

Girls' and Women's Education Project  
Work Plan 2001  
January 1, 2001 through December 31, 2001

Prepared for:

G/WID  
United States Agency for International Development  
Washington, D.C.

Prepared by:

DevTech Systems, Inc.  
Contract # LAG-00-97-00017-00

## **I. INTRODUCTION**

The restructuring within the Global Bureau of USAID placed the implementation of the Girls' and Women' Education (GWE) Initiative in the Office of Women in Development. One result of this restructuring was the requirement for technical and administrative assistance from a contractor to support G/WID's attainment of the goals and objectives of this initiative. Implementation of the Girls' and Women's Education Initiative is conducted in both emphasis and cooperating countries by contractors under separate procurements. The purpose of this contract is to provide timely assistance to G/WID to ensure that the goals of the GWE Initiative are attained.

A five-year contract to carry out this assistance was awarded to DevTech Systems, Inc. on September 30, 1997. This contract calls for the execution of core activities without buy-in or subcontractor activities. The objectives of the contract are to support G/WID by:

- 1) Monitoring the Girls' and Women's Education Initiative;
- 2) Developing effective communications among all stakeholders in the Girls' and Women's Education Initiative;
- 3) Planning and coordinating a range of GWE focused meetings and events;
- 4) Providing technical and administrative assistance to Missions;
- 5) Developing, or assisting in, writing reports, studies, and concept papers, and developing innovative ideas;
- 6) Coordinating monitoring and evaluation activities for GWE; and
- 7) Developing and maintaining reference materials on the GWE Initiative.

## **II. ACTIVITIES PLANNED FOR YEAR 2001**

In order to meet the above stated objectives in the year 2001, DevTech has four principal objectives: establish effective communications among G/WID, GWE partners and GWE constituencies; assess progress-to-date of the GWE Initiative and determine new directions; review and analyze partner research on girls' education and women's literacy; and develop a responsive system for constituent requests regarding girls' education, in general, and the GWE Initiative, in particular. Each of these objectives has been divided into support tasks that are elaborated below.

### ***1. Establish effective communications among G/WID, GWE partners and GWE constituencies***

#### ***1.1 Review and respond to contractor reports/ participate in monthly meetings with GWE partners***

In order to maintain communications between G/WID and each of the GWE partners, monthly meetings will be scheduled with project directors for each of the GWE contracts. Each of these meetings will serve as a forum to discuss both project achievements and difficulties.

Additionally, contractor progress reports, project plan reports as well as trip reports will be reviewed and the content of these reports will be commented upon.

### *1.2 Plan and execute project directors' meetings*

The goals of the project directors' meetings are to strengthen communications among the GWE partners and provide a forum to discuss project achievements, share innovative ideas, troubleshoot problems, and clarify principles and objectives of the GWE Initiative. These meetings will be planned and held on a semi-annual basis.

### *1.3 Assist GWE Projects in contract closeout*

In 2001, three GWE contracts will terminate. DevTech will provide technical support throughout the close out period, or 6 months prior to the end date. For example, DevTech will assist with queries, administrative actions and other relevant information to ensure smooth transition in ending the respective contracts.

## **2. Assess progress-to-date of GWE Initiative and determine future directions**

### *2.1 Prepare R4*

Reporting for the G/WID R4 FY03 for each of the GWE partners under the SSO2 : "Broad-based, informed constituencies mobilized to improve girls' education in emphasis countries" will be collected, analyzed and written in an established format by DevTech. GWE contractors will be contacted and requested to provide and/or corroborate pertinent data for the intermediate results on girls' education. DevTech will prepare and submit the R4 to G/WID for approval.

### *2.2 Plan, facilitate, provide feedback and organize meetings and debriefing of Portfolio Reviews for GWE projects*

Portfolio reviews have not yet been instituted in the GWE projects. This year, DevTech will assist and liaise between G/WID and the GWE contractors in the setting up of informational meetings, providing examples and feedback, and ensuring the reviews are handed in on time. DevTech will also arrange for the debriefing of each portfolio. 2001 marks the first year that the reviews will be handed in biannually.

### **2.3 Conceptualize, plan and facilitate a regional conference with GWE partners to discuss lessons learned and future directions**

Calendar year 2001 marks the fifth year of the GWE Initiative's five-year program. Because three of the emphasis countries will end in September 2001, a lessons learned regional conference will be held in before the closing date. We are presently in the process of deciding where the venue will take place. DevTech will bring together contractors and sub-contractors of the Initiative for a retrospective on program activity. The purpose of the conference is to enable the outgoing country directors, their respective staffs, community workers, teachers, girls and others to report on the challenges and successes to date, to discuss and share effective methods

that have supported and created their respective programs, to revisit program goals and objectives and their underlying assumptions, and, to generate next steps and future directions in the promotion of girls' education.

While the conference is being financed under AIR, DevTech's contribution in preparing and facilitating the conference will be considerable. Specifically, planning for the conference will include traveling to the sites, participating in planning meetings, contacting Missions and GWE constituencies and developing a profile of participants and a system for compiling information for a final report as well as dissemination of the report. Additionally time will be spent reviewing and planning the conference program as well as papers and presentations that will be given at the conference, facilitating sessions and participating in the conference debriefing.

