



13th QUARTERLY REPORT – CEDPA TAACS PROGRAM

August 1, 2001 - October 31, 2001

CEDPA TAACS III Contract HRN-C-00-98-00006-00 (7/31/98 – 12/31/04)

CEDPA TAACS IV Contract GPH-C-00-01-00006-00 (9/25/01 – 9/24/06)

Note: The contracts state “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

This quarter marks a milestone for the TAACS program at CEDPA: the award of its fourth TAACS contract on September 25, 2001. This new five-year contract, to be implemented concurrently with the TAACS III contract, enables CEDPA to recruit, hire and support an additional thirty (approximately) technical advisors. CEDPA is pleased that USAID has afforded it the opportunity to continue implementing the TAACS program.

In this first month of the new contract, CEDPA submitted its workplan for TAACS IV, formulated new recruitment strategies, and began developing an interactive contract database with its subcontractor, WDSG. Additionally, two members of the CEDPA TAACS Team attended the American Public Health Association’s annual conference to recruit for the two existing CEDPA TAACS contracts.

CEDPA continues to recruit and hire an unusually large number of new TAACS. This quarter, CEDPA filled seven positions, and is in the process of hiring for five more. Another five positions are still in active recruitment.

RECRUITMENT

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

- a) Senior Technical Advisor for Maternal and Child Health, USAID/Cambodia: **David Hausner** selected on August 10, 2001. Salary agreed. Security clearance granted. David and his family are in the process of completing medical clearance packets.
- b) Health Development Specialist, USAID/Ethiopia: **Mary Ann Abeyta-Behnke** selected on August 23, 2001. Salary agreed. Security clearance granted. Medical clearance is in process.

- c) Child Survival Advisor, USAID/India: **O. Masee Bateman** selected on August 30, 2001. Salary agreed. Security clearance granted. Medical clearance is in process.
- d) Basic Education and Child Labor, G/HCD/BE: **Benjamin Alvarez** selected on September 21, 2001. Salary agreed. Security clearance granted. Benjamin will begin his contract in mid-November 2001.
- e) Senior Advisor for Maternal and Child Health Advisor, USAID/Russia: **Taraneh Milani** was selected for the position on September 28, 2001. Both the security clearance paperwork and the medical clearance packets are in the process of being completed by Taraneh and her spouse.
- f) Senior Advisor for Infectious Diseases, G/PHN/HN/EH: **Emily Wainwright** was selected on August 10, 2001. Emily has a security clearance and started in the position on October 15, 2001.
- g) Education Policy Advisor, AFR/SD/HRD: **Mitch Kirby** was selected for the position on September 18, 2001 and started the position on October 1, 2001. Mitch has security clearance.

For the following new TAACS positions, candidates have been forwarded to USAID, and CEDPA is awaiting completion of the USAID selection process for each:

- a) Senior Advisor for Infectious Diseases and HIV/AIDS, USAID/India: A total of four candidates were provided on September 27 and October 19, 2001. The Mission has not selected candidates for interviews at this time.
- b) Biomedical Research Specialist, PHN/HN/HIV-AIDS: A total of six candidates were provided to the hiring manager on August 1 and August 28, 2001. Three candidates were interviewed. As none of the interviewees were suitable for the position, the hiring manager decided to reinitiate recruitment for this position.
- c) Reproductive Health Advisor for Training and Performance Improvement, G/PHN/POP: A total of four resumes were forwarded to the hiring manager on August 30 and September 20, 2001. This position is presently on hold due to the USAID reorganization per the hiring manager's request.
- d) Teacher Training Advisor, LAC/RSD: Five resumes were forwarded to USAID on September 17, 2001 and one additional candidate was forwarded on October 1, 2001. This position is also on hold due to the USAID reorganization per the hiring manager's request.

Completion of Hiring:

Final hiring procedures are being completed for the following candidates selected in the previous quarter:

- a) Mekong Regional HIV/AIDS and Infectious Diseases Advisor, USAID/Cambodia: **Carol Jenkins** is waiting for country clearance to travel to post and also medical clearance for her and her two dependents. Carol began her contract on October 15, 2001.
- b) Senior Technical Advisor, USAID/Haiti: **Judith Timyan** and her two dependents are awaiting medical clearance. Judith began her contract on August 31, 2001.
- c) Senior HIV/AIDS and Reproductive Health Advisor, USAID/South Africa: **Melinda Wilson** is awaiting medical clearance. Melinda began her contract on June 11, 2001.
- d) Senior Health Advisor, USAID/Rwanda: **Barbara Sow** is awaiting medical clearance. Barbara began her new contract on July 9, 2001.
- e) Senior Health Advisor, USAID/Nigeria: **Shelagh O'Rourke** is awaiting medical clearance. Shelagh began her contract on September 24, 2001.
- f) Senior Health Advisor, USAID/Senegal: **Brad Barker** is awaiting medical clearance. Brad began his contract on September 5, 2001.

Recruitment for one other position is well underway:

- a) Infectious Diseases Advisor, USAID/Ukraine: the scope of work for this position was received on August 16, 2001. Recruitment is underway.

American Public Health Association: CEDPA carried out formal and informal recruitment at the annual APHA conference, held in Atlanta, Georgia on October 21 through October 24, 2001.

Medical Clearance: CEDPA has continued to use the USAID/Department of State Medical Office procedures for obtaining medical clearances for TAACS, which continues to be extremely problematic. Some medical clearances have been temporarily misplaced and/or lost by the State medical office. This office has notified USAID that several candidates are incomplete because of the need for "additional information." It is unclear whether the packets of information that candidates are supplying do not contained detailed-enough information to receive clearance, or if the medical office needs further information on already existing medical issues. The following is a list of outstanding TAACS medical clearances:

Employee (plus dependents)	Date medical clearance package sent to USAID
Carol Jenkins plus two dependents	9/17/01
Judith Timyan plus two dependents	7/18/01 (both Judith & daughter), son's clearance sent on 10/25
Melinda Wilson	8/21/01, resent on 9/25/01 due to State Med misplacing forms
Shelagh O'Rourke	8/22/01, additional forms: 9/25/01
Barbara Sow	7/6/01, chest X-ray: 9/25/01
O. Masee Bateman	9/20/01
Mary Ann Abeyta-Behnke plus one dependent	10/1/01
Brad Barker	8/9/01; resent on 9/25/01 due to State Med misplacing forms

These medical clearances are continuing to take a longer time than under the previous system. This is a definite area for improvement in the TAACS hiring process. CEDPA stands ready to assist in resolving these problems; however, by USAID regulations, the CTO's office must be the primary liaison between the TAACS program and State/Med.

ADMINISTRATIVE SUPPORT

Start of Contract:

David Bruns Began his contract as Senior Education Advisor at USAID/Uganda on August 15, 2001.

Daniel Halperin Began his contract as HIV/AIDS Behavior Change Specialist, G/PHN/HN/HIV-AIDS, on August 31, 2001.

Judith Timyan Began her contract as Senior Technical Advisor, Population, Health and Nutrition at USAID/Haiti on August 31, 2001.

Brad Barker Began his contract as Senior Health Advisor at USAID/Senegal on September 5, 2001.

Shelagh O'Rourke Began her contract as Senior Health Advisor at USAID/Nigeria on September 24, 2001.

Mitch Kirby Began his contract as Education Policy Advisor, AFR/SD/HRD, on October 1, 2001.

Emily Wainwright Began her contract as Senior Advisor for Infectious Diseases, G/PHN/HN/EH, on October 15, 2001.

Carol Jenkins Began her contract as Mekong Regional HIV/AIDS and Infectious Diseases Advisor, based at USAID/Cambodia, on October 15, 2001. Ms. Jenkins has been working in the ANE/SPOTS Bureau while she awaits her country clearance (which had not been received by October 31, 2001 because of increased security concerns).

Completion of Tour: Nina Etyemezian completed her contract at USAID/Morocco on October 12, 2001. Nina served as the Basic Education Advisor in USAID/Morocco since July 20, 1999.

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

Estelle Quain	Renewal for two years to August 30, 2003
Marion Warren	Renewal for two years to August 31, 2003
Karen Cavanaugh	Renewal for two years to September 7, 2003
Maureen Norton	Renewal for two years to September 7, 2003
John Hatch	Renewal for two years to December 31, 2003

Contract Extensions: None this quarter.

Basic Administrative Support: CEDPA currently is providing administrative support for 54 TAACS (42 PHN and 12 Education), an increase of eight from the last quarter.

TECHNICAL SUPPORT

Computers: During this quarter, WDSG procured four desktop computers, one laptop computer and two monitors for the following TAACS personnel:

Tara Lewing	G/PHN/POP	CPU only
Steve Landry	G/PHN/CS	CPU only
Carol Jenkins	USAID/Cambodia	desktop with monitor, laptop
Emily Wainwright	G/PHN/HN/EH	desktop with monitor

WDSG continued to provide technical assistance and support to overseas and DC based TAACS, including technical advice and repairs.

Travel: CEDPA met with West End Travel on September 18, 2001 to discuss procedures and policies for the TAACS travel. CEDPA is currently in the process of evaluating West End Travel's service. We anticipate receiving all responses by October 31, 2001; once all responses are received, CEDPA will conduct a thorough analysis with follow-up corrective actions as necessary.

On September 3, 2001, USAID/W changed its policy regarding visa services for non-direct hires. In the past, non-direct hires (which include TAACS) were able to obtain visa services from the travel office at USAID; now all non-direct hires must use an outside service provider for visas.

Therefore, CEDPA set up accounts with two local travel service providers, Sato Travel and International Passport and Visa Services, for TAACS to access for visas. Both of these companies bill CEDPA directly for services rendered to TAACS.

Training: The timeframe for the next TAACS training course was set at the October 3, 2001 meeting with the CTO and his staff. The next course will be held January 7-11, 2002, at CEDPA's headquarters in Washington, DC. This decision was made in conjunction with the CTO's office after considering the number of potential participants from the various hiring mechanisms used by USAID.

Management Review: On September 17, 2001, CEDPA received the draft management review from the CTO for review and comment. CEDPA carefully reviewed the document and provided feedback to the CTO on September 26, 2001. Overall, CEDPA was quite pleased with the very positive results of the management review and is in the process of implementing the suggestions incorporated in the document. CEDPA anticipates receiving the finalized management review in November 2001.

Household Relocation: The TAACS Team has begun a new, competitive procurement process for all new relocations as of October 1, 2001. This change in procedure was made to procure better performance, pricing and efficacy in moving and storage services. Currently, the TAACS Team is developing a cadre of moving and storage companies it will regularly contact to procure these services.

TAACS Team: The CEDPA TAACS Team expanded this quarter. Elizabeth Coleman, formerly CEDPA's Recruitment Coordinator, has joined the TAACS Team full time as the Human Resources Manager – TAACS. Elizabeth is very familiar with the TAACS program, having participated in recruitment activities for the contract since November 1999. The TAACS Team is very pleased to have Elizabeth as its newest full-time member. Additionally, Susan Masse was promoted to Program Manager – TAACS this quarter, and will be assuming more of the management responsibility for the TAACS program. A new TAACS Associate is presently being recruited and should be on board in November.

In addition to gaining staff, the TAACS Team at CEDPA received new office space this quarter. Recognizing the expanding team's need for additional space, CEDPA provided five new offices to the team; the Program Director, the Program Manager, the Human Resources Manager, a Program Associate and the TAACS resource desk currently occupy these offices. A new Program Associate and Human Resources Associate will occupy the remaining space by the end of the next contract quarter.

BUDGET AND FINANCE

CEDPA received three TAACS III contract amendments during this quarter. They are as follows:

Amendment Number	Dated	Amount
Amendment 16	September 21, 2001	\$6,590,478
Amendment 17	September 22, 2001	\$1,355,000
Amendment 18	September 25, 2001	\$1,000,000
	Amendment Total this Quarter	\$8,945,478

The addition of these three amendments brings the total of funds obligated to the TAACS III contract to \$34,315,522, which represents approximately 55 percent of the contract ceiling half way through the contract life (with the contract extension to December 31, 2004).

The initial obligation of \$275,000 for TAACS IV, received upon signing the contract, will be used for start-up costs relating to administrative support and recruitment.

KEY ACTIONS AND UPCOMING ISSUES FOR THE NEXT QUARTER

November 1, 2001 – January 31, 2002

OVERALL CONTRACT

Over the next quarter, CEDPA will implement its new procurement system for household relocation, complete the evaluation of West End Travel's services, continue to develop, build and test the contract database in conjunction with WDSG, and conduct the next TAACS training course January 7-11, 2002. Additionally, CEDPA will develop a new Supervisor Feedback Survey to distribute with the TAACS performance appraisal form by January 31, 2002.

RECRUITMENT

During this period, CEDPA plans to complete hiring for the five 'in process' advisors: Mary Ann Abeyta-Behnke (USAID/Ethiopia); Benjamin Alvarez (G/HCD/BE); O. Masee Bateman (USAID/India); David Hausner (USAID/Cambodia); and Taraneh Milani (USAID/Russia). All but Ms. Milani have completed the security clearance process. CEDPA also hopes that all of the outstanding medical clearances are completed during this quarter. Missions and USAID/W offices should advise CEDPA of their selection of candidates for the Reproductive Health Advisor for Training and Performance Improvement, G/PHN/POP and Teacher Training Advisor, LAC/RSD by the end of this quarter as well. Finally, CEDPA will continue to provide additional candidates for the USAID/India Infectious Diseases and HIV/AIDS Advisor, and new candidates for the Biomedical Research Specialist position. CEDPA also plans on sending candidates to the Mission for the USAID/Ukraine Infectious Diseases Advisor very early in the quarter.

Recruitment will be initiated for any new positions whose scopes of work are received by CEDPA during the quarter.

ADMINISTRATIVE SUPPORT

Contract Renewals/Extensions: Roger Dixon's original contract will end during this period. His supervisor has requested, and received CTO concurrence, for Mr. Dixon's contract to be extended to June 30, 2002.

TECHNICAL SUPPORT

Computers: WDSG plans to complete distribution of previously procured equipment to newly selected and placed TAACS. This includes equipment for the following positions:

- Reproductive Health Advisor for Training and Performance Improvement, G/PHN/POP
- Education Policy Advisor, AFR/SD/HRD
- Mekong Regional HIV/AIDS and Infectious Diseases Advisor
- Senior Advisor for HIV/AIDS and Maternal Child Health, USAID/Cambodia

Equipment will be procured for the positions in process/recruitment as needed.

In addition to equipment procurement, WDSG will work with CEDPA to develop, build and test a contract database that will enable the TAACS Team (both at CEDPA and at USAID) to access key contract information relating to contract management, personnel, finance, human resources and procurement. CEDPA and WDSG anticipate the database will be ready for testing and use by late January 2002.

Training: CEDPA will conduct its semi-annual TAACS training course, "Essential Training for PHN and Education Technical Advisors," January 7-11, 2002. Advertisement of the course will begin in early November 2001 to allow overseas participants ample time for planning.

Travel: CEDPA will conduct a thorough analysis of the completed travel questionnaires received in October 2001 and will follow-up with corrective actions as necessary.

Shipping: CEDPA will continue to build a cadre of reliable, effective shipping and storage companies to use for competitive procurement for all new relocations of household effects, airfreight and storage.

TAACS Newsletter: The third edition of the CEDPA TAACS newsletter, *Connect*, will be published in early December 2001 under the direction of our editor, Susan Masse. The theme of the upcoming issue will be infectious diseases.

ATTACHMENTS

1. TAACS III Advisors Summary Table
2. TAACS Recruitment Status Summary Table
3. TAACS III LOE Report
4. Washington Decision Support Group (WDSG) Quarterly Report
5. West End Travel Quarterly Report
6. Individual TAACS Quarterly Reports (Health Advisors)
7. Individual TAACS Quarterly Reports (Education Advisors)

Summary Table of Former CEDPA TAACS (Contract # HRN-C-00-98-00006-00)

Advisor	Country/Bureau	Contract Start Date	TAACS III Start Date	Contract End Date
Allman, James	Madagascar	10/1/1994	10/1/1998	3/31/2001
Cavanaugh, Karen	LAC/RSD/PHN	9/8/1997	1/8/1999	4/10/2000
Etyemezian, Nina	Morocco	7/20/1999	7/20/1999	10/12/2001
Landry, Stephen	PHN/HN/CS	4/1/1996	12/31/1998	3/9/2000
Nolan, Nancy	Haiti	9/17/1998	9/17/1998	8/16/2000
Rambaud, Marylee	G/WID	1/1/1999	1/1/1999	1/7/2000
Halpert, Peter	Guinea	1/14/1999	1/14/1999	12/3/1999
Gagne, Bernard	Benin	5/19/2000	5/19/2000	8/31/2000
Sow, Barbara	Senegal	3/1/1999	3/1/1999	5/31/2001

Summary Table of Current CEDPA TAACS III (Contract # HRN-C-00-98-00006-00)**TAACS III/USAID Missions (23 Total)**

Advisor	Country/Bureau	Contract Start Date	TAACS III Start Date	Contract End Date
Allman, James	Cote d'Ivoire	10/01/94	10/01/98	3/31/2003
Barker, Brad	Senegal	09/05/01	09/05/01	9/4/2003
Bruns, David	Uganda	08/15/01	08/15/01	8/14/2003
Friedman, Matthew	Bangladesh	5/1/1999	5/1/1999	4/30/2003
Hayman, Janet	REDSO/EA (Kenya)	1/25/1999	1/25/1999	2/25/2003
Howard, Mildred	Egypt	1/28/2001	1/28/2001	1/27/2003
Jenkins, Carol	Cambodia	10/15/01	10/15/01	10/14/2003
Lazell, Kirk	Namibia	9/15/2000	9/15/2000	9/14/2002
O'Rourke, Shelagh	Nigeria	09/24/01	09/24/01	9/23/2003
Roziewski, Danielle	Nicaragua	9/1/1999	9/1/1999	8/31/2002
Scholl, Edward	Guatemala	6/10/1998	2/1/2001	6/9/2002
Shelley, Karen	Zambia	6/7/1999	6/7/1999	6/6/2002
Sonnichsen, Cheryl	Kenya	11/20/2000	11/20/2000	11/19/2002
Sow, Barbara	Rwanda	07/09/01	07/09/01	7/8/2003
Taylor, Melinda	Nigeria	4/23/2001	4/23/2001	4/22/2003
Terrell, Stanley	Guatemala	1/26/1996	10/1/1999	6/15/2002
Thompson, Catherine	Nepal	5/1/1999	5/1/1999	6/30/2003
Timberlake, Janis	Tanzania	8/26/1996	4/26/1999	8/27/2002
Timyan, Judith	Haiti	08/31/01	08/31/01	8/30/2003
Ward-Brent, Michelle	Egypt	8/29/1999	8/29/1999	8/28/2003
Warren, Marion	Haiti	9/1/1999	9/1/1999	8/31/2003
Wilson, Melinda	South Africa	06/11/01	06/11/01	6/10/2003
Wright, Susan	Morocco	10/3/1998	10/3/1998	10/2/2002

Summary Table of Current CEDPA TAACS III (Contract # HRN-C-00-98-00006-00)

TAACS III/USAID Washington (30 Total)

Advisor	Country/Bureau	Contract Start Date	TAACS III Start Date	Contract End Date
Adams, Rebecca	LAC/RSD	12/7/1998	12/7/1998	12/5/2002
Bacheller, Susan	LAC	06/26/01	06/26/01	6/25/2003
Cavanaugh, Karen	G/PHN/HN	9/8/1997	1/8/1999	9/7/2003
Clements, Andrew	ANE/SPOTS	08/01/01	08/01/01	7/31/2003
Cook, Gary	ANE/SPOTS	8/2/1999	8/2/1999	8/1/2003
Dixon, Roger	LAC/RSD-PHN	7/17/2000	7/17/2000	12/31/2001
Dykstra, Anne	G/WID	2/5/2001	2/5/2001	2/4/2003
Fox, Elizabeth	G/PHN/HN/CS	8/19/1996	8/19/1999	8/18/2002
Getson, Alan	G/PHN/HN/HIV-AIDS	10/1/1996	10/1/1999	9/30/2002
Gibb, Dale	G/PHN/HN	7/29/1991	3/1/2001	1/31/2003
Halperin, Daniel	G/PHN/HN/HIV/AIDS	08/31/01	08/31/01	8/30/2003
Harbison, Sarah	G/PHN/POP/R	9/1/1996	1/1/2001	8/31/2003
Hatch, John	G/HCD/BELS	1/1/2000	1/1/2000	12/31/2001
Kirby, Mitch	AFR/SD/HRD	10/01/01	10/01/01	9/30/2003
Landry, Steve	G/PHN/Policy	04/01/96	03/03/00	3/31/2002
Lans, Deborah	G/PHN/CS	06/01/01	06/01/01	5/31/2003
Lewing, Tara	G/PHN/POP	5/15/1995	1/15/1999	5/14/2003
Malloy, Edward	G/HCD/DAA	6/1/1999	6/1/1999	5/31/2003
Meinke, Tim	G/PHN/POP/FPS	07/09/01	07/09/01	7/8/2003
Norton, Maureen	G/PHN/POP/FPS	9/8/1999	9/8/1999	9/7/2003
Novak, John	G/PHN/HN/HIV-AIDS	11/1/1996	11/1/1998	10/31/2002
Ogden, Ellyn	G/PHN/HN/CS	1/2/1997	1/2/1999	12/31/2002
Pressman, Willa	G/PHN/HN/FPS	2/8/1999	2/8/1999	2/6/2003
Quain, Estelle	G/PHN/POP/CMT	9/1/1999	9/1/1999	8/31/2003
Range, Elizabeth	G/HCD/BELS	06/04/01	06/04/01	6/3/2003
Seligman, Barbara	G/PHN/POP	7/10/2000	7/10/2000	7/9/2002
Stanton, Mary Ellen	G/PHN/HN/NMH	6/30/1999	6/30/1999	6/29/2003
Stephenson, Patricia	G/PHN/HN/NMH	11/1/2000	11/1/2000	10/31/2002
Trostle, Murray	G/PHN/HN/CS	8/18/1999	8/18/1999	8/17/2003
Wainwright, Emily	G/PHN/HN/EH	10/15/01	10/15/01	10/14/2003



TAACS Recruiting Status - Health
10/31/01

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	Comments
Mekong Region Advisor HIV/AIDS ID, USAID/ Cambodia	6-3-01	OK	3-26, 6-27, 7-10	7-24-01 Carol Jenkins	Received biodata: Received SC- 8-7-01	Forwarded Med forms to State on 9-17	8-13-01	10-3-01	10-9-01	8-13-01	11-1	Need medical clearance. Start date 10-15
HAITI Child Survival Advisor	1/29/01	Ok	3-22-01	4-16-01 Judith Timyan	Received SC on 6-8-01	Forms to State Med 7-18	4-23-01	5-18-01	5-21-1/01	5-21-01	Start 9-10-01	Waiting for med clearance. Received son's med forms on 10-25.
Sr. Tech Mgr for Health & Pop Prgm Nigeria	3-01-01	OK	4-3, 5-14	6-8-01 Shelagh O'Rourke	6-8/received security clearance on 7-18-01	Forms to State Med on 8-22 & 9-28	6-22	8-13	8-22-01	6-22-01	9-24-01	Waiting for medical clearance
ID, HIV/AIDS Advisor- India (Barbiero)	8-22-01	OK	9-27-01, 10-19-01									Forwarded CVs to the mission.
Senior Advisor HIV/AIDS & RH -South Africa	11-30-00	OK	1-26-01	2-26-01 Melinda Wilson	Biodata recd 3/22/01	Forms to State Med on 8-21 & 9-25	4/05/01 5/18/01	5/19/01	6/13/01	5/18	6/11/01	Papers forwarded to state med.
Biomedical Research Specialist (Stanton)	5/21/01	OK	8-1, 8-28									Message on 10-25 from D. Stanton, wants CEDPA to readvertise

TAACS Recruiting Status – Health
10/31/01

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	Comments
Technical Advisor HIV/AIDS-Rwanda	12-12-00	OK	1-23-01	Barbara Sow	SC received 3-26-01	Forms sent to State med on 7-6-01. Chest X-ray on 9-25	4-3-01	4-05-01	4-16-01	4-3-01	7-9-01	Med forms in progress
Child Survival Advisor-India (Barbiero)	6-21-01	OK	7-24-01	8-30 Masse Bateman	SC forwarded to USAID on 10-12. Received SC on 10-19.	Med. Forms to Massee on 9-20	8-31, 9-4			9-4-01	Mid January '02	Massee will accept position based on revised ES 6 salary. Received wife's med forms on 10-25
RH Advisor-Training and Perform. Improve. (Busquets)	12-15-00	OK	2-27-01, 5-7-01, 5-22-01, 8-30, 9-20	9-28-01 Wendy Ravano	Received biodata on 10-2; Given SC forms 10-2	N/A						Per Estelle, want to hold off on the position until mid-Nov. due to re-org. Wendy out of the country until November
Tech Adv MCH Cambodia	1-31-01	OK	3-16 3-26 6-27, 7-10	8-10-01 David Hausner	Received SC on 10-17	Forwarded to David on 8-13	8-28	10-3-01	10-9-01	9-14-01	(January 02)	Waiting for SC. David to complete med clearance
TAACS Senegal	2-15-01	OK	4-5-01, 7-6-01	7-16-01, Brad Barker	SC received on 8-17-01	Med forms forwarded to State med on 8-9-01 & 9-25	7-31-01	8-13-01	8-22-01	7-31-01	9-10	Need med clearance
Health Dev. Specialist – Ethiopia (Vathani)	5-8-01	OK	6-28	8-23-01 Mary Ann Abeyta Behnke	Sent biodata Forwarded SC on 9-12; Received SC on 10-3	Sent to state med on 10-1; sending copies of med to RMO on 10-29	8-30	10-3-01	10-9-01	8-30-01	??	Working on start date based on approval from RMO for medical issue.
Senior Advisor for MCH-Moscow (Pelzman)	5-14-01	OK	8-17, 8-20	9-28 Taraneh Milani	Sent biodata form on 10-1; SC forwarded to USAID on 10-29	Sent med forms 10-2	10-15			10-24		Taraneh accepted offer on 10-24. Waiting for SC forms to be sent to CEDPA.
ID Advisor-Ukraine	8-16-01	OK										Advertising

TAACS Recruiting Status – Education
10/31/01

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	Comments
Basic Ed & Child Labor (Meyer)	4/30	OK	8-8-01	9-21-01 Benjamin Alvarez	Biodata: 9-24. SC sent to USAID on 10-11. Received SC on 10-19	N/A	9-26, 10-1			10-1-01		Working out a start date for Benjamin; mid November.
Teacher Training-LAC (Evans)	7/22/01	OK	9-17, 10-1			N/A				11-12-01		Waiting to hear from D. Evans regarding interview dates/times.

