reviewed final Technical Evaluation Report for non-services PSC slot.
9. Gathered info and liaised with SCS on historical background for Al Ahram press interview.
10. Updated secondary education fact sheets for Alexandria event.

11. Prepared response to MIC on program status, program expenditures and pipelines, etc.
12. Reviewed and edited SCS Apportionment Request to AID/Washington.
13. Reviewed secondary education report from Yvette.
14. Prepared response for AID/W to submit congressional staff on girls' education.
15. Reviewed updated R4 guidance and prepared annexes.
16. Worked on preparation for office move.

TAACS/EGYPT  
March 2001

# Monthly Report

To: Sally Patton, SO2 Team Leader, USAID/Egypt  
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS  
Date: February 28, 2001  
Re: Monthly Activity Report – March 2001

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This memo serves as my monthly activity report to USAID/Egypt's SpO22 Team and to CEDPA's offices. The period covered is February 1 – February 28, 2001.

## WEEK OF MARCH 6, 2001

1. Due to holidays, this was a two-day work week.
2. Continued work on office move, sorting of clearinghouse/library, etc.
3. Met with SCS on program coding, financing, etc.
4. Responded to AID/W survey on CEDPA contract.
5. Liaised with Sesame Workshop on upcoming visit and meetings on health linkages.
6. Reviewed inbox backlog.

## WEEK OF MARCH 11, 2001

1. Reviewed inbox and semi-annual reports for projects.
2. Continued preparation for the move.
3. Met with John Pielemeier of CEDPA/Washington.
4. Liaised with SW on Children's TV Summit, amendment and launch of 2<sup>nd</sup> season.

5. Communicated new contact details for education staff to all contractors and donors.
6. Prepared response for DIR's meeting with Ambo on Mission Performance Plan.
7. Completed accruals for FM on Sesame Workshop.
8. Participated in meeting with Adel and professors from Cairo University and University of North Carolina and meeting needs of special students.
9. Wrote letter to Ambassador Khattab of NCCM and sent research info for her use in drafting speech for 3<sup>rd</sup> World Summit on Children's TV.
10. Upon request, drafted speech for Ambassador Khattab to use at World Summit on Children's TV.
11. Finalized R4 and disseminated to team.
12. Participated in meeting with Ambassador Khattab at NCCM offices.
13. Continued work on office move.

#### WEEK OF MARCH 18, 2001

1. Completed office move.
2. Met with Steve Wingert on endowments.
3. Met with team on Results Framework.
4. Liaised with CTW and Karma on speeches for 3<sup>rd</sup> World Summit on Children's Media.
5. Made changes to Framework and R4 with new SO, created compilation of more detailed monitoring of each activity for R4 distribution, and completed R4 for submission to SCS.
6. Prepared education materials for DIR's meeting preparation for the First Ladies' meeting in Washington.
7. Created two new tables in the PMP.
8. Liasied with SCS on Congressional Presentation.
9. Coordinated travel to Summit and departed for 5-day event.

#### WEEK OF MARCH 25, 2001

1. Attended 3<sup>rd</sup> World Summit on Children's Media for 6 days where USAID/Cairo's "Alam Simsim" was showcased. Held numerous lengthy meetings there with Ambassador Khattab, Karma and SW staff on sustainability, planning and educational outreach efforts that could be developed to extend the reach and deepen the program's impact.

2. Began preparation of trip report.
3. Participated in team meeting to prepare for R4 meeting.
4. Met with Andrea Yates several times to discuss program, etc.
5. Participated in R4 review of program and revised final Washington submission based on discussion of future programming.
6. Reviewed and disseminated information to the team on endowments for future program planning.
7. Revised R4 based on Mission formal review for final submission to SCS and to Washington.
8. Continued unpacking in new office.

TAACS/EGYPT  
April 2001

# Monthly Report

To: Sally Patton, SO2 Team Leader, USAID/Egypt  
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS  
Date: April 17, 2001  
Re: Monthly Activity Report -- April 2001 (Partial for submission with Quarterly Report)

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This memo serves as my monthly activity report to USAID/Egypt's SpO22 Team and to CEDPA's offices. The period covered is April 1 – April 19 2001.

## WEEK OF APRIL 1, 2001

1. Attended five-day training course on Acquisitions and Assistance.
2. Revised final version of R4 for Washington submission and reviewed annex on future efforts and incorporated edits from SCS and team.
3. Completed trip report on 3<sup>rd</sup> World Summit and disseminated to team.
4. Reviewed inbox backlog.
5. Reviewed DT2 draft Mission Order.
6. Met with SCS on activity coding, global buy-ins and future efforts through FY03.
7. Provided 360 to RIG office on performance of Sunil Kadam.

## WEEK OF APRIL 8, 2001

1. Attended donor subgroup meeting with Italian Embassy rep to review information collection/documentation by donors.
2. Attended team meeting on Alexandria and overall education developments.

3. Prepared quarterly travel report for CEDPA.
4. Completed trip report.
5. Send Dr. Nadia Quarterly Report for MOE.
6. Reviewed two-week in-box backlog, accumulated from travel and training course.
7. Liaised with SCS throughout the week on inputs to R4, final tables, institutional development reporting, indicator changes, etc.
8. Reviewed World Bank Summary of Donor Assistance in Egypt in preparation for DAG meeting.
9. Attended DAG meeting at UNDP to review donor matrix, preparations for report to GOE, etc.
10. Worked on draft concept paper for Sesame Street outreach project.
11. Liaised with SCS on corrections to DAG donor profiles and provided updated information on education programs.
12. Drafted letter and materials for donor subgroup for DAG and collation of budgetary and programmatic information.
13. Met with SCS on R4 annex, longer-term budget, prepared budget and programming documentation for DIR's review on A, B and C strategies for programming levels, program extension, etc.
14. Attended meeting with DIR on education program, future directions, etc. to review programming scenarios.
15. Prepared briefing document for Congressional Delegation Kolbe and submitted to SCS for Embassy.
16. Reviewed concept paper on scholarship program.
17. Reviewed inbox, miscellaneous.

#### WEEK OF APRIL 15, 2001

1. Traveled to Minya (April 17/18) to NSP schools with team member and CIDA representatives.
2. Continued work on concept paper.
3. Completed financial pipeline analysis for FM.

4. Completed CG Donor Survey for report to GOE and disseminated to education subgroup members.
5. Reviewed Secondary Education draft concept paper.
6. Reviewed CAA Donor report.
7. Reviewed MOE progress report.
8. Reviewed new IELP status report and statistics for future reporting.
9. Submitted quarterly report to CEDPA.

## TAACS QUARTERLY PROGRESS REPORT

FROM USAID/Haiti, Marion Warren

DATE: April 20, 2001

A few months ago, a new U.S. ambassador arrived. Very much interested in the USAID program, he asked for briefings on all the program areas in which the mission is active, and has traveled throughout the country visiting project sites. In addition to briefing him on our education program, I traveled with him to the southern part of Haiti to introduce him to the ED 2004 project and its field activities.

I also traveled to the southern section of the Plateau Centrale, a mountainous and difficult-to-reach part of Haiti, where I visited schools and talked with teachers, parents, and local government officials. This was my first real opportunity to try out my skills in Haitian Creole, a language which I am now studying with the help of a tutor. I visited this area in part because I am working with the mission's democracy office to initiate a program of training newly-established PTA organizations in what are called "civil society" skills. Originally, the intent was to initiate this program in this section of the Plateau Centrale; however, due to the surprising positive response from our implementing sponsors (they all want this training to be extended to their respective school PTA organizations), we have thrown caution to the winds. Contractors working on civil society aspects of the mission's democracy program are planning to initiate training programs for as many of our project PTAs as possible before the end of the school year. Given the very great need in Haiti for stronger local political organizations, I am hoping we can continue this training next school year as well.

The one unfortunate development which could preclude a continuation of this cross-sectoral collaboration is that the mission's budget for FY 2002 has been cut by 35%. The education program suffered least, while our democracy program was forced to take a proportionately larger share of the cut. All the technical offices have in the last several weeks identified possible ways to sharply curtail their respective programs. It remains unclear whether our civil society training for local organizations will survive.

This quarter the education division was again compelled to let go another of its Foreign Service National staff. I am being permitted to recruit for another FSN that can fill the role of the two senior professionals we have now let go. This will mean recruiting for an individual who can provide assistance on both operational aspects of our program as well as on policy work with the Ministry of National Education. The recruitment has begun. In order to redistribute the workload following the loss of staff in October 2000, I recommended and obtained a promotion for a program assistant, who has taken on contract management responsibilities.

In March, John Hatch arrived from the Human Capacity Development Center in the Global Bureau of USAID/Washington, to write our concept paper. This paper will essentially be the scope of work for a Request for Proposals, which we hope to advertise this summer (July), and thus lay the groundwork for establishing a follow-on project, ED 2010. Unfortunately, due to the sudden budget cut, the Life-of-Project funding level will probably have to fall by \$10 million. This proposed constriction means a reduced level of activity and a modification to the project design (and the concept paper).

A few days ago, our deputy mission director and I paid a courtesy call on the newly-appointed Minister of National Education. He is, in a sense, "an old colleague," who negotiated the bilateral agreement which we put in place in September 1999. Neither of us, of course, could forget the anxiety and drama surrounding our mutual efforts to obligate \$1.3 million to the agreement in the waning days of the 1999 fiscal year. When finally approved by USAID and the Government of Haiti, the former Minister hosted a signing ceremony at 6 pm September 30, 1999, at which we all toasted the agreement. During our courtesy call, the new Minister and I commented on the sobering reality of our inability to proceed beyond the establishment of a Commission du Partenariat to guide the policy reform effort. He was clearly disillusioned. I had hoped our recently terminated FSN could have carried the effort forward, but that was clearly not the case. Fortunately, we left this meeting with an agreement to move forward on the policy reform effort. Unfortunately, that burden now falls entirely on me.

**TAACS/Madagascar activities**  
**Jim Allman: Quarterly Report No. 10, January-March 2001**

**Priorities for January - March 2001**

1. Draft the HPN R4.
  2. Assist in HPE activities, including a paper on the state of the art in Madagascar, the development of baseline surveys, and the use of participatory assessment studies for strategic planning.
  3. Organize preparation for the 2003 census, the 2002 Demographic and Health Survey, with TA from MACRO adviser Mohamed Ayad, and the 2001 Priority Household survey, with TA from USBUCEN.
  4. Assist the HIV/AIDS/STI program with development of monitoring and evaluation approaches and increasing involvement of Peace Corps volunteers in community based activities.
  5. Work with key donors to leverage funding for priority activities
  6. Develop further, in-depth analysis activities with MEASURE and local partners.
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1. I completed a first draft in February and worked with the mission consultant from 5 March to make revisions and improvements.
  2. The first draft of a paper on the state of the art of HPE activities is well along, and will be completed by the Population and Environment fellow, Jen Talbot, when she returns from a training workshop in April. I worked with ECHO and Michigan consultants on M&E activities, including the use of participatory assessment studies for strategic planning. Several of these have been completed, and the baseline surveys are in preparation.
  3. Missions for DHS and Priority household surveys (EPM) were completed and a donors workshop on the 2003 census was held 23 March.
  4. Discussions were held with the World Bank HIV/AIDS project preparation consultants to assist them in the development of a \$10 million HIV/AIDS prevention project and to assure their building on USAID supported activities.
  5. The World Bank agreed to support the HIV/AIDS module in the 2001 DHS, and will make \$500,000 available for this. In addition, World Bank will contribute to major procurements of contraceptives, which will reduce the burden for USAID.
  6. A proposal for macro level, in-depth analysis of health data was proposed to the Country Strategy Planning team, which I was appointed to by the Director, and possibilities are being considered for supporting these in the area of nutrition by the World Bank, as well as USAID.

Since I am finishing my TAACS assignment here, and this is my last report from Madagascar, I spent a lot of time in March organizing materials and documentation so that people who will handle the programs and activities I have been managing will have access to them after I leave, as well as packing and saying good-byes. Attached is a farewell message to Karen Poe, our mission director, which I copied to all in the Mission and other associated with our program.

ANNEX 1 Farewell note to Karen Poe, USAID/Madagascar Mission Director

Karen,

It has really been a privilege and a pleasure to work with you and our USAID Madagascar mission team --a dream team , indeed--these past six and one half years. In addition, our CAs, national and international partners like JSI, PSI, UNFPA, INSTAT, Macro, FHI, ECHO, Intermedias, ADRA, CRS, etc. have been among the best groups I have worked with during my career. We have done a lot of good work together.

I've been particularly pleased to see the Mission greatly strengthen INSTAT's capacity to collect data (census, surveys , special studies) and analyze and disseminate results to shape policy and improve programs; develop Malagasy media interest and activities in HPN, environment and social issues; take a lead role in HIV/AIDS prevention activities in Madagascar; see an upswing in family planning use and improvements in EPI coverage; and witness the emergence of increasing numbers of competent, committed Malagasy professions in the health and social sectors and the media. Your leadership and direction has certainly been important in this, as well as in moving us into new areas such as health, population and environment integration, use of new information technology, etc. where some very creative, innovative work is being conducted.

While there is still an enormous amount to do to assist Madagascar in its development efforts, I will leave this country confident that the USAID Mission will continue to play an important role in development, drawing increasingly on very competent FSN and local Malagasy counterparts who staff our partner organizations, both public and private. It has been an honor to have worked with such a great group of people, and to have been able to play a modest role in the development process here.

I have been recently asked to join the Family Health and AIDS West and Central Africa project as senior project manager. It is currently focusing activities in Ivory Coast, Burkina Faso, Togo and Cameroon and mandated to enlarge to the total 17 countries of the region with a budget authorization of \$69 million. I will begin work as head of the project management unit in Abidjan as CEDPA TAACS in April, after a briefing in Washington.

Since my current contract here finishes 31 March, I plan to depart Madagascar Thursday 29 March, and stop in Paris to see my daughter before travel to DC.

Again, let me thank you for the opportunity to work with you and your team. I leave Madagascar with the satisfaction that we have done some very good work together, and confident that you and our partners will continue. And "having drunk the waters of Manangareza," I'm sure I'll find opportunities to get back for visits to this lovely country.

Best wishes,

Jim

**Quarterly Report for Gary Cook  
TAACS Advisor in ANE/SPOTS  
January 21 to April 20, 2001**

This is the seventh quarterly report of my work as Senior Health Policy Advisor in the Asia Near East Bureau. Major activities this quarter included the following:

1. Continued to monitor the Agency's compliance with the Tiahrt amendment in all countries of the ANE region. Specifically, participated in a four-person team that traveled to India (January 12 to 26) at the request of the USAID Mission. Traveled extensively in Uttar Pradesh, the location of the USAID family planning project, interviewing health care administrators, providers and clients. The team determined that the USAID-financed program is in compliance with the Tiahrt amendment and that there is very little risk of future violations given the nature of the national program. We debriefed the Mission Director, Deputy, and members of the PHN staff. We also wrote an extensive report of our methodology, findings and recommendations for future program changes.
2. Provided extensive orientation to a similar team preparing to go to Indonesia. Briefed the team on the India experience and having conducted the first Tiahrt assessment in Egypt a year ago.
3. On January 22, President Bush reinstated the Mexico City Policy that prohibits USAID from funding foreign NGOs who provide or in any way promote the use of abortion as a method of family planning. During the quarter I have provided interpretation to Bureau staff, PHN officers in the field, and cooperating agencies working in countries of our region.
4. Continued to manage the budget process, leading to a final OYB for PHN funding accounts in both ESF, DA and CSD accounts. Consulted with missions on their needs for various types of funds and attempted to the extent possible to meet the demand. Budgets are now almost final for FY2001. Field support requests are about to be finalized.
5. The appropriations bill made \$4.0 million of ESF available to Yemen in FY 2001. Since there has been no USAID program (except for centrally managed projects and child survival grants) there was a need to do an in-country assessment and develop a strategy. I was initially nominated to lead a team to Yemen to conduct the assessment and develop the strategy in conjunction with the embassy. The Bureau later suggested that I remain in Washington during this busy season and that I instead, assemble and prepare a team to go to Yemen. I arranged for two consultants from the Maternal and Neonatal Health Project and arranged for their participation out of core project funds. The two consultants have extensive living and working in Yemen and are experts in the field of maternal and child health. They participated along with the former Mission Director to Yemen and an education specialist. In the absence of the

Bureau's non-presence country officer, I organized and chaired a day-long Team Planning Meeting prior to the team's departure. The team has just returned from the consultancy. They report that they have successfully completed the task and we await the details of their strategy.

6. The Population program in Egypt is undergoing an extensive assessment and strategy review. I provided a half-day briefing to a 6 person Poptech team before they went to Egypt to conduct the evaluation of the program. The evaluation is now complete and will feed in to the design of the Pop V Project. The Bureau again suggested that I was needed in Washington during this period, so I will not participate in the design team. I did however provide a briefing on the program to the team and orchestrated a 2-hour conference call with the Mission staff.
7. Cambodia is also going through an extensive expansion do to the decision that Cambodia be a rapid scale up country in HIV/AIDS. I prepared an evaluation team going to Cambodia have been helping to assemble a team to go to Cambodia in May to design the new PHN strategy which will represent a significant scaling up of funds and activities. I also participated in the review of the new Mission concept paper and prepared the issues memorandum for the Bureau issues meeting. The issues were all dealt with successfully and will be incorporated in to the new strategy.
8. Participated in the review of the transition paper for the West Bank/Gaza.
9. This quarter we launched the effort to plan and execute a PHN Officer Meeting and State of the Art Training (SOTA) Course in the fall. We met with the E&E Bureau and the Global Bureau, both of who are eager to collaborate. This time the meeting will be held in the ANE region, since it was held in the E&E region (Turkey) last time. Convened and chaired a series of meetings to organize for the planning. We have developed a questionnaire for the field to help decide on topics to be covered, location and timing of the meeting. Funds have been pledged from all three participating bureaus.
10. Personnel: Filled the PLP fellow position with an extremely well qualified candidate who will start working in mid April. Provided orientation to the candidate and facilitated her getting security clearance. Arranged for her to participate on the Egypt Pop Design team one week after she joins the staff. Launched the recruitment process for the Infectious Disease TAACS. An ideal candidate has been identified and begins work in Mid April. Launched the recruitment for the JHU Fellow in HIV/AIDS. The incumbent will not extend for a second two-year term, so we re-wrote the TOR and asked for CVs. Initiated the process to write the TOR for a new TAACS to be located in Asia to manage parts of the Regional HIV/AIDS and ID Initiative (SO 29). Continued to participate as the ANE representative on the Inter-bureau Personnel Committee (IBPC). Assured that positions in the Bureau and in Mission of our region continue to get high priority.