### ***3. Review and analyze partner research on girls' education and women's literacy***

Partner research on girls' education and women's literacy will be reviewed and analyzed as it is received. Memoranda will be written to summarize comments on the research and recommend courses of action. While due dates for the studies have been established, it is likely that multiple drafts of each study will be reviewed. The timeline presented in Section III projects dates for review of subsequent drafts.

Various partner studies will be reviewed during the year 2001. These studies are enumerated below.

- 3.1 Draft memorandum on Enhancing Girls' Education through Child Care Programs (AIR)
- 3.2 Draft memorandum on Menarche and its Implications for International Policy (World Ed)
- 3.3 Draft memorandum on World Education's Peru Policy Brief
- 3.4 Draft memorandum on Case Studies in Multi-Sectoral Strategies, Howard Williams
- 3.5 Draft memorandum on Girls' Ed, HIV/AIDS and Poverty: Impacts and Alternatives for Development
- 3.6 Draft memorandum on A Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)
- 3.7 Draft memorandum on A Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)
- 3.8 Draft memorandum on A Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)
- 3.9 Draft memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)
- 3.10 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)
- 3.11 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)

***4. Develop responsive system for constituent requests regarding girls' education, in general, and the GWE Initiative, in particular***

*4.1 Maintain GWE archives*

The GWE archives catalogue will be updated on a monthly basis. New deliverables will be logged into the catalogue system and hard copies of the deliverables will be shelved according to that system. The database documents due dates, extensions, receipt dates, and location of all deliverable, including trip reports within the new organization.

*4.3 Collect and organize statistical information on girls' education*

Statistical information, papers and useful quotations will be collected from a variety of sources (UNESCO, UNICEF, DHS, the United Nations, the World Bank, IFPRI, etc.). This information will be organized and stored. It will be readily available to respond to constituent requests.

***5. Provide Technical Assistance to Missions***

*5.1 Travel to Missions in support of GWE Initiatives*

Because 2001 marks the penultimate year for GWE, field visits to countries where the projects will be ending in September 2001 will be scheduled before the end date. A possible visit to one or more of the GWE/SAGE countries may be scheduled before December 2001.

*5.2 Coordinate process for country clearance requests for GWE contractors*

**III. SCHEDULE OF ACTIVITIES FOR YEAR 2001**

The timeline that follows presents a detailed schedule of Year 2000 activities grouped by task as elaborated in Section II of this plan. The timeline shows the month(s) when work on each support action is expected to occur.

TASK	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01	OCT 01	NOV 01	DEC 01
<b>1. Establish Effective Communications Among G/WID, GWE Partners, and GWE Constituencies</b>												
1.1 Review and Respond to Contractor Reports/participate in monthly meetings												
1.2 Plan and Execute Project Directors' Meetings												
1.3 Assist GWE Projects in closeout												
<b>2. Assess Progress-to-Date of GWE Initiative and Determine Future Directions</b>												
2.1 Prepare R4												
2.2 Plan, facilitate, provide feedback and organize meetings and debriefing of portfolio reviews												
2.3 Conceptualize, plan and facilitate a regional conference with GWE partners to discuss lessons learned and future directions												

	Date of activity
	Projected date of activity (review and analyze revised studies)

<b>3. Review and Analyze Partner Research on Girls' Education and Women's Literacy</b>												
	<b>JAN 01</b>	<b>FEB 01</b>	<b>MAR 01</b>	<b>APR 01</b>	<b>MAY 01</b>	<b>JUN 01</b>	<b>JUL 01</b>	<b>AUG 01</b>	<b>SEP 01</b>	<b>OCT 01</b>	<b>NOV 01</b>	<b>DEC 01</b>
3.1 Draft memorandum on Enhancing Girls' Education through Child Care Programs (AIR)												
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3.5 Draft memorandum on Girls' Ed, HIV/AIDS and Poverty: Impacts and alternatives for Development (SAGE)												
3.6 Draft memorandum on A Longitudinal Study on the Impact of Integrated Adult Literacy Programs on Indicators of Social and Economic Development in Nepal (World Ed)												

	Date of activity
	Projected date of activity (review and analyze revised studies)

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3.7 Draft memorandum on A Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)												
3.8 Draft memorandum A Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras												
3.9 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)												
3.10 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Integrated Women's Basic Education Programs on Indicators of Social and Economic Development in Bolivia (World Ed)												

	Date of activity
	Projected date of activity (review and analyze revised studies)

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3.11 Draft Memorandum on Policy Brief on Longitudinal Study on the Impact of Basic Education Programs on Indicators of Social and Economic Development in Honduras (World Ed)												
<b>TASK</b>	<b>JAN 01</b>	<b>FEB 01</b>	<b>MAR 01</b>	<b>APR 01</b>	<b>MAY 01</b>	<b>JUN 01</b>	<b>JUL 01</b>	<b>AUG 01</b>	<b>SEP 01</b>	<b>OCT 01</b>	<b>NOV 01</b>	<b>DEC 01</b>
<b>4. Develop Responsive System for Constituent Requests Regarding Girls' Education, in General, and the GWE Initiative, in Particular</b>												
4.1 Maintain GWE Archives												
4.2 Collect and Organize Statistical Information on Girls' Education												
<b>5. Provide Technical Assistance to Missions</b>												
5.1 Travel to Missions in support of GWE Initiative												
5.2 Coordinate process for country clearances												

	Date of activity
	Projected date of activity (review and analyze revised studies)