TAACS III - Level of Effort (HRN-C-00-98-00006-00)
August 2001 - July 2002

Advisor	Start Date	Aug-01	Sep-01	Oct-01	Nov-01	Dec-01	Jan-02	Feb-02	Mar-02	Apr-02	May-02	Jun-02	Jul-02	Annual Total	Project Total	
Nolan	09/17/98													0.00	20.09	
Wright	10/03/98	0.744	0.788	0.831										2.36	31.09	contract ended 8/15/00
Allman	10/01/98	0.438	0.831	0.788										2.06	30.71	
Novak	11/01/98	0.875	0.796	0.438										2.11	29.72	
Adams	12/07/98	0.770	0.814	0.534										2.12	28.95	
Landry	12/31/98	0.726	0.796	0.700										2.22	28.48	
Ogden	01/02/99	0.814	0.805	0.875										2.49	28.08	
Cavanaugh	01/08/99	0.656	0.779	0.761										2.20	28.27	
Lewing	01/15/99	0.831	0.044											0.88	26.46	maternity leave 9-10/01
Hayman	01/24/99	0.613	0.831	0.788										2.23	26.97	
Pressman	02/08/99	0.578	0.831	0.831										2.24	27.19	
Sow	03/01/99	0.630	0.831	0.700										2.16	26.10	
Timberlake	04/25/99	0.228	0.831	0.805										1.86	24.50	
Friedman	05/01/99	0.289	0.831	0.788										1.91	24.53	
Thompson	05/01/99	0.700	0.831	0.788										2.32	24.50	
Malloy	06/01/99	0.700	0.700	0.700										2.10	20.85	
Shelley	06/07/99	0.840	0.831	0.788										2.46	23.45	
Stanton	06/30/99	0.551	0.691	0.831										2.07	23.66	
Etyemezian	07/20/99	0.823	0.761	0.656										2.24	21.89	contract ended 10/12/01
Cook	08/02/99	0.805	0.831	0.788										2.42	22.76	
Trostle	08/18/99	0.875	0.831	0.613										2.32	21.15	
Fox	08/19/99	0.726	0.831	0.744										2.30	21.79	
Ward Brent	08/29/99	0.376	0.770	0.831										1.98	20.44	
Warren	08/30/99	0.814	0.831	0.788										2.43	20.95	
Harbison	09/01/99	0.753	0.831	0.831										2.42	11.68	
Roziewski	09/01/99	0.263	0.700	0.831										1.79	20.28	
Quasin	09/01/99	0.473	0.796	0.735										2.00	21.16	
Norton	09/08/99	0.753	0.788	0.753										2.29	20.87	
Getson	09/30/99	0.578												0.58	18.60	extended leave 9-10/01
Terrell	10/01/99	0.674	0.753	0.788										2.21	20.46	
Hatch	01/01/00	0.875	0.709	0.823										2.41	18.75	
Gagne	05/19/00													0.00	3.22	contract ended 8/31/00
Seligman	07/10/00	0.726	0.543	0.831										2.10	12.14	
Dixon	07/17/00	0.823	0.779	0.814										2.42	12.29	
Lazell	09/15/00	0.770	0.744	0.761										2.28	10.33	
Stephenson	11/01/00	0.875	0.779	0.831										2.49	9.48	
Sonnichsen	11/20/00	0.875	0.831	0.770										2.48	9.39	
Howard	01/28/01	0.840	0.744	0.788										2.37	7.36	
Dykstra	02/05/01	0.788	0.744	0.805										2.34	7.34	
Scholl	03/01/01	0.831	0.753	0.831										2.42	6.98	
Gibb	03/01/01	0.726	0.796	0.718										2.24	5.81	
Taylor	04/23/01	0.875	0.700	0.788										2.36	4.88	
Lans	06/01/01	0.875	0.831	0.831										2.54	3.85	
Range	06/04/01	0.875	0.700	0.831										2.41	3.68	
Wilson	06/11/01	0.726	0.831	0.875										2.43	2.43	
Bacheller	06/26/01	0.744	0.788	0.831										2.36	2.90	
Meinke	07/09/01	0.875	0.744	0.831										2.45	2.49	
Clements	08/01/01	0.779	0.779	0.831										2.39	2.39	
Bruns	08/15/01	0.228	0.831	0.788										1.85	1.85	
Halperin	08/31/01		0.543	0.788										1.33	1.33	
Timyan	08/31/01		0.700	0.788										1.49	1.49	
Barker	09/05/01		0.613	0.875										1.49	1.49	
O'Rourke	09/24/01			0.569										0.57	0.57	
Kirby	10/01/01			0.613										0.61	0.61	
Jenkins	10/15/01			0.219										0.22	0.22	
Wainwright	10/15/01			0.219										0.22	0.22	
Rambaud	01/04/99													0.00	10.78	contract ended 1/7/00
Halper	01/14/99													0.00	3.40	contract ended 12/3/99
Total Advisors														109.01	868.95	
Pielemeier (hours)		0.712	0.567	0.330										1.61	15.71	
Susan Masse (hours)		0.541	0.943	0.531										2.01	16.15	
Joyce LeFevre (hours)														0.00	5.26	
Jennifer Antilla (hours)		1.582	0.864	0.963										3.41	12.77	
WDSG (hours)		0.405	0.428	0.38										1.21	10.57	
Amy Chasney (hours)														0.00	1.46	
Grant/Other		0.25												0.25	0.62	
Total LOE (10.5 person months)														117.51	933.88	

TAACS Contract LOE:	Advisors	2940.0
Basic + Option A + Option B= 3052	Admin:	101.4
	Consultants:	5.0
	Subcontract:	13.6

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	0.875	0.788	0.831	0.796	0.744	0.674	9.56	29.73	
Allman	10/01/98	0.875	0.875	0.875	0.875	0.438	0.875	0.875	0.875	0.438	0.831	0.744	0.831	9.41	28.66	
Novak	11/01/98	0.875	0.656	0.875	0.744	0.656	0.875	0.875	0.875	0.656	0.875	0.744	0.525	9.23	27.61	
Adams	12/07/98	0.875	0.875	0.656	0.700	0.788	0.700	0.875	0.700	0.875	0.831	0.831	0.831	9.54	28.83	
Landry	12/31/98	0.656	0.875	0.875	0.875	0.490	0.875	0.875	0.875	0.656	0.875	0.875	0.831	9.63	26.26	
Ogden	01/02/99	0.656	0.875	0.875	0.875	0.438	0.875	0.656	0.455	0.761	0.849	0.875	0.831	9.02	25.69	
Cavanaugh	01/08/99	0.656	0.875	0.875	0.656	0.744	0.875	0.875	0.831	0.831	0.875	0.753	0.831	9.68	28.08	
Lewing	01/15/99	0.875	0.875	0.875	0.656	0.656	0.788	0.875	0.831	0.674	0.831	0.709	0.735	9.38	25.58	
Hayman	01/24/99	0.438	0.875	0.875	0.875	0.700	0.875	0.875	0.875	0.796	0.831	0.779	0.000	8.79	24.74	
Pressman	02/08/99	0.656	0.875	0.875	0.656	0.569	0.744	0.875	0.831	0.831	0.875	0.875	0.761	9.42	24.96	
Sow	03/01/99	0.875	0.875	0.875	0.700	0.875	0.613	0.875	0.455	0.831	0.700	0.648	0.744	9.07	23.94	
Timberlake	04/25/99	0.656	0.875	0.875	0.700	0.656	0.700	0.875	0.831	0.744	0.788	0.805	0.831	9.34	22.64	
Friedman	05/01/99	0.875	0.875	0.875	0.875	0.525	0.788	0.875	0.875	0.831	0.875	0.788	0.438	9.49	22.52	
Thompson	05/01/99	0.875	0.875	0.613	0.744	0.744	0.744	0.875	0.875	0.875	0.831	0.788	0.219	9.06	22.18	
Malloy	06/01/99	0.525	0.525	0.525	0.525	0.525	0.525	0.525	0.700	0.674	0.700	0.700	0.700	7.15	18.75	
Shelley	06/07/99	0.875	0.875	0.350	0.875	0.788	0.744	0.875	0.875	0.788	0.831	0.324	0.744	8.94	20.99	
Stanton	06/30/99	0.875	0.875	0.875	0.875	0.788	0.875	0.875	0.875	0.875	0.831	0.831	0.735	10.19	21.69	
Etyemezian	07/20/99	0.525	0.875	0.875	0.788	0.263	0.875	0.875	0.656	0.831	0.788	0.744	0.744	8.84	18.65	
Cook	08/02/99	0.656	0.875	0.875	0.875	0.744	0.875	0.875	0.875	0.831	0.761	0.779	0.831	9.85	20.95	
Trostle	08/18/99	0.875	0.875	0.656	0.875	0.788	0.569	0.875	0.481	0.569	0.656	0.875	0.744	8.84	18.83	
Fox	08/19/99	0.875	0.656	0.875	0.744	0.744	0.875	0.875	0.788	0.831	0.656	0.831	0.744	9.49	19.48	
Ward Brent	08/29/99	0.525	0.875	0.875	0.656	0.744	0.656	0.875	0.744	0.831	0.700	0.788	0.481	8.75	18.48	
Warren	08/30/99	0.875	0.875	0.875	0.481	0.613	0.613	0.875	0.744	0.613	0.788	0.656	0.831	8.84	18.52	
Harbison	09/01/99							0.875	0.875	0.831	0.875	0.805	0.656	5.75	9.25	
Roziewski	09/01/99	0.438	0.875	0.875	0.744	0.219	0.875	0.875	0.788	0.744	0.814	0.788	0.831	8.86	18.49	
Quain	09/01/99	0.875	0.875	0.656	0.788	0.788	0.700	0.875	0.630	0.875	0.840	0.796	0.831	9.53	19.13	
Norton	09/08/99	0.656	0.875	0.875	0.744	0.613	0.744	0.875	0.700	0.814	0.805	0.761	0.726	9.19	18.53	
Getson	09/30/99	0.875	0.438	0.875	0.788	0.744	0.744	0.875	0.875	0.788	0.875	0.831	0.569	9.28	18.03	
Terrell	10/01/99	0.875	0.875	0.875	0.744	0.613	0.700	0.875	0.875	0.788	0.744	0.788	0.761	9.51	18.26	
Hatch	01/01/00	0.875	0.875	0.875	0.788	0.875	0.875	0.875	0.875	0.875	0.814	0.831	0.788	10.22	16.35	
Gagne	05/19/00	0.438	0.613											1.05	3.22	contract ended 8/31/00
Seligman	07/10/00	0.525	0.875	0.613	0.788	0.788	0.788	0.875	0.875	0.875	0.823	0.770	0.788	9.38	10.04	
Dixon	07/17/00	0.875	0.875	0.875	0.656	0.875	0.788	0.875	0.831	0.831	0.569	0.831	0.551	9.43	9.87	
Lazell	09/15/00		0.438	0.875	0.788	0.700	0.744	0.875	0.831	0.613	0.788	0.744	0.656	8.05	8.05	
Stephenson	11/01/00				0.788	0.613	0.875	0.875	0.875	0.630	0.875	0.831	0.630	6.99	6.99	
Sonnichsen	11/20/00				0.350	0.700	0.875	0.875	0.875	0.788	0.831	0.788	0.831	6.91	6.91	
Howard	01/28/01						0.180	0.875	0.744	0.875	0.788	0.788	0.744	4.99	4.99	
Dykstra	02/05/01							0.875	0.875	0.788	0.831	0.805	0.831	5.01	5.01	
Scholl	03/01/01							0.875	0.875	0.630	0.831	0.814	0.219	4.24	4.24	
Gibb	03/01/01							0.656	0.840	0.805	0.438	0.831	0.831	3.57	3.57	
Taylor	04/23/01									0.831	0.875	0.788	0.788	2.49	2.49	
Lans	06/01/01											0.481	0.831	1.31	1.31	
Range	06/04/01										0.438	0.831	0.831	1.27	1.27	
Wilson	06/11/01													0.00	0.00	
Bacheller	06/28/01												0.534	0.53	0.53	
Meinke	07/09/01												0.044	0.04	0.04	
Rambaud	07/04/99													0.00	10.78	contract ended 1/7/00
Halpern	01/14/99													0.00	9.40	contract ended 12/3/99
Total Advisors														339.56	759.94	
Pietemeier (hours)		0.316	0.738	0.692	0.818	0.574	0.593	0.633	0.567	0.514	0.54	0.62	0.69	7.29	14.10	
Susan Masse (hours)		1.055	0.982	1.154	1.134	0.964	0.758	1.055	1.075	0.699	1.05	0.98	0.96	11.87	16.14	
Joyce LeFavre (hours)		1.065	0.877											1.93	5.26	
Jennifer Antilla (hours)				0.264	1.131	0.844	0.996	1.055	1.088	1.055	1.05	0.98	0.90	9.36	9.36	
WDSG (hours)		0.821	0.178	0.16	0.34	0.21	0.31	0.277	0.527	0.376	0.32	0.24	0.54	4.31	9.76	
Amy Charney (hours)														0.00	1.46	
Grant/Other														0.00	0.37	
														34.76	56.44	
Total LOE (10.5 person months)			0.567											374.31	816.38	

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

TAACS III - Level of Effort (HRN-C-00-98-00006-06)
August 1999 - July 2000

11/5/2001

Advisor	Start Date	Aug-99	Sep-99	Oct-99	Nov-99	Dec-99	Jan-00	Feb-00	Mar-00	Apr-00	May-00	Jun-00	Jul-00	Annual Total	Project Total
Nolan	09/17/98	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	19.65
Wright	10/03/98	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	19.17
Allman	10/01/98	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	19.25
Novak	11/01/98	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	18.38
Adams	12/07/98	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	17.30
Landry	12/31/98	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	16.63
Ogden	01/02/99	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	16.57
Cavanaugh	01/08/99	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	16.40
Lewing	01/15/99	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	16.20
Hayman	01/24/99	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	15.95
Pressman	02/08/99	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	15.52
Sow	03/01/99	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	14.88
Timberlake	04/25/99	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	13.30
Friedman	05/01/99	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	13.13
Thompson	05/01/99	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	13.13
Malloy	06/01/99	0.875	0.875	0.875	0.875	0.875	0.875	0.553	0.553	0.875	0.875	0.875	0.875	9.86	11.61
Shelley	06/07/99	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	12.05
Stanton	06/30/99	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	11.40
Etyemezian	07/20/99	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	10.81
Cook	08/02/99	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	10.50
Trostle	08/18/99	0.366	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.99	9.99
Fox	08/19/99	0.366	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.99	9.99
Ward Brent	08/29/99	0.084	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.71	9.71
Warren	08/30/99	0.056	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.68	9.68
Harbison	09/01/99		0.875	0.875	0.875	0.875								3.50	3.50
Roziewski	09/01/99		0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.63	9.63
Quain	09/01/99		0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.63	9.63
Norton	09/08/99		0.641	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.39	9.39
Getson	09/30/99			0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	8.75	8.75
Terrell	10/01/99			0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	8.75	8.75
Hatch	01/01/00						0.875	0.875	0.875	0.875	0.875	0.875	0.875	6.13	6.13
Gagne	05/19/00									0.420	0.875	0.875		2.17	2.17
Seligman	07/10/00											0.660		0.66	0.66
Dixon	07/17/00											0.440		0.44	0.44
														0.00	
Rambaud	01/04/99	0.875	0.875	0.875	0.875	0.875	0.395							4.77	10.78
Halbert	01/14/99	0.875	0.875	0.875	0.875	0.175								3.68	9.40
Total Advisors														316.21	420.38
Pielemeier (hours)		22.00	40.00	44.00	52.50	66.00	14.50	92.00	96.00	48.00	48.00	36.00	48.00	4.00	6.80
Susan Masse (hours)									32.00	160.00	160.00	152.00	144.00	4.27	4.27
Joyce LeFevre (hours)										72.00	150.00	130.00	152.00	3.32	3.32
WDSG (hours)		56.00	98.50	56.00	66.50	16.00	27.75	6.00	12.50	5.50	14.50	21.00	40.50	2.77	5.45
Amy Charney (hours)							128.00	77.00	16.00					1.46	1.46
Grant/Other														0.00	0.37
														15.83	21.31
Total LOE (10.5 person months)														332.04	441.69

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

TAACS III - Level of Effort (HRN-C-00-98-00006-06)

August 1998 - July 1999

Advisor	Start Date	Aug-98	Sep-98	Oct-98	Nov-98	Dec-98	Jan-99	Feb-99	Mar-99	Apr-99	May-99	Jun-99	Jul-99	Total
Nolan	9/17/1998		0.4	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	9.15
Wright	10/3/1998			0.79	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	8.67
Allman	10/1/1998			0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	8.75
Novak	11/1/1998				0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	7.88
Adams	12/7/1998					0.67	0.875	0.875	0.875	0.875	0.875	0.875	0.875	6.80
Landry	12/31/1998						0.875	0.875	0.875	0.875	0.875	0.875	0.875	6.13
Ogden	1/2/1999						0.818	0.875	0.875	0.875	0.875	0.875	0.875	6.07
Rambaud	1/4/1999						0.762	0.875	0.875	0.875	0.875	0.875	0.875	6.01
Cavanaugh	1/8/1999						0.649	0.875	0.875	0.875	0.875	0.875	0.875	5.90
Halpert	1/14/1999						0.479	0.875	0.875	0.875	0.875	0.875	0.875	5.73
Lewing	1/15/1999						0.451	0.875	0.875	0.875	0.875	0.875	0.875	5.70
Hayman	1/24/1999						0.197	0.875	0.875	0.875	0.875	0.875	0.875	5.45
Pressman	2/8/1999							0.649	0.875	0.875	0.875	0.875	0.875	5.02
Sow	3/1/1999								0.875	0.875	0.875	0.875	0.875	4.38
Timberlake	4/25/1999									0.175	0.875	0.875	0.875	2.80
Friedman	5/1/1999										0.875	0.875	0.875	2.63
Thompson	5/1/1999										0.875	0.875	0.875	2.63
Malloy	6/1/1999											0.875	0.875	1.75
Shelley	6/7/1999											0.67	0.875	1.55
Stanton	6/30/1999											0.029	0.875	0.90
Etyemezian	7/20/1999												0.31	0.31
Total Advisors														104.17
Pielemeier ¹ (hours)			0.34	0.34	0.34	0.246	0.246	0.246	0.246	0.246	0.246	0.246	0.306	2.80
Grant/Other ²						0.32						0.05		0.37
WDSG - (hours)						40.00	32.00	18.00	42.20	90.48	69.50	37.50	76.50	2.68
Total LOE (10.5 person months)														110.02

¹These are averages of year to date totals for Dec 1998 and through June 1999. Beginning July 1999, this is the actual time charged.

²This includes small charges of a few people who charged their time to the project as well as Danielle Grant.

TAACS Contract LOE:
 Basic + Option A + Option B= 3060
 Advisors: 2940
 Admin: 101.4
 Consultants: 5
 Subcontract: 13.6



WDSG QUARTERLY REPORT **(July 01 - September 30, 2001)**

1.0 Introduction

This is the Washington Decision Support Group's (WDSG) eleventh 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 eleventh quarter (submitted previously) illustrating expenditures and the level of effort to date.

2.0 Accomplishments

2.1. Procurement of Hardware/Software

The purchase of hardware and software under Procurement #7 continued during this period. A printer was procured for and delivered to Tim Meinke, and a CDRW was purchased and delivered to Ellyn Ogden. A desktop computer, monitor, laptop and peripherals were purchased for and delivered (10/18) to Emily Wainwright. Two CPUs were purchased as replacements for Tara Lewing and Steve Landry. These were delivered at that same time as Emily Wainwright's equipment (10/18). A laptop, desktop, monitor, peripherals and special order software was purchased for Carol Jenkins. WDSG needs to order a desktop printer for Carol Jenkins; this will be done 10/22. Because she has not yet received country clearance, Carol's equipment remains at WDSG HQ. In addition, WDSG ordered a memory upgrade for CEDPA HQ's computer.

The purchase of hardware and software for Procurement #8 began during this period. Advisors for ten positions have been contacted regarding computer needs:

Sr. Advisor HIV/AIDS MCH, Cambodia
Health Development Specialist, Ethiopia
Basic Education and Child Labor Advisor, G/HCD
Health Advisor, India
Education Policy Advisor, AFR/SD/HRDD
Biomedical Research Specialist, G/PHN/HIV-AIDS
Sr. Health Advisor for MCH, Russia
Teacher Training Advisor, LAC/RSD
Infectious Disease HIV/AIDS Advisor, India
Infectious Disease Advisor, Ukraine



In addition, two advisors were contacted again for confirmation on computer needs:

Senior Technical Advisor, Senegal
Senior Health Advisor, Nigeria

Of the above, WDSG has heard from seven advisors. E-mails were re-sent to those advisors who have not responded.

During this quarter, the following desktop/laptop/printer/CDRW deliveries were made:

David Bruns, Uganda
Steve Landry, G/PHN/HN/CS (10/18)
Emily Wainwright, G/PHN/HN/EH (10/18)
Tara Lewing, G/PHN/POP (10/18)
Judith Timian, Haiti
Andrew Clements, ANE/SPOTS
Daniel Halperin, G/PHN/HIV-AIDS
Tim Meinke, G/PHN/OFPS
Roger Dixon, LAC/RSD/PHN
Ellyn Ogden, G/PHN/HN/POLIO

2.2. Technical Assistance

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

- Daniel Halperin: tutorial; technical assistance on transferring files; downloaded printer drivers for HP1100 and e-mailed; problems with Word97 windowing and zoom size, reset defaults, multiple telecons/emails;
- Tim Meinke: tutorial on laptop, telecons on printer, drivers, etc.;
- Willa Pressman: telecons w/James Garrison, IRM, swap CPUs, update database; archive old data and email files, deliver to RRB;
- Rebecca Adams: swapped old printer for new HP1100xi;



- Ellyn Ogden: telecons re: laptop install problem with CDRW, arranged for a technician to go to RRB; storage problems with Vectra due to USAID's new storage limitations on network; arrange for courier to pickup laptop, remove files, burn CD of files; rebuild of laptop(HD replaced by IBM) run diagnostics, download software, complete reconfiguration, deliver to RRB;
- John Hatch: located archived files, discussion of IRM's reconfig of his desktop;
- Elizabeth Fox: telephone support, desktop problems (hard drive was zapped by virus) prepare emergency recovery disks; swapped out CPUs;
- Gary Cook: answer technical questions re: laptop;
- James Allman: follow-up with IBM Technical Support re: hard disk problem, downloaded diagnostics, IBM sent recovery disk which was sent on to Allman;
- Deb Lans: virus on laptop, counseled her to update NAV2001 definitions and to scan computer;
- Dale Gibb: upgraded memory on desktop.

In addition to the above, desktops/laptops were configured, burned in and tested. John Hatch, Willa Pressman, and Elizabeth Fox's old CPUs were reconfigured and tested, Ellyn Ogden's laptop was reconfigured.

3.0 Problems Encountered

TAACS receiving WDSG-provided computers in the RRB are still encountering occasional problems as a result of IRM actions. These problems arise from having several different IRM technicians servicing these computers (and altering WDSG-provided configurations) after they are delivered to the RRB. WDSG is working with IRM personnel to reduce these occurrences.



4.0 Plans for Next Reporting Period

During the next reporting period (October 01 - December 31, 2001) WDSG plans the following activities:

- ▼ ship Carol Jenkins equipment to Cambodia;
- ▼ technical support as required for all TAACS III personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continue procurement #8, and order equipment as approved;
- ▼ 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.

TAACS/Abidjan Adviser's Report No.2
Jim Allman

21 July-19 October 2001

A. Objectives

1. Organize FHA team building and office reorganization; upgrade IT at FHA office
2. Finalize field support work plans for FY 02 with MACRO, POLICY, BASICS, MNH, Deliver, Howard University, etc.
3. Follow up visits to BF (September) and to Cameroon (October) and Mali (October)
4. Planning workshop for SFPS FY 02 activities (September)
5. Recruitment of staff (bilingual secretary, PCV, other professional staff)
6. Assist with preparation and organization, and participate in 12th International Conference on AIDS in Africa (ICASA) (December)
7. Attend CTO training in Washington in either August or September

B. Activities

1. Revised scopes of works are attached (attachments No.1 & 2). There has been progress with improving access to IT but there is more work to do on this. I will discuss scheduling for upgrading our system in Washington, 29-30 October.
2. FS has been planned for MACRO, POLICY, MNH and Deliver, and discussions are being completed with BASICS, Howard University and PHR+.
3. See trip reports attached on my visits to Ouagadougou and Bamako, (attachments No.3 & 4)
4. I attended two SFPS FY 02 planning workshops. See attached presentations (attachments No. 5 & 6)
5. A bilingual secretary, Mme. Alphonsine Ayolie, joined our office team Tuesday 9 October. Work with the Peace Corps (PC) is discussed in attached reports (attachment No. 7 & 8). We will not recruit a PC Volunteer for our office until 2002.

6. ICASA preparation work is on going.
7. I will attend the A&A 4 CTOs 22-26 October in Washington.
8. I met informally and formally with the new Retro-CI/CDC director, Marie Laga, the Research director, Monica Noland, and Bea Vuysteke, STD Program, and other members of their team on many occasions these last few months. Work with Retro-CI/CDC is back on track.