11. Program Design and Learning (PD&L): Over the quarter we have continued to improve the tracking mechanisms for funds allocated through the field support mechanism to Global Bureau projects. In addition we have met with counterpart from cooperating agencies where we are making investments from FY 2001 funds. These include the Population, Health and Nutrition Information Project, Engender-Health (formerly AVSC), CATALST, FOCUS, Deliver, Health Policy and System Strengthening Project, and Policy II.

ANE/SPOTS/Gcook/CEDPA/7<sup>th</sup> Quarterly Report for Gary Cook  
April 3, 2001

To: Susan Masse  
From: Roger Dixon  
Subject: Quarterly Report for 21 January through 20 April 2001

During this quarter my activities were concentrated in two areas. First, managing the CDC and PAHO Hurricane Projects. This involved working closely with the CDC division in Atlanta responsible for the project; a trip to Haiti to check on progress there and developing various monitoring reports for internal use within USAID. I organized a workshop for USAID Mission staff, CDC, PAHO and APHL (the principal partners in the Project) to look at sustainability issues related to the gains being achieved in the Project. I also participated in a meeting of the Project Coordinating Committee. Second, working on the core planning committee for the LAC/RSD-PHN State of the Art Course (SOTA) that was held in Miami. This involved preparation for the SOTA, attendance at the course in Miami and preparation of a report to follow-up on the action items from the SOTA.

Attached are the reports from the trips taken to Haiti and Miami.

## TRIP REPORT

Roger A. Dixon  
Haiti  
13-16 February 2001

### **Purpose:**

- Meet with partners in the CDC Hurricane Project in Haiti; and check on progress to date; and make a determination as to the viability of the CDC Hurricane Project activities in Haiti at this point in time. The partners participating in the meetings included the USAID Mission PHN Team, CDC, PAHO and the Ministry of Health. The CDC officials participating in the meeting were Ed Maes and Guillermo Herrera.

### **Summary:**

- We met with Carl Rahmaan PHN Officer and Yves Marie Bernard, FSN of the USAID Mission; Leah Guido and Jose Moya of PAHO; and Emile Charles and two staff members from the Haiti Ministry of Health. Charles is the point person from the Ministry for the CDC Hurricane Project activities. There is no in-country person for the CDC Hurricane Project in Haiti.
- The project has made more advances that we had anticipated. Our dearth of information is largely due the non-presence of a CDC person for the project in Haiti and the lack of a well-functioning Coordinating Committee. For instance the three trainees for the FETP portion of the project (Solange Sainville, Katia Sainville and Carol Antonio) have been effectively utilized in a number of surveillance activities. The group concluded that, although time is very short, the project is still viable and has a good chance for a successful completion.
- PAHO and the Ministry of Health have developed a draft four-year plan for improving the surveillance system in Haiti. The plan is based on an actual analysis of the health situation in Haiti and uses the resources allocated to Haiti through the Hurricane Project as starting point. The first ten months of their plan would use the CDC Hurricane Project funds. Resources from PAHO would support the remainder of the project.
- The Coordinating Committee has not functioned as well as it should have. For this reason, USAID was only marginally involved as a partner in the process for planning the improvements to the surveillance system. The meetings held during the trip served to bring USAID/Haiti on board in this planning process. An additional complicating factor has been the fact that the USAID/Haiti Mission has been short-handed and not always available for meetings on short notice.

### **General Observations:**

- In the new MOH surveillance plan the Epidemiological Service in the Ministry of Health will be upgraded in status to an Office. This was characterized as an important political decision that will be supported by the in-coming government. It is speculated that Emile Charles, currently the point person for the MOH on the CDC Hurricane Project, will be named as the Director General (second in command in the Ministry) or to some other important post in the Ministry. This would be a boost for the Hurricane Project.
- The physical facilities for Epidemiology are woefully inadequate. A new site has been identified which would also house the newly created central public health laboratory.
- Surveillance has been identified as a priority by the Health part of the transition team for the new national administration of the GOH, which began the week of 5 February. The changes proposed for epidemiology are expected to be made in the first 100 days of the new administration.

### **Next Steps:**

- One of the principal outcomes for the trip was the re-establishment of the Coordination Committee with commitments from all concerned to meet on a monthly basis so that the in-country participants can keep each other informed about their activities. The Committee members are Emile Charles, GOH MOH; Leah Guido, PAHO/WHO Representative, backed-up by Jose Moya; and Carl Rahmaan, USAID/Haiti backed by Yves Marie Bernard. Follow-up by the USAID Mission and PAHO will be critical if the Committee is to be effective.
- The work plan for the CDC Hurricane Project activities will be updated according to the changes agreed upon in the meetings; approved by USAID/Haiti; forwarded to CDC Atlanta and then to USAID Washington by the end of next week.
- CDC is to provide information of the possibility of using French speaking Canadians to assist in the FETP training. There has already been some discussion on this and it is a real possibility.
- Carl Rahmaan and Carlos Quintanilla to formalize a system for approving payments for work done in Haiti. This is an issue since there is no CDC presence for the Project in Haiti. Several options were discussed and the best method is yet to be determined. The most likely alternative is to move the funds from IR4 to IR2 where mechanisms already exist for using the funds to train and support the FETP trainees. If this option is selected, PAHO agreed to use its own funds to support IR4 activities.

## TRIP REPORT

Roger A. Dixon, LAC/RSD-PHN

LAC State of the Art Meeting (SOTA); Miami, Florida; 10-16 March 2001

Hurricane Project Meetings; Miami, Florida; 17-21 March 2001

### Purpose:

- Participate in the LAC/SOTA meeting.
- Conduct a workshop for the CDC, PAHO, APHL and USAID Mission representatives on Sustaining the Gains of the Hurricane Project.
- Participate in the Meeting of the Post Hurricane Reconstruction Project Coordinating Committee.

### Summary:

- LAC/SOTA Meeting. Served as timekeeper for most of the meeting. Met daily with the Core Planning Committee to gauge the progress made and make adjustments as necessary.
- Workshop. The chief reason for the workshop was to examine possible ways that the gains achieved through the CDC Hurricane Project could be sustained. Each Mission reported on its own possibilities.
  - Haiti has developed a long-term plan (four years) for improving the national surveillance system. The activities for the first year are funded through the Project; PAHO and MOH funds support subsequent years.
  - El Salvador reported that the USAID-sponsored plan to improve the national surveillance system was set back when it became necessary to terminate the USAID contract with Booz-Allen. Since the development of a surveillance system is a national priority, explorations have begun to determine whether it would be possible to develop the system through CDC and PAHO.
  - Honduras will continue to support the national health information system, especially the management and financial aspects of the system, through Mission funds. This activity is already a part of the Honduras SOAG.
  - Guatemala plans to provide some support for the improvement of the surveillance from the Mission's HIV/AIDS funding.
  - Although Costa Rica was not directly represented, the project progress report indicates that there is solid support through both the MOH and the CAJA for improving the national surveillance system beyond the life of the CDC Hurricane Project.
  - At this time it is not clear whether Nicaragua and the Dominican Republic will be able to muster support after the Project ends.
- Project Coordinating Committee. In general, the project is beginning to realize results at a more rapid pace.
  - The Country Coordinating Committees are meeting more often and are active, to some degree, in all of the participating countries. The status of the Country Coordinating Committees is as follows: Costa Rica, the

Committee is working very well, this could be a model case on collaboration; El Salvador, the Committee meets regularly and is gaining in effectiveness; Dominican Republic, changes in the MINSA have inhibited the effectiveness of the Committee, it is hoped that a more stable state has been reached; Guatemala, with the arrival of the CDC consultant the Committee is getting established; Haiti, has only recently begun to involve the USAID Mission, the lack of a CDC consultant makes full mobilization of the Committee difficult; Honduras, since the arrival of the CDC consultant in November the Committee has been working more effectively; Nicaragua, the CDC consultants are effectively coordinating with Committee.

- CDC is seeking a long-term commitment from the Spanish Government to continue the development of the FETP in Central America. This would provide support and coordination to complete the both the first and second cohorts of current FETP trainees.
- There is some possibility of receiving some support for the FETP from Sweden (SIDA). PAHO is assisting in efforts to establish accreditation for the FETP trainees. If successful, the trainees would have the option of pursuing a master's degree in either epidemiology or public health as a part of the FETP.
- PAHO is working with the RESSCAD and its member countries (Belize, Costa Rica, El Salvador, the Dominican Republic, Guatemala, Honduras, Nicaragua and Panama) to establish a Central American Information Network (INFOCOM). PAHO resources are used to supplement the resources from the Hurricane project for the non-Hurricane countries

#### **General Observations:**

- LAC/SOTA Meeting. The meeting seemed to go very well, participants were extremely well pleased with the content and the conduct of the meeting. This is an excellent format for introducing new technical concepts and discussing internal USAIDS policy issues.
- Workshop.
  - There is a need for better communication among the project partners. CDC needs to push the development of the Country Coordinating Committees.
  - The Country Coordinating Committees are essential for the project and hold the potential for providing support for future development of the national surveillance systems. Where possible the national laboratory coordinator and APHL representatives should be included in the Country Coordinating Committees.
  - The Country Coordinating Committees should also seek broader partnerships to support the improvement of the national surveillance systems.
  - There is also a need to clarify the role of TEPHINET and its local counterparts and participants.

- Project Coordinating Committee.
  - In Haiti it will be important for the Project partners to ensure that the USAID supported efforts being undertaken to improve the national surveillance and health information systems are coordinated. The USAID PHN team will be central to this, as they have contracted with MEASURE to develop a national information system. This needs to be coordinated with the MOH/PAHO efforts to improve the national surveillance system.
  - There have been important contributions by the Project to aid in the national response to the series of disasters that have plagued El Salvador. Future activities with PAHO on preparing for and managing disasters are recommended.
  - The Public Health Practices Office of CDC developed an instrument for assessing the effectiveness and presence of the most essential functions of public health. PAHO has adopted this instrument for use in Latin America. It is being used in Central America to measure the performance of public health functions in the RESSCAD countries; this effort is related to the DDM.

**Next Steps:**

- LAC/SOTA Meeting. Complete the Reporting Out memo to the LAC AA and develop an implementation plan for the items requiring follow-up after the SOTA.
- Workshop. To sustain the gains made in the CDC Hurricane Project, we need to: 1) establish exactly what the Missions are able and willing to do with respect to sustaining the gains made through the CDC Hurricane Project; and 2) determine the extent which leadership and, if possible, funding can be mobilized at the USAID/W level.
- Project Coordinating Committee.
  - APHL to develop a summary of concerns and what needs to be done to get the equipment procurements done by the end of December 2001.
  - CDC to check the report that El Salvador wishes to do latrine installation as a part of IR 4. This seems to be a significant departure from the agreed upon work plan and would require an amendment to IR 4 for El Salvador and an environmental impact review.
  - To what extent, if at all, can the HIV/AIDS funds become a continuing source of support for the strengthening of the national surveillance systems in the Hurricane countries.
  - There is a continuing effort involving PAHO and Walter Reed U.S. Army Hospital to strengthen the epidemiology chiefs in the Central American countries.
  - At an upcoming workshop to be held in Antigua, Guatemala one important agenda item will be a discussion on coordinating laboratory work and FETP training.
  - There is consideration being given as to the possibility of establishing regional reference centers by disease rather than attempting to have each country have a complete range of diseases in its center. These same issues

will be addressed at the meeting of laboratory directors scheduled for June 2001.

- Need to work on the common needs of laboratory and epidemiology people and establishes linkages among them.
- APHL to work with the MINSAs to ensure that the delivered equipment gets into their respective inventories.
- The monthly APHL reports will be shared with the USAID Missions in the future.
- The next meeting of the Coordinating Committee will be held 9-10 August in Washington, D.C. APHL will host the meeting at 2025 M Street, Suite 550.
- It was agreed that the current format for the Quarterly Progress Reports will continue and that the Annual Progress Report will be done in the Performance Data Table format for use within USAID.
- The first week in April there will a meeting of PAHO staff (Lopez Acuna, Godue, Castillo Salgado) and CDC project staff in Washington, D.C.
- By the end of June, CDC agreed to develop a country-by-country budget for continuing the FETP.

**Attachments:**

1. Agendas for the Hurricane Project Workshop and the Project Coordinating Committee Meetings.
2. Status of APHL Equipment Orders.

**Post-Hurricane Reconstruction Project  
Coordinating Committee Meeting  
Seacoast Tower Suites, Miami Beach, FL  
March 19-20, 2001**

**AGENDA**

**Monday, March 19:**

8:30 – 8:35

**Welcome**

Dr. Guillermo Herrera, CDC/EPO/DIH, Project Coordinator

8:35 - 8:45

**Project Partners' self-introduction**

8:45 – 9:30

**Haiti Update**

- FETP Activities
- Laboratory Activities
- PAHO Coordination

9:30- 10:15

**El Salvador Earthquake Update**

- CDC Activities
- PAHO Activities
- Coordination of Efforts

10:15 – 10:30

**Break**

10:30 – 12:30

**Intermediate Result One: Health Information Systems**

- Integration of Work between PAHO and CDC
- Discussion regarding integration of strategies
- InfoCom
- Update on Public Health Competencies (PAHO)

12:30 – 2:00

Lunch (on your own)

2:00– 3:15

**Intermediate Result Two: Epidemiology and DDM  
Training**

- Formation of Education and Accreditation Committee
- Strengthening of Central American Universities in Epidemiological Education (PAHO)
- Integration of Efforts (PAHO and CDC)
- Role of FETP trainees in outbreak investigations

3: 15 – 3:45

**Break**

3:45 – 5:00

**Intermediate Result Two: Epidemiology and DDM  
Training (continued)**

5:00

**Adjourn for the day**

## **Tuesday, March 20:**

8:30 - 10:30

### **Intermediate Result Three: Laboratory Rehabilitation**

- Progress in 2001
- Partnering between volunteer labs in the U.S./Canada and Project countries
- Regional Training - APHL and PAHO
- Progress and challenges to conclusion of Project activities by December 31, 2001

10:30 – 10:45

**Break**

10:45 – 12:00

### **Intermediate Result Four: Community-Based Disease Prevention and Control**

- PAHO Update
- Costa Rica
- Dominican Republic
- El Salvador

12:00 – 1:15

**Lunch**

1:15 - 2:00

### **Coordination Committees within Project Countries**

- How are they faring?
- Continued efforts

2:00 – 3:00

### **Administrative and Other Issues**

USAID, PAHO, CDC, APHL

3:00 – 3:30

***Report on USAID SOTA Meeting (Roger Dixon)***

3:30

**Adjourn**

**Participants:**

Association of Public Health Laboratories (APHL)

Centers for Disease Control and Prevention

*Epidemiology Program Office, Division of International Health (EPO/DIH)*

*Office of Global Health (OGH)*

*National Center for Environmental Health (NCEH)*

Pan American Health Organization (PAHO)

United States Agency for International Development (USAID)

## WORKSHOP ON COORDINATING HURRICANE PROJECT ACTIVITIES

17 March 2001

Miami, Florida

9:00 a.m.  
Room 16H

**Background.** In 1999, the US Congress appropriated funds for USAID to assist seven countries in Central America and the Caribbean that had been affected by hurricanes Mitch and Georges with reconstruction activities. The Mitch countries include Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. The Georges countries include the Dominican Republic and Haiti. USAID obligated \$15 million of these funds into an Interagency Agreement (IAA) with the Centers for Disease Control and Prevention (CDC) to re-establish and sustain the capacity for assessment of health status and the early detection and effective response to outbreaks and changes in disease patterns. In turn, CDC provided funds to the Pan American Health Organization (PAHO) and the Association for Public Health Laboratories (APHL) to complete major portions of the reconstruction activities. The Project has four intermediate results that support its strategic objective. Participating countries were allowed to choose among the IRs. Five countries opted for IR 1, namely COR, DOR, ELS, HAI and HON; all seven countries for IRs 2 and 3; and three countries for IR4, namely DOR, ELS and HAI.

One issue that is emerging as the IAA nears completion is the question of sustaining and advancing the gains that we are making as part of CDC Hurricane Project. The funding for the Project has Congressionally established time limitations. Therefore, the activities planned for Intermediate Results (IR) 1, 3 and 4 must be completed the end of calendar year 2001. Likewise, the activities associated with IR 2 must be completed by 21 May 2002. The Schedule of the IAA also notes the following. "If the Recipient Agency chooses to continue Program activities after USAID funds have been exhausted, the Recipient Agency agrees to use its own funds for that purpose."

The IAA Recipient Agency is CDC. However, it is possible that other interested parties; i.e., APHL, PAHO and the USAID Missions may wish to support activities begun with Project funds in order to secure or even advance the gains made under the current Project's resources. An example of the latter is the four-year plan for improving the national surveillance system that is being developed in Haiti. The plan envisions using the resources from the CDC Hurricane Project to get the project going in its first year and then using a combination of PAHO and MOH/Haiti resources to sustain the project for its remaining three years.

**Purpose.** The purpose for the workshop is three fold. First, to review the progress made and identify potential problems in completing the Project. Second, to discuss actions that should be taken in order to secure the gains made in the Project. Third, to explore possibilities for obtaining additional resources.

**Workshop Details.** The workshop will be held on 17 March in the Seashore Suites Hotel located at 5101 Collins Avenue in Miami. The telephone number for the hotel is 305-865-5152. The meeting is scheduled to begin at 9:00 and end before 13:30. It is expected that USAID/W, each USAID Mission involved in the Project, CDC and PAHO will participate in the meeting.

## AGENDA

We will review the four IRs for the Project covering the four points listed below for each IR. CDC would be responsible to present the first point and the respective USAID Missions would briefly respond on the second point. The third and fourth points will be approached in a brainstorming mode.

**Due to the short amount of time available for the meeting, we will not attempt to resolve problems but rather to identify problems and note who will be responsible for follow-up and by when. The time allocation for the Workshop will be as noted below.**

	IR 1 (09:00-10:00)	IR 2 (10:00-11:10)	Break	APW IR 3 (11:30-12:30)	IR 4 (12:30-13:20)
CDC Overview	✓ 10	✓ 10		✓ 10	10
Mission Responses	✓ 20	✓ 20		✓ 20	10
Sustaining Gains	✓ 20	✓ 30		✓ 20	20
Resources	✓ 10	✓ 10		✓ 10	10
<b>Total</b>	<b>60</b>	<b>70</b>		<b>60</b>	<b>50</b>

CR  
 MSW  
 HAT  
 BS  
 DOM

1. Summary of progress made to date and prospects for completing planned activities by 31 December 2001 and 21 May 2002 respectively. Presentation by Ed Maes and Guillermo Herrera of CDC. It is expected that the CDC presentations will touch *inter alia* on the following:
  - FETP and DDM program structure and accomplishments; i.e., rubella elimination
  - Earth quake response, FETP role
  - Polio outbreak, FETP role
  - Problems or complications in meeting Project objectives
2. It is expected that the Mission responses will include *inter alia* the following:
  - Progress made to date
  - Prospects for completion of activities
  - Problems or complications in meeting Project objectives
3. Discussion of activities that may be needed as follow-on to secure the gains made in the Project. The following topics could be raised in the discussion of the relevant IR.
  - HIV/AIDS
  - Surveillance activities
  - Outbreak and disaster response
  - Design and implementation of health information systems
  - Training and human resource development
4. Discussion of resource possibilities that could be used to secure the gains made in the Project. It is expected that the discussion will explore the following resource possibilities.
  - USAID Regional and Mission resources
  - PAHO
  - CDC

## **ATTACHMENTS**

- **Performance Data Sheets for the Strategic Objective and Intermediate Results.** These instruments are used within USAID to track the program progress. There is one Data Sheet for the overall Strategic Objective for the Project and one each for the four IRs.
- **Summary description of the CDC Hurricane Project.**

**HURRICANE RECONSTRUCTION**  
**Performance Data Table for Special Objective (SpO)**

<p><b>SPECIAL OBJECTIVE (SpO):</b> Hurricane reconstruction services in the LAC region provided.  <b>OBJECTIVE ID:</b> 598-016    <b>APPROVED:</b> 21 May 1999    <b>ORGANIZATION:</b> LAC/RSD-PHN</p>			
<p><b>SpO LEVEL RESULT:</b> CDC IAA: Re-establish and sustain the capacity for assessment of health status and the early detection and effective response to outbreaks and changes in disease patterns in countries damaged by hurricanes Mitch and Georges.</p>			
<p><b>INDICATOR:</b> Countries with increased capacity for assessment of health status and the early detection and effective response to outbreaks and changes to disease patterns.</p>			
<p><b>UNIT OF MEASURE:</b> Number (Cumulative)  <b>SOURCE:</b> HHS/CDC  <b>INDICATOR DESCRIPTION:</b> This indicator is a composite of activities included in this program. The seven countries involved are Costa Rica, the Dominican Republic, El Salvador, Guatemala, Honduras, Haiti and Nicaragua.  <b>COMMENTS:</b>  Disease outbreaks of dengue and vaccine derived polio were detected El Salvador and the Dominican Republic. CDC officials assigned to the Hurricane Project in these countries and their FETP trainees were instrumental in the detection process.</p>	<b>YEAR</b>	<b>PLANNED</b>	<b>ACTUAL</b>
	1999	0	0
	2000	2	2
	2001	6	
	2002	7	

**HURRICANE RECONSTRUCTION**  
**Performance Data Table for Special Objective (SpO)**

<b>SPECIAL OBJECTIVE (SpO):</b> Hurricane reconstruction services in the LAC region provided. <b>OBJECTIVE ID:</b> 598-016 <b>APPROVED:</b> 21 May 1999 <b>ORGANIZATION:</b> LAC/RSD-PHN			
<b>INTERMEDIATE RESULT 1:</b> Disease surveillance rehabilitated and information used for public health decisions.			
<b>INDICATOR:</b> Countries which meet the criteria listed in indicator descriptions a, b, c, d or e.			
<b>UNIT OF MEASURE:</b> Number of Countries (Cumulative) <b>SOURCE:</b> HHS/CDC <b>INDICATOR DESCRIPTIONS:</b> HIS data is timely, accurate and useful. a. Pilot areas identified b. Phase roll out areas identified c. Completed  d. Decision-makers have access to appropriate information in a timely fashion.  e. Diseases of epidemic potential reported within forty-eight hours or per national guidelines.  <b>COMMENTS:</b>	<b>YEAR</b>	<b>PLANNED</b> a/b/c/d/e	<b>ACTUAL</b> a/b/c/d/e
	1999	0/0/0/0/0	N/A
	2000	5/0/0/0/0	5/0/0/0/0
	2001	5/5/0/5/5	
	2002	5/5/5/5/5	

**HURRICANE RECONSTRUCTION**  
**Performance Data Table for Special Objective (SpO)**

<p><b>SPECIAL OBJECTIVE (SpO):</b> Hurricane reconstruction services in the LAC region provided.  <b>OBJECTIVE ID:</b> 598-016    <b>APPROVED:</b> 21 May 1999    <b>ORGANIZATION:</b> LAC/RSD-PHN</p>			
<p><b>INTERMEDIATE RESULT 2:</b> Availability of epidemiologists in the region and training of other levels of health workers by these trained epidemiologists increased.</p>			
<p><b>INDICATOR:</b> Epidemiologists trained in field techniques and working at country level as shown in a and b below.</p>			
<p><b>UNIT OF MEASURE:</b> Number (Cumulative)  <b>SOURCE:</b> HHS/CDC  <b>INDICATOR DESCRIPTIONS:</b>  a. Epidemiologists having successfully completed the course.  b. Countries in which FETP staff, graduates and trainees are providing training for MOH staff.</p> <p><b>COMMENTS:</b></p>	<b>YEAR</b>	<b>PLANNED</b> a/b	<b>ACTUAL</b> a/b
	1999	0/0	N/A
	2000	0/0	
	2001	0/7	
	2002	38/7	

**HURRICANE RECONSTRUCTION**  
**Performance Data Table for Special Objective (SpO)**

<b>SPECIAL OBJECTIVE (SpO):</b> Hurricane reconstruction services in the LAC region provided. <b>OBJECTIVE ID:</b> 598-016 <b>APPROVED:</b> 21 May 1999 <b>ORGANIZATION:</b> LAC/RSD-PHN			
<b>INTERMEDIATE RESULT 3:</b> Infectious disease and environment health laboratories rehabilitated.			
<b>INDICATOR:</b> Countries with rehabilitated laboratories and meeting criteria a, b, or c.			
<b>UNIT OF MEASURE:</b> Number (Cumulative) <b>SOURCE:</b> HHS/CDC <b>INDICATOR DESCRIPTIONS:</b> a. Public health laboratory infrastructure rehabilitated to meet minimal requirements. b. Laboratory equipment installed and used appropriately. c. Updated standard operating procedures (SOPs) in place; lab safety QA/QC measures documented; core health functions for public health laboratories established; and standard methods adopted.  <b>COMMENTS:</b>	<b>YEAR</b>	<b>PLANNED</b> a/b/c	<b>ACTUAL</b> a/b/c
	1999	0/0/0	N/A
	2000	0/0/0	
	2001	7/7/7	

**HURRICANE RECONSTRUCTION**  
**Performance Data Table for Special Objective (SpO)**

<b>SPECIAL OBJECTIVE (SpO):</b> Hurricane reconstruction services in the LAC region provided. <b>OBJECTIVE ID:</b> 598-016 <b>APPROVED:</b> 21 May 1999 <b>ORGANIZATION:</b> LAC/RSD-PHN			
<b>INTERMEDIATE RESULT 4:</b> Capacity of ministries of health to design and implement community based disease prevention and control programs institutionalized.			
<b>INDICATOR:</b> Countries with capacity to conduct public health reviews and to use community input in allocation of health resources as shown through a or b below.			
<b>UNIT OF MEASURE:</b> Number (Cumulative) <b>SOURCE:</b> HHS/CDC <b>INDICATOR DESCRIPTIONS:</b> a. Evidence that public health reviews were conducted. b. Community based programs are planned, implemented and evaluated with active participation of community members.  <b>COMMENTS:</b>	<b>YEAR</b>	<b>PLANNED</b> a/b	<b>ACTUAL</b> a/b
	1999	0/0	N/A
	2000	3/0	4/0
	2001	3/3	

## **THE HURRICANE RECONSTRUCTION PROJECT**

### **Special Objective:**

Hurricane reconstruction services in the LAC region provided.

### **Project Purpose:**

The purpose of the project is to re-establish and sustain the capacity for the assessment of health status and the early detection and effective response to outbreaks and changes in disease patterns. The project is focused on the countries damaged by hurricanes Mitch (Costa Rica, El Salvador, Guatemala and Honduras) and Georges the Dominican Republic and Haiti).

### **Background:**

In the wake of both hurricanes, the Ministries of Health (MOH) in the affected countries found themselves without an adequate information base, the infrastructure and, sometimes, the skills necessary to identify and control outbreaks of preventable diseases. The MOHs were and remain unprepared to handle complex emergencies without assistance from international agencies.

The Health Information Systems (HIS) of the countries, which provide assessments of the health status of the population and surveillance of diseases for immediate notification of epidemic potential, remain inadequate to allow the MOHs to identify serious health problems in a timely fashion and to prioritize areas for intervention.

The Dominican Republic, El Salvador, Guatemala, Honduras, Haiti and Nicaragua sustained damage to their entire public health infrastructure, including their public health laboratory capacity. Functional laboratories are essential in the control of communicable diseases, since they can easily be transmitted across borders. Laboratory confirmation is needed in suspected cases of malaria, cholera, dengue and other diseases. The nature and type of the disease has implications for case treatment and prevention strategies to limit further spread.

### **Beneficiaries:**

Short-term beneficiaries will be the Central American and Caribbean organizations responsible for preventing, detecting and controlling infectious diseases in the affected countries. These organizations, especially the MOHs will benefit from training and capacity building and will have access to improved information and strategies for combating infectious diseases. Long-term beneficiaries are the people who will be better protected from infectious diseases.

## **Intermediate Results and Principal Outputs:**

**Intermediate Result 1:** Disease surveillance rehabilitated and information used for public health decisions.

### **Principal Outputs:**

- Effective health information system re-established and regional system enhanced. (Result 1.1)
- Plan for effective public health Early Warning System (EWS) developed. (Result 1.2)
- Surveillance information used for health policy decisions. Result 1.3)

**Intermediate Result 2:** Increased availability of epidemiologists in the region and training of other levels of health workers by these epidemiologists.

### **Principal Outputs:**

- A cadre of thirty-eight field epidemiologists available for assignment to national and regional level posts within the MOHs. (Result 2.1)
- Sustainable capacity to conduct field epidemiology training established. (result 2.2)
- Ongoing training in core public health skills by FETP staff, graduates and trainees for key health personnel to strengthen epidemiology at the local level established. (Result 2.3)

**Intermediate Result 3:** Infectious diseases and environmental health laboratories rehabilitated.

### **Principal Outputs:**

- Public health laboratory network within and between the seven countries established. (Result 3.1)
- Central and/or peripheral public health laboratory infrastructure enhanced to meet essential requirements. (Result 3.2)
- Quality assurance and quality control operations developed and adapted to each country. (Result 3.3)
- Action plans developed to prepare laboratories to handle emergency situations. (Result 3.4)
- Dengue training and proficiency testing capacities for Honduras established. (Result 3.5)

**Intermediate Result 4:** Capacity of ministries of health to design and implement community based disease prevention and control programs institutionalized.

### **Principal Outputs:**

- Capacity to determine health priorities established. (Result 4.1)

## **Philosophy of the Project – Key Concepts:**

- **Capacity Development.** The project is directed primarily towards capacity development. It is based on a process defined by CDC for developing field epidemiologists, which builds professional capacity within the ministries of health through the CDC Field Epidemiology Training Program (FETP). The CDC process provides a menu of training opportunities for the trainees in workshops, seminars and real-life situations when outbreaks occur in their respective countries. The project

should improve national health programs and ultimately health outcomes for the countries by strengthening national and local disease surveillance programs and improving national public health laboratories.

- **Collaboration.** The project incorporates a regional approach. Country experiences throughout the region will be shared to enhance learning and maximize resources. The regional approach is particularly important in the Central American countries where the System for Central American Integration (SICA) is making advances in its political, economic and social agendas. Furthermore, the project is built on the strengths of existing national projects and regional institutions, including the Pan American Health Organization (PAHO) and TEPHINET. The regional approach used in presenting the FETP also provides an opportunity for MOH personnel in the participating countries to share experiences on public health issues and coordinate joint projects on border surveillance and in responding to multinational outbreaks.
- **Sustainability.** It is hoped that the project will bring about long-term improvements in disease surveillance and the national information systems and their use by decision-makers. The project design, even though based on short-term funding, does incorporate the concept of sustainability through the training of national public health personnel who are expected to stay in place and the rehabilitation and equipping of public health laboratories. However, in order to achieve sustainability, there must be national involvement and investment in every aspect of the project.
- **Participation.** The four Intermediate Results for the project were presented to national authorities. Each country was allowed to choose which IRs were relevant in its particular situation.

### **Major Accomplishments:**

While the project has suffered from a slow start, it is now proceeding at a good rate. The CDC officials responsible for implementing the project are confident that all activities can be completed as programmed. In many respects this is a developmental project wrapped up in the clothing of a reconstruction project. The overall approach is to "build back better" the surveillance, reporting and decisions making capacity of the MOHs and to the capacity of the public health laboratories and to do it in an way that the national governments can sustain the gains achieved.

- **Financial.** \$15,000,000 has been obligated to CDC in two tranches of \$7,500,000. According to the original IAA and the subsequent Amendments, the activities supported by funds assigned to Intermediate Results 1, 3 and 4 must be completed by 31 December 2001. The activities supported by the funds assigned to Intermediate Result 2 must be completed by 21 May 2002. At the end of FY99, the CDC financial system showed obligations of \$7,005,953.27 and obligations of \$1,351, 413.51.
- **Support Personnel in the Participating Countries.** To provide in-country support, CDC Medical Epidemiologists (MEs) and Regional Public Health Advisors (RPHAs) have been placed in the participating countries. MEs have been placed in Costa Rica, the Dominican Republic, El Salvador, Guatemala, Honduras and Nicaragua. ME expertise is being provided in Haiti through a contract with PAHO. RPHAs have been placed in Dominican Republic and Nicaragua.

- **International Organizations.** CDC has signed a cooperative agreement with PAHO (\$3,428,459) and a contract with the Association of Public Health Laboratories (APHL) (\$3,588,414). PAHO is working in all four Intermediate Results and providing administrative support to the project in Costa Rica, Haiti and Honduras. APHL is responsible for most of Intermediate Result 3, which is focused on rehabilitating the public health laboratories in the participating countries.
- **FETP:** The first cohort of twenty-one trainees (three from each participating country) began in September in Nicaragua. The second cohort will begin in September of 2001.
- **Participating Countries.** The seven countries are providing public health personnel to be trained on a full-time basis in the FETP. In addition, a senior ministry official is assigned to work with MEs and RPHAs to coordinate the execution of the project.
- **Epidemiological Bulletins:** Bulletins in Costa Rica, the Dominican Republic, El Salvador and Nicaragua have been improved through the efforts of the FETP trainees and the CDC epidemiologists.
- **Data for Decision-Making (DDM):** A DDM training cohort (forty-two persons) was completed in Costa Rica. DDM training is underway or soon will begin in all of the participating countries.
- **Public Health Laboratories:** Plans for strengthening and rehabilitating the public health laboratories in all seven participating countries have been completed. APHL has begun the procurement process to obtain the equipment necessary to complete the rehabilitation process.
- **Outbreaks:** Outbreaks of dengue and cholera have been detected in El Salvador and a flaccid paralysis outbreak, caused by a vaccine derived virus, was detected in the Dominican Republic. There was also a serious public health problem in El Salvador that centered on the use of methanol. In both countries CDC personnel assigned to the hurricane project were instrumental in the detecting and responding to the outbreaks.

#### **Major Problems and Responses:**

- **Assignment of Personnel:** Establishing and recruiting for CDC positions in the countries proved to be both difficult and expensive. Some national authorities objected to the high cost of the CDC personnel. However, these persons are essential to the establishment of efficient disease surveillance programs.
- **In-country Administrative Support:** This was also a difficult and expensive problem. In four countries, El Salvador, the Dominican Republic, Guatemala and Nicaragua, project support comes through International Cooperative Administrative Support Services (ICASS) agreements with the various embassies. These have not proven to be as efficient and flexible as originally hoped. After much trial and error these arrangements are finally working fairly well. In most cases USAID assistance from the respective Missions has been critical to establishing the ICASS arrangements. Administrative support for Costa Rica, Haiti and Honduras comes through a contract with PAHO.
- **National Expectations:** Due to the way the project was introduced to the national authorities, expectations were raised with respect to the funds that would be available

within each country. When national authorities learned that most of the funds were actually for the expatriate adviser positions (ME and RPHA) and overhead costs, there was considerable lamentation. Through discussions by senior CDC officials and some interventions from international agencies these issues have been resolved.