Priorities for October to December 2001

1. Attend CTO training 22-26 October in Washington and meet with USAID/W and partners.
2. Support and participate in the all-Peace Corps Volunteers CI AIDS training work 18-21 November.
3. Support and participate in the 12th International Conference on AIDS in Africa (ICASA) and pre-conference activities, 5-12 December 2001.
4. Complete first draft of the new West Africa Regional Family Health and AIDS project concept paper based on consultant evaluations and missions, November 01-January 02.
5. Begin launch of the West Africa US Ambassadors AIDS fund.
6. Conduct field visits to high priority countries of the region.
7. Continue supervision and technical direction of work with Retro-CI/CDC

Attachments

Attachment #1

SOW for the position of Senior Program Manager (SPM) for the Family Health and AIDS—West and Central Africa (FHA-WCA) Program.

I. BACKGROUND

The FHA-WCA project was designed in 1994-95 by USAID/REDSO/WCA to provide a regional mechanism for continuing the provision of health development assistance in West and Central Africa in the context of USAID's reduced presence in the region. Authorized in July 1995 as a \$40 million, five-year regional effort, the project's strategic objective focuses on increased sustainable use of selected, regional reproductive health/family planning, HIV/STI and child survival services and/or products in the WCA region. The budget authorization for the project was increased to \$69.0 million in 1998. The program implements direct service delivery activities in four principle countries--Cameroon, Cote d'Ivoire, Togo and Burkina Faso, and supports at least ten regional institutions in West Africa in the effort to strengthen regional capacity in health care provision.

Recently, the program received a renewed mandate, under USAID's new West African Regional Program (WARP), to focus its resources on key regional issues and to expand its support to bilateral USAID countries as appropriate. Thus, all 17 WARP countries, made up of all the ECOWAS countries of West Africa can potentially benefit from the program in the support of regional health issues.

II. MANAGEMENT STRUCTURE

USAID oversight of the FHA-WCA Program is ensured through the recently designed West Africa Regional Program (WARP) which focuses on USAID regional programs in West Africa in health and other sectors. The FHA Management Unit (MU) is based in Abidjan, Cote d'Ivoire, and is supported and supervised from USAID/Senegal. The successful applicant for this position will be based in Cote d'Ivoire and will work in the FHA Management Unit. The Management Unit is staffed by a Technical Director, the Senior Program Manager (SPM), a Reproductive Health Advisor (Population Leaders Fellow), a Program Specialist and four support staff. This professional group of four is functionally an extension of USAID/Senegal (which is currently responsible for the management of the health Strategic Objective of the WARP), and is responsible for onsite monitoring of the work of the four core implementing agencies as well as all field support partners responsible for the actual implementation of the FHA-WCA Program. The four core implementing partners are Tulane University, Population Services International, Johns Hopkins University/Behavior Change and Communication

(JHU/BCC) and JHPIEGO. USAID's contractual arrangement with these partners is being amended for a three-year extension.

With support and guidance from USAID/Senegal, the MU performs the traditional functions of a USAID technical support office. These include:

- 1) Provide implementing partners overall program and strategic guidance consistent with Strategic Objective 2 of the WARP, (Increased Sustainable use of selected reproductive health, HIV/AIDS/STI, and child services and/or products in West Africa) which establishes the framework for obtaining results of the FHA Program;
- 2) Assist implementing partners in the preparation of work plans consistent with the strategic objective and results package expected of the program;
- 3) Monitor the implementation of approved work plans;
- 4) Maintain contact with collaborating donors and officials of countries and institutions benefiting from FHA assistance;
- 5) Preparation of internal USAID programming , reporting and other documentation;
- 6) Represent USAID in meetings with governments, non-governmental organizations, U.S. embassies, international donors, private sector groups and other meetings as delegated; and,
- 7) Safeguard and protect USAID resources from fraudulent use and abuse.

The Senior Program Manager and the Technical Director are co-directors in the management of program implementation. Leadership in the technical excellence of the project lies primarily but not exclusively with the TD while leadership in the functions of the MU lies with the Senior Program Manager. Both the Technical Director and the Senior Program Manager will work with the Management Unit and the implementing SFPS unit of the implementing partners to maintain and enhance the strategic integrity of the overall program. USAID/Senegal will provide overall guidance in this area within the context of the WARP and specific support services in executive, contracting, fiscal and legal areas.

The responsibilities of the co-directors are not mutually exclusive, requiring the incumbents to adopt a participatory management style. The co-managers report to and are supervised by the head of the USAID/Senegal HPN office which serves as the lead unit within USAID/Senegal in the coordination of USAID/Senegal support for the MU.

III. RESPONSIBILITIES

The Senior Program Manager is responsible for the program and budgetary integrity of the project and for managing the programmatic relationship between USAID and the implementing partners. S/he is responsible for forecasting and preparing project budgets in line with USAID guidance and ensuring that program activities are in accordance with approved budgets.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The SPM will:

Take the lead in the MU in the drafting of major USAID program documentation such as the R4, MAARDs, Congressional Notifications, and budget and fiscal reports required by USAID/Dakar

Provide budgetary guidance to implementing partners to ensure that proposed work plans reflect the account structure of approved annual budgets;

Plan program audits and evaluations as well as conduct field visits to ensure that project implementation is in line with program strategy and work plans as submitted by the implementing partners;

Work with the Technical Director and the SFPS implementing group to identify and request through the Field Support mechanism technical assistance for the project and provide oversight for key activities such as maternal and neonatal health and malaria as appropriate;

Serve as MU administrator and supervisor of the staff of the MU with the exception of the Technical Director;

In collaboration with the Technical Director, work with the Management Unit to ensure that program support is appropriate, timely and effective;

Manage the administrative relationship between the MU and the US Embassy in Cote d'Ivoire;

- 1) Serve as primary liaison between the project and USG entities in the region as delegated;
- 2) Work with the WARP regional office and bilateral missions to identify program synergies and linkages with the FHA-WCA Project and to more effectively link bilateral mission activities to regional initiatives of the WARP;
- 3) Working with the Technical Director and the SFPS implementing partners, prepare technical and program analyses for dissemination and network with USAID bilateral

missions and the WARP as well as other population, health and nutrition activities and programs in the sub-region.

- 4) Network and dialogue at the technical level with key donor partners in the region, including but not limited to, the World Bank, UNICEF, UNFPA, WHO, and KfW, towards improved donor coordination and collaboration and more effective use of available resources.

SOW for the position of Technical Director (TD) for the Family Health and AIDS-West and Central Africa (FHA-WCA) Program.

I. BACKGROUND

The FHA-WCA project was designed in 1994-95 by USAID/REDSO/WCA to provide a regional mechanism for continuing the provision of health development assistance in West and Central Africa in the context of USAID's reduced presence in the region. Authorized in July 1995 as a \$40 million, five-year regional effort, the project's strategic objective focuses on increased sustainable use of selected, regional reproductive health/family planning, HIV/STI and child survival services and/or products in the WCA region. The budget authorization for the project was increased to \$69.0 million in 1998. The program implements direct service delivery activities in four principle countries--Cameroon, Cote d'Ivoire, Togo and Burkina Faso, and supports at least ten regional institutions in West Africa in the effort to strengthen regional capacity in health care provision.

Recently, the program received a renewed mandate, under USAID's new West African Regional Program (WARP), to focus its resources on key regional issues and to expand its support to bilateral USAID countries as appropriate. Thus, all 17 WARP countries, made up of all the ECOWAS countries of West Africa can potentially benefit from the program in the support of regional health issues.

II. MANAGEMENT STRUCTURE

USAID oversight of the FHA-WCA Program is ensured through the recently designed West Africa Regional Program (WARP) which focuses on USAID regional programs in West Africa in health and other sectors. The management of Strategic Objective number two of the WARP, which includes all health activities, is the responsibility of USAID/Dakar. The Health Officer in Dakar who is the USAID Project Officer of the FHA project, is also a virtual team member of the WARP which is co-located with USAID/Mali.

The FHA Management Unit (MU) is based in Abidjan, Cote d'Ivoire, and is supported and supervised from USAID/Senegal. The successful applicant for this position will be stationed in Cote d'Ivoire and will work in the FHA Management Unit. The Management Unit is staffed by the Technical Director, a Senior Program Manager (SPM), a Reproductive Health Advisor (Population Leaders Fellow), a Program Specialist and four support staff. This professional group of four is functionally an extension of USAID/Senegal (which is currently responsible for the management of the health Strategic Objective of the WARP) and is responsible for onsite monitoring of the work of the four core implementing agencies as well as all field support partners responsible for

the actual implementation of the FHA-WCA Program. The four core implementing partners are Tulane University, Population Services International, Johns Hopkins University/Behavior Changes and Communication and JHPIEGO. USAID's contractual arrangement with these partners is being amended for a three-year extension.

With support and guidance from USAID/Senegal, the MU performs the traditional functions of a USAID technical support office. These include:

Provide implementing partners overall program and strategic guidance consistent with Strategic Objective 2 of the WARP, (Increased Sustainable use of selected reproductive health, HIV/AIDS/STI, and child services and/or products in West Africa) which establishes the framework for obtaining results of the FHA Program;

Assist implementing partners in the preparation of work plans consistent with the strategic objective and results package expected of the program;

Monitor the implementation of approved work plans;

Maintain contact with collaborating donors and officials of countries and institutions benefiting from FHA assistance;

Technical and program analyses and networking with USAID bilateral missions, USAID/Washington Africa and Global Bureaus including USAID-supported cooperating agencies, and other population, health and nutrition activities and programs in the sub-region, both bilateral and regional;

Preparation of internal USAID reporting and other documentation;

Represent USAID in meetings with governments, non-governmental organizations, U.S. embassies, international donors, private sector groups and other meetings as delegated; and,

Safeguard and protect USAID resources from fraudulent use and abuse.

The Senior Program Manager and the Technical Director are co-directors in the management of program implementation. Leadership in the technical excellence of the project lies primarily but not exclusively with the TD while leadership in the functions of the MU lies with the Senior Program Manager. Both the Technical Director and the Senior Program Manager will work with the Management Unit and the implementing SFPS unit of the implementing partners to maintain and enhance the strategic integrity of the overall program. USAID/Senegal will provide overall guidance in this area within the context of the WARP and specific support services in executive, contracting, fiscal and legal areas.

The responsibilities of the co-directors are not mutually exclusive, requiring the incumbents to adopt a participatory management style. The co-managers report to and are

supervised by the head of the USAID/Senegal HPN office which serves as the lead unit within USAID/Senegal in the coordination of USAID/Senegal support for the MU.

III. RESPONSIBILITIES

The FHA program promotes regional, institutional and human resources capacity building as well as the increased use of quality and state-of-the-art care for its beneficiaries in a broad array of services. Working in collaboration with the implementing partners and the FHA Management Unit, the Technical Director has the responsibility of ensuring that the technical design, implementation and delivery of services meets the highest levels of quality feasible for the various project interventions. The TD is also responsible for ensuring that every effort is made to strengthen the technical, institutional, and financial sustainability of these interventions through training, networking, and financial leveraging. The TD is responsible for assuring the technical impact of the project. The TD is also expected to be a strong advocate and catalytic driving force for regionalism, based on his/her technical expertise supported by knowledge of the cultural, linguistic, and political environment.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The TD will:

Work with the SPM and in providing technical guidance in the preparation of CA work plans and identifying technical assistance needs for the program;

Collaborate with the SPM in the review of all implementing partner work plans to ensure that technical approaches proposed are state-of-the-art and are consistent with the norms of receiving countries and institutions;

Monitor the implementation of work plans through site visits and the review of periodic reports from implementing partners;

Seek opportunities for expanding and testing regional approaches in support of solutions for regional health problems with significant trans-border importance such as HIV/AIDS and Polio;

Serve as the primary advisor for and interlocutor for HIV/AIDS prevention efforts; identify regional institutions promoting regional health programs and manage programs designed to strengthen ties between these institutions and national counterparts of countries in the region;

Work with medical and public health schools in the region to identify training opportunities for young health professionals in the region; work with the SPM to prepare and submit technical reports as required and requested by USAID;

Assist monitoring the quality of data reported by implementing partners to ensure the soundness of data;

Work with the SPM in preparing the program budget;

Foster the creation of professional networks among health organizations;

In collaboration with the SPM, represent USAID in technical matters in meetings with donors organizations such as WHO, UNICEF, UNFPA, ADB etc;

Promote and facilitate NGO health work towards the achievement of the WARP results packages;

In collaboration with the SPM document and disseminate innovative regional activities for widespread use.

Attachment #3

Trip Report Bamako, Mali 13-15 September, 2001

I visited Bamako, Mali 13-15 September 2001 at the invitation of Mohamed Ayad, MACRO coordinator for Francophone and Arab countries, to learn more about the results of the Mali 2001 demographic and health survey (DHS III), especially the conduct of HIV/AIDS module, which includes an estimates of HIV/AIDS sero-prevalence. In addition, I met with Carleene Dei and members of her team to discuss West Africa Regional Program (WARP) activities.

Preliminary results and the methodology of the DHS III were presented Thursday 13 September (see attached two page summary for basic indicators). Overall, fertility remains high (6.8 TFR). There has been a small decline in infant mortality between 1995 and 2001 (from 122 to 111), but both IMR and child mortality remains very high. Full breastfeeding for infants under 6 months has improved as has the treatment of diarrhea using home made solutions increasing from only 2 % of children treated with ORS to 22% between the last two surveys.

After the presentation of preliminary results, I visited the laboratory at the Institut National de Recherche en Santé Publique where the HIV tests were analyzed. The results are currently available, but are being verified an additional time in the US before they are presented by the Minister of Health in October 2001 at a national DHS conference. Dr. Seydou Diarra gave me a very thorough and interesting analysis of the laboratory work and Dr. Nianbele Issaka explained field procedures and practical, implementation issues.

A few points to bear in mind in thinking about using the approach to HIV testing applied in Mali and again in Zambia in other countries.

1. The equipment needed to do the analysis cost and cost of the staff and training was around \$25,000. It should be less expensive in future studies.
2. Local technicians can be trained to carry out the analysis of test results. Quality control, including input from leaders in the field like CDC, should be built in as part of the analysis.
3. CDC would probably be interested in doing the tests and quality control in other countries of the region. I will contact Retro-CI to discuss this possibility for DHS planned for Togo and Burkina Faso in 2002, and Cote d'Ivoire in 2003.

Given the strong interest we have had for all our key partners in the region in including HIV sero prevalence testing as part of their next DHS, I was pleased to see that the Mali example shows that it is do-able, relatively low cost, and can be done with limited outside TA, even the first time.

I had good meetings with Dr. Aïssata Cisse Diallo, PNLs, and Mr. Paul Sangala, Program Manager Assistant for CDC. Their representative, Dr. Enias Baganizi, will be on leave until the end of September so I was not able to meet with him.

Documentation

1. République du Mali: Programme National de Lutte contre le SIDA. "Plan stratégique de lutte contre le VIH/SIDA, 2001-2005, Janvier 2001. 85p.
2. Institut National de Recherche en Santé Publique (INRSP) "Rapport sur l'Etude de la Prévalence et des Facteurs de Risque des Maladies Sexuellement Transmissibles et des Infections à VIH dans trois régions du Mali: Koulikoro, Mopti, Sikasso. Mars à Mai 1999, 90 p. Dr. Seydou Diarra
3. CDC/PNLs, INRSP, INFO-STAT. "Etude intégrée sur la prévalence des IST et les comportements sexuels (ISBS) dans les "lieux à haut risque" du Mali, USAID, August 2001, 60p.

Contact addresses

USAID/Mali Tel: (223) 22-36-02

WARP

Carleene Dei

Regional Mission Director

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(223) 75-89-09 (Cel.)

Rod Kite

Regional Development Officer

Jean Harman

Trade and investment officer

Mathias Bassene

Social scientist

Oumou Diakité

Project Management Assistant

Moussoukoro Kane

Project Management Assistant

Rolf Anderson

Environment Officer

Ann Hershey

S/PHN

Ralph Conley

Environment

**Burkina Faso (BF) Trip Report No. 3
17-19 September, 2001**

I visited Ouagadougou, Burkina Faso 17-19 September 2001 to: (1) attend the SFPS country workplan development workshop, which began 19 September for three days, (2) to meet with Ambassador Jimmy Kolker and members of his country team (the Peace Corps director, the Public Affairs Services head), and (3) meet with other key partners at arranged meetings, notably, the new Minister of Health, the WHO representative, the PSI representatives, and partners from the French Cooperation, as well as talking more briefly with a broad range of representatives from the MOH, NGOs, and local health and research staff at the SFPS workshop. This report provides information on some of the main points of interest, which came out of my visits.

1. Meeting with Ambassador Jimmy Kolker and his staff

Dr. Meba Kagone and I met with Ambassador Jimmy Kolker Tuesday 18 September afternoon. Topics discussed included: 1) Follow-up to the donors roundtable 22 June, 2) policies of the new Minister of Health, 3) follow-up to the Chief of Missions (COM) meeting in Dakar, 4) field activities of SFPS, MNH, etc. Ambassador Kolker noted his satisfaction at FHA/SFPS follow-up to his requests (for a dissemination of information on SFPS regional trainings, for SFPS representation at the recent donors' meeting, for advance notice for activities in BF such as training for VCT, etc.). He also appreciated Carleene Dei's presentation at the Dakar COM meeting in July. In the future, he hoped it would be possible to (1) make available a small, flexible fund for Ambassadors (around \$25,000 was mentioned), as discussed at the COM, and (2) for USAID to budget for staff to be posted at the Embassy who could assist with HIV/AIDS, health and other related development activities along the lines of the work John Davis does in Niger. Another area of concern is (3) how USAID, in planning follow-on activities to SFPS, might reduce overhead and management costs so that more money goes to people in the field. Overall, he felt that there has been considerable improvement in SFPS/FHA – Embassy relations over the last few months and he hoped things would continue on track in the future.

I noted that I would meet with other members of his country team (the Peace Corps director, Nelson Cronyn, the Public Affairs Service / American Cultural Service director, Richard Johannsen) during this visit as well as the WHO representative, Dr. Hacen, the PSI team, and friends working with the French Cooperation.

The Ambassador would be interested in meeting with the MNH management evaluation team. He was very impressed with the functioning of the project in the field, notably the strong community participation, the excellent cooperation among the MOH, Plan International, SFPS, Peace Corps, and the MNH staff. The clinic he visited, which

was receiving MNH support, was “the best rural clinic I have ever seen in Burkina Faso”, he noted.

He would also be interested in meeting with the Policy team to view the AIM presentation for Burkina Faso. He could certainly be a valuable resource for helping the team have access to high-level policy matters and political leaders.

We were pleased that Ambassador Kolker was able to attend the opening session of the SFPS planning workshop, Wednesday 19 September morning. He emphasized in his presentation his strong support and satisfaction with SFPS/BF activities such as “Gold Circle” quality assurance for reproductive health, the successful condom social marketing program, community mobilization and partnerships for development in Koupélé, etc.

I noted that our team and the WARP director, Carleene Dei, considered Ambassadors and their country teams as important stakeholders in both the on-going SFPS project as well as the follow-up project we are beginning to prepare. We will certainly find ways of continuing to elicit and encourage Ambassador’s suggestions, and try to take into account their needs and proposals.

2. Meeting at WHO

Dr. Meba Kagone and I met with Dr. Hacén, the WHO representative and members of his staff in charge of Family Health and AIDS, Wednesday 19 September. It appears that not too much follow-up has been done after the 22 June AIDS donors meeting, which required a major effort to bring together partners. More work is needed in assuring coordination and cooperative. Dr. Hacén thought activities in this area would increase after people returned from summer vacations, new staff (Dr. Auregan’s replacement, for example) arrived and meetings of key partners were organized in October. However, preparation for ICASA will absorb many people in the months ahead.

3. Meeting with Peace Corps director, Nelson Cronyn

The PC director, Nelson Cronyn, expressed interest in increasing collaboration with FHA/SFPS and partners, which is already on going in Burkina Faso. He noted that in close collaboration with PROMACO, there is an annual “SIDA Stop” conference. A third year PCV works on this and another is being recruited to help develop AIDS education kits, which will be used by PCVs in education. Currently there are 48 health PCVs and 38 in education. The next health group arrives in mid-June 2002. I mentioned some of my experiences in Madagascar and more recently in Cote d’Ivoire (CI) with USAID/PC collaboration on pre-service, in-special training (IST) and special AIDS prevention training being planned for the all-PCV AIDS training in Abidjan November 2001, and possible further training for pre-service and IST. He agreed that an exchange of information, materials in French and experiences with CI might be useful. PC/BF used the “Life Skills” materials for training and did a special workshop conducted by a

communications/AIDS consultant, M. Mboup, last year as well as follow-up regional activities to strengthen PCV AIDS awareness and activities. These were important steps forward, but he felt more should be done. A workshop for education PCVs will focus on Community Content Instruction (CCI) to bring information important for communities, such as on AIDS prevention, into the classroom. I learned latter in the day that the director of the American Cultural Center and his teaching staff were similarly interested in this approach to making learning more relevant to students in Burkina Faso. The Peace Corps and PROMACO will be involved in an AIDS ride on the main migratory routes in Burkina Faso around 1 December and the ICASA. The President and Prime Minister will be involved.

4. Meeting with the Minister of Health

Dr. Nébié arranged a meeting for Dr. Kagone which I was able to attend, with the new Minister of Health, M. Pierre Joseph Emmanuel Tapsoba who is a financial management specialist from the Ministry of Mines rather than a MD. In addition to discussing SFPS activities, which he appreciated, he noted that he would attend the Conseil des Ministres the following day and there would be a discussion of the recommendations and follow-up to the AIDS donors' roundtable, which I attended 22 June here in Ouagadougou. Things are currently "bloqué" because the UNDP wants to receive 20% of the committed funds to manage activities. This is not acceptable to the Minister since the local people will do the work and need the money, the Minister noted. He praised the Chinese Ambassador for the Chinese approach to aid, which he felt, was exemplary. Last week, the Minister noted, the Chinese Ambassador left a check for \$1.5 million at the MOH to spend as they like with no question of administrative or financial accounting procedures or other strings attached, simply expecting the MOH to send along the paper work justifying expenditures when they get around to it! This is a nice way of doing business, according to the Minister of Health. I pointed out that not all donors work this way. USAID has very strict and rigorous financial accounting procedures. Overhead and cost of technical assistance (TA) is probably considerably higher than the UN system, but we do get excellent value with groups like the SFPS team.

Although there are certainly differences in approaches to financial management at the MOH and SFPS, a number of colleagues who follow activities at the MOH noted that the new Minister has undertaken a series of management reforms (strict control of gas coupons, per diems, identification and nomination of key competent staff, etc.) which are quite positive. Since the previous Minister of Health was extremely difficult to work with in regard to financial management issues, the new minister appears to be a vast improvement so far.

Planned follow-up

1. Inform Ambassador Kolker in detail of upcoming missions (MNH, Policy, CODEL, etc.) which he might be interested in meeting, and which could benefit from his guidance and support.
2. Send him information on the recent Policy project small grants (\$1000 or less) project which focuses on faith-based groups.
3. Follow-up the evolution of VCT activities in BF and share information on possible sources of TA and finance.
4. Begin thinking about the next BF demographic and health survey (DHS)
5. Contact Miriam Schneidman, the WB task manager for their \$22M health project in BF and meet with her, possibly in Abidjan, to discuss possible collaboration
6. Attend the ICASA from 6 December for pre conference activities, including work with key partners, and first part of the conference.

Attachment #5

Discours d'ouverture de Mr James Allman, Représentant de l'USAID/Abidjan, Lundi 10 septembre 2001

Chers représentants du projet SFPS, représentants des ONGs, du système des Nations Unies, du projet RETRO-CI, Mesdames et Messieurs,

Je suis très content d'ouvrir cet atelier régional d'élaboration des plans pays 2002.

D'abord, je voudrais vous féliciter pour votre engagement soutenu et vos efforts dans le cadre du projet SFPS. L'USAID apprécie beaucoup tous vos efforts destinés à l'amélioration de la Santé Familiale et de la lutte contre le SIDA en Afrique de l'Ouest. Nous sommes contents que le projet SFPS ait été prolongé de trois (3) ans, jusqu'en Septembre 2003. Et on commence déjà à penser à la préparation d'un autre projet - à partir d'octobre 2003 - qui peut continuer les importantes activités que vous êtes en train de faire maintenant. On espère développer un projet de cinq (5) ans au moins, intégré dans le West African Regional Project (WARP) ou Programme Régional de l'Afrique de l'Ouest. Les défis ou challenges pour l'année à venir sont nombreux :

1. Renforcer la planification familiale parce qu'il y a toujours une demande insatisfaite des services. On espère que l'amélioration des services dans les cliniques "Cercle d'Or", une approche bien réussie pourra s'élargir. On doit aussi :
2. Accroître les activités de prévention et la lutte contre le VIH/SIDA. Il faut renforcer la lutte contre les MST, continuer à augmenter la vente des préservatifs, créer un accès plus important aux dépistage et counseling volontaires, s'occuper des groupes particulièrement vulnérables tels les jeunes, les travailleurs du sexe, les camionneurs, les militaires, les populations migrantes et les personnes vivant avec le VIH/SIDA. Je crois aussi qu'il faut :
3. Revoir ce que l'on fait dans le domaine de la survie de l'enfant, par exemple des possibilités de collaboration avec les programmes d'immunization tels que le GAVI, la lutte contre le paludisme, une maladie qui tue autant que le SIDA ici en Afrique.

Une des valeurs fondamentales de l'USAID est le partenariat. Nous devons continuer d'oeuvrer au renforcement des activités de partenariat. Je suis content que notre collaboration avec le système des Nations Unies - UNICEF, FNUAP, ONUSIDA - se renforce ainsi que nos activités avec le "Peace Corps" et les autres chancelleries. Par ailleurs, nous cherchons à développer notre collaboration avec les ONG/PVOs telles que CARE, HKI, PLAN, Save The Children, etc.... Etant donné que les ministères ne

peuvent pas tout faire, il faut accroître les activités communautaires et impliquer davantage la société civile.