**Plans for Fiscal Year 01:**

- Consolidation. Now that the pieces to the project are finally in place, it will be important to tend to them and ensure that the project functions as smoothly as possible. The CDC consultants need support in getting the national counterparts to give due diligence to their responsibilities. These counterparts, the FETP trainees and the DDM trainees are the key to sustaining the effects of the project and ensuring that the desired impact is achieved
- Training. The first FETP cohort will continue the practical and classroom aspects of the program. The second FETP cohort will begin in September. DDM training will be expanded to all countries and all levels of public health personnel.
- Laboratories. Delivery and installation of laboratory equipment will begin early in 2001. Training in the operation and maintenance of the equipment will begin as the equipment is delivered and continue throughout the year.

## STATUS OF APHL EQUIPMENT ORDERS (1)

### FIRST PHASE

Country	Amount	Steps									Consignee
		#1	#2	#3	#4	#5	#6	#7	#8	#9	
Costa Rica	\$210K	y	y	y	y	y					MINSA
Dom Rep	\$150K	y									
El Salvador	\$153K	y	y	y	y	y	y	y	y		Fisher
Guatemala	\$198K	y	y	y	y						USAID
Haiti	\$150K	y	y	y	y						MINSA
Honduras	\$154K	y	y	y	y						US Embassy
Nicaragua	\$160K	y	y	y	y	y	y	y	y		MINSA

### STEPS IN THE PROCESS

1. Country Coordinating Committee and APHL liaison determine list of needed equipment.
2. APHL sends equipment list to Fisher Scientific, C.A. for price quote, including shipping costs.
3. APHL reviews quote and signs purchase order (APHL obligation).
4. Fisher arranges for the equipment procurement and the shipping.
5. Fisher sends a Bill of Lading to APHL.
6. APHL sends a letter of donation to the consignee. This negates the need to pay various taxes and fees.
7. Consignee gets equipment out of Customs.
8. Equipment is delivered and installed.
9. NECH/CDC is billed by APHL.

(1) This is a tentative assessment, which is to be substantiated and updated by APHL.



U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

April 13, 2001

To: John Pielemeier  
From: Elizabeth Fox  
Subject: Quarterly Report January 21- April 20, 2001

1. As CTO of the CHANGE cooperative agreement, I continued to manage the project and worked with CHANGE staff to start up a number of new initiatives including support to the Malaria Plus-Up, the HIV/AIDS stigma reduction effort, and USAIDPeru's new communication and behavior change capacity building and training initiative.
2. As deputy, Child Survival Division, I worked with Richard Greene on the submission of the Child Survival Report to Congress, 2000.
3. I continued coordination of the communication activities for the 10<sup>th</sup> anniversary of the World Summit for Children, with special emphasis on the media and communication work and specifically on managing the production of a video and other print materials for the event.
4. On-going management of Inter-Agency Agreement with VOA and start-up of new agreement that will include HIV/AIDS programming.
5. As representative of the Office of Health and Nutrition, co-managed with the Office of Population the on-going design of the new Communications Activity Approval Document (AAD), including the design of the consultations with stakeholders and the field missions.
6. Continued re-design of TASC2 and interim management of TASC1. Trained the new Technical Advisor for the TASC project.
7. March 18-30, TDY to Lima, Peru to assist Mission in the elaboration of their strategic Plan 2002-2007 and specifically the design of the new AAD for the activity.
8. April 2, TDY to NYC to work with the Rockefeller Foundation and the Pan-American Health Organization on the joint project to develop core competencies for health journalists and health communicators.

**QUARTERLY TAACS REPORT**  
**(January to April 2001)**  
**Matthew Friedman**  
**USAID/Dhaka**

**A. INTRODUCTION:**

My major responsibilities in USAID/Dhaka consist of 6 different portfolios including logistics, HIV/AIDS, Maternal Mortality Reduction, adolescent reproductive health, infectious diseases (ID), and girl trafficking. As part of these activities, I am involved in providing technical assistance to both our USAID funded partners as well as to MOH related program activities.

**B. ACTIVITIES COMPLETED:**

Below are some of the more significant activities carried out to date:

- Worked with the DELIVER project, PATH/Seattle, the World Bank and the Government of Bangladesh to create a long-term procurement plan to address the needs of the overall health sector. This includes finding ways of using \$1.5 billion worth of funds set aside within the existing HPSP project (WB/GOB);
- Participated in meetings to help establish a "Procurement Management Coordination Cell (PMCC)" within the Ministry of Health;
- Worked with KfW to develop a partnership to support the PMCC;
- Worked with all of USAID's partners to set up an HIV/AIDS coordination committee that meets every three weeks to help improve collaboration and coordination;
- Worked with UFHP to help develop mobile STD treatment units in collaboration with HIV/AIDS awareness partners;
- Continued consolidation of the adolescent reproductive health efforts of the NIPHP partners under a single umbrella;
- Helped complete the first two chapters of a "compendium" of questions related to ARH and sexuality for youth;
- Participated in a review that will help to ensure that HIV/AIDS messages are included in the social marketing program condom campaign;
- Worked to put in place three proposals for funding related to anti-trafficking – a prevention activity, a film project and a database/GIS activity; and
- Provided technical support to the UNIFEM anti-trafficking program people both in New Delhi and in Dhaka.

**C. ACTIVITIES FOR NEXT QUARTER**

The major activities for the next quarter are as follows:

- Ensure that social marketing condoms and DMPA are procured through the GOB, using World Bank funds;
- Continue refining and expanding the technical assistance portfolio for contraceptive procurement;
- Continue the implementation process for the newly designed HIV/AIDS and ARH programs and strive to further standardize these sectors;
- Continue developing collaborative relationships with donor/NGO/gov counterparts for ARH, HIV/AIDS, and logistics; and
- Help ATSEC to launch their communications development program for their national anti-trafficking program for Bangladesh.

**TAACS Quarterly Report, January 20, 2001 - April 20, 2001**

**Dale Gibb**

**Health and Child Survival Fellows Program**

A new award to Johns Hopkins Institute for International Programs was made for the Health and Child Survival Fellows program. Fellows are now being processed under the new Cooperative Agreement. An increased effort is being made to recruit minority fellows under the Agreement.

**HIV/AIDS and ID Programs**

We are not only working with Missions and offices to recruit TAACS and Fellows for these accelerated programs, but are also reviewing long term needs to justify a higher TAACS authorization level in FY 2002. Any increase in the level is to support TAACS for these two programs and for Basic Education which has received a larger budget.

Recruitment for TAACS is very active, with some important assignments on the list, including Nigeria, Haiti, South Africa, and Senegal.

**WHO and UNICEF**

We will soon start preparations for the upcoming World Health Assembly. During this period, much work on the part of the office came to fruition with the publication of a new WHO statement on breastfeeding guidelines. These guidelines now agree with view of USAID's experts and others that exclusive breastfeeding for 6 months should be the standard.

We are also continuing preparations for the Special Session on Children, working with both our European counterparts and other parts of the USG to get agreement on an outcome statement. That agreement has not been reached, due primarily to conflicts over issues of child rights which threatens to swamp our preferred focus on child health and education.

Preparation will also start shortly for the Annual Meeting of the UNICEF Executive Board, to take place in June.

**Vietnam**

I held a meeting of the PHN Country Coordinating Team on April 4 to discuss programming in Vietnam, plans for developing an AIDS strategy, and to hear reports from

recent TDYs there. We are again trying to get updates on the World Bank's plans for their new health loan. To be able to respond rapidly for requests for information on our program, we are completing a two page brief.

#### **Haiti**

Serving as Country Coordinator for Haiti has now become a major part of my scope. I participated in a 5 day TDY there in mid-February, to help the Mission determine where to make modest adjustments in its PHN strategic framework and program pending a new strategy to be done next year. Our team met with the major counterparts in all parts of the program and then drafted a report which was used as the basis for a meeting with the Mission's partners in the sector the next week. Our visit is also to be followed up by TB and AIDS assessment visits. In the meantime, backstopping requirements of the program is quite demanding, as well as interesting.

#### **TAACS**

Besides the usual backstopping, the office is carrying out a management evaluation of the CEDPA contract in accord with PHN Center guidelines. We are also planning another TAACS training program to take place in mid-summer, providing the new TAACS, NEPs, and Fellows with a basic orientation to USAID programming, especially in PHN and Education.

#### **Legislation and Public Affairs**

In addition to the normal taskers and reporting, we are beginning to assist in the development of testimony and Questions and Answers for use on the Hill. We are working with the office's new Executive Assistant to be more efficient in maintaining a file of these that can be tapped into in responding to new requests.

## MEMORANDUM

**TO:** John Pielemeier, CEDPA

**FROM:** Alan V. Getson, USAID

**SUBJECT:** Activity Report, Period Ending 3/31/01

**DATE:** April 20, 2001

**Expanded Response Implementation** – Work continued during this period on planning for the expanded response. We moved forward with plans to extend our existing cooperative agreements for an additional five years and our various partners are in the process of preparing the program descriptions for these extensions. In addition, more detailed FY 01 budget planning, both field support and core, got underway as various USAID missions notified us of their HIV/AIDS program plans for the year.

**DOD/USAID Collaboration** - DOD created an HIV/AIDS Steering Committee to provide a mechanism to coordinate program activities among the various service units. USAID was invited to join this committee and I basically represent USAID on this committee. The first meeting occurred during this reporting period and brought together representatives from each of the service branches, particularly representatives from the geographic units, the “CINCs” Working with the military is a relatively new area for us so it requires learning a completely different vocabulary and the ins and outs of another bureaucracy. There is an increasing interest among our USAID missions in developing more intensive HIV/AIDS programs with their respective host country militaries.

**GAO HIV/AIDS Report** – The draft GOA report was completed and we were requested to provide written comments on it. A significant amount of time was invested in assisting with getting USAID comments together. There were no surprises in the report since we had had several briefings from the GAO staff on what was going to be included. Nevertheless, several staff were disappointed with the report feeling that it did not adequately capture all that USAID had accomplished over the past couple of years. Other staff, myself included, had no major problems with the report. We knew that the GAO was planning to criticize us for the quality of our monitoring and evaluation efforts and the report did that. Beyond that, there was much positive information in the report.

**Portfolio Review** - We completed another portfolio review this period. There was a lot of participation in this particular review because of the linkage to the recently completed planning for the expanded response. While I believe the review was well done by the DHIV staff, there were a few basic questions raised by senior staff that challenged the overarching strategy of the planning for the expanded response. Notwithstanding the criticism, we were able to discuss major accomplishments within the portfolio during the past several months and it seemed like the audience very much appreciated the information we provided.

**Ghana TDY** - I traveled to Ghana to participate in a joint USAID/DOD workshop to develop HIV/AIDS educational/training materials for the uniformed services. Participants included military and police representatives from several African countries, FHI, DOD and the Civil-Military Alliance. This activity was one of the first joint USAID/DOD activities and was facilitated by FHI/IMPACT. The workshop was quite successful and resulted in the development of draft materials that will be tested and refined by the various country representatives involved. Ultimately these training materials will be published and disseminated more broadly.

**Other Notable Activities** - I've been actively involved in the development of our new grant to the University of California at San Francisco. This was mandated in the FY 01 appropriation legislation. The overall grant is designed to provide HIV/AIDS profiles of selected high priority countries. Also I participated in the initial planning for our contribution to the Africa regional HIV/AIDS conference (ICASA) in Burkina Faso later this year. Finally, I've also been involved in planning for a major condom summit meeting which will take place later this year, possibly in December.

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**QUARTERLY REPORT FOR THE PERIOD January 21, 2001 through April 20, 2001**  
**SARAH HARBISON**

- As a member of the Operations Research team:

Responsibility for management, in collaboration with the Deputy Chief of the Division, of the Frontiers Cooperative agreement.

-Organized and participated in numerous meetings related to the Frontiers global agenda, including Youth, Quality of Care and STI/Integration; monitored and provided technical assistance on country-specific projects; negotiated with Missions on field-supported activities, reviewed capacity building activities, and dissemination materials, conducted detailed review of OR activities in the Asia region with the Asia/Near East Associate Director, and developed plans for the next year.

-Continued leadership as the point person for the youth initiative in OR, including reviewing data from each of the four projects, monitoring implementation of interventions, and planning for joint analysis of data from the four projects.

- Participated in the technical advisory group of the Transitions project at the Population Council; reviewed reports, and suggested additional analysis.
- Served as CTO and technical advisor for the Population Council Programmatic Grant, with particular responsibility for the “Expanding Contraceptive Choice” Component. Worked closely with the project director to develop a new strategic approach for the implementation of project activities, to analyze pipeline data and to develop the budget request for FY 2001 funds.
- Took a leadership role in the Youth Design Group, and on the Research and Evaluation Subcommittee, reviewing and providing proposed revisions the concept paper and RFA.
- Participated extensively in the PAC working group, including contributing to the development of the scope of work for a worldwide assessment of PAC activities over the past five years.
- Represented USAID on the technical advisory group of the Social Science task force of the HRP program, WHO, participated in a multilateral agenda setting meeting and a technical review meeting to make funding decisions on proposals submitted during the past six months.
- Prepared briefings for international donors, cooperating agencies, and other organizations on the Frontiers operations research project, and on opportunities for collaboration, and on major research results.
- Served as a peer reviewer for articles which had been submitted to several international population journals.
- Participated on the Egypt and Bangladesh country teams
- Provided ad hoc technical assistance to members of the Office of Population on a range of research issues including design, sampling, and analysis.
- Organized several meetings of the Journal Club.

**Janet M. Hayman, TAACS, USAID/REDSO**

**Quarterly Report for January 21 to April 20, 2001**

This quarter was primarily spent on TDY assignments running from mid-January to the end of March. These included attending meetings in Washington, working with the Madagascar, Kenya and Zambia Missions, and taking part in the Commonwealth Regional Community Health Secretariat Workshop to develop a regional HIV/AIDS strategy. April was mainly dedicated to catching up with activity planning and discussions for the regional HIV/AIDS program, including working with the Center for African Family Studies on the pilot HIV/AIDS consulting skills workshop in Kenya and with CAFS, RATN and Global/HCD on possibilities for collaborating on the planned regional training needs assessment. HIV/AIDS activity plans were also discussed with IMPACT, FANTA, POLICY and other Cooperating Agency partners at the REDSO/PHN partners' workshop in Nairobi in February.

Staffing issues were also important: I discussed with G/PHN and AFR/SD options for hiring a Michigan Fellow to work on HIV/AIDS and developed and submitted a Scope of Work for the position; we also discussed the possibilities for additional staff positions for HIV/AIDS in the PHN unit.

**TDY/Travel**

January 16-24: TDY to USAID/Kenya to assist in writing a description of their current program and its linkages with the Kenyan National HIV/AIDS Strategic Plan, for presentation to the National AIDS Council. This TDY included a two-day meeting in Nakuru to review the IMPACT program.

January 28-February 3: Attended a three-day workshop at AID/Washington to review a regional tool-kit on linkages between Democracy and Governance and HIV/AIDS. Attended meetings with AFR/SDS and G/PHN staff to discuss REDSO's HIV/AIDS program, including staffing issues, and met with HCD training team to discuss collaboration on scaling-up regional training activities.

February 5-19: Two-person team with Ishrat Husain from AFR/SD to assist USAID/Madagascar to develop a multi-sectoral framework and strategic approach to guide the development of their HIV/AIDS strategy. Identified short-term options for funding HIV/AIDS activities in the next year.

March 5-24: Member of seven-person team to carry out mid-term evaluation of Zambia Integrated Health Project (ZIHP). My assignments focused on four sections; Intermediate Result 1: Creating Demand, HIV/AIDS, behavior change, and ZIHP's technical assistance to NGOs. The TDY included field trips to Kitwe, Ndola and Kabwe districts.

March 27-30: Attended Commonwealth Regional Community Health Secretariat consultative workshop on the development of the CRHCS HIV/AIDS regional strategy for East, Central and Southern Africa.

**Networking and HIV-AIDS/PHN Activities**

February 26-28: Presentation of REDSO's HIV/AIDS regional program at the REDSO Partners' meeting, which brought together our major institutional and Cooperating Agency partners to discuss REDSO's planned five-year strategy for PHN activities. We also held meetings with CAS (IMPACT, Policy Project, HPSS, FANTA, CHANGE) to discuss future HIV/AIDS activities

April 3: Attended the Symposium on Nutrition and HIV/AIDS, during the UN Administrative Committee on Coordination's meeting in Nairobi of the Sub-Committee on Nutrition. Held side meeting with Bruce Coghill of FANTA to discuss future work on HIV/AIDS and nutrition issues.

April 5: Meeting with Ishrat Husain to review key issues for collaboration with AFR/SD on HIV/AIDS. These included closer regional donor coordination and work to support community-level interventions.

April 6, 11, 17: Meetings with CAFS to review consulting skills workshop manual, workplace workshop manual, and concept paper for training needs assessment.

April 9: Meeting at UNICEF with UN agencies to discuss possible collaboration on holding a meeting for low-prevalence countries.

Mildred Howard, TAACS Egypt  
**Quarterly Report**  
January to March 2001

**Overview:** I reported for duty at USAID/Egypt as planned, on 28 January 2001. The initial two weeks were focused on getting oriented to the workplace, personnel and other administrative processing. Familiarization with the Population and Health portfolio also began during that period and has continued throughout this quarter, but this orientation phase has quickly evolved into a very busy and productive work schedule.

The responsibilities for my position have also been evolving during these first months on the job. I view this as an essential part of the settling-in process as I develop understanding of technical and managerial support requirements of the office, and as the office Chief determines how to best exploit the skills and knowledge I bring to the job. Within this context, I have mainly concentrated in three areas as follows:

**Program Development:** USAID/Egypt is generally in transition from projectized to strategic programming. The Population and Health portfolio, which in the past was organized into four separate projects, was recently consolidated into a single Strategic Objective. The office is thus at the front end of implementing this transition and of planning a 10-year consolidated program. Design of Strategic Objective (SO) 20 is still more challenging because it is intended to be a final program of USAID assistance to Egypt's health sector thus heightening the need for astute strategic planning.

The TAACS has contributed to the above-described challenges in several ways:

- (1) Initiated steps and assisted in organizing the SO 20 design process to ensure that the USAID program office and the SO 20 design consultant were organized into a team to assist technical staff; that a master schedule of design activities was developed and managed by an office coordinator; and, that technical sub-activity leaders began to focus productively on design work.
- (2) Assumed technical leadership of two sub-activities, "Policy and Information", and "Communications for Healthy Living," and

served as a member of the sub-activity on "Infectious Disease Surveillance and Response".

- (3) Made major contributions to conceptualizing and developing strategic direction for the three sub-activities mentioned above, and have been the major drafter on defining USAID's health policy agenda over the next 8-10 years.

**Program Management:** Although the office is substantially focussed on planning the future, there are also several complex on-going projects with continuing requirements for implementation level management and documentation. I entered the office at a time when there was some concern that many grant management tasks and processes were delayed and in need of streamlining. During the reporting period, the TAACS accomplished the following:

- (1) Provided advice to the office Chief on ways to improve staff performance and the consultative process for getting documents drafted and cleared expeditiously.
- (2) Assisted technical staff in drafting and processing of grant management documents in accordance with Mission guidance.
- (3) Successfully completed the process of authorizing time extensions on two major grants, thus providing a model for how this grant management action should be handled by other technical staff in the future.
- (4) Chaired the formal review session on grantee achievements under the performance-based cash transfer program, successfully expediting that process in record time.

#### **Next Quarter Priorities:**

- Finalize work objectives; assume responsibilities as Policy & Information (P/I) Sub-activity Team Leader.
- Thoroughly review the status of activities managed by the P/I team, and reorganize and redirect the P/I team's work as necessary.
- Complete consultations with Ministry of Health and Population officials and finalize designs for "Communications" and "Policy" sub-activities.

**C. Kirk Lazell, TAACS, Namibia**  
**Quarterly Report**  
**January 21, 2001 to April 20, 2001**

**Major activities planned for the period:**

1. **Sp01 (SO5):** Conduct negotiations with Ministry of Health staff to finalize new HIV/AIDS program; review new proposals and meet with various organizations to determine possible partnerships at the grassroots level for new program; travel to Oshana region for meetings with the CEOs and mayors of our partner municipalities and explore other partnerships; assume new role as PHN Executive Committee member for the Regional HIV/AIDS Program; participate in AID/W review of revised HIV/AIDS Special Objective; work with FHI and CMS to finalize first year work plans and develop life of program strategy; in coordination with FHI resident advisor and CMS representatives commence implementation of new program.
2. **HIV/AIDS Crosscutting activities:** In conjunction with FSH Association, organize an awareness and training workshop with all American Mission employees.

**Major Accomplishments of the period:**

**Sp01/SO5:** Planned agenda and hosted two national roundtables on HIV/AIDS for Youth and Labor; fielded two design teams and participated as a team member for the: HIV/AIDS Expanded Design effort and Assessment of NGO sustainability and Corporate Social Responsibility components of the expanded HIV/AIDS program (month of February); supervised the development of the final HIV/AIDS strategy document; wrote final program description and developed Results Framework; briefed and held substantive discussions with various ministries, local governments and NGO partners on proposed new program to establish ownership; in cooperation with the FHI Resident Advisor commenced implementation of OVC activities and initial activities under the expanded HIV/AIDS program; participated in the drafting of the HIV/AIDS component of the R-4; edited and finalized the health section of the American Embassy's Mission Performance Plan.

**Crosscutting Activities:** Participated in meetings with SO2 (Education) and Ministry of Basic Education representatives for the finalization of the Strategic and Operational Planning Seminar for the education sector; had discussions with team for the MSI HIV/AIDS Tool Kit launch in Namibia;

**Maureen Norton**  
**Quarterly Report 1/21/01 - 4/20/01**

**January**

- TDY to Peru to assist with planning CATALYST workplan for Peru
- Core Budget Meetings
- Preparation for Senior Staff retreat

**February**

- Preparation for Meetings on Allocable Costs
- Phoenix Training
- Peru Debrief
- Start up of Services Team- I serve as Team Leader
- Meetings with UN Foundation
- Core Budget Meetings
- CATALYST Weekly Meetings/ Annual Work Planning

**March**

- CATALYST Weekly Meetings/Annual Work Planning
- Services Team Weekly Meetings
- Preparation of Birthspacing Handout
- Preparation of Birthspacing Powerpoint Presentation
- Preparation of Birthspacing Session with Bill Jansen for MAQ Mini-university
- Work with Neonatal Team on Neonatal Handout
- Work with Birthspacing Team on new USAID guidance
- Drafting of Annual Evaluations for Division/Center Staff

**April**

- Preparation to participate in the Egypt design -- Meetings/Background reading
- CATALYST Weekly Meetings/Annual Work Planning
- Services Team Weekly Meetings
- Preparation of Birthspacing Handout
- Preparation of Birthspacing Powerpoint Presentation
- Meetings with USAID PHN Officers -- Nigeria, Russia, India
- Meetings with ANE Bureau on various topics
- R4 Reviews: India, Jordan, Egypt

**Quarterly Report for John Novak  
(January/00 – April 20/00)**

My accomplishments over the past three months, as M&E advisor to the HIV-AIDS Division of USAID include the following:

- (1) Serving as CTO to the SYNERGY Project.
- (2) Serving as the regional coordinator for HIV/AIDS programs in the LAC and the E&E regions
- (3) Managing the M&E component of the new “Expanded Response” (to HIV/AIDS). In FY 2001, Congress obligated \$330 million to expand HIV/AIDS programs in 4 “Rapid Scale-Up” countries and 16 “Intensive Focus” countries worldwide. USAID/Washington is developing an expanded M&E guidance to report on “Expanded Response” activities and will provide technical assistance to Missions to implement these expanded reporting requirements at the country level.

In addition, USAID will work with CDC (\$104 million budget in FY2001) to coordinate the development of joint M&E plans in countries where both agencies have HIV/AIDS programs. During this three month period CDC and USAID have planned a workshop in Uganda to develop national M&E Plans for seven African countries. This workshop is scheduled for April 23-26, 2001.

- (4) Managing the organization and implementation of the Baltic Sea HIV/AIDS Prevention Strategy for the Baltic States and Northeastern Russia. During this quarter, USAID identified an International Technical Expert on HIV/AIDS who will work with the Task Force on Infectious Diseases under the Council of Baltic Sea States to coordinate the implementation of the Baltic Sea HIV/AIDS Prevention Strategy.
- (5) Traveled to the following countries/conferences:

Brasilia, Brazil (February 6-7, 2001): To attend the annual meeting to plan the USAID HIV/AIDS Country Program workplan for 2001. Participants included CAs, Ministry of Health, and USAID (Washington and Mission) personnel.

Pretoria, South Africa (April 9-11, 2001): To participate in a conference to develop an M&E Plan for the UNAIDS sponsored International Partnerships against AIDS in Africa (IPAA). Presently, the IPAA works in ten African countries to expand and coordinate the national response to HIV/AIDS among all sectors of the economy and among and the international response among bilateral and multilateral donors.

Quarterly Report – Ellyn Ogden  
January - March 2001

1. Continued to work with MEDS and the External Polio Review team. Reviewed initial draft report and provided extensive comments.
2. Met with GHC to discuss collaboration with local school organizations interested in polio eradication.
3. Briefed new BASICS/Nigeria team on polio situation in Nigeria
4. Worked with various bureaus on FY 01 budget for polio
5. Briefed USAID staff going to Angola on polio eradication
6. Met with WHO/Bangladesh polio staff
7. Continued to develop a Photo documentary on polio eradication.
8. Oversaw drafting and production of the FY 2000 Report to Congress on Polio Eradication. Met with editor and PHNI staff.
9. TDY to India and Nepal to observe the national immunization days and to observe cross-border synchronized activities. Made recommendations for the national program.
10. Worked with WHO, UNICEF, CORE, missions, and others to prepare progress reports and funding requests for the next year. Read and responded to reports.
11. Participated in conference call with CDC on stopping immunization issues.
12. Spoke with WHO-consultant on polio transition plan.
13. Met with VOA to discuss activities in priority countries.
14. Met with members of the global certification commission to discuss polio.
15. Continued correspondence with missions, regional bureaus and CA's to program FY 01 polio funds. Had extensive involvement with DRC, Angola, Ethiopia, and India funding for CORE.
16. Worked with Africa Bureau to finalize their grant to WHO/AFRO.
17. Reviewed documents for PHR. Developed additional study for use of remaining funds.
18. Responded to requests for information: e.g. talking points for USAID Angola, clarification on polio issues e.g. Hispaniola.

**Quarterly Report - Willa Pressman  
January 21 - April 20, 2001**

**Support to Missions:**

During this period, ongoing support was provided to E&E missions (e-mails, telephone/conference calls). Fortunately, eight PHN field staff participated in the American International Health Alliance Conference April 9 - 11. During this time, we were able to have a series of productive meetings (on country specific and region health issues). This provided an excellent opportunity to update G/PHN and E&E Bureau staff on program activities and issues.

**Coordination between G/PHN and the E&E Bureau:**

Good relations with the E&E Bureau continue. We have worked into comfortable roles and relationships and are proceeding well. Global and E&E have been working together on a number of initiatives, including the planning of the ANE/E&E SOTA (State of the Art Training) for PHN mission staff. The planning of the SOTA is a joint effort by the ANE, E&E and Global Bureau. I am a member of the planning committee - which meets each week and tasks are undertaken during the interim time between meetings.

**Strengthening the Regional Coordination Unit**

During this period, I have been working primarily with Maria Mamlouk (Regional Coordination Team Leader) on strengthening the regional coordination system. In March, the Regional Coordination Unit had a professionally facilitated retreat. Through the exercises undertaken, we were able to clarify issues and develop a plan of action. We are currently fleshing out the plan and moving forward on specific activities. Regular meetings are held and follow-up delegated. Our Unit is energized and carrying out the plan enthusiastically. I have had a major role in moving this agenda forward. An excellent management/leadership consultant has assisted us with this work.

The Regional Coordination Unit also undertook a global and regional analyze of bilateral and field support trends from 1998 - 2000. Because the data was not easily accessible and many individuals were weighing in on the analysis, the exercise was time consuming. The end product was excellent and presented widely. We are planning a number of trend analyses on a variety of topics (including staffing and project funding).

**Support to REDSO/ESA:** A number of REDSO staff visited Washington during this period. We insured that the visit was productive for USAID/W and the visitors. The REDSO/Washington team is supporting REDSO staff in a number of ways and this role is steadily increasing. I am trying to solicit the appropriate long-term support for each area of REDSO involvement. A solid team of individuals is evolving but a number of slots still remain. Within the Center the right mix of staff are difficult to find - individuals are busy and turnover high. As time passes, there seems to be fewer experienced individuals who can jump in and provide the needed technical assistance.

Due to the technical assistance needs of the field, we (OFPS) is trying to develop or highlight mechanisms that can be used to employ retired PHN foreign service officers short term.

QUARTERLY REPORT  
FOR THE PERIOD JANUARY 21, 2001 THROUGH APRIL 20, 2001  
FOR ESTELLE QUAIN

- As a member of the CMT Division
  - Provide technical guidance to the Management and Leadership Development (MLD) project on the development of its results framework, second six-month workplan, raising of field support and use of core funds.
  - Initiate “Leadership in Action” series in the PHN Center
  - Moderate MSH Technical Seminar on leadership development
  - Participate on Latin America Health Sector Reform Steering Committee
  - Participate in “mapping” exercise of MLD and other capacity building project in the PHN Center
- Co-Team Leader, HIV/AIDS Human Capacity Development (HCD) Team
  - Participate in meetings with CAs and REDSO/E to determine recommendations for use of HIV/AIDS core funds for HCD activities
  - Participate in two donor coordination meetings with the World Bank and other donors
  - Work with Synergy, FHI and the Futures Group on plans for mini-SOTA on HIV/AIDS
- Interagency Gender Working Group (IGWG)
  - Work as co-trainer with POLICY project on design and delivery of training sessions for POPTECH, Synergy and MEDS project; the Population Leadership Program; the LAC SOTA course; and the WID Fellows training course.
  - Participate in planning for the Plenary Meeting of the IGWG and co-present on IGWG results at the March 22 meeting
  - Participate in strategy meetings on the future direction of the IGWG
- REDSO/E Team
  - Lead planning for the organizational assessment of the Centre for African Family Studies (CAFS)
  - Participate in REDSO team meetings with Pape Syr, CAFS Executive Director
- Peru Team
  - Review new strategy and attend LAC Bureau meetings to provide feedback to the mission
  - Participate in team meetings on strategy development
- Member of MAQ Working Group
  - Begin planning for Central America Regional MAQ Exchange
  - Participate in steering committee meeting

**ACTIVITIES REPORT FOR EDWARD SCHOLL, GUATEMALA TAACS**  
**Period: January 20 – April 19, 2001**

Below are major activities and results accomplished during the period just ended, as well as plans for the coming quarter.

**I. ACTIVITIES AND RESULTS**

1. *Results Package Coordinator/Activity Manager Functions*

During the period, I continued my functions as Private Sector RP Coordinator and CTO for our Cooperative Agreements with the Population Council, Management Sciences for Health, APROFAM and IPROFASA. In addition, I oversaw all aspects of our field support activities under the centrally-funded FRONTIERS Project and MEASURE/CDC.

2. *Portfolio Design*

To assist the SO Team in the design of a modified Cooperative Agreement with APROFAM and the design of a completely new Cooperative Agreement to support the establishment and strengthening of NGO Networks in reproductive and child health, two POPTECH Project consultants arrived in January. I was the Control Officer for the team with responsibility for planning their field visits and initial counterpart meetings, as well as for organizing their briefing and debriefing sessions with the SO Team. I also coordinated the SO Team's review of their draft reports. Subsequent to the Team's departure, I prepared the final Program Description for the NGO Networks Cooperative Agreement and other components of the MAARD, which is currently circulating within the Mission.

3. *Family Health Survey*

As the person responsible within the Mission for overseeing the next Family Health Survey, I dedicated a great deal of time this quarter to this activity. The major results I accomplished were the following:

- a) Consensus within the Mission, USAID/W and CDC on the type of instrument to be used to implement the Survey (an Interagency Agreement under the CDC Infectious Diseases Results Package that will channel money to the local office of CDC in Guatemala);
- b) Issuance of an RFP to the local office of CDC (MERTU), requesting a proposal to implement the Survey;
- c) Negotiations with MERTU/CDC and receipt of a revised proposal;
- d) Negotiations with the Ministry of Health and National Statistics Institute on the Survey and their respective roles;
- e) Organization of an Interagency Advisory Group to guide the planning, implementation and dissemination of the Survey;
- f) Realization of first meeting of the Interagency Advisory Group;

- g) Meetings with bilateral and donor agencies, as well as with other offices within USAID/Guatemala to raise the necessary co-financing to be able to fund the Survey (commitments of \$225,000 obtained so far from UNFPA, Swedish Government and Education and Income Teams within USAID/G);
- h) Finalization of scope of work for Interagency Agreement and completion of MAARDS.

4. *Interagency IEC Technical Working Group*

I continued to participate in the meetings of this working group. Of particular importance this quarter was the analysis of the results of the comparative field testing of IEC materials in family planning. After reviewing the results of the field testing, the working group decided to recommend to the MOH that it adapt method-specific brochures based on brochures from the Dominican Republic and that it adapt an APROFAM brochure on all-methods. The MOH subsequently accepted the recommendation concerning the adaptation of the materials from the Dominican Republic and the *Calidad en Salud* Project is currently working on this adaptation.

5. *Portfolio Review and R4*

I participated, with other members of the SO Team, in the annual Portfolio Review with Mission Management and assisted the SO Team Leader in preparing the necessary documents for this meeting. Likewise, I assisted the SO Team Leader in pulling together programmatic and financial data for the submission of the annual Results Review Resource Request document. I also worked closely with our contraceptive logistics coordinator and SO Team Leader in reviewing our contraceptive importation needs for 2001-2003 and in preparing a request to UNFPA for contraceptive donations, which proved successful.

6. *G/PHN Field Support Budget Transfers*

In addition to developing our FY 2001-2003 budgets for the R4 Report, I worked closely with our SO Team Leader and other members of the SO Team in developing our FY 2001 Field Support budget indicating funds to be transferred to G/PHN. We finalized this budget in late March and submitted it to the Program Office for transmittal to USAID/W.

7. *Child Survival Grant Proposal Review*

As the Mission liaison with BHR/PVC for Child Survival Grants, I met with the representative of Project Hope concerning their interest in submitting a proposal for an extension of their current Child Survival Grant in Guatemala. I later received a copy of the proposal from BHR/PVC and provided Mission concurrence and comments on the proposal.

8. *Approval of Annual Workplans*

During this quarter I approved the annual workplans for APROFAM, the Population Council, MSH, IPROFASA and FRONTIERS. This approval followed a review of the performance reports and workplans of each institution by the entire SO Team. In the case of APROFAM and FRONTIERS, a revised workplan had to be submitted before it was approved.

9. *Personnel Evaluations*

During this period I completed the personnel evaluation process for the three FSN employees that I supervise. Due to the subpar performance of one employee, I counseled her on areas of her work where she could improve and agreed to do a special interim evaluation three months later to review progress. Gratifyingly, her performance improved significantly over the following three months.