Une autre préoccupation de l'USAID est qu'on continue d'avoir des résultats qu'on puisse mesurer, surtout les indicateurs qui montrent un impact sur la santé de la mère, de l'enfant et plus généralement de la famille. Le projet SFPS doit poursuivre l'excellent travail accompli dans ce domaine, travail qui a permis d'obtenir une augmentation du nombre de préservatifs vendus, de la prévalence contraceptive et de la vente des paquets de sérum oral. Nous sommes en train de réfléchir sur d'autres indicateurs qui permettront de mesurer l'impact de nos activités. L'évaluation et le suivi vont continuer d'être une préoccupation, ainsi que les études de recherche opérationnelle qui montrent l'efficacité des activités de communication pour le changement de comportement, le marketing social et la formation.

En conclusion, je vous félicite encore pour votre engagement dans la lutte contre le SIDA et pour la Santé Familiale. J'espère que cet atelier vous aidera à bien planifier et préparer vos activités pour l'année à venir.

Bon travail et merci à tous.

Attachment #6

Ouverture de l'atelier de planification du projet SFPS Discours de Monsieur James Allman, Représentant USAID/FHA

Mercredi, 19 septembre 2001.

Monsieur le Secrétaire Général du Ministère de la Santé,
Excellence Monsieur l'Ambassadeur des Etats-Unis,
Chers collègues, Mesdames, Messieurs,

Je suis très content d'ouvrir cet atelier du projet Santé Familiale et Prévention du SIDA (SFPS) sur la planification des activités pour l'année fiscale 2002.

C'est la sixième année d'un projet de cinq ans. Ce qui montre bien que l'USAID est très satisfait des activités en cours. En fait, le projet a été prolongé jusqu'en septembre 2003 et l'USAID envisage déjà l'élaboration d'un projet nouveau de 5 ans au moins dans le cadre du Programme Régional de l'Afrique de l'Ouest (WARP). Nous souhaiterions continuer à renforcer au Burkina Faso les activités de planification familiale, de survie de l'enfant et surtout la lutte contre le SIDA notamment le dépistage volontaire et le counseling, la lutte contre les IST, l'éducation et la communication.

Je voudrais féliciter l'équipe du projet SFPS pour le bon travail accompli durant l'année écoulée. Les indicateurs – utilisation des contraceptifs et des sérums oraux, vente des condoms et autres- montrent que l'accès aux soins de base augmente. Il y a encore beaucoup à faire mais il y a déjà un progrès réel et important.

C'est ma troisième visite ici au Burkina Faso. Je suis venu en juin de cette année pour assister à la réunion des bailleurs de fonds pour le programme de lutte contre le SIDA. Je crois qu'il y aura davantage de moyens disponibles pour ce problème majeur. Le défi actuel pour les bailleurs est de trouver des moyens de travail et mettre en place des activités en collaboration avec le CNLS, le Ministère de la Santé, les autres ministères, mais aussi les ONGs, la société civile, les groupes religieux et les communautés...., les mères, les enfants, les familles.

Lors de ma deuxième visite, j'ai pu travailler avec l'Ambassadeur Jimmy Kolker, ici présent, pour voir comment les Etats-Unis à travers l'Ambassade, le Peace Corps, le Centre Culturel, peuvent mieux collaborer avec vous ici au Burkina Faso. J'ai pu aussi avoir une meilleure connaissance des activités de l'OMS, la Coopération Française, PROMACO, CicDoc et des ONGs qui travaillent dans le domaine de la lutte contre le SIDA. Je suis vraiment impressionné par les compétences de ces groupes et très content de voir que le projet SFPS collabore avec une gamme importante de partenaires dynamiques et efficaces.

Je suis persuadé que durant l'année à venir, vous parviendrez à renforcer le progrès accompli grâce aux programmes tel que "PSAMAO", "Cercle d'Or" et les formations dispensées au personnel médical. J'espère que cet atelier vous permettra de bien planifier vos activités et vous souhaite un bon travail.

Merci à tous

**Meeting with Marty Mueller and Julie Donahue
Peace Corps/Cote d'Ivoire, Friday 6 July.**

I met with Marty Mueller, Peace Corps/Cote d'Ivoire (CI) Director and Julie Donahue, Associate Director at their office, Friday 6 July 2001. Topics discussed included: 1. Small projects assistance (SPA) agreement between USAID and Peace Corps (PC), 2. Possible FHA/PC collaboration in the future, especially for HIV/AIDS activities.

A few points:

1. Although in the past there were a few misunderstandings between USAID/Peace Corps after sanctions were applied to Côte d'Ivoire concerning the SPA agreement, we agreed that since the SPA activities focus on child survival and other health related development activities, it would be appropriate for the Peace Corps/CI and USAID's FHA to sign a MOU concerning small projects assistance in Côte d'Ivoire. A draft was presented, and a final version, which we will send to Dakar for the FHA CTO's review. The MOU will include agreement on reporting, notably that Peace Corps/Côte d'Ivoire will be responsible for providing the USAID with copies of its periodic progress reports regarding the status of SPA activities and reporting on "experiences" lessons learned. FHA and its SFPS partners hope to be able to benefit from and assist these, since our team is based in Côte d'Ivoire.

Marty noted that PC will celebrate its 40th Anniversary in CI 20-24 September 2001. Until USAID closed its mission here in 1995, PC and USAID had close collaboration in community development activities. I noted that since FHA would be strengthening and reinforcing activities in CI in the future, especially in HIV/AIDS, we hope to do more with the Peace Corps here as in the past.

2. There are numerous areas where FHA and Peace Corps could collaborate concerning HIV/AIDS activities in Côte d'Ivoire. These include:
 - a. Assisting Peace Corps with the preparation in November 2001 of an in service training (IST) for all volunteers on HIV/AIDS.
 - b. Pre-services health and sanitation volunteers in January 2002 training in HIV/AIDS.
 - c. Placement of third year volunteers to work on HIV/AIDS activities with FHA and its partners. I have met with Vicky Lambert, who is based in the FHI office, several times to discuss collaboration. Our FHA office might be able to host a 3rd year PCV in the future. Peace Corps requires that housing (around \$80/month) be provided, but covers all other costs.

Marty noted that all Peace Corps Volunteers (PCVs) are now required to do a secondary project focusing on HIV/AIDS in addition to their main activities in health, education, water and sanitation, etc. This recent decision needs to be implemented and he wonders if FHA might provide help in finding resources (related to IEC/BCC materials for example), access and introduction to NGOs, etc. He also noted that PCVs' comparative advantage in HIV/AIDS work, is that they are village-based, community-oriented, and could play a role in person-to-person communication which media and other communications approach cannot.

It would be useful to develop training materials in module format so that they could be used with various groups in the future. Willy thought he might be able to help with these, possibly in conjunction with a 3rd year PCV we might recruit to work with our office team.

In addition to developing activities in Côte d'Ivoire, I explained FHA's regional mandate and the West Africa Regional Program (WARP). Some HIV/AIDS activities we develop here in Côte d'Ivoire might similarly be developed in other countries in the region.

A current approach in the IST being organized in the week ahead concerns helping PCVs identify the words and concepts in local languages which people use to talk about HIV/AIDS.

Follow-up

1. Marty will send me a revised MOU on SPA which, after review by our CTO in Dakar, I will sign as Senior Program Manager of USAID/FHA. We hope in the future to have more contact with PCVs and develop cooperation with our activities in Côte d'Ivoire.
2. FHA and SFPS partners, Peace Corps staff will meet in September to work together on preparation for the training in November and January.
3. We will begin thinking about possible placements for 3rd year PCVs at FHA and with its SFPS partners, such as FHI, where Vicky Lambert is already working until 2002.

Attachment #8

Note on meeting with Peace Corps/Cote d'Ivoire on collaboration with FHA/SFPS on HIV/AIDS prevention training and activities, 4 September 2001.

Dr. Willy Shasha and Jim Allman met with Julie Donahue and a team of Peace Corps Volunteers (PCV), -Vicky Lambert, health, Mark Boutros, health, Heidi Hollenbeck, Alex Foxwright, Tim Foxwright both environment, Annalisse Lamb, education- at the Peace Corps (PC) office, 4 September 2001.

The aim of the meeting was to discuss possible collaboration between the FHA/SFPS teams and the Peace Corps, in general on HIV/AIDS activities, and possible FHA/SFPS input for the coming all PCV/CI conference scheduled for ...November on HIV/AIDS. FHA/SFPS has collaborated with the PC/CI in the past and would like to strengthen activities in the future, both in CI and with PC throughout the region. As Marty Mueller pointed out, when he joined the meeting briefly, the volunteers are all required to develop secondary projects focusing on HIV/AIDS and could benefit from FHA/SFPS experience, materials and collaboration in doing this, and PCV, because of their location in rural villages, have the potential for helping groups like FHA/SFPS reach out and broaden coverage to populations less easily accessible than those in urban areas and around health institutions.

The discussion was broad ranging and included ideas the PC group had on themes to be covered and the organization of the November conference; suggestions from FHA concerning resource materials and persons; the need to develop materials and training approaches in module form so they can be used on a regular basis for pre-service, in-service and special training sessions, and other topics.

Follow-up

1. Before the next PC team preparation meeting Friday 28 September, the following materials will be distributed:
 - a- Dr. Willy Shasha will send the PC team his report on the HIV/AIDS and development workshop he participated in August in Bassam.
 - b- The PC group will send a revised proposed program for the three-day conference to FHA. FHA will contact SFPS and other (Retro-CI) staff who might be interested and available to participate, for example Dr. Bea Vuylsteke, Retro-CI who produced "Amah Djah-foule", which might be shown at the conference; Dr. Christine Sow, Family Health International HIV/AIDS specialist; Dr. Eliane Dogoré, JHPIEGO Advisor, etc.

c- The PC group will send FHA the materials to be included in a kit for PCVs for review. FHA/SFPS will consider materials we might make available to PCVs. Themes FHA/SFPS might help PC present at the conference include:

- women and AIDS, especially mother-to-child transmission (MTCT)
- opportunistic infections and the progression of HIV/AIDS
- how to transfer information and skills at the village level
- overview of HIV/AIDS in the world, Africa and CI
- emphasis on successful approaches to dealing with the epidemic: Uganda, Senegal, commercial sex workers (CSW) in Abidjan
- role of VCT,
- talking about HIV/AIDS, sexuality in local languages

CEDPA TAACS QUARTERLY REPORT

TO: JOHN PIELEMEIER, CEDPA
FROM: KAREN CAVANAUGH, G/HN/HPSR
SUBJECT: REPORT OF ACTIVITIES FOURTH QUARTER FY01 (7/19/01 – 10/19/01)
DATE: 10/19/01
CC: BOB EMREY

The following summarizes my major areas of work for the quarter:

CTO FOR PARTNERSHIPS FOR HEALTH REFORM PLUS (PHRPLUS) PROJECT

- Prepared and attended PHRplus NHA symposium at iHEA Conference in York that drew participants from USAID and other countries worldwide
- Worked with contractor to develop work plan for FY 02 funding
- Liaised between PHRplus and clients including LAC HSR initiative and SO 4 team
- Linked contractor with World Bank for donor coordination on NHA in Madagascar
- Held biweekly management meetings with contractor management team
- Reviewed and approved technical directives for work to date
- Reviewed country assistance plans and provided general recommendations for strengthening
- Coordinated with Brazil AIDS coordinator for PHRplus participation in AIDS costing study
- Carried out steps to strengthen award fee arrangements

JHU Fellow

- Supervised preparation of mission info toolkit on HIPC debt relief program

HIV/AIDS

- Prepared and delivered presentation on impact of HIV on health sector in panel discussion for Education sector colleagues SOTA
- Participated in M&E preparation to make sure health systems issues sufficiently treated; linked with contractor

HPSR DIVISION

- Participated in development, review and discussion on reorganization proposals; made recommendations for coordinating mechanisms among different work units
- Developed work assignment for one NEP on poverty and health; Natsios Task Force
- Briefed NEPS on work of HPSR division
- Organized briefing for division staff on US health system quality report IOM panel conclusions
- Participated in QA follow on design discussions

NATSIOS TASK FORCE

- Met with external health subject matter expert (SME); coordinated participation of two NEPS, organized weekly meetings with SME and internal health team; participated in weekly internal task force meetings; liaised with PHN colleagues to identify resource materials and people and to keep them informed about the process

COMMISSION ON MACROECONOMICS AND HEALTH

- Prepared briefing memo for Natsios meeting with Prof. Jeff Sachs of the Harvard Center for International Development

RECRUITED, SUPERVISED SUMMER INTERN

- Recruited summer intern, developed scope of work, supervised, coordinated with PPC and contractor re: USAID work in poverty in health

CROSS SUPPORT

- Participated in Policy Performance Evaluation Board
- Participated in HealthTech agreement technical evaluation committee
- Participating in project design team in Pop Office

SKILLS DEVELOPMENT

- Attended iHEA Conference in York, England
- Attended one week CTO training on acquisition and assistance

Andrew Clements, Infectious Disease TAACS, USAID/ANE

Quarterly Report (August - October 2001):

1. ANE Regional HIV/AIDS and Infectious Disease Program

During the past quarter, I worked with numerous USAID partner organizations to develop activities and finalize work plans for FY2001 under the regional program. In addition, I assisted in the hiring and orientation of two new ANE/PHN staff that will serve as HIV/AIDS and Infectious Disease advisors for the regional program.

2. Technical assistance to missions

As a technical backstop for Cambodia, I participated in the briefing of a PHN strategy design team prior to its assignment in Cambodia. During the actual strategy design, I worked with a "virtual" team to develop the infectious disease component of the mission's new PHN strategy. I also assisted several other missions in assembling teams for assessments and strategy designs related to HIV/AIDS and TB.

3. Technical assistance to USAID/W

Working with colleagues in the Global Bureau and other regional bureaus, I assisted in compiling up-to-date information on the status of priority HIV/AIDS strategies in the Asia and Near East region.

Quarterly Travel Plans (November 2001 – January 2002): None



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

This is the ninth quarterly report of my work as Senior Health Policy Advisor in the Asia Near East Bureau. Routine activities and responsibilities have been dwarfed this quarter by concentration on the proposed new programs in Pakistan and Afghanistan as a result of the recent terrorist attacks on the United States. Even before September 11, the ANE Bureau submitted a Bureau Program and Budget Submission (BPBS) which foresaw the lifting of the many layers of sanctions on Pakistan, predicted a \$20 million ESF budget for development in Pakistan, and planned for the re-opening of a USAID mission in FY 2003 with the placement of three Foreign Service Officers. Because of these plans, I was asked by the Bureau to visit Pakistan for two weeks, from August 28 to September 12. There were two parts to my scope of work:

1. To participate in the mid term review of the Aga Khan Foundation's role in the Pakistan NGO Initiative, especially the health related activities. For this element of the SOW I arranged for a consultant to be provided through the MEDS project with Program Development and Learning (PD&L) funds provided by the ANE Bureau. Keys MacManus was chosen for this role because of her role in designing the PNI, her familiarity with Pakistan, and her vast experience in population, health and nutrition programs.
2. To identify possible areas where USAID could successfully invest in the PHN sector starting in FY 2002 and 20003.

The field work for the first task was accomplished during the first week of the TDY mostly in and around Karachi. The second was during the second week, in and around Islamabad. There was some useful overlap in the two tasks since the first one familiarized me with development issues in rural Pakistan and introduced me to a variety of potential partners. I participated on a team of four: team leader, Bonie Mellinix; Aga Khan Foundation staff member, Nadya Karim Shaw; Keys MacManus and myself. A report of our methodology, findings and recommendations is nearing completion and will be available shortly. In short, we found the program extremely successful, and we made a few recommendations for the remainder of the time available.

Identifying areas for USAID investment in PHN was accomplished by interviewing government officials, other donors, NGOs, and other potential partners. Ms. MacManus accompanied me to many of the interviews after she completed some of the mid-term review activities in Karachi. We found that not only is there an incredible need for assistance, but there is a great openness and eagerness for USAID to return. The Government of Pakistan, other donors, and the NGO community were extremely productive and imaginative in providing information and ideas for creative cooperation. Our main contacts at the US embassy were staff of the Econ Section, but we were invited to join the new Ambassador, Wendy Chamberlain, on an all day field trip organized by the Asia Foundation. During this field trip we discussed our

recommendations for development initiatives. She was enthusiastic about the recommendations.

The last appointment of our last full day in Islamabad (September 11) was a briefing to the DCM and the Econ Staff. We had a very successful and well-received meeting and were driven to our hotel to pack for our departure early the next morning. Upon turning on CNN, 20 minutes after leaving the Embassy, we saw the second terrorist plane crashing into the World Trade Center (It was during the evening in Pakistan). Since then, of course, nothing has been the same.

The Embassy advised that we attempt to leave the next morning as planned. British airways was initially not going to let us board because we were destined for the United States; and then because they weren't sure of the availability of hotel space in London. Eventually, after consulting with headquarters, we were allowed to fly. We were held up in London for four days before the skies opened up again in the United States.

Since then, there has been intense interest in expanding the proposed program for Pakistan. It is extremely fortunate that I made this visit when I did. I now have up-to-date contacts and pouched home two large boxes of printed materials, reports and donor information.

Afghanistan is now on the screen too. Though I do not have the benefit of a recent visit to Afghanistan I have been asked to organize toward starting a transition from the relief and emergency work being done by OFDA to a medium to long-term development program in health.

On behalf of the ANE Bureau I asked the PHN Center to organize a Joint Planning and Programming Team (JPPT) for Pakistan and for Afghanistan. Mary Ellen Stanton, a TAACS in the Office of Health and Nutrition has volunteered to head both teams (There will be so much overlap that this is an excellent idea.). Sarah Harbison from the Office of Population is alternate on the Pakistan team; Steve Hawkins from the Office of Population is alternate on the Afghanistan team. I represent the ANE Bureau on both teams.

Over the past several weeks, a dozen or members, representing a variety of appropriate technical skills have been recruited to the teams. We have met with many groups who are knowledgeable about the countries and we have prepared initial plans for engaging the PHN sector in both countries. I was asked to join a briefing on Afghanistan on the Hill organized by the Global Health Council, but the anthrax scare resulted in closing the Capital and the briefing was postponed until next week.

Other activities include the following:

Early in the quarter much attention was given to planning for the **State-of-the-Art Training (SOTA) training** program for PHN Officers of the ANE and E&E region. Now the SOTA course has been indefinitely postponed for security reasons. We have

“frozen” the planning process and arrangements so they can be “thawed out” at some future time, probably in a year.

Program Development and Learning Funds Programming. Programming and implementation continues for the numerous activities funded under the PD&L account. A spreadsheet summarizing the status of the activities has evolved into a far improved tracking, communication and planning tool. Activities that were prominent include the development of a tool kit for corporate social responsibility (CSR) by CATALYST; continued maternal health work by the POLICY project; a closing out of adolescent reproductive health activities by the FOCUS project, and the many information management activities conducted by the PHNI project.

Near the end of the quarter I was official given the responsibility of primary contact in the ANE Bureau for the **Victims of Torture Program**. This program, currently managed for the Agency by Barbara Kennedy in the Bureau for Humanitarian Response, Office for Private Voluntary Coordination (BHR/PVC) gets a \$10 million earmark of “additional” funds each year. Our Bureau will manage \$1.5 million. I will coordinate with mission representatives in the programming, monitoring and reporting of these activities.

I provided technical input to the PHN Centers **evaluation of the post abortion care (PAC) activities**.

I continue to represent the ANE Bureau on the PHN **Sector Council and the Inter-Bureau Personnel Committee**.

ANE/SPOTS/Gcook/CEDPA/9th quarterly report for Gary Cook: October 10, 2001

Roger Dixon

Activity Report for July through October, 2001

During July, I traveled to Atlanta to meet with CDC staff and the Ministers of Health from the seven countries involved in the Hurricane Project. The purpose for the meeting was to address issues relating to sustaining the gains made in the Project once the available funding has been exhausted. The meeting was successful in getting commitments from the Ministers to work to continue the Field Epidemiological Training Program and coordinate their efforts through PAHO, RESSCAD and COMISCA.

During August, I traveled to Guatemala to meet with CDC, APHL and the managers of the national public health laboratories from the seven countries involved in the Hurricane Project. In addition, there were representatives from Belize and Panama in the meeting. The purpose for the meeting was to get commitments from the countries to continue improvements in efficient equipment use, training and coordination among the national laboratories. The meeting was very successful in this matter. Once again, PAHO was involved in the meeting and arrangements are underway to involve the RESSCAD and COMISCA in the utilization and maintenance of the national laboratories.

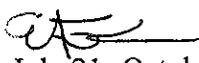
Based on these meetings, negotiations are now underway to request no-cost extensions from USAID and CDC management for certain aspects of the Hurricane project: IR2 would be extended from May 2002 to September 2002; IR3 from December 2001 to March 2002; and surveillance system activities in Costa Rica, Honduras and Haiti would be extended from December 2001 to September 2002.

During this time period, the LAC PHN team was intensively involved in portfolio reviews with LAC management and I participated in this process. In addition, I worked on several amendments to the IAA with CDC that governs the Hurricane Project, follow-up to the LAC-PHN SOTA and various management activities associated with the IMCI Initiative (for which I am now responsible within LAC-PHN). I also served as the PHN Country Coordinator for the Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua and Panama.



US AGENCY FOR
INTERNATIONAL
DEVELOPMENT

October 17, 2001

To: John Pielemeier
From: Elizabeth Fox 
Subject: Quarterly Report- July 21- October 19 2001

1. As CTO of the CHANGE cooperative agreement, I continued to manage the project and worked with CHANGE staff on surveillance, AMR, and new country programs in El Salvador and Haiti. I continued to coordinate USAID/Peru's new communication and behavior change capacity building and training initiative. I worked with CHANGE to produce the mid-project report.
2. As deputy, Child Survival Division, I worked with Richard Greene on various taskers from LPA.
3. I continued coordination of the communication activities for the 10th anniversary of the World Summit for Children. Up until the postponement of the UN Special Session as a result of the September 11 event, I worked with LPA and PHNI to produce the press strategy for the USAID participation in the UNGASS. This included managing the contract to prepare press material and writing the USAID brochure on Children.
4. On-going management of Inter-Agency Agreement with VOA and start-up of new agreement that includes 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). I drafted the AAD and prepared the first version of the RFP.
6. Continued re-design of TASC2 and management of TASC1. Organized and managed the interested parties meeting with approximately 60 potential TASC2 bidders.
7. July 16-25, TDY to Hanoi, Vietnam to work with USAID and UNICEF on capacity building for health communication.
8. Worked on the MEASURE redesign team

QUARTERLY TAACS REPORT
(July to September 2001)
Matthew Friedman
USAID/Dhaka

A. INTRODUCTION:

Up until July 2001, my major responsibilities in USAID/Dhaka consisted of 6 different portfolios including logistics, HIV/AIDS, Maternal Mortality Reduction, adolescent reproductive health, infectious diseases (ID), and girl trafficking. Since July, two more activities – voluntary surgical contraception and social marketing – have been added to my responsibilities.

B. ACTIVITIES COMPLETED:

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

- Worked with Government of Bangladesh to get a signed agreement for USAID/DELIVER to begin implementing a national integration of family planning and health programs warehouses;
- Worked with DELIVER/Bangladesh to procure a two year supply of DEPO for the family planning program;
- Set up and facilitated a three-day retreat with our social marketing partners to develop a five-year plan;
- Continued working with all of USAID's partners to identify quarterly indicators for the HIV/AIDS and ARH sectors;
- Helped UFHP and CARE to finalize their mobile STD treatment plan in collaboration with HIV/AIDS awareness partners;
- Helped to develop and launch a 52-episode adolescent reproductive health radio program;
- Reviewed all relevant USAID/Dhaka workplans;
- Took over the management responsibilities for two new programs: Social Marketing and Sterilization;
- Helped put in place a hotel-based sex worker HIV/AIDS prevention project;
- Initiated a "think-tank" taskforce to review the present trafficking paradigm to determine if a new framework is needed; and
- Worked to put in place a proposal for funding related to anti-trafficking with IOM.

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 and contraceptive Security;
- 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, logistics, sterilization and social marketing; and
- Help ATSEC to launch their communications development program for their national anti-trafficking program for Bangladesh.

TAACS Quarterly Report, July 20, 2001 - October 19, 2001

Dale Gibb

Health and Child Survival Fellows Program

We have 31 Fellows and are recruiting 6 others. Despite the events and aftermath of September 11, both the Fellows and TAACS programs are proceeding at full steam.

TAACS

Recruitment is on going for 7 new TAACS, while we continue to work with other Missions to decide if a TAACS, Fellow, or other non-direct hire mechanism is needed to respond to needs. We had a total of 67 TAACS as of September 30, 2001, and expect to have 80 by the end of FY 2002, assuming the FY 2002 requested TAACS authorization level of \$19 million is confirmed. We have prepared several justifications for this level to respond to various requests. A new TAACS contract was awarded to CEDPA which will facilitate smooth recruiting. The next TAACS training session has been scheduled in January. We are continuing to try to smooth the process of securing medical clearances, with some improvement noted. A new process for obtaining security clearances is in process but lagging.

CASU

Two people have been recruited under the CASU arrangement, a government arrangement for contracting personnel. We are working with the project manager to understand the best way of using this mechanism.

UNICEF

A substantial amount of work went into preparing for the cancelled or postponed World Summit for Children. Much of the work will, however, be useful in other fora this year, and will be used specially in review of UNICEF's new Medium-Term Strategy which will be presented at a UNICEF Executive Board meeting in December.

WHO

Derrick Deane, in charge of Bilateral External Resource Mobilization at WHO, visited USAID in August to discuss

program plans and arrangements with various people in G/PHN and PPC. Plans for a "bilateral" meeting with WHO have been postponed to March.

Planning a press roll-out for WHO's Anti-Microbial Resistance Strategy, to take place on September 11, was a major task. Although the press conference was postponed, the strategy has been presented and is in effect.