10. *PHN SOTA Course and Meeting*

In March I attended the week-long PHN SOTA Course and Meeting in Miami. This proved to be an excellent occasion to learn further about recent technical advances in the field, lessons learned from other countries, USAID policies and new regional and Global Bureau programs in the sector. It was also a worthwhile opportunity to meet many of my USAID counterparts in the region.

**II. PLANS FOR NEXT QUARTER**

In addition to routine on-going activities, major activities planned for the period April-July 2001 include the following:

- Participate in evaluation panel for NGO Networks Cooperative Agreement; evaluate proposals and identify areas of clarifications needed and reasonableness of financial plans;
- Submit MAARDS to USAID/W to implement Interagency Agreement with CDC for the Family Health Survey; continue negotiations with other donors for Survey co-financing; plan and help implement next meeting of Interagency Advisory Committee; participate in review of Survey questionnaires;
- Develop MAARD for APROFAM Cooperative Agreement modification.

Barbara Seligman: Quarterly Report, January 1 – March 31, 2001

## **Accomplishments over the period**

### *Policy Development*

- With State Department colleagues and other Pop front office staff and Center leadership, prepared options papers and briefing materials concerning restrictions of abortion-related activities as a condition for receipt of USAID assistance for family planning activities.
- Prepared draft paper outlining parameters of use for population assistance, which will be the first guidance on the use of population funds since 1994 and the first-ever expanded guidance.

### *Policy Implementation*

#### Mexico City Policy

- Worked with GC, LPA and Center to determine strategy for implementation of President's memo reinstating MCP.
- Served as principal resource person on MCP in the Global Bureau. In this capacity have prepared countless briefing papers on the policy and educated others in LPA, regional bureaus and program office on policy's scope and requirements.
- Conduct 4-5 briefings per week on MCP with PHNOs, CAs and USAID/Washington staff.
- Meet regularly with OP and GC to get updates on agreement modifications and to share questions concerning MCP.
- Briefed Indonesia PHN staff and program implementers, including foreign NGOs, and RLA on MCP requirements.

#### Tiahrt Amendment

- Conducted assessment of Tiahrt vulnerabilities in Indonesia.
- Prepared Action Memorandum leading to reporting of violations of the Tiahrt Amendment in Peru.
- Briefed staff from new service delivery projects on Tiahrt amendment requirements.
- Regularly field questions related to Tiahrt implementation.

#### Legislative

- Prepared briefing materials for selected Hill briefings.
- Followed and reported on developments related to the introduction of the Global Democracy Act and the invocation of the Congressional Review Act to overturn the MCP.

#### Other

- Participated in PAC and donor coordination working groups.
- Attended the PAA.

**CEDPA Quarterly Report**  
**Feb. - April 2001**  
**Karen Shelley, TAACS Advisor, USAID/Zambia**

- 1.0 Introduction
- 2.0 Planning and Dispersal of Year 2001 HIV AIDS Financial Resources
- 3.0 HIV/AIDS Activity Management
- 4.0 CTO Activities
- 5.0 Faith-Based and Multi-Sectoral Initiatives
- 6.0 ZIHP Mid-term Review
- 7.0 R4 Report
- 8.0 Appointment of Zambia's new National HIV/AIDS Secretariat Director
- 9.0 Voluntary Counseling and Training Activities
- 10.0 Focus on Sexually Transmitted Infections
- 11.0 Orphans and Vulnerable Children
- 12.0 Inspector General's Pilot Audit of USAID/Zambia's HIV/AIDS Program
- 13.0 Professional Development and Training Needs
- 14.0 HIV/ AIDS Care and Support Assessment
- 15.0 ICSA Abstracts for December 2001 meeting in Burkina Faso
- 16.0 Looking to the Future
- 17.0 Upcoming R and R

## **1.0 Introduction**

During the first quarter of 2001, I have made progress in strengthening program management and increasing technical contributions to our HIV/AIDS portfolio at USAID/Zambia. Zambia's National HIV/AIDS, TB, STI and Leprosy Program has new leadership. There are clearly new opportunities to strengthen the collaboration between USAID, the Government of Zambia and civil society partners.

## **2.0 Planning and Dispersal of Year 2001 Financial Resources**

During February 2001

Working the PHN team I completed planning of financial allocations for USAID's investments in HIV/AIDS prevention and mitigation. The resource envelop for HIV/AIDS work is \$13 million. Decisions on funding were made in consultation with the GRZ, the Zambian Integrated Health Programme, centrally funded projects and other members of the mission team. Additional HIV/AIDS resources were allocated to Zambia sector-wide basket through USAID/Zambia's Sector-Wide Program Approach. Annex 1 and 2 illustrate the large number of components of our current HIV/AIDS work in Zambia and the breadth of the intervention programs.

Our 2001 resources from USAID/Washington allows us to manage, implement, monitor and evaluate existing program components. While the mission did receive an increase, we did not receive the large increase in scale-up resources that we had requested. In late 2000, USAID/Zambia was designated by USAID/Washington as one of four countries for the Expanded HIV/AIDS Response. We would like to engage in large-scale geographical scale-up activities and add new components in the area of Care and Support and multisectoral interventions.

In 2001, we will continue an emphasis on national advocacy, behavioral change, voluntary counseling and testing, condom social marketing, interventions among high-risks groups, parent-to-child transmission prevention and care, and support for orphans and vulnerable children. We are also beginning a multisectoral initiative based on a mission-wide HIV/AIDS retreat and workshop held early this calendar year.

## **3.0 HIV/AIDS Activity Management**

During the first four months of 2001, I have managed HIV/ADS programs and activities under the following cooperative agreements, contracts and centrally funded projects. They include the following:

- Johns Hopkins University Cooperative Agreement
- LINKAGES --P/MTCT
- HORIZONS - operations research
- International AIDS Alliance--VCT initiative and expanded HIV/AIDS community mobilization
- Family Health International --OVC program and High Risk Border Populations
- POLICY Project --HIV/AIDS Human Rights initiative

There are 19 national and district HIV/AIDS activities in the Mission's HIV/AIDS portfolio that I am responsible for as manager and TAACS Advisor.

During this quarter I have focused on strengthening implementation strategies and documentation of interim results through quarterly reports and revised database management systems. Coordination with multi-donor HIV/AIDS activities is a critical aspect of managing our HIV/AIDS program components. We are assisted by a number of skilled Washington-based consultants and regional consultants. We have also added a new activity that I am providing technical guidance with Management Sciences for Health to develop a new database management system for one of our VCT activities.

On March 8, 2001, I made a one-day site visit to prospective expansion site for LINKAGES' parent-to-child transmission in Kabwe District.

#### **4.0 Cognizant Technical Officer (CTO) Activities**

Working with the Zambia Integrated Health Programme (ZIHP) and the JHU agreement, I have met on a regular basis with the Chief of Party. During this quarter there was also a special CTO meeting with the community partnerships team that works in 12 demonstration districts. We have completed collection of a survey on knowledge, attitudes and preliminary impact of the Youth Mass Media campaign with the help of a Baltimore -base consultant. I have discussed with the CTO the need to verify this data and to document the data validation process in the official files in compliance with the ADS guidance.

As CTO, I have discussed some opportunities for expanding Neighborhood Health Committee formation in four additional districts in collaboration with the Central Board of Health, Care Zambia and Africare.

This component of the ZIHP Program has made progress during the first quarter by continuing the Heart Campaign targeting HIV/STI prevention among youth, development of drafts for consultation/education cards on HIV, STIs, TB and PTCT and development of IEC materials for special populations. These tools are designed for Community Health Workers at district level. HIV/AIDS Braille materials in 4 local language have been developed for the blind in collaboration with the Zambia Federation for the Blind. Radio distance learning programs are being implemented nationally as a channel for strengthening the skills of Neighborhood Health Committee members. Development of additional materials for malaria prevention and radio programs as part of the ongoing Better Health Campaign are moving forward on schedule.

#### **5.0 Faith-Based Partners and Multi-Sectoral Initiatives**

I have meet with the Interfaith Network Steering Committee and the Mission Director to begin the identification of ways to strengthen our faith-based collaborations. I have also met with Churches Medical Association staff to move forward a counselor training activity with pastors. I have reviewed small grants proposals submitted to the mission and to SCOPE-OVC from churches and congregation and made technical recommendations.

In developing the terms of reference for the new HIV/AIDS Program Assistant, I have identified a number of key tasks that involve working with faith-based communities that I would like to add to the HIV/AIDS program. Beginning June 2001, I will ask our new HIV/AIDS assistant to develop and present a plan of action on HIV/AIDS work with faith-based partners.

I have participated in a mission-wide multisectoral framework development retreat and worked with members of USAID/Zambia's HIV and Orphans and Working Group to conceptualize and plan nation and district activities. I have discussed opportunities for multi-sectoral work with our new intern from USAID/Washington. I drafted a job description for a new Zambian HIV multisectoral program coordinator that will be advertised in May 2001.

#### **6.0 ZIHP Mid-Term Review**

During 5 - 22 March 2001 an external team of USAID/Mozambique and USAID/REDSO advisors and 3 senior Zambian colleagues from the public and NGO sectors reviewed our ZOHP program. The exercise was a productive activity that both the Mission and ZIHP program staff learned from and will continue to reflect upon throughout the year. The initial mid-term report was positive and sited a number of major national and program-specific accomplishments. There was considerable interest in the HIV/AIDS activities that ZIHP staff and I have worked very hard on during the past two years.

#### **7.0 R4 Report and Performance Monitoring Plan**

During February and March, I made contributions to the Mission's Annual R4 report and the revision of the Performance Monitoring Plan. The current HIV/AIDS indicators we are reporting on are condom sales, condom use among non-regular sexual partners and health worker performance in treating STIs.

#### **8.0 Appointment of A New National HIV/AIDS Secretariat Director**

During the past months there has been a heightened level of national-level planning activities centering around the HIV/AIDS Secretariat and Council. Dr. Golden Bolla has been newly appointed at the Director General level. As TAACS Advisor, I have had a number of opportunities to participate in working meetings with him and to up-date him on some of USAID/Zambia's program investments. We are preparing a formal comprehensive briefing in the near future. The new Director has been fully engaged and is encouraging accelerated national HIV/AIDS coordination activities. Our mission is in dialogue with the World Bank, GRZ and collaborating partners on implementation of a large loan for national and district level HIV/AIDS activities.

#### **9.0 Voluntary Counseling and Testing Activities**

I provided leadership, management and technical input to the VCT Baseline Study for four Phase 1 Districts on the Community mobilization component of USAID/Zambia VCT program. I routinely meet with VCT partners--Ministry of Health, Society for Family Health, DAPP, International AIDS Alliance, Zambia Counseling Council and Zambia VCT Services. During this quarter we made significant progress in program management, dispersal of funds and program initiation for sub-grants to NGOs professional associations and training colleges (Kara Counselling, Zambia Counselling Council, Chainama College).

Society for Family Health is preparing a new series of information and behavior change brochures on the health benefits of VCT. We have agreed that brochures in English and local

languages are needed. Planning of television and radio spots focusing on access to VCT series will begin in July 2001.

#### **10.0 Sexually Transmitted Infections (STI) Intervention Program**

During May - June 2001, USAID's Cross Border Initiative, ZIHP's STI training program and CDC will focus on strengthening of STI interventions. I am working to strengthen USAID/Zambia's collaboration with JICA on STI interventions. JICA is providing some STI drugs for interventions with high risk populations. I have given considerable technical input on the revision of data collection forms to streamline district level work at 6 border sites.

During May - June 2001, USAID/Zambia's Cross Border Initiative, ZIHP's STI training program and CDC will focus on improvement of STI interventions. I am working to strengthen USAID/Zambia's collaboration with JICA on STI interventions. JICA is providing some STI drugs for interventions with high risk populations. I have given considerable technical input on the revision of data collection forms to streamline district level work at 6 border sites.

#### **11.0 Orphans and Vulnerable Children**

One of the activities that I manage is the SCOPE-OVC program, USAID/Zambia's three-year activity to strengthen support for orphans and vulnerable children. I have a strong interest in the OVC work. As a technical area of work, this is a new frontier in African country programming. We hope to turn program experience into information that has more of a scientific basis to help shape program decisions. I am working with FHI and the SCOPE-OVC management team to strengthen community-based interventions in 8 districts and review grant proposals to support community and district partners.

#### **12.0 Inspector General's Pilot Audit of USAID/Zambia's HIV/AIDS Program**

A team of three USAID employees came to Lusaka to carry out a performance audit of our HIV/AIDS program. The duration of the audit was three weeks from 25 March - 18 April. The auditors' work was thorough. They scrutinized and reviewed our Performance Monitoring Plan, monitoring and evaluation plans for past and new HIV/AIDS program components, HIV/AIDS reportable indicators and made site visits to two districts.

The audit team's preliminary report of our HIV/AIDS activities was positive. As a TAACS Advisor, I now have a lot of practical experience with performance audits.

### **13.0 Professional Development and Training Needs**

Robert Clay and I have discussed training courses that I might participate in during the next two quarters. Since my TAACS appointment began, I have undertaken two training courses - the CEDPA Training course for TAACS Advisors, Fellows and USAID Advisors in Washington and course on ADS Guidelines in Lusaka. I will participate in the UNAIDS/USAID/CDC Workshop on Strengthening Monitoring and Evaluation of National AIDS Program and the LIFE Initiative in Entebbe, Uganda, 23 - 27 April.

I would like to have an opportunity for a CTO Management course in order to strengthen my management skills and receive a formal update and review of USAID's official procedures. Our mission is hoping to have a CTO course offered in Lusaka in the near future. Since I have been a TAACS advisor for 18 months and there are many challenges in HIV program management, I feel that USAID and I would profit from such a learning experience.

I would also like to enroll in a locally offered day and half course in the new Power Point software and Harvard Graphics. Strengthening my skills in graphic presentations and improving my speed in creating presentation material and graphics for reports would be particularly helpful to cope with the new activities in the Expanded Response and documentation of Lessons Learned.

I also feel that an on-line courses or video course for TAACS advisors on tips in time management, office organization and maintaining efficient electronic information systems would be helpful and well-received by Fellows and TAACS advisors. All of us work in busy office environments in which there is an ever- increasing flow of electronic information.

### **14.0 HIV/AIDS Care and Support Assessment**

I have been working with David Stanton, USAID/Washington to plan and build consensus for a National Assessment on HIV/AIDS Care and Support. Working through the National Technical Working Group on VCT and Care, USAID/Zambia will provide technical support for designing and implementing an assessment. Eric van Praag, FHI has come to Zambia for two weeks to provide technical assist us in this work.

### **15.0 Abstracts for ICASA Conference**

I have begun to write drafts for several abstracts for possible ICASA papers in collaboration with Zambian colleagues. I will need to find time during May to follow through with this work. This conference, which I plan to attend, is scheduled for December 2001 in Burkina Faso.

### **16.0 Looking to the Future**

The Year 2001 is off to a productive and busy beginning. I have approximately one year remaining on my current contract. At the present time, I am interested in continuing my work as a TAACS Advisor based in Africa and would like to extend my contract in Zambia.

### **17.0 Upcoming R and R**

My R and R is scheduled for 22 May - 15 June. Richard and I plan to travel to southern France and then to London. I hope to interrupt my leave for two days on June 7-8 to attend the International AIDS Alliance's Partner meeting in London that I have been invited to join. In

addition to a bit of rest, we look forward to attending an engineering meeting, exercising on walking trails and indulging in a bit of French country cuisine.

Thanks to the CEDPA Washington staff for all their support during the first quarter of 2001.