New Director for the Bureau for Global Health

As a part of the on-going reorganization of the Agency, a Director for the new Bureau for Global Health, Dr. E. Anne Peterson, has been nominated and is awaiting Senate confirmation. I was asked to take the lead in organizing briefings for her confirmation hearings and to serve as liaison with the Office of Legislation and Public Affairs. We held briefings through much of August and September for the Hearings held on October 9. We expect confirmation in a few days.

Vietnam

I held a Country Coordination Team meeting on Vietnam October 18, much of which was spent orienting Carol Jenkins, our new Regional TAACS for HIV/AIDS on programs there. We also discussed means of dealing with a serious condom shortage in country.

Vietnam appears not to be a major interest of the current administration.

Haiti

A Country Coordination Team meeting has been scheduled for Haiti on October 25 which will be used primarily to orient the new Haiti Senior Advisor, Joyce Hofeld to the program and to review status of follow-up actions from the Senior Review.

Reorganization

Many meetings on the reorganization have been held. It is likely that management of the "human resource" programs, such as TAACS and Fellows will transfer to an Administrative Management Services office in the Bureau for Global Health.

**Quarterly Report for Daniel Halperin
(Sept. 7-Oct. 19, 2001)**

Since starting at USAID in early Sept. (my first day actually in the RRB was 9/10/01), I have been rapidly acclimating into my new position as Senior Tech. Advisor for Behavioral Change and Primary Prevention programming in the Global HIV Division. My primary duties have included the following:

- 1) Serving as CTO to the AIDSMark Project (PSI). In this capacity, I have had a number of meetings and follow-on communications with John Berman and others at AIDSMark. Recently I suggested revisions to and approved their Year 05 Workplan (in addition to various country workplans).
- 2) Serving as CTO to the Stigma and HIV Research Project (ICRW/AED). This has involved a number of meetings and planning sessions at ICRW to coordinate this activity in three African and one Asian countries.
- 3) Serving as backstop to LAC and Luso-African countries, in particular Brazil, Peru, Mozambique, and Angola, including involvement in the latest round of strategic planning and TA coordination with the Brazil Mission.
- 4) Representing the Division on issues involving linkages with various family planning/Population Program overlap and integration concerns, including core planning of a half-day PHN Meeting in November on this theme area.
- 5) Providing several presentations to the Division/PHN, including two on the epidemiology of HIV in Africa/male circumcision, an analysis on the challenges of the "dual protection" issue, and an orientation to the NEPS on behavioral change/primary prevention "hot topics" in HIV/AIDS.
- 6) Co-chairing of a Synergy-organized Working Group to develop indicators for stigma and discrimination, including presentation of the WG's work in progress to the Expanded Response Training at Synergy Oct. 30-31.
- 7) Coordination with Population and HN (and CDC) Communications/Behav. Change Specialists around common issues in this area.
- 8) Involvement with Division/PHN-wide planning on the new global strategy for HIV/AIDS Programs at AID.

Activities/Travel planned for the Quarter Nov. 01- Jan. 02:



60

- 1) Participation in an M & E/Strategic Planning TA Visit to Mozambique in mid to late January.
- 2) Site visit to Angola in late Jan or early Feb.
- 3) Planning of M & E/Strategic Planning TA Visit to Brazil in Feb or March 02.
- 4) Planning of site visit to Peru in Feb. 02.

QUARTERLY ACTIVITY REPORT FOR THE PERIOD July 21, 2001 through October 19, 2001 FOR 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 OR 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.
- Participated in the Bureau-wide adolescent working group.
- Participated extensively in the PAC working group, including briefing the assessment team and reviewing drafts of the report.
- Represented USAID on the technical advisory group of the Social Science task force of the HRP program, WHO, participated in 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.
- Took up responsibilities as Pakistan Alternate Coordinator, and participated on the Afghanistan 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 April 21 to July 20, 2001

Major activities in the first part of this quarter included the start of activities planned for the REDSO HIV/AIDS program, and completion of interviews for the Michigan Fellow who will join the REDSO/PHN unit as part of the HIV/AIDS team.

The first HIV/AIDS activity was a pilot workshop on Consulting Skills for HIV/AIDS, organized by the Centre for African Family Studies (CAFS) in Kenya and funded by REDSO, which I attended as a facilitator for a session on gender issues. In the two months following the course, approximately 30% of course attendees reported direct changes, such as improved consulting assignments; the course also resulted in the first meetings of a nascent network of HIV/AIDS consultants.

May was spent on working with partners in planning for additional activities, in particular with CAFS on the Training Needs Assessment for HIV/AIDS and the planned workplace course, and with the CHANGE Project on planning a small meeting to discuss options for a Behavior Change Communication Network in the region. I also continued to act as liaison on HIV/AIDS issues in Burundi with the REDSO office responsible for the program, and with AID/Washington, through reviewing the PSI proposal and assisting in planning a visit by the US Ambassador, Burundi, to the Centres for Disease Control.

In June, at the start of home leave, I spent a week in Washington meeting with staff at the Global and Africa Bureaus, and attended meetings on Mother to Child Transmission and the Global Bureau meeting of Cooperating Agencies in HIV/AIDS. I also carried out telephone interviews for the Michigan Fellow in HIV/AIDS and made a recommendation to REDSO/PHN on the appointment. From mid-June to the end of the quarter I was on home leave.

TDY/Travel

April 25-29: Attended the CAFS HIV/AIDS Consulting Skills Workshop in Mombasa, funded by REDSO, and acted as facilitator for a session on gender issues.

June 10-15: Meetings at AID/Washington with Global and Africa Bureau staff to discuss REDSO's proposed HIV/AIDS program, and made a presentation on the program at AID/Washington open to USAID and Cooperating Agency staff. Attended a two-day workshop at AID/Washington on Mother to Child Transmission and sessions of the Global Bureau's review meeting with Cooperating Agencies. Worked with the Africa Bureau on revisions to the Madagascar Strategy document prepared during an earlier team visit. Held meetings with Cooperating Agencies (POLICY, IMPACT, FANTA, LINKAGES) to discuss planned activities. Conducted telephone interviews with two candidates for the Michigan Fellowship position at REDSO/PHN.

June 16-27: Home leave and additional leave in USA and UK.

Additional Key Activities

April 23-May 4: Visit from Elizabeth St.Clair, Global Bureau, to familiarize herself with the REDSO HIV/AIDS program, in order to foster collaboration on training activities.

May 14, 16: Discussions with PHN unit and Washington on proposals for Human Resource Development initiative to be presented at the next meeting of the Directors' Joint Consultative Committee of the Commonwealth Regional Health Secretariat.

May 21-22, 24-25: Participated in PHN unit meetings to further define the unit's Performance Monitoring Plan, and discuss the Partner Institutional Viability Assessment

May 25: Attended follow-up meeting of HIV-AIDS Consultants group, at CAFS.

Janet M. Hayman, TAACS, USAID/REDSO

Quarterly Report for July 21 to October 20, 2001

My activities focused on REDSO's HIV/AIDS program, and on internal PHN management issues. A major activity was preparing for a Consultative Meeting on Behavior Change Communication in HIV/AIDS, which was carried out in collaboration with the CHANGE Project and the Regional Centre for Quality of Health Care, Makerere University. The meeting took place in Nairobi, on October 11-12, and was attended by 18 participants from seven countries (Kenya, Uganda, Tanzania, Zimbabwe, Zambia, South Africa, and Ethiopia) and by representatives from UNAIDS and UNICEF. The objectives of the meeting were to explore options for continuing support from REDSO to strengthen BCC in the region. Participants recommended objectives and activities that would enhance BCC at the regional level, and proposed mechanisms for continuing to work on this issue.

The first meeting of a Pediatric AIDS Network, supported by REDSO through the Regional Centre for Quality of Health Care in Kampala, Uganda, was held on September 15th. The meeting, which was attended by 27 leading figures in the field, agreed on the establishment of the network, to be based at RCQHC.

Work continued on planning for the regional Training Needs Assessment on HIV/AIDS, which will be carried out by the Centre for African Family Studies and the Regional AIDS Training Network. Collaborators in the activity are USAID's Global Bureau and UNICEF's regional office. The TNA began in mid-October, when the initial team of consultants met to start designing the study instruments. CAFS also continued to work with REDSO on completing the regional course for workplace managers.

Discussions continued with IMPACT on planning for two activities: a meeting of low prevalence countries and a regional activity with faith-based organizations. I communicated with Missions to solicit their input in planning the former activity.

Work on Burundi focused on reprogramming some funds to address regional activities that would include, but not be focused exclusively on, Burundi and other non-presence countries. These funds were rapidly redirected into training activities to strengthen capabilities in social marketing, outreach, and care.

I also travelled with the team to the Commonwealth Regional Health Community Secretariat in Arusha and to RCQHC to work on their Partner Institutional Viability Assessments and to discuss HIV/AIDS work plans for the coming financial year.

Unit activities focused on continuing work on the Performance Monitoring Plan for our Strategic Objective. I also planned the agenda for and coordinated the PHN Unit Retreat.

TDY/Travel

July 21-27: Home leave

Sept. 4-6: Travel with PHN Unit to CRHCS, Arusha, to take part in PIVA review, assist in developing LSGA, and discuss HIV/AIDS work plans for coming year.

Sept. 7-9: PIVA review of RCQHC in Uganda and work-planning with HIV/AIDS advisor.

Attended UN agency meeting of Regional Working Group on PMTCT. Met with Dr. Helene Gayle of the Gates Foundation, to discuss CRHCS's submission to Gates of a proposal to fund policy activities related to HIV/AIDS.

Additional Activities

Aug. 13-24: Acting unit team leader; planned and coordinated PHN unit retreat

Aug. 16: Met with FEWS staff to discuss use of their household economic status methodology to assess vulnerability to HIV/AIDS.

Aug. 17: Meeting with Nomi Fuchs, CTO for Advance Africa

Aug. 21: Meeting with Joseph Dwyer of MLD.

Aug. 28-30: PHN Unit Retreat: Grand Regency Hotel

- Sept. 18: CAFS PIVA review meeting with PHN Unit
- Sept. 19-20: Attended Kenya Ministry of Health/IMPACT meeting on Anti-Retroviral Therapy.
- Sept. 20: Meeting with Antonia Woolf of the SARA Project
- Sept. 21: Meeting with Eric von Praag and Dr. Mukavadi of IMPACT to discuss workplanning for RCQHC
- Sept. 26, Oct.5: Meeting with Joe Deering and Leah Wanjama of Policy Project to discuss workplan for POLICY's work with CRHCS
- Sept.28: Met with Dr. Moses Sichone, UNICEF to discuss possible collaboration on TNA and on low-prevalence country meeting.
- Oct. 5: Met with representatives from Christian Aid to discuss work with faith-based groups

C. Kirk Lazell, TAACS, Namibia

Quarterly Report

July 20 to October 19, 2001

Major activities planned for coming period:

- 1. SO 5:** Conduct substantive discussions with the Ministries of Basic and Higher Education and Regional and Local Government on the proposed multi-sectoral HIV/AIDS program and obtain an agreement; in coordination with the FHI Resident Advisor, facilitate impact assessment workshop for five municipalities; move forward with capacity building activities for the National Youth Council and three target regional youth forums; visit municipalities in the North and conduct meetings with proposed stakeholders for youth activities; participate as team member for CDC assessment visit; working with donor group help develop national coordinated PMTCT program
- 2. HIV/AIDS Crosscutting activities:** Working with SO3, Environment SO, develop HIV/AIDS activities in Caprivi with conservancies coordinating with the RHAP cross-border activities; working with SO2, Education SO, finalize dissemination of HIV/AIDS curriculum nation-wide and develop age appropriate materials for MY Future is My Choice program for 10-14 year olds.

Major Accomplishments of the period:

SO5: Commenced negotiations with MoHSS and CDC, developed program and fielded team to conduct assessment and consultancy with MoHSS; commenced program of capacity building with National Youth Council and three target regional youth forums; Initiated discussions with National Council of Churches for collaboration on youth activities; NALAO AGM, HIV/AIDS program developed and workshop facilitators recruited (Univ. of Natal consultant, FHI TA and Dr. Ampomah); Developed in coordination with Multi-sectoral condom task force a contraceptive logistics assessment and training program for DELIVER team in early February; Regionally funded cross-border assessments: strategic planning with RHAP researcher and PSI rep regarding low-profile completion of assessments in Caprivi and Oshakati area.

Crosscutting Activities: School based website competition: Worked on program and funding agreement with SO2 to fund ½ contribution for direct costs including but not limited to per diem and local travel costs of AID/W TA, meals for youth participants and prizes and to provide HIV/AIDS consultant in kind; Coordinated with SO4 Democracy and Governance SO the development of TOR for an assessment of the impact of HIV/AIDS on gender issues.

TAACS Quarterly Report
(July 21 – October 19, 2001)
Tim Meinke

JAPAN

- With the eight year Presidential level US-Japan Common Agenda having just ended, coordinated internally, with State and with government of Japan counterparts in providing PHN guidance and recommendations for a next bilateral iteration (to be announced Oct 21, 2001 following the APEC Summit).
- Led a G/PHN team to design and carry out a comprehensive "visioning" exercise with Japan to build consensus and clarity for future collaboration. Next phase is to carry out a joint global evaluation - with joint field visits - to verify lessons learned aimed at improving the effectiveness of collaboration.
- Continue to manage the USAID-JICA exchange program and make adjustments to positions here and in Tokyo to improve effectiveness. As a result, our UMICH fellow in Tokyo has been reassigned to a more collaboratively friendly and implementation-oriented part of JICA. Also redefined our JICA secondee here in DC to focus more on PHN and obtained front office agreement for both an extension and acceptance of his successor. Began working with Japan to define parameters, SOW, etc for that position.
- Coordinated both internally (particularly with USAID/Nigeria) and with Japan on a preparatory mission to Nigeria to look at AIDS, malaria, polio and micronutrients. While this prep team will be dispatched in November, the official joint US-Japan team is scheduled for early 2002.
- Worked with G/PHN Japan team to finalize a guidebook for USAID Mission and other PHN staff on how to carry out a "Joint Project Formulation Mission" with Japan. Currently, Nepal and Nigeria are next candidates and will begin discussions soon on subsequent countries.
- Finalized coordination with the Ministry of Foreign Affairs, UNDP and JICA to garner financial support (the first time ever Japan has contributed to a DHS) and technical participation for the survey in Zambia.
- Visited Tokyo on a TDY to discuss bilateral and multilateral issues relating to our partnership with Japan. Some issues include:
 - Shared thoughts and strategies on past, present and future US-Japan collaboration in this sector – particularly in light of recent global trends toward SWApS and multi-national coalitions such as the "Trust Fund for AIDS, TB and Malaria", "GAIN" and others.
 - Participated in the first of a series of Pop/RH working groups aimed at informing Japan's position and work in this area.
 - Advocated various USAID Mission issues such as USAID/Morocco's desire for JICA's support of decentralized health services, particularly focused on maternal health. Arranged follow-up contact in the field.
 - Shared information and strategies with ILSI Japan on expanding Japan's effort in the area of micronutrients (i.e., GAIN, vitamin A, etc).

- Working to bring Japan's potential TB efforts into the partner arena in Indonesia.
- Shared information on global polio and EPI support and linked appropriate Missions. Also, continued work for MoFA support for polio surveillance.
- Having initiated this activity, shared thoughts and information with Japan's Bank for International Cooperation (JBIC) on "social impact" of their large loan aid programs. Will coordinate the first-ever activity in Sihanoukville, Cambodia addressing STD screening and HIV VCT.
- Continued discussions with JICA on results-oriented programming and shared information on our reorganization and use of JPPC Teams.
- Followed up on previous joint missions to Zambia, Bangladesh, Cambodia and Tanzania and discussed relevant successes and stumbling blocks.
- Worked with Japanese government counterparts and NGOs to identify potential HQ support to enhance collaboration between field missions. Developed and sent suggestions to approximately 15 countries (USAID and JICA offices) on how to share information during the decision-making phase of each other's cycles in order to have the best impact.

WORLD BANK

- Organized and facilitated the third round of World Bank-PHN meetings aimed at strengthening ties between institutions. The purpose of this meeting was to share strategies and approaches to HIV/AIDS with a focus on identifying common ground and next steps for working together.
- As a newcomer to this area, working to build contacts within the Bank and a better understanding of how the Bank operates (with the goal of identifying subsequent entry points for USAID technical input).
- Took part in a World Bank internal orientation to HNP activities and information systems. Linked HNP's Advisory Service with USAID's CDIE.
- Coordinate as part of USG's Early Project Notification system (EPN) and disseminate/reply as appropriate.
- Assisted in various new and ongoing collaboration with the World Bank (such as GAIN, AIDS Trust Fund, Orphans and Vulnerable Children, capacity-building efforts, and general information exchange.)
- Developed guidelines for PHN staff – particularly USAID Mission staff – on how to work with the World Bank and what to do if/when you run into a wall.
- Developed a database of all active and pipeline HNP projects (country, title, description, loan amount, applicable dates, contact information, etc). Once data cleansing/verification is complete, will begin disseminating to field missions, country teams and appropriate persons along with the above guidelines.

Other

- Continue to participate on Donor Coordination Working Groups.
- Continue to participate on the Vietnam Country Team.
- Held discussions and provided feedback on the role and placement options of the "Donor Coordination Unit" in the new BGH.

Quarterly Report: July 21 – October 19, 2001

Maureen Norton, Senior Family Planning Service Advisor

7/21/01- 8/01/01

- FP/RH Services Team, for which I was the Team Leader, sponsored a one day meeting, "Turning Research Results into Practice" at AED; over 100 CA practitioners and researchers participated
- Follow-up from above meeting
- Reviewed Engender Health Workplan; follow-up
- Ongoing reorganizational meetings
- Ongoing meetings with CATALYST

8/01/01-9/01/01

- Preparation of new USAID birthspacing guidance; meetings with Birthspacing Working Group
- Meetings with Neonatal Working Group
- Review of EngenderHealth program in Cambodia
- Participated in Post Abortion Care meeting at Poptech
- Participated in UN Foundation Working Group meetings
- Participated in CATALYST quarterly review
- Ongoing reorganizational meetings

9/01/01 - 10/19/01

- Presentation to Senior Staff for reorganization sub-group
- Meeting with CATALYST Brazil Country Rep
- Presentation to Office of Population staff for reorganization sub-group
- Meetings with EngenderHealth staff
- CATALYST Management Review
- Ongoing Birthspacing Working Group meetings to finish new guidance
- Best Practices Meeting at Advance Africa
- Afghanistan Team Meeting
- Pakistan Team meeting
- Post Abortion Care Bolivia meeting with CATALYST

Quarterly Report – Ellyn Ogden
July - September 2001

1. Continued to work with MEDS and the External Polio Review team.
2. Worked with various bureaus on FY 01 budget for polio
3. Continued to develop a Photo documentary on polio eradication.
4. Worked with WHO, UNICEF, CORE, missions, and others to prepare progress reports and funding requests for the next year.
5. Continued correspondence with missions, regional bureaus and CA's to program FY 01 polio funds.
6. Worked with Africa Bureau to finalize their grant to UNICEF.
7. Met with BASICS to develop workplan
8. Met with USAID staff from Ethiopia, Nepal, Egypt, Angola, Indonesia
9. Organized and conducted orientations for USAID Polio Eradication Observers
10. Prepared for and was interviewed by CARE. CARE is filming a documentary on polio eradication.
11. Observed the Egypt Mopping-up days. Met with partners. Visited VACSERA.
12. Briefed the new G Deputy Administrator
13. Consulted with G/PHN staff on the role of the private sector in polio eradication
14. Participated in briefings and discussions on the implication of vaccine-derived polio viruses. Revised USAID position paper.
15. Continue to work with WHO to develop the research agenda for polio eradication, including w/PHR on cost effectiveness options.

QUARTERLY REPORT
FOR THE PERIOD JULY 21 THROUGH OCTOBER 5, 2001
FOR ESTELLE QUAIN

- Deputy Chief, Communications, Management and Training Division
 - Review JHPIEGO, PLP and Michigan Fellows workplans
 - Participate in JHPIEGO and Michigan management reviews
 - Coordinate with CEDPA on interviewing candidates for CMT TAACS position; participate on interview panel
 - Participate in Senior Staff meetings on reorganization and overlap between CMT and FPSD projects
 - Participate in performance reviews of CMT Division staff
 - Provide briefing to NEPS on CMT Division programs
- Technical Advisor to the Management and Leadership Development Project
 - Provide guidance on PY 2 workplan
 - Develop questions for project's first management review
 - Participate on design team for continuation of Quality Assurance/HRM project
- Member of the Executive Committee of the Interagency Gender Working Group (IGWG)
 - Participate in TAG meetings
 - Oversee training/advocacy function of the IGWG
 - Design training session for CEDPA gender training of UNFPA representatives
- Co-Team Leader, HIV/AIDS Human Capacity Development Team
 - Work with donors' group on planning for satellite meeting at the ICASA meeting in December 2001
 - Advise HIV/AIDS Division on allocation of core funding to population CAs for work on HCD
 - Continue to work on overall budget and SOW for this initiative
 - Organize first meeting of CAs involved in the initiative
- Member of MAQ Working Group
 - Review Spanish translation of various modules for the MAQ Exchange
 - Participate in Management and Supervision Subcommittee meetings



ACTIVITIES REPORT FOR EDWARD SCHOLL, GUATEMALA TAACS
Period: July 21 - October 20, 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. I have worked especially closely with the Population Council staff lately in helping them to prepare for the closeout of their Agreement.

2. *Award of NGO Networks Agreement*

As Chair of the Technical Evaluation Committee for the NGO Networks Agreement, I guided the technical review process that resulted in a \$5.9 million competitive award to John Snow International (JSI) Research and Training Institute Inc. I worked closely with the Regional Agreement Office during all phases of this award and also helped to debrief the unsuccessful applicants. I have also been working closely with JSI on post-award matters and helping to prepare for the arrival of the expatriate Project Director.

3. *Extension of IPROFASA Agreement*

During this period I oversaw the technical review of the IPROFASA application requesting an extension of their current Cooperative Agreement and additional donated contraceptives. I chaired the committee reviewing the application and worked closely with the Regional Agreement Officer in preparing the extension, which was signed in mid-October.

4. *Extension of APROFAM Agreement*

I am currently chairing the technical review committee that is reviewing APROFAM's application for a 2 ¾-year extension of their current Cooperative Agreement, as well as a request for additional funds. I am currently preparing the request for clarifications from APROFAM. The Agreement is expected to be extended next quarter.

5. *Congressional Delegation Visit*

During July and August I was actively involved in preparing for, and serving as Control Officer for, the Congressional Delegation visit that took place August 18-22. Led by Rep. Sheila Lee-Jackson and sponsored by the Global Health Council, the

delegation came to Guatemala (and later went to Honduras) to look at health programs funded by USAID and other donors. I accompanied the CODEL throughout the trip and served as interpreter at many of the sites. Overall the CODEL was very successful. Upon her return, Rep. Jackson-Lee issued a press release in which she cited her trip to Guatemala and called upon the Bush Administration to provide an additional \$200 million over the next two years to support public-private partnerships to improve the progress that has been made since the 1990 UN World Summit on Children. She also reiterated her support for USAID for child and maternal health programs and the Global Health Act of 2001.

6. *Maternal Child Health Survey*

As the person responsible within the Mission for overseeing the next Maternal Child Health Survey, I continue to monitor this activity being carried out through an Inter-agency Agreement with the Centers for Disease Control and Prevention. The main involvement I had this past quarter was in the review of the questionnaires that are to field tested in November.

7. *Parameter Setting Exercise*

In order to lay the groundwork for the Mission's 2004-2008 strategy, I participated in a one-day parameter-setting exercise with representatives of other offices within the Mission. We analyzed and argued the pros and cons of various scenarios and finally agreed on a strategic goal containing three dimensions. One of the agreed-upon dimensions was "Healthy, Productive Citizens", which proposes that USAID continue activities in the health sector. I later participated in a sub-committee for that dimension and helped to further refine the proposal and identify likely areas of USAID support for health under the new Mission strategy.

8. *Child Survival Grants*

As part of my responsibilities as Mission liaison for child survival grants provided by USAID/BHR/PVC, I made a two-day field trip to the department of San Marcos to join the team conducting a final evaluation of the Project Hope child survival grant. We visited a Ministry of Health health center, a collaborating NGO and a coffee plantation, which have all received technical assistance and training from Project Hope in order to better serve the health needs of the migrant coffee worker population.

I also met recently with a representative of Curamericas that is interested in competing for a 2002 child survival grant for work in Guatemala. I briefed him on the Mission's strategy and priorities and gave him feedback on their proposed child survival activities.

9. *FY 2001 Obligations and FY 2002-2003 Plans*

During this past quarter I worked closely with our health team financial assistant to make sure all of our FY 2001 funds were fully obligated. I also prepared various alternate budgets for our health team's FY 2002 and FY 2003 obligations, based on different scenarios.

II. PLANS FOR NEXT QUARTER

In addition to routine on-going activities, major activities planned for the period October 2001 - January 2002 include the following:

- Conclude technical evaluation of APROFAM application and clarifications and obtain cost-extension of the Cooperative Agreement;
- Provide orientation to NGO Networks team, facilitate project start-up and accompany them on introductory visits to health partner organizations;
- Participate in CONCASIDA regional HIV/AIDS conference;
- Monitor field-testing of questionnaires for Maternal Child Health Survey and preparations for fieldwork;
- Prepare for and participate in Portfolio Review with Mission Director.

Barbara Seligman: Quarterly Report, July 1 – October 1, 2001

Accomplishments over the period

Policy Development

- Shepherded further review and revisions of 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.
- Continued working with Jim Shelton on developing Agency policy paper on human subjects research.

Policy Implementation

Mexico City Policy

- Continued to serve as principal resource person on MCP in the Global Bureau. In this capacity have prepared countless briefing papers and questions and answers on the policy.
- Conducted 2-3 briefings per week on MCP with PHNOs, CAs, evaluation teams and USAID/Washington staff.
- Met regularly with GC to get updates on agreement modifications and to share questions concerning MCP.
- Briefed Mr. Alan Kreckzo, A-AS State/PRM, and other senior Administration members in advance of Mr. Kreckzo's testimony on the Mexico City Policy before the Senate Foreign Relations Committee.
- Briefed nominees Dr. E. Anne Peterson, AA-Bureau Global Health, and Mr. Edward Fox, AA- LPA, on Mexico City Policy requirements.
- Drafted and worked with GC to clear letter reaffirming Agency commitment to supporting post-abortion care.

Tiahrt Amendment

- Briefed Peru NEP on Tiahrt requirements.
- Regularly fielded questions related to Tiahrt implementation.

Legislative

- Prepared briefing materials for selected Hill briefings.
- Followed and reported on developments related to the Boxer Amendment, which would overturn the Mexico City Policy; House foreign operations bill; and Senate foreign operations bill.
- Attended and briefed GBH leadership on relevant hearings.

State Coordination

- With State/PRM/POP, prepared presentation by A-AS, State/PRM Alan Kreckzo to Deputy Secretary of State, Richard Armitage, on the Administration's FY2003 request level for population.
- Reviewed draft statements for the Summit for Children and Summit of the First Ladies of the Americas.

Court Challenge

- Waiting for plaintiff to file appeal, due November 2, 2001.

Other

- Drafted paper presented by Margaret Neuse at American Public Health Association Meetings.
- Continued to participate in PAC, outreach and donor coordination working groups.
- Assumed role of country coordinator for Bangladesh and joined the expanded team for Pakistan.

CEDPA QUARTERLY REPORT, 17 OCTOBER 2001
Dr. Karen Shelley, TAACS, Zambia

Peter Piot's Visit to Zambia

Dr. Peter, Piot, Executive Director of UNAIDS, recently visited Zambia to address a meeting of the Organization of African Unity (OAU). We, at USAID/Zambia, organized a round table discussion session with Dr. Piot to review our HIV/AIDS technical program strategies, our national successes and challenges. Dr. Piot commended USAID/Zambia and all of its country-wide partners for the success achieved in significantly helping to lower HIV infection rates in the country. He cited Zambia's documented and confirmed declines in HIV prevalence rates among 15 to 19 year old youth and 20-24 year olds as being very encouraging.

Colleagues from UNAIDS and USAID/Zambia discussed new opportunities in the development of workplace-based HIV/AIDS program. Challenges in the delivery of interventions for the prevention of HIV parent-to-child transmission were also discussed.

Scaling-Up Prevention of Parent-To-Child Transmission in Zambia

USAID/Zambia has been supporting one of Africa's cutting-edge intervention programs on prevention of mother-to-child transmission of HIV/AIDS. Our implementing partners are LINKAGES, the Central Board of Health, National Food and Nutrition Commission, Ndola District Health Management Team, Provisional Health Officers from Southern Province, Copperbelt Province and Development AIDS from People to People.

A Strategic Planning Meeting for Scaling-Up P/MTCT was held to review and augment a preliminary plan for scaling up P/MTCT beyond Ndola District. The P/MTCT activity will be expanded from one catchment area of 200,000 persons served by Lubuto Clinic in Ndola to cover all of Ndola District. Expansion Districts have been selected in consultation with district health teams (DHMTs) and the National AIDS Council. The expansion districts for 2001 have been identified and partnerships developed with district health teams. New districts include interventions in Livingstone, Kabwe and possibly Mtendere Clinic, Lusaka Districts. The MTCT service delivery package includes, prevention messages in community settings/workplaces; infant feeding counselling for pregnant mothers; free voluntary counselling and testing for couples; STI testing; treatment for STIs; post-test HIV/AIDS counselling; family planning counselling; health education and counselling on appropriate infant feeding options for HIV/AIDS positive mothers; folic acid; malaria prophylaxis and Nevirapine for positive mothers to reduce the risk of HIV transmission.

In a subsequent meeting with the Director of the Ndola DHMT, I negotiated a commitment between LINKAGES, HORIZONS and Ndola District to identify a *comprehensive service delivery package* for expectant mothers at antenatal clinics in the target districts. HORIZONS has agreed to provide operations research and case study documentation for a small number of HIV- positive mothers who agree to take the anti-retroviral drug, Nevirapine, at delivery and bring their infants to the clinic within 48 hours of delivery for Nevirapine drops. The Director of Ndola District, and possibly the Director of the DHMT, Livingstone will apply for free anti-retroviral drugs from the Bollengier Drug Initiative for African countries. If the attempt to secure drugs from Bollengier is not successful, LINKAGES will purchase 200 doses of Nevirapine for mother and infant pairs for target population in two districts.

Plans are underway for health service providers in Ndola, Kabwe and Livingstone Districts to be trained in the delivery of anti-retroviral drugs. Ndola District Director, Dr. Ernest Muyunda, will seek permission from the Zambian Central Board of Health to implement health worker training on appropriate drug therapy, client management, and safe delivery practices. LINKAGES will link with the National AIDS Council and Secretariat and the National Technical Working Group on prevention of Mother-to-Child Transmission programs.

Multi-Sectoral HIV/AIDS Initiative

The Expanded HIV/AIDS Response in Zambia calls for innovative approaches to combating the HIV epidemic. USAID/Zambia has identified its emerging multi-sectoral HIV/AIDS initiative as a high priority activity across the mission. While the Population, Health and Nutrition unit currently has a large number of successful HIV/AIDS interventions, additional opportunities for Zambia's Expanded Response rest in areas outside the traditional domain of the health sector. The Agriculture, Education and Democracy and Governance Sectors offer particularly promising opportunities.

In March 2001, the Population, Health and Nutrition Office, USAID/Zambia decided to fund a two-year position for a multi-sectoral HIV/AIDS specialist. Other Mission sectors will be asked to contribute financial support to the new position in future years. Ms. Florence Phiri joined the Mission staff on August 24, 2001 as the Multi-Sectoral HIV/AIDS Coordinator. Our new colleague is a Field Support National (FSN) who is structurally situated within the Mission Director's office. Ms. Phiri's scope of work focuses on program coordination and implementation assistance to all four Strategic Objective Teams in the Mission.

The new Multi-Sectoral Coordinator and the TAACS Advisor will work closely together. Ms. Phiri will also develop program links with the Ministries of Education, Agriculture, Youth Sports and Community Development, Local Government and Transport. These initiatives will extend our HIV/AIDS program reach beyond current interventions within the health sector. At the district level, we are working with Livingstone District in a pilot activity to achieve a greater degree of synergy between our Orphans and Vulnerable Children program and Multi-Sectoral initiatives with collaborative work through a district level Care and Support unit, SEPO Centre. Ms. Phiri will assume major responsibilities within the Mission's HIV and Orphans Working Group, (HOW). Ms. Phiri has 9 years of work experience in Zambia and has a strong professional background in reproductive health and multi-sectoral approaches. Before coming to USAID/Zambia, Florence worked with DFID-supported programs in Eastern Province, Zambia. Perry Mwangala and myself are delighted to have a third colleague working on HIV/AIDS issues within the mission. Opportunities for scaling up HIV/AIDS activities in workplaces in Livingstone and greater support for orphans and vulnerable children appear to be quite promising.

New HIV/AIDS Program Assistant

On June 30, 2001, Mr. Perry Mwangala joined the HIV/AIDS team within the Population, Health and Nutrition unit. Mr. Mwangala has strong technical backgrounds in the implementation of orphans and vulnerable children programs and HIV/AIDS prevention and community awareness programs. Mr. Mwangala and I are now an effective working team. I am delighted to have the additional support within our office.

Orphans and Vulnerable Children Program Developments

During the passed quarter, June 18 - 29, I planned and helped to coordinated a mid-term review of our major orphan and vulnerable children's activity, SCOPE -OVC. SCOPE has a three-year contract which ends September 30, 2002. John Williams of the Displaced Children's and Orphan Funds, Ann Sikwebile and Chipso Mweetwa implemented the mid-term evaluation. We have received the lengthy report of this activity and are reviewing it with Mission staff in Population, Health and Nutrition and the Program Office. I have worked with SCOPE-OVC to try to identify ways to program a very large amount of financial resources that the project is mandated to use on small grants to district level partners engaged in OVC work. To date, only 10 percent of the small grants budget has been programmed.

The Project Manager of the SCOPE-OVC Program resigned September 23, 2001 to take up a new position with the International AIDS Alliance. SCOPE-OVC has a new Project Director, Brenda Yamba, who bring strong experience to the SCOPE-OVC team. At present, SCOPE-OVC is currently being led by Acting Director, Mary Simasiku. During the past quarter, I have focused on efforts to technically strengthen a number of our orphan programs that are experiencing some challenges in meeting their program targets and mandates. I have continued to work with SCOPE-OVC and Fred Mugandi, USAID/Zambia's Internet Technology specialist to strengthen the communication system between the districts and Lusaka via e-mail, fax and telephone between districts and the Program management team in Lusaka. SCOPE-OVC hired a

new microfinance point person to join the team to advise community-based organizations and community mobilizers on Best Practices in Microfinance. The new staff member will also be responsible for grant-making expert in microfinance.

During October 16-18, 2001, SCOPE-OVC carried out a three-day OVC Strategic Planning Meeting for the period October 2001-Sept. 2002 at Blue Crest Lodge in Lusaka. The meeting was facilitated by Given Luvenda. During this workshop SCOPE addressed program challenges, proposed changes in SCOPE's management structure and discussed the development of district-level work plans. The team recommitted itself to the review of proposals from district level and the additional of technical support for grant proposal development.

Staff Changes at USAID/Zambia

My supportive supervisor at USAID/Zambia, Robert Clay, returned to the U. S. recently for medical reasons. Robert Clay will be stateside while he recovers from hepatitis. An active Zambian colleague in Reproductive Health within our PHN team, Dr. Peggy Chibuye, has resigned from USAID/Zambia to take up a new position in Nairobi.

Thanks to the staff at CEDPA for helping us through another busy quarter. I appreciate all of your support and assistance.

- the voice of the academic community which wanted to adhere to the gold standard and demanded medical practitioners prescribing ARVs be certified by the Kenya Medical Association and treatment be supported by CD4 counts and measurements of viral load;
- what CDC termed "traditional public health" which did not consider ARVs a priority but would rather concentrate on delivery of basic services to the poor and strengthening the infrastructure required to deliver ARVs at a later time;
- and the pragmatists who felt that we could not ignore the demand for ARVs but had to recognize the risks and conduct small-scale studies to determine how to confront those risks.

It was apparent during the consultative meeting that the cost of ARVs was no longer so much an issue as the lack of infrastructure within Kenya to support their introduction and problems of non-adherence, even among patients in the private sector. The DMS made a dramatic presentation of the lack of adequate health care in the rural areas and the need for more training. One participant also observed that a client who could not afford the prescribed cocktail could go to a pharmacy and be given an affordable combination different from the prescription. Nonetheless, the majority of participants seemed to support the idea of moving ahead to determine how best ARVs could be introduced.

Next steps:

1. Based on discussions in the consultative meeting and observations in the field, USAID and FHI will review FHI's proposal on introduction of ARVs in Mombasa.
2. FHI and USAID will hold discussions with UNICEF on the possibility of UNICEF providing essential drugs and medical supplies, in the short term, in support of USAID's care and support program.
3. Bureau for Global Health with help from Management Sciences for Health will pursue a long-term plan for procurement of drugs and supplies.
4. AID/Washington will plan an assessment on how to fund and implement a small-scale ARV program in Mombasa.

Visit by Congressional Staff Member

In January, President Bush announced the re-imposition of the Mexico City Policy. This policy forbids foreign NGOs from receiving federal family planning funds to either perform abortions or promote abortion as a method of family planning. Representative Barbara Lee (D-CA) is leading an attempt to have Congress repeal this policy. She argues that it restricts health care providers from discussing all options in a manner that would be unconstitutional if implemented in the US. She and others fear that this "gag rule" will cause harm at the macro level (programs, NGO partnerships) and at the micro level (individual women and providers).

Rep. Hill visited South Africa to examine the impact of the Mexico City Policy, and one of her staff members (Danielle LeClair, Legislative Director) then visited Kenya. These trips were arranged by Population Action International and Engender-Health (E-H). LeClair was in Kenya 30 August through 3 September, and met with various NGOs and political leaders. Her visit to the Marie Stopes headquarters and their clinic in Murang'a were particularly important, since that NGO has already had to shut down clinics, partly due to the effects of the Mexico City Policy. USAID met with Ms LeClair during her visit.

Opening of Kenyatta National Hospital (KNH) VCT Center

On August 9th I attended the opening of Kenyatta National Hospital's HIV/AIDS Voluntary Counseling and Testing Center (VCT). The establishment of the VCT center is jointly funded by the Embassy of Japan and USAID under the US/Japan Common Agenda. The center was officially opened in a ceremony attended by the American Ambassador Johnnie Carson, the Minister for Public Health Sam Ongeru, the outgoing Japanese Ambassador Morihisa Aoki and stakeholders. The Embassy of Japan provided a \$72,306 grant to Family Health International (FHI) for renovations and equipment for the center, while USAID's contribution of \$69,214, also through FHI, supports training of counselors and other KNH staff; mapping, zoning and networking to establish an AIDS referral system; and limited operational expenses. KNH's contribution of \$46,107 covers staff salaries, office space and utilities. The response so far has been overwhelming, and they have had to book appointments two months in advance. Unfortunately, this contradicts the idea of a walk-in VCT center, so this problem is in the process of being addressed.

Family Planning/VCT Integration

Nomi Fuchs of USAID/W visited Kenya in August as a guest of Family Health International and OPH to assess the feasibility of carrying out an assessment of the integration of family planning and voluntary counseling and testing for HIV. This will be carried out at IMPACT VCT sites and later Amkeni sites using special initiative funds (\$110,000). She visited Thika, Mombasa and Nairobi and concluded that there might very well be a need to integrate FP with VCT, and that the FP and VCT uptake could significantly increase as a result of such efforts. The next step will be to carry out a comprehensive assessment of the current FP and VCT services in Kenya and establish a format and process for integration. Based on the outcome of the assessment, to develop algorithms to assess referrals, counseling and perhaps provision of FP to women who test HIV positive and to develop an alternative tool for those who test negative. To test the acceptability of the algorithm and design tools to pave the way for incorporating interventions into Amkeni VCT sites will require a small pilot operation.

National Children's Conference

An OVC (orphans and vulnerable children) Task Force meeting took place on August 2, 2001. The meeting noted that the Task Force needed to monitor progress of the National Steering Committee in the Office of the Vice-President set up to prepare a Children's Conference in August in preparation for the UN Conference in September. It is worth noting that these preparations took place at a time when the Children's Bill is being debated in the Kenya Parliament. The interest by members of Parliament in this Bill and attendance at the debate was reported by both print and electronic media to be low, presumably due to the obligation of men to support women or girls they have impregnated. The conference that took place August 23-25 was very high profile and well attended by children, members of the Cabinet, Parliamentarians, UN officials, representatives of international and national development agencies and professionals. The two overriding objectives of the conference were: 1) to review progress and lessons learned from the Kenya National Plan of Action for children in the 1990s, and 2) to prepare a National Plan of Action for children for this decade and beyond. The theme of the conference was *Our Children - Our Future*. Nearly all issues affecting children and children's rights were presented and discussed at the conference. HIV/AIDS and AIDS orphans, children's health, drug and substance abuse,

school dropouts, the plight of the girl child, early and forced marriages, children with disabilities, street children and child labor featured very prominently. Children and youth presented their expectations that included affordable health care, clean and safe water, heavy penalties for drug traffickers and pushers and rehabilitation of children orphaned by HIV/AIDS. The Vice-President appointed a committee to oversee the resolutions of the conference and expectations of children and youth. In opening the conference, the President expressed his dismay at the current deprived state of children in the country. He said that rejection by Parliament of the Anti-corruption Bill denied the country badly needed funds that could have been used to improve the welfare of children.

TB Update

The national TB control program is in transition from being totally managed by the Netherlands to being controlled and managed by the Ministry of Health (MOH). USAID/Kenya Office of Population and Health (OPH) has taken the initiative to bring important issues regarding this transfer to the attention of the MOH and is participating in the follow-up along with several other donors. The program currently has a budget shortfall, despite substantial budget support from CDC. We are currently looking into potential sources of funds to make-up the shortfall, at least as it relates to the provision of key lab testing reagents and their distribution.

Response to Anti-condom Misinformation.

Population Services International (PSI) a USAID-supported cooperating agency, responded in a number of ways to counteract misinformation and general misreporting on condoms. PSI has put together a briefing package on condom efficacy, including the NIH report and press briefings, for editors and reporters, which will go out this week. They have ghost written articles on condom efficacy and trends in safer sex. They are offering to appear on discussion panels and similar fora. They have booked Dr. Abdullah, Chairman of the National AIDS Control Council on the Capital-FM breakfast show in late October. PSI also has some funds available to produce radio/TV spots featuring Kenyan experts like NACC director Dr. Gachara and Dr. Abdullah. Further to the Ambassador's suggestion about using VOA spots featuring famous African athletes, PSI is already working with the Kenya Football Federation and could use them to sponsor spots with Kenyan athletes. Finally, PSI will help the Coalition of Health and Media Professionals organize a forum for editors.

Provision of Pharmaceuticals for Home-based Care

OPH staff met with Family Health International (FHI) and UNICEF to discuss the procurement of drugs and medical supplies for the HIV/AIDS homebased care program. USAID supports the implementation of home-based care in Western, Coast and Central Provinces through the COPHIA and IMPACT projects. Currently, these programs have been unable to provide basic non-prescription drugs and medical supplies for home visits. USAID procurement regulations restrict the procurement of these commodities without a waiver. UNICEF, on the other hand, is able to procure drugs and medical supplies duty free. Therefore, OPH decided to approach UNICEF in order to encourage collaboration in the home-based care program. OPH provided a basic overview of USAID's home-based care program and our concerns in being able to address the issue of drugs and supplies. UNICEF's HIV/AIDS program has been limited to IEC and PMCT. UNICEF's HIV/AIDS budget has been about \$500,000 a year. However, in line with UNICEF's mid-term HIV/AIDS strategy for 2002-2005, UNICEF

plans to scale up HIV/AIDS activities to include prevention of HIV infection among children and young people, prevention of mother-to-child transmission of HIV infection, provision of care for children, young people and parents living with HIV/AIDS, and protection, care and support for orphans and children in vulnerable families. UNICEF expressed interest in providing support to USAID's homebased care program where UNICEF would procure a homebased care kit and USAID would support the other aspects of the program.

**MARY ELLEN STANTON
QUARTERLY REPORT
JULY 1 – SEPTEMBER 30, 2001**

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

- Participated in the PAHO Scientific and Technical Advisory Group for "Maternal and Perinatal Health and Care Indicators for Use at the Local Level"
- Provided technical review of PRB publication, "Overcoming Obstacles: Programs that Prevent Maternal Mortality and Disability"
- Reviewed research proposals submitted by the QAP and FRONTIERS projects and WHO
- Met with MNH to discuss budget needs and administrative changes
- Met with CHANGE, CARE and GHC projects to discuss proposed program
- Prepared for Maternal Health Strategy review
- Provided guidance to Safe Motherhood IAG on future plans
- Provided guidance to ANE bureau on maternal health programming
- Led two PHN wide discussions on the place of maternal health in reorganized USAID
- Met with ACOG staff to discuss maternal health issues
- Provided input for drafting the maternal health portion of the Child Survival Report to Congress
- With team, made final decisions for funding the MH research agenda
- Helped prepare for Maternal Health Partners Meeting including meeting with World Bank representatives

WORLD HEALTH ORGANIZATION GRANTS (Cognizant Technical Officer)

- Finalized plans for additional funding for promotion of guidelines for obstetric emergencies and a new research study on maternal morbidity

UNICEF GRANT (Cognizant Technical Officer)

- Traveled to New York to negotiate plans for new portion of grant to promote maternal and neonatal health

UNFPA GRANT

- Traveled to New York to discuss plans for new grant for promoting PAC activities in UNICEF and plan for joint meeting with USAID PAC working group

MOTHEHCARE II & III PROJECT (Contracting Officer's Technical Representative)

- Followed up on financial and administrative matters

SUPPORT TO THE FIELD

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

- Assisted FHA manager in plans for trip to Washington

Cambodia

- Briefed strategy development team on country PHN assessment

Angola

- Met with Angola PHN officer to discuss progress on the planned maternal health program
- Provided technical review for maternal health RFA and revised portions in response to BHR concerns

Pakistan

- Provided briefing to ANE bureau before a trip to explore possibilities for an expansion of the PHN program in Pakistan

TASK FORCES/WORKING GROUPS

Post Abortion Care (PAC) Working Group

- Provided briefing for external PAC evaluation team

Neonatal Working Group

- Attended launch of the Save the Children publication, "Saving Newborn Lives"

MEASURE Re-design

- Participated in several meetings of the core team to redesign MEASURE

CONTINUING EDUCATION

- A & A for CTOs course (5 days)

OTHER

- Attended senior staff, sector council and ad hoc reorganization meetings

**QUARTERLY REPORT
JULY-OCTOBER 2001**

PATRICIA STEPHENSON, Sc.D.

I. Maternal Neonatal Health Program

In addition to routine duties as the CTO for MNH, this quarter Dr. Stephenson:

- a. Continued conducting the expanded management review for the program.
- b. Worked with MNH on work planning, budget planning and country program oversight.
- c. Presented MNH progress in an agency portfolio review conducted as part of reorganization.
- d. Reviewed MNH workplan. Discussed with Missions in several instances. Tracked end of the fiscal year obligations and worked to identify additional core funds for the program [end of year unobligated funds].

II. Zambia Country Backstop

In addition to routine duties as Zambia Country Coordinator, Dr. Stephenson:

- a. Participated in the review of HIV/AIDS country program strategies.
- b. Provided information re: programs in Zambia to teams within G/PHN working on a variety of new policy issues.

III. Team Activities – Strategic Objective 2

Dr. Stephenson serves as a core team member of the SO2 team [maternal health]. This quarter she:

- a. Participated in meetings to develop plans for refining SO2 strategic direction.
- b. Helped develop an SO2 research agenda and implementation plan.

IV. Technical Assistance to Division and PHN Center

- a. Continued to provide technical input to the postabortion care working group, the malaria in pregnancy working group and White Ribbon Alliance.
- b. Worked with the Division and PHN Center staff to develop safety and emergency evacuation plans.
- c. Joined Afghanistan and Pakistan country teams to develop plans for short-medium- and long-term assistance to these countries.

- d. Continued working with General Council and the Office of Procurement to develop a memorandum of understanding between USAID and the United Nations Foundation to channel funding to countries for programs of mutual interest.
- e. Traveled to Nepal and negotiated an agreement with UNFPA to work with USAID on activities to be cofunded by UNF. Finalized project proposal for a partnership between USAID-funded MNH program and UNFPA Nepal on behalf of the Nepal Mission to obtain matching funds from UNF for the MNH/Nepal program. This proposal is now before the UNF board and a decision will be made in December. This reflects a new legal and regulatory framework for obtaining matching funds for USAID-funded programs working in partnership with the UN. This represents the first attempt to work out the mechanism within the framework of the Agency Global Development Alliance Framework.
- f. Organized and chaired the second Safe Motherhood Partners Group meeting in October. In this meeting it was decided to evolve the Interagency Group for Safe Motherhood into a broader based partnership of donors and implementing organizations. A mission and vision statement was drafted and a transition team set up to carry the process of developing a new organization forward. Dr. Stephenson is now a member of the transition team with representatives from NORAD, the World Bank, UNFPA, WHO, ADB, and Save the Children.
- g. Provided input on reorganization plans and placement of maternal health.

V. Training

- a. Attended security briefings in the aftermath of September 11.

Stan Terrell

October 4, 2001

UNCLASSIFIED
MEMORANDUM

TO : The Ambassador

THROUGH : Steven McFarland, DCM

FROM : George Carner, USAID Director

SUBJECT : Invitation to participate in Inaugural Ceremony of CONCASIDA II

I would like to make reference to the meeting you will be holding on October 5, 2001 with the delegation of the UNAIDS Theme Group, which will consist of Mr. Hendrick van der Pol, UNAIDS Theme Group President and UNFPA Representative for Guatemala; Dory Lucas, Director of the National AIDS Program from the Ministry of Health; and Cristina Calderón, President of the Multisectoral Coordinating Group in the Fight Against AIDS. Dra. Lucrecia Castillo from the bilateral health program and Dr. Stan Terrell from the regional HIV/AIDS program will also attend.

Besides presenting you their condolences for the events of September 11, the delegation is planning to invite you to participate in the Inaugural Ceremony of the Second Central American Congress on HIV/AIDS (CONCASIDA) to be held in Guatemala on November 13-17, 2001, at the Camino Real Hotel.

It is likely they will ask you to speak. I recommend that you respond that you are very interested but you need to discuss it internally before accepting and that you would be grateful if they could provide you with the agenda for the Inaugural Ceremony.

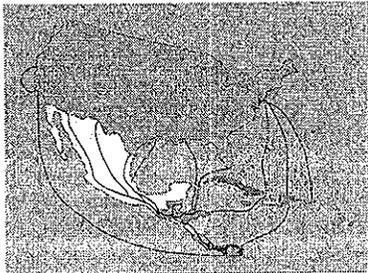
This Congress is being sponsored by various organizations, including the Ministry of Health, the European Union, HIVOS, UNICEF, UNAIDS, UNDP, SIDALAC, several pharmaceutical companies, among other national and international organizations. USAID's regional and

- 2 -

bilateral programs are also contributing to the event. The organizers expect between 1,200 - 1,500 participants from C.A. and other countries. We were originally expecting technical officers from the USAID/Washington LAC and G-Bureau to attend, but they have notified us that they are no longer coming due to the restrictions. Several technical officers from other USAID missions in the region still plan to attend.

Attached you will find: 1) talking points and 2) the program for CONCASIDA.