**USAID/Zambia's HIV/AIDS Program Activities**

April 18 2001

<b>Intervention and Monitoring Activities</b>	<b>Centrally-Funded Projects, Contractors and Other Partners</b>	<b>Implementing Partner(s)</b>
<b>Advocacy</b>		
HIV/AIDS Advocacy	USAID/Zambia Mission Director POLICY Project, and all partners	Policy Project, USAID Zambia, Zambia Integrated Health Programme and a large number of government and NGO partners
<b>Prevention and Behavioral Change</b>		
Condom Social Marketing	Pop. Services International and Society for Family Health, Zambia	Society for Family Health In collaboration with Central Board of Health (CBOH)
Cross-Border Initiative Targeting high risk groups. Bilateral and Regional programs	Family Health International (Monitoring and Evaluation component)	World Vision, Society for Family Health, District Health Management Teams (DHMTs)
HIV/AIDS Prevention, Demand Creation – Information, Education, and Communication	Johns Hopkins University	Zambia Integrated Health Programme (ZIHPCOM component); CBOH
Youth Mass Media Campaign	Johns Hopkins University	Zambia Integrated Health Programme (ZIHPCOM)
Trendsetters Newspaper for Zambia school-age youth	Johns Hopkins University	Zambia Integrated Health Program (ZIHPCOM)
Soccer /Football Camps	Johns Hopkins University	Zambia Integrated Health Programme (ZIHPCOM)
<b>Training and Service Delivery Strengthening</b>		
Integrated Training of Health Workers including training in STI management and HIV prevention	John Snow, Inc.	Zambia Integrated Health Programme (ZIHPSERV), DHMTs, CBOH
HIV/AIDS in the Workplace Program	John Snow, Inc., Johns Hopkins Univ., Abt Associates, Soc. for Family Health	Zambia Integrated Health Programme and private sector partners
Technical Support for District Health Management Teams on HIV/AIDS and other integrated health prevention and service delivery strengthening activities	John Snow, Johns Hopkins, Abt Associates, Soc. for Family Health	Zambia Integrated Health Programme and CBOH
Non-governmental Organization grants for district-level HIV/AIDS intervention work	John Snow, Johns Hopkins Univ., Abt Associates, Soc. for Family Health	Zambia Integrated Health Programme and CBOH
NGO Grants for High Need Hard- to- Reach Areas. Integrated Program including HIV/AIDS	Churches Medical Association of Zambia	Christian Children's Fund, World Vision, Development AID from People to People, ADRA

Strategic Planning for HIV/AIDS. Support for faith-based organizations and district health facilities	John Snow, Inc. Churches Medical Ass. of Zambia	Churches Medical Ass. of Zambia and Zambia Integrated Health Program (ZIHPSERV)
Health Systems Strengthening to Plan and Document Health Needs in a High HIV/AIDS Environment	Abt Associates	Zambia Integrated Health Programme
<b>Parent-to-Child-Transmission</b>		
Mother-to-Child Transmission, Prevention and Care and Support	LINKAGES Project	Ndola Demonstration Project
<b>Involvement of PLWHA</b>		
Greater Involvement of Persons Living with HIV/AIDS	International AIDS Alliance Zambia Integrated Health Progr.	Network of Zambian Persons Living Positively (NZP+); International AIDS Alliance
<b>Voluntary Counselling and Testing</b>		
Health Promotion of Voluntary Counselling and Testing	Society for Family Health	Society for Family Health
Care and Support for Persons participating in VCT	Society for Family Health International AIDS Alliance	Development AID from People to People International AIDS Alliance
Community Mobilization for VCT Promotion	International AIDS Alliance	Internat. AIDS Alliance, DHMTs, SFH, Lutheran World Federation, Planned Parenthood of Zambia
HIV Counsellor Inventory, District Level	International AIDS Alliance	Zambia Counselling Council
Enhanced Counsellor Training and Training of New Counsellors	International AIDS Alliance	Zambia Counselling Council, CMAZ, Kara Coun., Chainama College
Care and Support—Support for Orphans and Vulnerable Children	Family Health International for Monitoring and Evaluation	SCOPE-OVC Care Zambia and Family Health Trust
<b>Operations Research</b>		
STI Treatment among High Risk and General Populations, Operations Research	HORIZONS	HORIZONS
Involvement of Youth in Care and Support of Persons Affected by HIV/AIDS, Operations Research	HORIZONS	HORIZONS Anti-AIDS Clubs, Luapula
Involvement of PLWHAs in NGO and community interventions	HORIZONS International AIDS Alliance	Chikankata, Copperbelt Health Education Project, DAPP, NZP+
<b>Monitoring and Evaluation, Documentation</b>		
Documentation and monitoring of behavioral change and condom use	MEASURE Project	Central Statistics Office and University of Zambia/ Univ. Teaching Hospital, Min. of Health
Documentation and monitoring of HIV/AIDS knowledge, attitudes, practices and sexual behavior	MACRO, Demographic and Health Survey	DHS, Central Statistics Office, Min. of Health

### USAID/Zambia HIV/AIDS Program Activities

USAID/Zambia has a large set of HIV/AIDS programs and activities. Current interventions include national-, district- and community-level initiatives. HIV/AIDS activities began in 1992 with additional condom social marketing activities for the prevention of HIV/AIDS. New program components have been formulated as additional funding has become available. USAID/Zambia works in close collaboration with the Government of Zambia. All HIV/AIDS activities supported by USAID are part of the National HIV/AIDS Strategic Framework. Four key HIV/AIDS program objectives are noted in the attached document.

HIV/AIDS Prevention and Behavior Change			HIV/AIDS Care and Support							
Prevention through Targeted Health Communications			National Strengthening		Program Reporting Documentation Research		HIV/AIDS Care, Support and Service Delivery			
Health Communications and Behavioral Change – national, districts, communities		Health Communications for-- High Risk	Support Natl. HIV/AIDS Secretariat	Health System Strengthening; Training	Documentation Systems Operations Research		Parent-to-Child Transmission	Support for improved access to Voluntary Counselling and Testing	Facility and Community-Based Care; Support for Involvement of Persons Living with HIV/AIDS	Support for Children and Families Affected by HIV/AIDS
Condom Social Marketing and Prevention Messages	Youth Mass Media Camp. Behav. Change	Sex Wks and Truck Drivers	Technical Support for National. Secretariat	Training of Health Wks. in prevention, treatment And care of STIs	Training Distr Health Teams and Neighborhood Health Com. Members; NGO partnerships	Baaseline Surveys; Documentation Monitor Evaluate Reporting,	VCT Community Mobilization; Promotion /IEC development; Natl. Partnership collaboration; Coun. Training	Post-Test Clubs and Positive Living Clubs	Community Mobilization on OVC Issues and Support	Natl. Level OVC Policy Development;  District OVC Committee development

Monitoring and Evaluation Activities  
Monitoring, Evaluating, Documentation and Reporting



made preparations with the Nyumbani staff and the embassy security and logistics personnel. The CODEL visited South Africa and Kenya to get ideas as to how further funding could be spent to combat the AIDS epidemic. The CODEL also met with President Moi, Parliament and members of the opposition parties and visited the bomb site of the former American embassy which is in the process of being turned into a memorial park.

### **DG/AIDS ASSESSMENT**

I participated on a team consisting of USAID, AFR/SD, KANCO and IPAR to see whether there are links between governance (weak institutions, insufficient information, corruption, legal environment or political culture) and reducing the spread of HIV/AIDS. A stakeholders meeting was held to explore areas of possible synergy and overlap between agencies working in the DG area and in HIV/AIDS. This theme carried over into a three-day Mission retreat.

### **USAID/KENYA MISSION RETREAT**

A mission-wide, three-day retreat was held from April 17-19<sup>th</sup>. The theme of the retreat was to explore areas of possible synergy within the mission. The Office of Population and Health (SO3) has been making efforts in this area already. We are working with SO1 (Democracy and Governance) to further government policies surrounding the rights of HIV-infected individuals, and with SOs 4 and 7 (Agriculture, Business and the Environment/ABEO) to link HIV-affected families with access to credit facilities through K-REP who have an agreement with ABEO using funds granted to them by OPH. I have recently made a linkage between our IMPACT AIDS prevention activities on the coast and the Boatmen's Association of Mombasa, a target population of CORE who are implementing activities to preserve the natural resources of Kenya. A request was made by the boatmen for AIDS information. I am exploring ways of furthering our AIDS activities in the education sector. At present we support the training of primary school teachers in utilizing the AIDS syllabus recently completed and approved by the Ministry of Education.

### **OTHER ADMINISTRATIVE DUTIES**

I acted for the Chief, PHN from April 9-20 while she was on annual leave. I attended weekly senior staff meetings with SO team leaders and Mission Director. This office receives many requests for financial assistance for AIDS activities and, as IR2 team leader, I am in charge of responding to them. These are divided among the staff, so we average about 5 letters each per month. I attend monthly meetings of the Technical Working Group of the National AIDS Control Council which has been set up in the Office of the President since AIDS was declared a national disaster last year. In this forum donors, cooperating agencies, government of Kenya and members of the private sector share information and establish strategies and task forces to work together. These include task forces on developing a Condom Strategy, VCT Guidelines, a Communication Strategy, Gender Concerns and OVCs. Our office will be making a presentation at this month's meeting to establish a task force on OVCs. I also respond to requests from the government such as that of the AIDS Control Unit in the Ministry of Health. They have been developing guidelines for home-based care for the last two years but haven't been able to finalize them. We have provided a consultant funded with OVC funds through the Policy Project to take the lead and produce a final version of the guidelines. I attend various presentations of research, project quarterly reports and strategic planning.

**MARY ELLEN STANTON  
QUARTERLY REPORT  
JANUARY 1 – MARCH 31, 2001**

**STRATEGIC PLANNING AND RESULTS REPORTING** (Co-Team Leader for Strategic Objective #2)

- Conducted exercise in “pruning” of S02 CAs
- Prepared S02 budget recommendations with S02 team and participated in OHN budget deliberations
- Led work to develop SO3 research agenda
- Reviewed and made recommendations for the
  - Agency Strategic Plan
  - Agency Performance Overview
  - Child Survival Report to Congress
  - CSD Account Guidance
- Prepared and co-led the S02 Portfolio Review
- Drafted the S02 Congressional Notification
- Drafted the S02 R4
- Reviewed IMPACCT Proposal to Gates Foundation and developed statement on “optimal” program on research in maternal health
- Participated in meeting to discuss future of CDC/PASA and contribution to S02
- Participated in meetings and provided guidance for
  - MNH monitoring and evaluation plan
  - HPSS workplan
- Participated in conference call and direct meetings with WHO staff to start planning for donors/partners meeting
- Attended new QA project overview and EMPOWER RFA review
- Traveled to The Hague to participate in and ICM/MNH-sponsored international “Meeting of the Minds” on the promotion of midwifery to improve maternal health
- Traveled to Vietnam to review progress of NGO Networks Safe Motherhood project in Thanh Hoa province and met with 5 NGO Networks partner representatives for Vietnam
- Reviewed UNFPA grant proposal and provided comments

**WORLD HEALTH ORGANIZATION GRANTS** (Cognizant Technical Officer)

- Reviewed progress in meeting in The Hague and phone conversations

**UNICEF GRANT** (Cognizant Technical Officer)

- Reviewed draft proposal and provided feedback for redesign

**MOTHERCARE II & III PROJECT** (Contracting Officer’s Technical Representative)

- Followed up on financial and administrative matters

**TASK FORCES/WORKING GROUPS**

**LAC Maternal Mortality (LAMM) Regional Initiative Steering Committee**

- Participated in team meeting to develop plans for LAC SOTA meeting

**Post Abortion Care (PAC) Working Group**

- Contributed to SOW for PAC multi-country, multi-CA evaluation
- Contributed to overview of PHN PAC activities and funding

**Neonatal Working Group**

- Participated in team meetings and made comments on advocacy briefer for PHN officers

**Malaria in Pregnancy Working Group**

- Participated in meetings and assisted in identifying persons/organizations for advocacy

**Communications RP Design Expanded Group**

- Participated in meetings, including PCS evaluation, in pre-design phase

## **SUPPORT TO THE FIELD**

### **Family Health and AIDS (FHA) Project (Country Coordinator)**

- Participated in conference calls to USAID liaison in Abidjan about the progress of the project
- Identified potential participants in WARP/FHA team for project review and framework development
- Attended SFPS briefing

### **Cambodia**

- Traveled to Cambodia and, as part of a Reproductive and Child health and HIV/AIDS team, reviewed USAID-supported and other PHN activities in Siem Reap, Pursat, and Kampong Chhnang provinces and Phnom Penh and prepared a Cambodia Safe Motherhood Assessment which will be incorporated into a PHN assessment for use in development of the new country strategy

## **DONOR COORDINATION**

- Assisted UNICEF in initial phase of planning West and Central Africa Maternal and Neonatal Mortality Reduction Forum by involving Africa Bureau and CA partners (MNH, POLICY Project, Advance Africa, MEASURE Communication, and SARA Project)

## **PRESENTATIONS**

- "USAID's Maternal Health Activities," Global Health Council/White Ribbon Alliance, Washington, DC, Jan. 8, 2001

## **CONTINUING EDUCATION**

- Attended Phoenix Overview (2 hrs.)

## **OTHER**

- Attended Sector Council and HN Senior Staff meetings
- Participated in the S03 Portfolio review and made presentation for the neonatal section
- Started preparation with PPC for seminar at Global Health Council Annual Meeting on Measurement in Maternal Health
- Provided comments on the UNFPA country plan

**SO Text for SO: Enhanced Central American capacity to respond to the HIV/AIDS crisis**

Country/Organization: USAID Central American Programs

Objective ID: 596-003-01

Objective Name: Enhanced Central American capacity to respond to the HIV/AIDS crisis

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Self Assessment: Meeting Expectations

Primary Links to Agency Strategic Framework: (Please Assign Percentages, Total Equals 100):

- 0% 1.1 Critical private markets expanded and strengthened
- 0% 1.2 More rapid and enhanced agricultural development and food security encouraged
- 0% 1.3 Access to economic opportunity for the rural and urban poor expanded and made more equitable
- 0% 2.1 Rule of law and respect for human rights of women as well as men strengthened
- 0% 2.2 Credible and competitive political processes encouraged
- 0% 2.3 The development of politically active civil society promoted
- 0% 2.4 More transparent and accountable government institutions encouraged
- 0% 3.1 Access to quality basic education for under-served populations, especially for girls and women, expanded
- 0% 3.2 The contribution of host-country institutions of higher education to sustainable development increased
- 0% 4.1 Unintended and mistimed pregnancies reduced
- 0% 4.2 Infant and child health and nutrition improved and infant and child mortality reduced
- 0% 4.3 Deaths, nutrition insecurity, and adverse health outcomes to women as a result of pregnancy and childbirth reduced
- 100% 4.4 HIV transmission and the impact of the HIV/AIDS pandemic in developing countries reduced
- 0% 4.5 The threat of infectious diseases of major public health importance reduced
- 0% 5.1 Threat of global climate change reduced
- 0% 5.2 Biological diversity conserved
- 0% 5.3 Sustainable urbanization including pollution management promoted
- 0% 5.4 Use of environmentally sound energy services increased
- 0% 5.5 Sustainable management of natural resources increased
- 0% 6.1 Urgent needs in times of crisis met
- 0% 6.2 Personal security and basic institutions to meet critical intermediate needs and protect human rights re-established

Link to U.S. National Interests: Global Issues: Environment, Population, Health

Primary Link to MPP Goals: Global Growth and Stability

Secondary Link to MPP Goals (optional): No Secondary Linkage

(Page limitations for narrative begin here):

Summary of the SO:

The spread of HIV/AIDS continues to be a growing problem in Central America, propelled as it is by growing economic interaction and mobility along the region's highways and industrial corridors. Central America has a history of intra- and extra- regional migration due to past civil unrest, the demand for seasonal labor, more open border policies, and improved regional

transportation routes. The unstable economic environment provoked by Hurricane Mitch and uneven growth and employment prospects in individual countries have increased this mobilization. Despite increased awareness of HIV/AIDS, it is still not a sufficiently high-profile problem for many senior policy-makers, making difficult the integration of HIV/AIDS prevention into ongoing policy and programmatic activities and restricting the effectiveness of national and donor programs.

As of May 2000, 21,251 cases of AIDS had been reported in Central America (PAHO/WHO/ONUSIDA Work Group Report). "Second Generation Surveillance" focuses on HIV seroprevalence levels and behavioral information to better characterize the problem. Only in areas of the north coast of Honduras and Belize can HIV/AIDS be classified as "Generalized", i.e., seroprevalences of more than 1% in the general population. Limited data on the rest of the region places the other countries into the "Concentrated" (the rest of Honduras, Guatemala, Panama, Belize and El Salvador), or "Nascent" (Nicaragua) categories. While the disease was predominantly among homosexual and bisexual men until about 1986, there has been a steady increase in the proportion of female cases although males continue to be more affected than females. As the disease becomes well established in the heterosexual population, transmission from mother to unborn/newborn child clearly increases. Commercial sex workers generally have the highest rates of infection (as high as 20% in some studies) and play a key role in the dissemination of the disease because they are also a mobile population.

The regional strategy focuses on areas and high-risk groups not normally covered by bilateral programs. It works to improve the regional political environment by strengthening policy formulation through sound research and information dissemination. It is developing a cadre of public and private leaders who actively support effective policies and programs and formulate public sector reforms responsive to the HIV/AIDS challenges. The program also strengthens the capabilities of Central American organizations to deliver HIV/AIDS services and information to target groups, and develops a condom social marketing (CSM) strategy that modifies risky sexual behavior in target populations. Primary beneficiaries are Central Americans at risk of infection by HIV/STIs. The SpO is supported by three key intermediate results: 1) Improve regional policy environment by strengthening policy formulation through sound research and information dissemination, developing a cadre of public and private leaders who actively support effective policies and programs, and formulate public sector reforms responsive to the HIV/AIDS challenges; 2) Improve NGO capacity by developing their programmatic and management skills and structures, establishing effective linkages among NGOs providing HIV/AIDS prevention services, and promoting the implementation of supportive HIV/AIDS policies; and 3) Safer sex practices by assisting in efforts to increase consistent and correct condom use, especially among high-risk groups, and by supporting strategies to make condoms more affordable and widely available.

#### Key Results:

Performance of the SpO against targets was mixed. NGOs receiving the maximum score of three points on the Systematic Approach Scale (SAS) increased from the baseline of 53% to 87%, falling short of the 2000 target of 93% by one NGO. But NGOs strongly improved across all components and indicators of the index. The revised AIDS Policy Environment Score (now the AIDS Program Effort Index, API), yielded contradictory results. The original target for the APES indicator was an average five-country score of 48.8 by 2000, but by 1998

performance had already exceeded the end-of-strategy target (51.8 points). The current score showed a clear increase from 1996 to 1998 (44 to 53.3 points), but no significant change in 2000 (52.7 points). However, the legal-regulatory environment and political commitment components showed strong positive change. Under the strategy's policy component, 18 new positive policy changes occurred in FY2000, bringing the total to 50. By the end of 1998, the SpO had met the original end-of-project target of 10 changes and revised the 2000 target to twenty, twice the original target. Based on this, the targets were revised once again and a new target of 38 was set for 2000. SpO efforts strongly aided positive policy change, exceeding ambitious targets and contributing to a markedly improved policy environment.

Under the CSM component, condom availability in non-traditional sales points in high-risk areas has increased. Last year's R4 reported on the "percent of outlets in high-risk urban areas carrying affordable condoms", which included pharmacies. The baseline and target for this indicator were set in 1999 as part of the component's realignment. Initial results from the year 2000 distribution survey were difficult to interpret and poorly reflected program efforts. Reanalysis of data on sales outlets-- eliminating pharmacies-- shows improvements in condom availability in all countries where the program was active (Guatemala, Costa Rica, El Salvador and Nicaragua) and declines in the countries where the regional program still had not launched at the time of the survey (Panama and Honduras). Since coverage in pharmacies is already extremely high (90%+), and the program's emphasis is on non-traditional (i.e. non-pharmacy) outlets, FY2004 reporting will modify the R4 table and targets to exclude the pharmacies.