Some HIV Transmission Routes Between the U.S., Mexico, the Caribbean and Central America



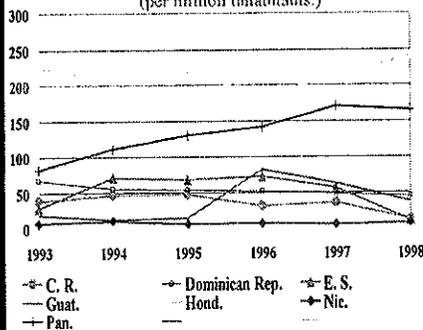
AIDS in Central America

AIDS Cases notified until December 1999

Country	# Cases	Under
Costa Rica (1984)	1,277	?
Dominican Republic	4,965	?
El Salvador (1984)	2,285	60%
Guatemala (1984)	3,338	50%
Honduras (1984)	10,866	40%
Nicaragua (1987)	214	60%
Panama (1984)	3,087	30%

AIDS Incidence Rate

(per million inhabitants.)



PAHO HIV/AIDS Surveillance, 1998

HIV-1 Prevalence - Pregnant Women

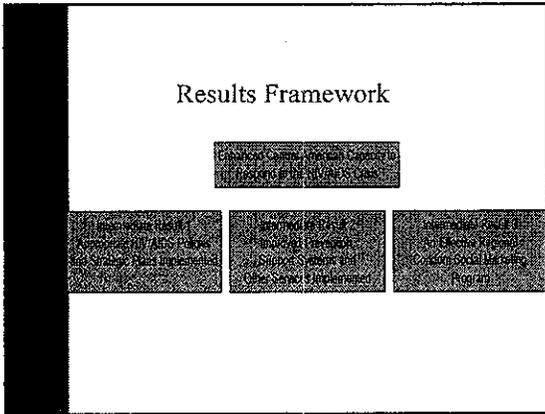
- Guatemala 0.5 - 1.4%
- El Salvador < 1.0%
- Honduras 1.5 - 4.0% (1.4% mean 1998)
- Nicaragua < 0.5%
- Costa Rica < 0.5%
- Panamá < 1.0%
- Belize 1.0 - 2.5%

HIV-1 Prevalence - CSW

- Guatemala 4.0 - 8.0%
- El Salvador < 5.0%
- Honduras 3.0 - 20.0%
- Nicaragua < 2.0%
- Costa Rica 1.0%
- Panamá < 1.0%

Typology of Central American Countries Epidemics.

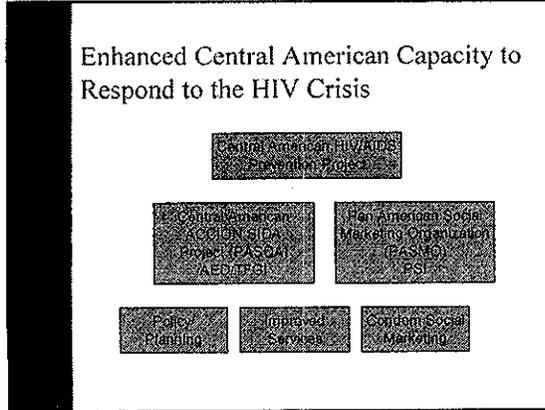
- Nascent (*Pop. at Risk < 5%*)
 - ◆ Nicaragua, El Salvador
- Concentrated (*Pop. at R. > 5%; Gen Pop. < 1%*)
 - ◆ Guatemala, Costa Rica, Panamá and some regions in Honduras.
- Generalized (*Pob. Gen > 1%*)
 - ◆ North coast of Honduras and Belize (?)



- ### IR 1: Appropriate HIV/AIDS Policies and Strategic Plans Implemented
- Regional and National HIV/AIDS Strategic Plans Implemented
 - Regional and National Advocacy Agendas Effectively Implemented
 - Regional Surveillance and Prevalence Data Disseminated for Informed Decision Making

- ### IR 2: Improved Prevention, Support Systems and Other Services Implemented
- Information Dissemination Networks Strengthened
 - Use of Community Prevention Planning Model Expanded
 - Sustainable mechanism for TA and training identified and strengthened

- ### IR 3: An Effective Regional Condom Social Marketing Program
- Increased:
- Condom distribution channels
 - Geographic coverage of target populations through interpersonal IEC campaigns
 - Consistent and correct condom use



Central American HIV/AIDS Strategic Plan 2002 - 2006

Activity	2002	2003	2004	2005	2006
CSM (PASMO)					
Policy and Programming (PASCO)					
Surveillance/Data for Decision Making					
Care and Support					

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

July 21 2001 to October 19, 2001

During this quarter I continued to backstop the HIV/AIDS and ID program for USAID Nepal. In July USAID hired an FSN to ac backstop the anti-trafficking program and by September I had passed on this activity to that office. I continue to be the acting team leader when Rebecca Rohrer is on leave or on TDY. A new organogram has changed my title to Acting Team leader as well as technical advisor for HIV/AIDS and ID. My new scope of work is attached.

Quarterly events of note

July

- No real issues to report.

August

- Acting Team leader for two weeks
- Meetings held in Bangkok with FHI regional office on the Nepal workplan. I was in Bangkok to pick up my children and took advantage of this to meet with FHI/ARO.

September

- No real issues to report, except for the devastation felt by everyone on September 11.

October

- I canceled my travel this month. The SOTA in New Delhi was postponed due to the September 11 events and travel restrictions were in place for travel to Melbourne for the 6th ICAAP.

Next Quarter

During the next quarter I will be continue backstopping the HIV/AIDS and ID program and continue to take on additional responsibilities backstopping the HPN Officer on the broader Nepal program.

I plan to travel to Washington in mid December to present the USAID HIV/AIDS Five-year Strategy to USAID/DC.

**Quarterly Report
Janis Timberlake
TAACS/USAID-Tanzania
July 21- October 19 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 both the voluntary sector and social marketing programs 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) through CARE International
- Population Services International (PSI) (\$1.5 million per year)
- Grant to AFRICARE (\$140,000)
- Cooperative Agreement for Expansion of VCT to AMREF (\$1,200,00/year)
- Support to Peace Corps for HIV/AIDS
- Support for Public/Private Partnership Initiatives
- Management of Field Support to Voluntary Sector
- Key Technical Assistance to Tanzania Commission on AIDS (TACAIDS) for scaled up district response

VSHP –CARE International:

On July 4th, USAID awarded a three year cooperative agreement to CARE International Tanzania for the implementation of the VSHP. The focus of management activities during this period were:

- ◆ Initial orientation meetings for CARE and its sub grantee partners
 - ◆ Introductions of the CARE team to Government of Tanzania partners
 - ◆ Strategic Partnership meeting in Dodoma between senior Regional Administration and Local Government, Ministry of Health, District local government representatives, CARE and USAID.
 - ◆ Official Launch of VSHP by Vice President of Tanzania
 - ◆ Monthly management meetings with CARE Team
- Participation in key workgroups on Best Practice identification

PSI- Social Marketing Program:

- Supervised Population Fellow in her Management of PSI- Social Marketing Program.

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

- Supervised staff for AFRICARE USAID two year agreement year AFRICARE.

AMREF- Expansion of Voluntary Counseling and Testing:

- Monthly management meetings with AMREF VCT Team Leader
- Panel member for personnel selection for VCT team
- Participation in multi-stakeholder AMREF dissemination meeting on customer demand for VCT and the way forward for AMREF's VCT expansion

Other Related Activities

- Provided strategic technical support to TACAIDS for District Assessment of Capacity for Planning/Implementation and Resource mobilization for HIV/AIDS. This is a key assessment that will provide important information for both government and donors in terms of setting up district decision-making structures for HIV/AIDS funding, program implementation and evaluation.
- Represent SO1 on expanded Democracy and Governance SO3.
- ◆ Coordinated mission selection committee for new PSC Health Advisor
- ◆ Provide feedback on SO1 BCC campaign "Play the Game Right" , upcoming football match/advocacy campaign targeting youth and VCT.
- ◆ Management of Care and Support Assessment implemented by Family Health International. Participated in dissemination meeting with multiple stakeholders on August 24th.
- ◆ Acting Team Leader for SO-1 during absence of Rob Cunnane for annual leave
- ◆ Participated in World Bank pre-appraisal mission for innovative funding mechanism for HIV/AIDS.
- ◆ Met with Peace Corps directors on interface between USAID's NGO HIV/AIDS programming and Peace Corps's HIV/AIDS programming.

* On leave from July 20th August 20th

Quarterly Report
August, 2001 - October, 2001
Murray Trostle, Dr. P.H., M.P.H.

October 18,, 2001

Office of Health and Nutrition
Child Survival Division
USAID

Summary of activities:

- CTO for the BASICS II Activity
 - Conducted management meetings with senior project staff
 - Oversaw the development of the immunization component of the BASICS II Work Plan for the third project year
 - Reviewed and approved travel requests
 - Provided technical leadership to the immunization technical focus group at BASICS II
 - Reviewed work plans for both country, regional and global activities
 - Coordinated the obligation of FY 2001 funding from various missions and with the Global Bureau
 - Met with mission staff from Uganda and Nepal to review project performance and resolve any outstanding issues
 - Worked with the immunization staff to identify critical investment issues such as research issues around measles eradication
 - Coordinated the development of a project polio strategy

- Team leader for the Infectious Disease Initiative Surveillance working group
 - Delivered a presentation at the Institute of Medicine on the role of USAID in Infectious Diseases and briefed IOM consultants on what areas USAID would like to have stressed in their current review of ID issues.
 - Meet with the CDC staff to discuss the USAID supported ID surveillance programs in Tanzania and Ghana and conducted discussions about the development of a comprehensive long-term funding arrangement between USAID and CDC in the area of ID surveillance
 - Convened a meeting of CDC, PHR+ and the CHANGE Project to develop a strategy for behavioral issues related to the Tanzanian ID surveillance program
 - Conducted discussions with TEPHINET board of directors to reach agreement on the terms for a USAID development grant.
 - Wrote the final USAID response to the GAO report on ID surveillance
 - Met with Africa Bureau to coordinate surveillance activities in the African Region.

- Met with PHR+ and the ANE Bureau to develop a regional program strategy for ID surveillance integration with National Health Accounts
- Senior immunization coordinator
 - I continued to manage the BOOST initiative for the promotion of immunization programs with USAID missions.
 - I participated in the Polio Eradication Initiative evaluation exercise and was interviewed by the evaluation team.
 - I am the CTO for a grant to the ANI Foundation that is establishing a vaccine endowment for Armenia. I oversaw the finalization and award of a USAID grant of \$400,000 for this endowment.
 - I delivered a lecture at the Foreign Service Institute to newly assigned State Department Officials on childhood immunization (the lecture was on September 11, and had to be postponed due to the events of that day)
 - I managed the ongoing development of "Immunization Essentials" by the MEDS Project, including reviewing drafts of the final document
 - I wrote a draft chapter on immunization for the USAID Child Survival Report to Congress.
 - I prepared the USAID response to Congress concerning the issue of injection safety and neonatal tetanus control.
 - I prepared USAID comments on the WHO measles mortality reduction strategy.

General Office

- I participated in the MEASURE Project redesign team.
- I Participated on an interagency team, as the USAID representative, headed by HHS to re-write the International Health Regulations.
- I participated in the office portfolio review of the BASICS II Project.
- I advised the ANE Bureau on the development of a immunization assistance strategy for Pakistan.

Murray Trostle, Dr. P.H., M.P.H.
 Senior Immunization Coordinator and Head of the Infectious Disease Surveillance
 Working Group
 Office of Health and Nutrition
 USAID



Susan Wright, TAACS Morocco
Quarterly Report

July 21, 2001 - October 19, 2001

Major activities planned for the period:

1. Overall Sp07 Begin planning process for a DHS-type survey, PAPFAM, to be done in Morocco in late 2002. Ensure that the visit of Kim Finan and Bill Jeffers of ANE in September allows them to gain a full appreciation of the health sector program.

2. Personnel Assure continuity of PH office functions despite summer vacations, complete office systems re-organization. Assign responsibilities to develop a stronger HIV-AIDS program.

3. IR 7.1/PROGRESS EOC training underway in both regions. Medical equipment arrives in Morocco and installation underway. Health information systems upgraded in the two regions, allowing increased use of data at local levels.

4. IR 7.2/Private sector reproductive health Private sector working group reconvenes to review different components of the CMS program. Conference of GPs used as a forum to present family practice curriculum modules and results of the study on legal options for forming group practices. New promotional campaigns developed for socially marketed contraceptives.

5. Other Submit proposal to HAP (US military Humanitarian Assistance Program) for construction of a hospital and improved maternal care services in the province of Zagora. Present revised HKI proposal to CCT, initiate grant negotiations. Flour fortification technical specifications submitted to regulatory body, and media placement confirmed.

Major Accomplishments of the period:

Overall Sp07

This quarter I met several times with the Statistics Service of the MOH, the Director of UNFPA and others to begin the planning process for the PAPFAM survey, scheduled in Morocco in late 2002. This is a key element of the monitoring plan for SpO7. UNFPA and the Statistics Service (SEIS) are interested in a very large survey with a smaller detailed survey in reproductive health, while our interests are more focused on the detailed survey similar to a DHS. Other than working out who funds which aspects of the survey, my main concern is to maintain a 2002 survey date and obtain reliable data in the two focus regions as well as the country as a whole.

Concerning orientation and advocacy for the program as a whole, the visit of Kim Finan of ANE staff in September did not occur, but the arrival of a new Ambassador and new DCM over the summer required review and updating of program presentation material. I

presented the USAID PH program in several briefing sessions for the Ambassador and other new Embassy staff. I also accompanied the Ambassador for her first meeting with the Minister of Health and worked with the Director to determine appropriate public events at which she could highlight the USG contribution to Morocco's development.

2. Personnel While many of the PH office staff were on vacation for up to a month over the summer, the office continued to run smoothly and the office systems re-organization was completed. Since many of the USDH staff of the Mission were also absent, I filled in as needed for representational or other tasks. In discussions with PH staff to develop a stronger HIV-AIDS program, it was clear that all the technical staff are concerned with one or more aspects of our potential response. Therefore I will continue to oversee the program response generally, Zohra will lead interactions with ONUSIDA and major NGOs, Taoufik will oversee incorporation of HIV-AIDS activities in the regional workplans, and Bouchra will follow up on the activities we are currently or potentially funding with NGOs other than through PROGRESS.

3. IR 7.1/PROGRESS The months of July and August were very quiet since many of the MOH staff were away on vacation. In September most of the MOH delegates in Morocco were reassigned, causing considerable disruption to planned activities already affected by the attacks in the US, which temporarily closed the USAID office and made overseas travel arrangements difficult.

Training in Emergency Obstetric Care has been organized for the personnel of the two focus regions, and training of trainers begins in both regions in late October. Some of the medical equipment that was ordered in the previous quarter was received in Boston and is ready to ship, but some of the firms defaulted on their contracts so a re-order is underway. We are preparing a waiver for local purchase of certain items not available in the US. Since the training was also delayed, the delay in arrival of the equipment should not be too problematic.

A major workshop on deconcentration/decentralization of health systems management was held by PROGRESS with technical assistance from Tom Bossert, an expert in the subject, in Agadir in early October. Participants assessed MOH progress to date on deconcentrating authorities (minimal) and on starting to develop and implement regional programs (more impressive.) Also in October, a series of workshops were held to reinforce use of the health information system, allowing increased use of data at local levels.

Several important South-South events occurred in the quarter, including a course offered by Morocco for francophone health managers in "Leadership for Safe Motherhood," and a visit by a study tour of high-level delegates of the MOH of Haiti to assess the structure and the health information system of the Moroccan MOH. While USAID did not directly fund these activities, we provided support in organizing the study tour with USAID Haiti and I participated in several meetings in the Leadership conference.

4. IR 7.2/Private sector reproductive health A comprehensive report provided by a Canadian consultant, hired to develop a curriculum for continuing education in family medicine, raised important questions about the viability of transforming the current GPs into qualified family medicine practitioners. Given this report, and continued problems in the relationship between the CMS project and the Federation of Private GPs, the CMS team held a two day retreat to review their program objectives and workplan, and to determine next steps and appropriate priorities for the next annual workplan.

They presented the results of their reflections to Zohra and myself at the end of the retreat. We agreed that the CMS team needed to reorient some of their efforts and focus on the near term on improving the attitude and performance of private physicians concerning long term family planning methods, while continuing promotion of social marketing and assistance to the micronutrient program. We also agreed that CMS should continue work on repositioning private GPs as part of our overall objective of improving access and use of private reproductive and child health care. In this context, a planned workshop to present the CMS studies was redesigned so as to develop a stronger group of committed individuals to move forward with restructuring of the sector. This workshop is now planned for later in the fall.

New promotional media campaigns for oral contraceptives are under development, with full funding and active involvement of the pharmaceutical distributors. Meanwhile the promotion of longer term methods is more targeted to providers and their potential clients.

5. Other

Humanitarian Assistance Program (HAP) In July Taoufik and I traveled to Zagora with the HAP military advisor to assess the feasibility of using HAP funds to build a maternity unit there. He was impressed with the need and with the rationale, and is ready to support this project. I prepared the submission cable for the project, which is expected to cost approximately \$300,000, or the maximum allowable for a single project under this program. We are working together to inform the new Ambassador about this potential project. All HAP projects are submitted in late 2001, so normally it would be approved in the spring of 2002 and the funds will be available in late 2002.

Cross Cutting Themes (CCT) of the Mission's strategy A considerable proportion of my time during the quarter was spent working on various CCT activities. Helen Keller International prepared an excellent presentation to the CCT and a written proposal that satisfied CCT members. I worked with the contracts specialist to ensure that the grant could be awarded before the end of the fiscal year. Their activities are focused on reducing "diseases of exclusion" (trachoma and malnutrition) through community development with a strong role for women. Given the strong health component, I obtained G/PHN clearance for the grant to be funded 50% with child survival funds.

The contract for audience research in the region was bid and awarded to a local firm, and they are now conducting interviews with USAID's partners to determine more precisely the target audiences and aspects of each program that need to be addressed.

Micronutrients The promotional spots for fortified foods are under production. A public launch of the entire micronutrient program is planned in the context of the next national Vaccination Days.

Major activities planned for the next quarter
(October 20, 2001- January 19, 2002):

1. **Overall Sp07** Prepare and present AIR for FY 2001. Ensure that annual reports and 2002 workplans are prepared in a timely manner with full participation of key counterparts, and approved in a Director's Committee.
2. **IR 7.1/PROGRESS** Considerable EOC training in both regions. Medical upgrades completed, equipment dispatched to the two regions and installation mostly completed. 2002 workplan approved and activities initiated in January 2002.
3. **IR 7.2/Private sector reproductive health** Conference of GPs used as a forum to revisit the issue of repositioning GPs, and development of an advocacy group for family practice in Morocco. 2002 workplan approved here and well supported by CMS/W.

4. Other

Fortified flour launched in Morocco (!)

HAP proposal approved by the Ambassador and submitted for Zagora.

Audience research activities under the CCT contract proceed on schedule.

David Bruns, TAACS Uganda
Quarterly Report
August 1, 2001 – October 31, 2001

My TAACS assignment began in Washington on August 15, 2001. Subsequently, on August 31, I transferred to Uganda where I took up the position of Senior Education Advisor in the USAID/Uganda Mission. My period of reporting consequently runs from September 1 to October 31, 2001.

The major activities undertaken in this period were:

1. **Orientation to Uganda's Education Issues and to the USAID/Uganda Mission.** I have spent significant time and effort meeting with staff in the Ministry of Education and Sports and with donor partners to understand priority issues within the sector. I've taken field trips to rural Uganda to observe Uganda's Teacher Development Management System (TDMS) which provides significant in-service support to primary school teachers. Equally imposing as learning about Uganda's education system has been learning about the USAID Mission itself. I have spent significant time learning the systems, procedures, and budgeting practice of the USAID/Uganda mission.
2. **Education Sector Review, October 22-26.** Uganda's education donors operate within a Sector Wide Approach (SWAP) where donors support the Ministry-defined strategy and program by providing "basket-financing" against mutually agreed performance targets. These targets and the general performance of the sector are discussed in a formal and public forum every six months. Donors take turns organizing and coordinating these Reviews, and for the first time, USAID is coordinating the October Sector Review.

I have been preparing and organizing the Review. This entails numerous meetings with senior management of the MOES to discuss the agreed undertakings and assess whether they have been met. Based on this analysis, I have drafted the Donor's Consensus Position Paper that will be presented at the meeting as well as the opening remarks that will be given by the USAID/Uganda Mission Director. Major tasks remain: working with facilitators to guide discussions during October 22-26, and drafting the agreed joint Aide Memoire that will be presented on the final day and finalized within two weeks of the Review. I've also drafted notes in anticipation that the U.S. Ambassador will close the Meeting.

3. **SO8 Design.** USAID/Uganda's Integrated Strategic Plan, 2002 – 2007, was approved in Washington in July, 2001. The ISP proposes to merge the former SO3 (education) and SO4 (health) programs into a single, integrated SO8 (social sectors, including HIV/AIDS). I have been given co-responsibility to coordinate the new SO8 design, namely addressing the transition of activities from the old SO3 and SO4 portfolios and developing the implementation arrangements and funding for SO8. I

have drafted a concept paper on I.R. 8.3: Policy Advocacy and Strengthening, and co-authored the transition paper that explains how current activities will be closed out and folded into the new design or gradually phased out over several years. These drafts will be presented to the Mission Director and finalized in November, and subsequently written into the RFA/RFPs for the new SO8 design.

Major Activities Planned for the Next Quarter (November 2001 – January 2002)

SO8 Design. I will continue to co-manage the design process for SO8 (along with a public health specialist). With concept papers (representing 3 IRs) and the transition paper expected to be approved by the Director in early November, the next stage will be preparing the RFA/RFPs for up to \$100 million over the period 2002 – 2007. These will be the focus of my program in November-December.

Donor Colloboration and Sector Studies. Under the Education SWAP, five Working Groups comprised of donors and government representatives hold biweekly meetings to review progress of education initiatives. I will become increasingly involved in these working groups, providing strategic planning, reviewing sectoral studies and directing USAID assistance in appropriate support.

Ed-data Survey. USAID/Uganda has supported a Demographic and Health Survey in 2000. I am the Activity Manager and will be working closely with the contractors, Macro International, to guide the analysis and disseminating the results. We intend to organize and hold a workshop in late January to present findings and implications to the MOES and donors.

Personnel. I have been supervising two FSNs who also work on education, and will continue this role as we develop the SO8 Team Charter and revise our respective work responsibilities and accountabilities.

Sudan Education Design. Last month, I was contacted by REDSO/Nairobi and asked to provide comments on their proposed education assistance to Sudan. I provided comments and forwarded relevant documents, and have been asked to be a “virtual” peer to provide ongoing comments on their proposed design and implementation plan.

There may be more activities I will undertake, but these are the ones that immediately come to mind...

Anne H. Dykstra
TAACS, USAID, G/WID
Quarterly Report
July 22-October 19,2001

Major Activities Planned for the Period

1. IR 2.1 Complete USAID Training: Acquisition and Assistance for CTOs, August 6-10, 2001.
2. IR 2.1 Support CTOs in the oversight and monitoring of contracts. Provide technical review and comments on SOWs, plans of work, bi-weekly and quarterly reports for remaining contracts. Participate in periodic meetings with contractors.
3. IR 2.2 Participate in the HCD Conference: "No One Left Behind".
4. IR 2.1 Continue to follow-through on Department of Labor and USAID joint activities to eradicate hazardous child labor.
5. IR 2.1 Assist in the overall conceptualization of new initiatives for Girls' and Women's Education for the forthcoming procurement.
6. IR 2.1 Continue to establish close working relationships and participate appropriately within G/WID and USAID's other centers to further girls' education across sectors.
7. IR 2.1 Support field missions in the conceptualization of new initiatives in Girls' and Women's Education through dissemination of technical information and provision of technical assistance as requested.
8. IR 2.1 Further clarify the role and function of the position of Senior Technical Advisor, Girls' and Women's Education, G/WID.

Major Activities during the Reporting Period:

1. IR 2.1 Complete USAID Training: Acquisition and Assistance for CTOs, August 6-10, 2001.
 - Completed *Acquisition and Assistance for CTOs* and *Advanced Writing in USAID*
2. IR 2.1 Support CTOs in the oversight and monitoring of contracts. Provide technical review and comments on SOWs, plans of work, biweekly and quarterly reports for remaining contracts. Participate in periodic meetings with contractors.
 - With Yamilee Bastien, responded to the East Timor Strategy with recommendations on education and gender to the ANE Bureau and Mission.
 - Pre-trip consultation with Vijitha Eyango, ANE about the World Education study, *Impact of Credit on the Lives of Women and Their Families in Nepal.* Since her trip, meetings continue with Vijitha, Jim Hoxeng, and John Swallow regarding the design of a new study also on the same topic and country. In the meetings, we are attempting to assure that the design of the new study will not cause confusion in relation to the previous study results as both involve some of the same cohort.


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- Member of Planning Committee for the *Lessons Learned Conference*, August 27-28, 2001, chaired the session *Suggestions to USAID*. Prepared and disseminated a summary of recommendations concerning the formulation and administration of future programs from the session participants to program contractors, G/WID staff and selected staff in HCD
 - Presentation at the GWE Directors' Meeting, September 14, 2001: *Research Relevant to Girls' Education and EFA Achievement*. Prepared and disseminated a report on the results of this session to participants and to G/WID Staff.
At the request of Julia Escalona, CTO, I attended the meeting with and Ray Chesterfield of Juarez and Associates to review progress on GEMs. The meeting revealed a need to coordinate the study data from the GEMS project with monitoring data collected on field trips.
3. IR 2.2 Participate in the HCD Conference: "No One Left Behind".
- Two presentations at the HCD Annual Conference, *No Child Left Behind*, August 20-22, 2001: *IPM and Girls' Education* (with David Kahler, World Education) and *Issues in Education* (as part of a panel).
4. IR 2.1 Continue to follow-through on Department of Labor and USAID joint activities to eradicate hazardous child labor.
- Two meetings held with Eileen Muirragui, Coordinator-Education Initiative, DOL to discuss joint cooperation.
5. IR 2.1 Assist in the overall conceptualization of new initiatives for Girls' and Women's Education for the forthcoming procurement.
- Continued to gather information and participate in planning meetings within USAID for curtailing Violence in Schools, and Education in Pre/Post Conflict Situations.
6. IR 2.1 Continue to establish close working relationships and participate appropriately within G/WID and USAID's other centers to further girls' education across sectors.
- Consultation and Committee Participation within USAID
 - Member of the drafting team who have recommended that "Youth" should be a key issue in the "Natsios' Report" that will become the newest version of the vision and purpose of USAID. Team members are primarily from HCD and PHN/POP. I focus on gender, relationships and violence as some of the key challenges for youth.
 - Reviewed the Agriculture Bureau's draft Strategy and made recommendations to strengthen the gender and girls' education focus. Bob Hedlund, Agricultural Specialist (IPM), Kathleen Walker, Ag Fellow, and I drafted language for the strategy that included public schools in programs as well as universities.
 - Reviewed and provided information and photos of activities about GWE for the *Basic Education Progress Report*, with the HCD Team
 - Participated in the AFR Bureau in a meeting to draft approaches for Education in Conflict.
 - Member of the AFR Bureau team planning education activities for the Sudan.
 - Sponsored a virtual dialogue with educators in HCD and LAC on the validity and interpretation of data used to measure Education for All.
 - Reviewed the draft *Leader with Associates Cooperative Agreement, Q-Prep* which is being developed by HCD as the strategy to replace *BEPS* for technical content and made recommendations.