#### Performance and Prospects:

The Regional HIV Program has continued to have measurable and important successes in improving the Legal Regulatory Environment. It has played a catalytic role in supporting national and regional efforts to develop, implement and monitor national HIV/AIDS strategic plans in close collaboration with UNAIDS and other partners. It has also played a role in promoting HIV/AIDS policies at the regional and national levels. Among the new positive policy changes in the region are: The Guatemalan Congress approved the AIDS Law in March 2000; and President Moscozo of Panama sanctioned the AIDS Law in January 2000 and declared AIDS a national issue. The Iberoamerican Presidential Summit held in Panama in December 2000, declared HIV/AIDS a regional emergency.

The Regional Program has successfully strengthened NGOs, policy, advocacy and prevention networks, developed local technical capacities, and established a regional CSM activity. A key result of the NGO and policy components is the constant exchange of information among all sectors of the HIV prevention community. A CD-ROM containing project products (manuals), studies, annotated bibliographies, epidemiological information and key UN documents has been completed and distributed. Print copies of manuals for quality HIV prevention programming, for NGO sustainability, advocacy, monitoring evaluation and lessons learned have also been distributed. They are being used by decision-makers and NGOs for improved programming. The consultant network of Central Americans has provided over 1,852 person/days of services in a wide range of areas to NGOs, national programs, and international donors.

Increasing emphasis now is being given to strategic alliances. The SpO's country-specific policy and strengthening activities need to transition towards networking and information

dissemination where there is a clear value added from the regional program. The new strategy for the period 2002-2006 expects an increasing involvement by bilateral USAID programs in HIV/AIDS prevention. The regional CSM program will continue its focus on correct and consistent condom use in high-risk populations and expanding non-traditional distribution. It will also employ a brand name and generic marketing campaign to increase overall awareness and condom use among youth.

The SpO targets efforts to reach those most vulnerable, e.g., commercial sex workers and men who have sex with men, and promotes the participation of affected groups. The participatory national strategic planning processes have been the best example of giving these groups voice. The CSM activity will continue to enlist them as full partners in the effort for social marketing for behavior change, working with NGOs, advocacy groups, and ministries of health, to develop more appropriate and effective interventions that respond to the customers' needs.

#### Possible Adjustments to Plans:

In July 2000, the AA/LAC approved the Enhanced Central American Capacity to Respond to the HIV/AIDS Crisis SO, under the new USAID/G-CAP Regional Strategic Plan for the period 2002-2006. The three Intermediate Results approved are: (1) Appropriate HIV/AIDS Policies and Strategic Plans Implemented; (2) Improved Prevention, Support Systems and Other Services Implemented; and (3) An Effective Regional Condom Social Marketing Program. The new strategy will focus more heavily on regional issues and mobile populations that cross borders. This includes information sharing and dissemination; and national and regional strategic alliances among NGOs, policy leaders, business and labor groups, and the media for effective advocacy programs. Of the FY2001 funds 30% will be obligated under SpO 596-003 (current strategy) and 70% will be obligated under SO 596-008 (new strategy). Next year's R4 will report on results towards the old strategy and also towards the new one.

#### Other Donor Programs:

UNAIDS contributed \$450,000/yr to Central America national programs during 1998-99 and is beginning to provide some financial support to regional activities. The Dutch channel most of their support through a Costa Rican NGO, but will not continue their support after 2001. Norway and Sweden are providing approximately \$3.6 million dollars over three years to support programs in Guatemala, Nicaragua, El Salvador and Honduras. The GTZ and Doctors without Borders have also been active in some countries. Japan and Spain are considering support for a regional initiative to prevent HIV among mobile populations under the Common Agenda with USAID. DFID will initiate a regional support program covering Honduras, Nicaragua, El Salvador and Guatemala this year. USAID is the leading donor in this sector and coordinates with other donors both directly and through the country theme groups and the national strategic planning processes. The continued success of this effort rests upon effective coordination with USAID bilateral Missions, other donors, and with diverse public and private sectors actors. The Program enjoys a very close relationship with UNAIDS and has leveraged contributions from other donors for specific activities.

#### Major Contractors and Grantees:

The Academy for Educational Development implements the Policy and NGO Components under a cooperative agreement. The CSM Component is being implemented under a cooperative agreement with Population Services International (PSI).

**QUARTERLY REPORT TO CEDPA  
CATHERINE THOMPSON - TAACS/NEPAL**

**January 21, 2001 to April 20, 2001**

During this quarter I continued to backstop the HIV/AIDS, ID and anti-trafficking program for USAID Nepal. I continue to be the acting team leader when Rebecca Rohrer is on leave or on TDY.

**Quarterly events of note**

January

No real issues to report.

February

- Assisted the US Embassy in preparing the first Trafficking in Persons Report.

March

- Participated in the WHO/SEARO HIV/AIDS and ID regional meeting in Kathmandu.
- Traveled to Bangkok to meet with the FHI Impact regional office staff to review the needs for the Nepal expanded HIV/AIDS prevention program.
- Attended a strategy workshop for the Vector Borne Disease Research and Training Center
- Traveled to the Far Western district of Bajhang to visit the CARE program sites to plan for an HIV/AIDS migration program. This district is very remote, is only accessible via plane and has no roads. I visited a site 7 hours walk from the main town.

April

- Travel to India to represent Nepal in the regional program review of the UNIFEM Anti-Trafficking program.

**Next Quarter**

During the next quarter I will be working closely with planning teams to develop our Far West HIV/AIDS program and the infectious disease district intervention. I will have two internal Nepal field trips in April and May. I am planning on taking home leave from June 14 and will confirm dates soon.

**Quarterly Report  
Janis Timberlake  
TAACS/USAID-Tanzania  
January-March 2001**

**Management Voluntary Health Sector Program:**

USAID Tanzania manages its health program under two distinct teams; one addressing the “public” or government health and the other dealing with the private- not for profit, otherwise known as the “voluntary sector”. This division of labor within the office allows for strategic management of USAID/Tanzania’s Strategic Objective One, that supports a health systems approach to the Tanzania’s health sector. As **Team Leader** for the Voluntary Sector Health team, I have key management duties including supervision of two employees to ensure that activities under the voluntary sector program are appropriately designed, effectively implemented and evaluated. The present key components of the program include:

- Voluntary Sector Health Program (VSHP)- “Alliances for Better Health” (\$ U.S.4.2 million/year)
- Population Services International (PSI) (\$1.5 million per year)
- Grant to AFRICARE (\$140,000)
- Voluntary Counseling and Testing Expansion Grant to AMREF
- Support to Peace Corps for HIV/AIDS
- Support for technical related initiatives

**VSHP:**

The majority of time was spent on the resolution of a significant number of issues related to the Voluntary Health Sector Program. The annual performance evaluation was undertaken in January. VSHP work plan reviews were held and comments provided to DATEX Head quarters during this time frame. After significant number of consultations with the Regional Contracts Office, in mid March, the mission also took the decision to terminate the DATEX contract and a rapid close-out of activities was undertaken.

I was responsible for drafting a follow-on Request for Assistance (RFA) for the continuation of the VSHP, which has been circulated under a limited competition offer to organizations presently operating within Tanzania.

By end of March, began field visits to VSHP districts to explain contract termination and next steps.

**PSI- Social Marketing Program:**

- Follow-up on contracting for follow-on cooperative agreement with PSI for social marketing of reproductive health products in Tanzania from 2000- 2003.

**AFRICARE- Supporting NGOs in HIV/AIDS Prevention on Zanzibar:**

- Ensured no-cost extension of Africare Zanzibar activities completed.

**Expansion of Voluntary Counseling and Testing:**

- Grant awarded to AMREF for expansion of VCT proposal.
- Management of Care and Support Assessment implemented by Family Health International.

**Other Related Activities**

- Played key role in USAID/JAPAN Common Agenda for Tanzania by providing technical inputs on programs as well as sponsoring visits for Japanese delegation to NGO sites.
- Delegate to Donor Assistance Committee (DAC) sub-committee on District Response for HIV/AIDS
- Liaised with Social Action Trust Fund on potential USAID support for SATF
- Met with several PVO/NGO representatives including PACT, AMREF, WAMATA, AFRICARE,
- Prepared for and attended USAID Annual Strategy Meeting

**Susan Wright, TAACS Morocco**  
**Quarterly Report**

January 21, 2001 - April 20, 2001

Major activities planned for the period:

1. **Closeout of SO1** Prepare closeout report for SO1 for inclusion in the next R4.
2. **Overall Sp07** Directors Committee of SpO7, overseen by the Minister of Health, to meet and officially accept combined workplans of PROGRESS and CMS in 2001. R4 report prepared and submitted to ANE Bureau.
3. **Personnel** Organize mini-retreat of PH staff, and reorganize office space to improve the work environment. PH team to participate in broader Mission retreat. Work to ensure all staff are well versed in USAID procedures and regulations.
4. **IR 7.1/PROGRESS** Needs assessment for regional information management completed. Upgrades of maternities begun and regional training programs established for emergency obstetric care. New Quality Assurance approach initiated in the SMD.
5. **IR 7.2/Private sector reproductive health** The following activities initiated: a study of the regulatory environment for provision and promotion of private health services, development of a set of training modules and approach to train General Practitioners in family medicine, development of new media campaigns for contraceptive products and fortified food products, and constitution of a working group of private MDs interested in forming group practices.
6. **Other** Participate in CCT activities, with at least one trip to NEF sites in Ouarzazate by either myself, the SpO7 program assistant, the IR 7.1 manager, or any combination thereof. Introduce HKI proposal for a CCT grant. RFP launched for campaign for fortified foods and consensus on the technical specifications for flour fortification.

Major Accomplishments of the period:

1. **Close-out of SO1** On advice from the regional legal advisor and the financial office, I prepared a final Implementation Letter for SO1 to allow USAID to continue spending SO1 funds through April 2001, in order to transfer USAID local contract staff from SO1 to SpO7. I used the JSI final report and other documents to prepare a SO1 close out report, provided as an annex in the USAID/Morocco R4 submitted in March 2001. I also prepared a final R4 narrative for SO1 with data tables for 2000, in accordance with new guidance from USAID/W.
2. **Overall Sp07** I accompanied USAID Director J. Bednar and the GDO to a meeting with the Minister of Health (MOH) in January, which allowed an informal exchange of

information. The Minister expressed his desire to prepare a National Health Charter this year, which would set a general framework for health policies and programs for the coming five years. USAID agreed to provide targeted support for this initiative under the "Support Activities" element of SpO7, but we have yet to receive a formal request from the Minister concerning the Charter. The Directors Committee for SpO7, chaired by the Minister of Health and including directors and division chiefs of the MOH, delegates from the two focus regions, private sector associations and USAID, met and officially accepted the work plans of PROGRESS and CMS for 2001. In mid-April, a delegation of Congressman Greenwood and five staffers of other Reps. made a PAI- and UNFPA-sponsored visit to Morocco to look at the reproductive health program of both UNFPA and USAID. I accompanied the delegation on a field trip to Ouarzazate to show them our work there. Their visit was a great opportunity to show the importance of efforts of USAID, UNFPA, USPVOs, the MOH and local NGOs to improve reproductive health, and their feedback at the end of the trip was extremely positive.

All indicator data were collected and analyzed for the Performance Monitoring Plan (PMP) for the tables and narrative R4 report for SpO7. After Mission review, the report was submitted to ANE Bureau end March. Preparation of the R4 reports for both SpO7 and SO1, the SO1 close-out report, and multiple versions of a Congressional Notification (due to conflicting guidance, budget levels, etc.) took much of my time in March.

**3. Personnel** In February I attended a week-long supervisory skills course along with both SpO7 IR managers. This allowed us to gain a common understanding of good practices and behaviors, which resulted in immediate payoffs in the office. In March we held a mini-retreat of PH staff to ensure effective communication and mutual support towards program objectives. The frank discussion of concerns about changing roles led to new understandings and agreements among PH staff. We also reorganized the office space resulting in more privacy for the two IR managers, and general improvement in the work environment. The PH team then participated in broader Mission retreat, which helped consolidate some of these gains. To ensure full compliance with USAID procedures and regulations, responsibilities were divided among staff for specific issues.

**4. IR 7.1/PROGRESS** A needs assessment for information management was completed in both regions and accepted at the PMU (biweekly program review meeting at the MOH). In both regions and at the central level, considerable work was done to establish regional training programs for emergency obstetric care, determine all the modules and logistics needed, identify trainers and sites, and fix a timetable. Training in interpersonal communication for midwives and nurses in the Tanger-Tetouan region began in April, and the training sites and practicum trainers for clinical skills have been identified. Initial infrastructure work focused on upgrades of the training sites including the nursing schools (IFCS) where the participants will stay. The ground rules for upgrades of buildings with USAID funds were carefully re-examined and explained to all regional and JSI staff. JSI is developing a formal agreement with the Rabat medical school to oversee the clinical training.

Two visits from URC consultants allowed the new Quality Assurance approach to be initiated in the SMD. Because the new approach was quite different from the earlier GQua (Gestion de la Qualite) approach used in Morocco, thorough explanations and hands-on technical assistance were required. In a problem lingering from the former SO1 quality assurance activities, it is still difficult to fully integrate Quality Assurance into on-going actions of PROGRESS in the two regions.

A consultancy by Thomas Bossert of Harvard concerning next steps in decentralization of the MOH management system, and an initial visit by World Education consultants to develop means to strengthen partnerships for health in the focus regions, also occurred during the quarter. As well, a consultant from FOCUS reviewed country policies on adolescent reproductive health, and several short visits by PHR staff allowed final activities under their program to occur. In general, these visits are successful to the extent that they respond to needs previously identified in collaboration with our counterparts, and much less so when they are “exploratory” visits to propose new activities.

During this period, it became clear that PROGRESS staff were not always aware of the different steps required by USAID in planning and authorizing specific expenditures, whether for hiring consultants, initiating infrastructure work, or other processes. I worked with the IR manager, with help from other SpO7 staff, to clarify and insist on USAID’s oversight of these steps. By mid April, this concern appears resolved.

**5. IR 7.2/Private sector reproductive health** To implement the CMS work plan, a series of RFPs for local contracts and consultancies were drafted. These were then approved, in a rather cumbersome but fully collaborative process, by professional associations, MOH staff, and CMS Washington staff. RFPs were developed for a study of the regulatory environment for provision and promotion of private health services, development of a set of training modules and approach to train General Practitioners in family medicine, development of new media campaigns for contraceptive products and fortified food products. The bid review process is now underway.

A general letter soliciting interest of private MDs in forming group practices was prepared by CMS and issued by the Federation of Private GPs to its members. Meanwhile, the CMS staff made several trips to different regions of the country to develop pilot activities. They invariably found that doctors outside of the main Rabat-Casa corridor were much more interested in collaborative efforts than were their urban colleagues.

A pilot activity to encourage local garment companies to provide their workers with information about reproductive health issues was designed to encourage corporate social responsibility in this sector. It will involved both midwives and private MDs offering information sessions at garment factory sites, with workers’ time and modest costs covered by the factory owners.

**6. Cross Cutting activities of the Mission** In the context of a consultant visit to re-look at the CCT, the relevance of formulating a cohesive regional strategy for the SMD region was discussed at length in the CCT team. The team agreed to broaden the scope of cross cutting activities in the region to directly support participatory local governance, but decided it would be best to avoid creating a “strategy within a strategy.”

I am working to gain acceptance of an unsolicited grant concept submitted by HKI to the CCT in March. A CCT grant would allow HKI to replicate a very interesting model of community development with a focus on women’s empowerment, with the goal of eradication of poverty-related health problems such as trachoma and malnutrition. HKI’s initial concept paper did not gain full support of the committee, so I will need to work with HKI to address the concerns that were raised. The SpO7 program assistant attended the opening workshop of the Near East Foundation (NEF) in March, along with the IR 1 manager, to learn about the activities planned under their program.

**Micronutrients** CMS is on schedule in developing a promotional campaign for the launch of fortified foods, but the micronutrient formulation to be used in fortified flour has been the subject of much debate among the clinical nutritionists and other members of the National Micronutrient Committee. To resolve this issue, two local consultants prepared an in-depth report that proposed a somewhat larger proportion of iron folate than in US products, to compensate for the low levels of iron in the Moroccan diet and the frequent consumption of tea with meals, which reduces iron absorption. The committee is “digesting” this report and a firm decision must be made that allows fortification to proceed without affecting the price of flour on the market. Not changing the price of flour is seen as critical to the success of the fortified product. Meanwhile, the MOH IEC committee is preparing informational materials to help health workers nationwide follow new guidelines for supplementation and nutritional counseling for pregnant women and young children.

Major activities planned for the next quarter (April 21- June 20, 2001):

1. **Overall Sp07** Respond to any CN queries and obligate all FY2001 funds as soon as they are received in USAID/Morocco. Retrospective study of last 30 years cooperation between USAID and the MOH presented in Morocco.
2. **Personnel** Ensure that the senior IR manager has the opportunity to practice coaching skills within the PH office, and supports empowerment of other staff. Monitor progress of administrative staff in revising filing system and improving other procedures within the office. Participate in MEASURE training on program performance evaluation and attend Global Health Council conference in early June.
4. **IR 7.1/PROGRESS** Training in Emergency Obstetric Care and building upgrades underway in both regions, all medical equipment ordered with firm delivery date in Morocco. Regional teams implement and monitor their respective workplans, keeping to planned calendar in most cases.
5. **IR 7.2/Private sector reproductive health** Working group for private MDs interested in group family practice formed and meets regularly to guide regulatory study and develop training approaches. Activities to promote long term methods in private practice launched as a pilot. New MOUs with distributors allow new product advertising to be developed.
6. **Other** Revised HKI proposal presented and defended in CCT, grant negotiations underway. Flour fortification technical specifications agreed and submitted to regulatory body, campaign design completed and media placement confirmed. IEC materials developed for health workers.