- Briefings and meetings with the following people:
 - Exchanged information about Gender and Girls' Education with Valerie Estes, E&E Bureau; Talaat Moreau, Africa Bureau; Vijitha Eyang, ANE Bureau.
 - Gave briefings about Integrated Pest Management in Education to Lisa Chiles, Mission Director, Cambodia and Antoinette Ferrara, ANE; and Jim Vermillion, D&G

- 7. IR 2.1 Supported field mission staff to conceptualize new initiatives in Girls' and Women's Education through dissemination of technical information and provision of technical assistance as requested.
 - Exchange of information and discussion of next steps in Girls' Education: Melinda Taylor, Education Adviser, Nigeria; Jo Lessor, Education Officer, Mali; Kristin Langlykke, Technical Advisor, Girls' Education and Walter Twanama, Team Leader, Girls' Education, Peru; Janet Schulman, Deputy Director, Congo DRC.

- 8. IR 2.1 Further clarify the role and function of the position of Senior Technical Advisor, Girls' and Women's Education, G/WID.
 - With my Supervisor, Katherine Blakeslee and Mary Knox, I discussed the role and function of my position in the remaining 15 months of my contract. My understanding of our agreement is that I will:
 - a. Provide information and recommendations for the content of task orders under the new procurement due to be released at the first of the year. Conceptualize interventions in four areas to begin with: Violence in Schools, Girls' and Women's Education in Pre-Post Conflict Situations, Improvement of Girls' Education in Koranic Schools and Food Security.
 - b. Continue to work within the agency to foster understanding of and cooperation with Girls' and Women's Education.
 - c. Form and chair a SO Team for Girls' and Women's Education, Kathy Blakeslee will approve
 - d. Undertake field trips to monitor current programs and to establish a working relationship with missions where new work might be done.
 - c. Provide technical assistance for existing contracts after discussion and approval by Kathy Blakeslee.
 - d.

Major activities planned for the next quarter (October 22, 2001 through 21 January 2002)

IR 2.1 Strengthened Performance of Public and Private Sector Institutions to Promote Girls' Education

- Establish close working relationships that will further support for girls' and women's education within G/WID and in USAID's various sectors.
- Support field missions to carry out activities to improve Girls' and Women's Education by monitoring selected programs.
- Design of task orders for Girls' and Women's Education for the forthcoming procurement.
- Complete three courses: "Performance Management Training: Special Session" (Role and Function of SO Teams), "Pre-award for CTOs", "Assistance for CTOs".

IR 2.2 Improved Knowledge to Implement Policies, Strategies and Programs for Girls' Education

-Gather information and design activities and strategies for task orders initially in three areas: Elimination of Violence in Schools, Girls' and Women's Education in Pre/Post Conflict, Improving Girls' Education in Koranic Schools and Food Security.

-Assist USAID Bureaus and Missions to plan program strategies and activities to improve Girls' and Women' Education by disseminating relevant information and providing of technical assistance as requested.

-Improve the technical capacity of G/WID by completing courses for CTOs .

Quarterly Report
July 21, 2001 – October 19, 2001
Nina Etyemezian, USAID/Morocco

Major activities planned for the next quarter:

1. None – Last report before end of service

Major Accomplishments of the period:

1. SpO8

1. Contract Modification of MEG, PHASE II
 - a) Managed round of negotiations with MNE officials from different directorates; b) participated in the review of the technical proposal and technical review of the budget proposal; c) drafted appropriate follow-up memos to RCO and contracts specialists.
2. Ensured a smooth transition for my colleagues after my departure by finalizing all outstanding issues, tasks, and handing over documents to appropriate individuals.

2. CCT

- a) managed review of reports and training materials from the gender training activity;
- b) ensured that all procedures are in place for the second phase of training which will occur after my departure; c) worked with program office staff to ensure a smooth and full transition of managing this aspect of the Mission's work to their office.

QUARTERLY REPORT

July-September 2001

John Hatch

Office Responsibilities

This has been an extremely busy quarter with ongoing R4 Reviews, our HCD Workshop, and TDY to Honduras. The terrorist acts of September 11th have put some plans on hold, including preparation for three conferences and one proposed TDY for October. With the SO1 Team short three staff members for most of the time, it has meant that the two of us regular full-time members have had a bit to do. Fortunately, Patrick Collins joined the team August 27th, and the Team Leader, Greg Loos, and team member Sally Patton are expected on board in early October. Stephen Tournas has continued to help by entering NMS and Phoenix actions for me as I am not allowed to do the former. My longer range planning has been enhanced by the acceptance of the offer of an additional two year contract, to begin January 1, 2002.

- Meetings: I attended the usual SO1 Team, G/HCD staff and HCD Council meetings when I was here. Additional meetings included:
 - *SID/WID*: occasional lunchtime presentations on development issues impacting women and girls, especially those in crisis situations.
 - *International Literacy Day*: Continued to attend planning meetings for the event on September 7th.
 - *R4s and Sector Reviews*: Reviewed and wrote comments, especially those in Africa and Latin America where there are or are planned education activities.
 - *Abusive Child Labor*: Helped facilitate and attend a variety of meetings by regional and country specific interest at USAID with DOL's Abusive Child Labor and Education group as it learned what interests and activities there were at USAID with which they might cooperate or complement in their activities development. Facilitated a report out meeting to USAID by DOL of their general plans, and attended regional discussions on how best to coordinate those plans with USAID's work.
 - *HIV/AIDS and Haiti*: Attended a briefing for the new Mission Director on this topic..
 - *Civics Education*: Met with G/DG and IEQII to help facilitate the development of short publication by IEQII on how basic education and democratization programming by Missions can be mutually reinforcing.
 - *Child Labor Coalition*: Participated in meetings of this coalition as the USAID representative.
 - *Proposal Review*: Participated in the review of submissions for one of the HCD proposals.

- *G/WID Girls' and Women's Education Activities*: Attended the last semi-annual Project Directors' Meeting of all of the contractors on September 20th; subsequent meetings will be of only two contractors as the major activities are ending.
 - *Short Presentations Attended*: Hernando De Soto on the Mystery of Capitalism; Alec Fyfe, UNICEF Senior Advisor on Child Labor; T. Carnevale on Trends Affecting the Education of 16-24 Year Olds; S. Malone on Relevant Education for Indigenous Language Communities
 - *EdData TAG Meeting*: Participated in the annual full-day TAG meeting at Macro where results of activities were reviewed, Sept 6.
- Contract Activities
 - *Seeds of Peace*: Assisted SEEDS staff with approvals to adjustments they might be making to off-set the problems in Jerusalem, and discussed how best to proceed for future funding. Attended their presentations on Capital Hill by the first set of campers.
 - *Improving Educational Quality II*: Much of this quarter has been focussed on publications, and planning for the final 9 months of the contract. Discussions were also held on issues of contract ceiling, extension, and the proposed Malawi and Africa Bureau buy-ins. Discussion held on formatting for the Anthology and on what to include and how best to do it. These were then followed by a reading of the draft, and hours of discussion on the comments carried out by phone. When available, I participated in the twice-a-month IEQ telecon staff meetings with subcontractors and specialists.
 - *IIEP*: A grant to continue funding for two years of support to the International Working Group on education (IWGE) was drafted, approved, and signed.
 - *New Mechanism*: A re-draft of a scope of work for the new contract mechanism was completed and reviewed by Tony Meyer. When corrections are made, it will be circulated in the office and with selected Bureaus for comments and further suggestions.
 - *Ed-Data/DHS+*: Met with Macro, AFR and G/HCD staff to discuss collection and coordination issues.
 - *HCD Workshop*: general assistance with planning, and encouragement to the Education in Crisis and the Education and Abusive Child Labor planning sub-groups; facilitated one panel presentation and convened a special meeting of Mission people to discuss with DOL staff proposed activities in their countries.
 - *Pakistan Workshop*: Attended a variety of meetings and helped to facilitate the development of a workshop on educational technologies for Pakistan. The workshop planning by EDC, through proposed Core funding to IEQII by the ANE Bureau, was assisted in country by The Asia Foundation. Following a preliminary visit to Pakistan by EDC, arrangements were underway for a late September week-long event when the events of September 11 took place. The workshop is not likely to take place before January 2002.
 - General Office: Unfortunately, the amount of work has meant that piles of materials to be read have been accumulating, especially with regards to various UN agencies and their international working groups, Education For All, and early childhood and

girls' education that need sorting and filing somewhere. 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 as Chair of the interview panel for finalist candidates for SO1 Team staff position for a TAACS staff specialist in Education and Child Labor.*** Have been assisting Patrick Collins, new hire to SO1 Team, to learn the ropes of USAID and the operations of G/HCD. *** Oversaw the work of summer intern from the Woodrow Wilson Graduate School, Viviane Figureado, for 10 weeks.
- *Writing tasks*: In addition to those mentioned already, materials were prepared for various briefings on child labor activities, education in crisis situations, and USAID's involvement in basic education, preparations of documents for the UNGASS on the Year of the Child, children with disabilities, and for the Administrator's possible participation at a Brookings Forum.
- *Meetings*: A variety of informational meetings took place with individuals and representatives of contractor organizations, as well as with Madhav Chavan of Pratham in India; A. Parasuramen, Dir. Of UNESCO's Regional Office for Education in Africa, and with USAID staff on various issues.

Travel

- Planned TDY to Nicaragua was cancelled due to need for support in this office. No other travel planned for this quarter.

Conferences

- Association Liaison Office for University Cooperation in Development Annual Meeting *Synergy in Development 2001*, August 6-8
- G/HCD Workshop *No One Left Behind*, August 20-23
- G/WID/GWE *Lessons Learned*, August 27-29
- International Literacy Day, Sept 7

Training

- CTO training in Acquisitions Management was taken August 13-17.
- CTO training in Pre-Award Preparation was taken September 24-28

There remains only the Assistance Management course, hopefully to be taken early in 2002, to complete the CTO certification program.

Anticipated Special Activities 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 placed out to bid in the second quarter of FY 2002 as proposed.
- In October I had hope to visit the IEQ II activities in Ghana, attend a reporting out conference/workshop they have planned, and provide support to the Mission, however there was not much to do in the Mission and the September 11 events intervened. A planned two-week trip to Mali in late October to participate on a review of options for education has been delayed by the September 11 events but may come about during the next quarter.
- New staff members on Basic Education team will cause a readjustment to my responsibilities—I have already handed off UNESCO grants to Patrick Collins, for example. The Agency reorganization will also have an impact as the Global Bureau ceases to exist and HCD becomes a part of the EGAT Bureau s Education and Training, with the potential of new programs and staff from the regional Bureaus joining in.

Mitch Kirby
TAACS Senior Education Advisor
USAID Africa Bureau
Oct 1, 2001 – October 19, 2001

I started as a TAACS Senior Education Advisor to the Africa Bureau on October 1, 2001. This first quarterly report covers 14 working days.

Major activities for the period:

1. CEDPA new hire orientation and processing

Participated in intensive one-day orientation and meetings with CEDPA staff on employee procedures and policies. Met with staff to discuss policies and procedures for travel, equipment procurement, payroll, benefits, and finance.

2. Briefing and Presentations

a. Briefed the new Africa Bureau Assistant Administrator, Connie Newman on non-project assistance (NPA) in the education sector. Reviewed AID's experience using NPA, lessons learned, and prospects for the future.

b. Briefed congressional constituents from Miami-Dade Community College who were interested in establishing a community college in Ghana. Reviewed the background and current status of the USAID education program in Ghana. Discussed USAID's focus on basic education for Ghana's 2.5 million primary school age students. Discussed potential funding resources from University Partnership and Education for Development and Democracy Initiative programs.

c. With AFR/SD Education team, briefed four New Entry Professionals (NEP) Education Officers. Reviewed and discussed Africa Bureau education programs and the role of the regional bureaus.

3. AFR/SD Education Team Activities

Assisted Team with revising the Education Strategic Framework. As part of the AID Performance Monitoring Workshop assisted Team with reviewing and revising the strategic objectives, intermediate results and performance indicators.

4. Travel & Technical Assistance to Missions

Planned TA for this period was affected by the on-going AID travel restrictions. Trips to Tanzania for the ADEA Biennial and Sudan for development of a new AID education program were cancelled. In light of the travel restrictions developed a plan to assist Sudan virtually. Began forming a virtual support Team to work via email and conference calls with USAID/Nairobi to develop a strategy for a new education program for Sudan.

Planned Activities for the next reporting period

Planned activities for the next reporting period will be shaped to some extent by the status of USAID travel restrictions. If restrictions are lifted activities for the next period may include trips to Nigeria and Sudan. If travel restrictions are still in place, will continue to:

- work virtually on new Sudan education program;
- work virtually on Nigeria education performance monitoring plan;
- revise AFR/SD Education Strategic Framework; and
- assist with planning for the AFR/SD Biennial Education Exchange

QUARTERLY REPORT

7-10/2001

Elizabeth Range

1) Guidance on how private sector information technology firms might collaborate with USAID.

I spent many hours working with the LAC bureau and their consultants on the President's Initiative announced at the Summit of the Americas, for Centers of Excellence in Teacher Training in Latin America. The President has asked that USAID raise \$20 million from the private sector for this project.

I have followed and attended several meetings on the Global Development Alliance, the Administrator's pledge to do business differently and work with the private sector.

Prepared a memo for the LAC bureau CCTOE project on setting up a Fund at the local Community Foundation to accept \$ in the interim from the private sector awaiting a formal management structure.

Prepared white paper on information technology use in education, and private sector opportunities.

Prepared 2 briefing memos on Cisco for various USAID employees having meetings with the Company.

Involved with several meetings with the USAID Legal Office reviewing Private Sector issues re: the TTCOEs.

2) Program manager for communications reform and IT activities

Attended CEDPA Training: one week

Attended Intensive Spanish Language training: 2 weeks.

Attended G/HCD workshop "No one left behind": four days.

Provided staff support to Tony in hiring a new 2-year IPA Position from a University. Posted advertisements internally on web site and externally; corresponded to all those who applied.

3) Advice and recommendation to missions and bureaus v/v IT private sector collaboration.

Drafted material for the LAC TTCOE assessment team in evaluating IT component of the Centers in phase 1 and in phase 2 of their evaluation.

A handwritten signature and initials, possibly "ER", are located in the bottom right corner of the page.

Met with Romania Mission about their work plan.

Met with Egypt Mission Re: IT Private Sector Meeting in Cairo. Advised them regarding a possible high profile meeting.

Met with Madhumita Gupta, India Mission, several times hearing about her possible upcoming IT activities.

Attended briefing on ICT sector in Thailand.

Met with Bob Ford, Agriculture Office, about possible collaboration with Hewlett Packard.

Met with Roshika Singh, IRM about collaboration with their office.

Peter Hobby E and E Bureau about collaboration/private sector needs.

David Jessee: EGAD: Global Technology Network

Mark Murray: Energy/Environment about private sector applications for energy and IT.

4) Consults with govt. agencies with respect to their collaboration with the IT private sector.

- Adl co lab—IT firms and open platform for learning.
- World Bank, Gender and IT meeting
- Peace Corps--
- OPIC—Resources for USAID/Private Sector
- IDB—Juan Belt, IT in Latin America

D) Identify areas of possible collaboration with the Private Sector.

See above: IT/ Education and work with LAC TTCOE project.

Provided overall management for the Private Sector roll out of USAID G bureau DOT COM Awards. Managing private sector briefing/initial meeting for early November.

E) Outreach to Private sector to ascertain their level of interest or collaboration.
Preliminary meetings with:

MathMastery.com: Content for LAC TTCOE Project.

Motorola University Consultant
Mary McCain

Cisco Systems, Erin Walsh

Briefing on Cisco

Sun Microsystems, Tom Chesney; 3 times; Luis Sanchez; about capabilities in Costa Rica at Teacher Training Center, and fit into LAC TTCOE.

Lee Wang: Blackboard.com—TTCOE project.

IBM: Latin America and Brazil; DOT COM.

Doug Schroeder, Steven Winter Associates: Energy; Smart Buildings.

Geekcorps: Briefing on their program.

Gary Selnow; WIRED

Kevin Mulvey American International Group

Casey Anderson, AOL/TW

Elliott Maxwell, Hewlett Packard

F) Research on:

Oracle

Accenture

Blackboard

Intel

Enron

IBM

Microsoft

Motorola

Oracle

SRI International

Verizon

Gates Fdtn.

CEDPA QUARTERLY REPORT

Danielle Roziewski

July 23 – October 19, 2001¹

- Democracy/Election Activities – The upcoming Nicaraguan elections (to be held on November 4th) are a top U.S. national interest of the Bush Administration, National Security Council, State Department and U.S. Mission in Nicaragua. Because election funds were released to USAID this summer, there was an extremely short window in which to program the money and implement numerous procurement actions. To assist with these priority tasks, the Mission Director and Deputy Director made a special request that I be “loaned” to the democracy office for 3-4 weeks during the quarter.

I astutely reviewed, analyzed and negotiated the programmatic and financial content of several urgent grant agreements, identifying over \$100,000 of cost savings and restructuring the proposed party pollwatcher training methodology to maximize coverage. I developed a system for the mission to effectively track and organize the plethora of briefing materials for the NSC, Congress, USAID/W, etc. I was also the first person to monitor the distribution of voter registration cards, and my trip report served as a model for all other mission monitoring. Overall, the front office complimented me on achieving as much in a few weeks as others had in a few months.

- Hurricane Mitch Education Recovery Component (ERC)
 1. ERC Close-Out – As the mission gears up for Mitch close-out on December 31, there is an enormous amount of administrative, contractual and financial work to be done. I worked closely with ERC staff to determine whether a no-cost extension would be necessary (it was not), as well as to ensure meeting the mission target of 90% expenditures by Sept. 30. I also drafted a memorandum to the Contracting Officer with recommendations regarding the disposal of all non-expendable property. Finally, I consulted frequently with ERC staff to trouble-shoot and solve implementation issues that might delay close-out of activities.
 2. Water/Sanitation – We continued to scrutinize this ERC component throughout the quarter to ensure timely completion of all wells and latrines before the November elections. Although one local NGO working on the Atlantic Coast experienced some delays due to inclement weather, I am pleased to report that all water/sanitation work is scheduled to be completed by the end of October. The successful completion of this component represents a major accomplishment of our collective team, and many schoolchildren will reap the benefits for years to come.
 3. Monitoring/Auditing – We continued our close collaboration with the Defense Contract Audit Agency (DCAA) to identify and proactively resolve implementation issues before they become audit findings. Our office also met with GAO auditors to discuss lessons learned from Mitch programming and our experience using various PVO/NGO mechanisms.

¹ Since I was on home leave through August 19, this report only covers a two-month period.

- Regular Program/BASE Project

1. Contract and Financial Management – As mentioned in my last report, BASE advised us in July that an additional \$400,000 was required for Atlantic Coast bilingual education activities. After I recommended an innovative solution to meet this need (de-scoping nearly \$300,000 from the dormant Training for Results line item) the contractor reported that the training funds had already been spent or included in future budget projections. I consulted closely with our Contracts Officer and strategized about the best way to handle the situation. I called an extended team meeting to discuss the reasons for the cost over-run, the contractual implications of re-balancing results and funding, and possible areas of compensatory savings (in light of uncertain USAID FY02 and FY03 budget levels). This potentially contentious meeting was collegial and productive, with an agreement that we will jointly “scrub” the budget and scrutinize remaining costs to try and live within the existing contract ceiling.
2. Mid-Term Evaluation – Due to an emergency funding situation related to an impending Congressional directive, all of our uncommitted education resources had to be programmed within a very short timeframe over the summer. Therefore our Office Chief and Education Advisor drafted a SOW for the mid-term evaluation – a task which I had planned to complete after home leave. While I provided some input on the IQC when I returned, the lions-share of the work was done, extremely well, by my colleagues.
3. Atlantic Coast Audit – We have worked with Ministry of Education officials over many months to resolve a number of unreconciled advances for workshops given on the coast. This issue was a lightning rod for the mission and could have potentially resulted in a temporary suspension of the BASE project. I am pleased to report that the persistent and diplomatic efforts of our team resulted in the successful reconciliation and reimbursement of all funds prior to the election.
4. Budget – Last year BASE greatly overestimated its FY00 expenditure rate, resulting in a large pipeline and considerable consternation from our budget office. This year I worked very closely with their financial staff to develop a better FY01 budget projection. As a result, the project met 101.8% of its annual target – the most accurate in the mission.

- New Country Strategy – Given the overarching mission priority of election preparation, our work on the new strategy was essentially put on hold during the quarter. I did meet with our USAID/W education colleagues in August to discuss our team’s efforts and thinking to date, and also gathered a considerable amount of research on early childhood development (an area of interest to our SO team).

- Multilateral Issues

1. Summit of the Americas – At the April Summit in Canada, President Bush announced the formation of three regional “Centers of Excellence for Teacher Training” in the LAC region. The planning/design phase has progressed rapidly since this initiative is a priority of the administration. I worked closely with LAC/W and its PVO partner (Creative Associates) to contribute to the SOW of the initial assessment teams that will visit every country in the region. Because the American Chamber of Commerce (Amcham) has

strongly lobbied senior U.S. officials to choose Nicaragua as the Central American Center, I made a concerted effort to effectively manage the political and technical aspects of the selection process with Amcham, USAID/W, the State Department and the Ministry of Education. In preparation for the assessment team's visit to Nicaragua next week, I recommended who should be interviewed and provided guidance to Amcham's Education Committee in preparing their substantive proposal for the team.

2. Fondo Social Suplementario (FSS) – Since the FSS is being proposed as the GON mechanism to channel HIPC resources, USAID and other donors requested an in-depth evaluation prior to making any financial commitments. Several of us met with the evaluators to provide extensive feedback regarding the weaknesses of the existing model, past problems with implementation, and recommendations for restructuring the FSS to effectively track social sector spending in the future.
 3. GON Strengthened Poverty Reduction Strategy (SPRS) – The Mission Director asked our office to review the Joint (IMF/World Bank) Staff Assessment of the SPRS, the last step before formal approval of the strategy. After analyzing this latest iteration of the strategy, I highlighted several weaknesses in the goals, targets and intermediate indicators and recommended ways to strengthen them.
- Elections 2001 activity – Last quarter, our office contracted a consortium of local NGOs to: ascertain Nicaraguans' opinions on education and health issues; stimulate public debate in the pre-election period; encourage political parties to develop responsive platforms; and crystallize a social sector agenda for the new GON administration. Since August, I met with NGO representatives to discuss and resolve implementation issues. I reviewed and provided detailed feedback on several of their education documents, particularly the central study done on the state of the sector since 1990. I drafted a summary of the findings and issues identified in the area of education, and contributed to our mission reporting cable to Washington (which was praised by the Ambassador). I also actively participated in the first education seminar and highlighted many of USAID's concerns regarding school autonomy, teacher salaries/training and classroom quality, as well as the GON's use of future HIPC re-flows.

**CEDPA Quarterly Report
21 October – 20 December 2001**

**Melinda Taylor
Basic Education Advisor
USAID/Nigeria**

Introduction

My work this past quarter has focused on the award process for our primary education program – the Literacy Enhancement Assistance Program (LEAP) -- and initial LEAP implementation activities. Additionally, I have provided oversight for the OICI youth workforce development activity and have kept up my involvement with issues and activities related to EDDI. Naturally, I have been involved in a variety of other education, USAID/Nigeria and General Development Office Activities as well.

Accomplishments during the Reporting Period

Administrative Context

I am now well and truly settled into my job and home – so much so that I feel I can be of use to new arrivals (i.e., Shelagh O'Rourke and the in-coming LEAP resident staff). Of course there are always challenges popping up at home and in the office, but by now they are for the most part under control.

General Development Office (GDO)

Regularly scheduled meetings are now held in GDO and I participate in these, as well as regular (2-3 per week) informal meetings of the education team (Lynn Gorton, Sandy Ojikutu, and myself).

With regard to GDO's RFQ for organizational development assistance for the office, I participated in the technical committee that reviewed proposals and wrote the action memo to the Contracts Officer on our selection. A contract has been awarded to Development Associates Inc. (DAI), but actual implementation has been delayed due to a travel ban imposed on short-term TA by the US Embassy.

Federal Ministry of Education (FME)

We still need to schedule a meeting with the Minister to introduce me formally, though now it seems most appropriate if we do this in conjunction with an introductory meeting with the LEAP team. Nonetheless, I have again had quite a few opportunities to engage with Ministry officials, including on one occasion a meeting with the Minister of State for Education (second in line). Other ministry meetings have mostly concerned USAID/Nigeria's assistance to the FME in printing forms for Baseline 2001 (formerly Baseline 2000, and soon to be Baseline 2002...), but have also included meetings on teacher training (UBE) and SchoolNet Nigeria (ETF).

Donor Coordination

In quick succession, in October I participated in a donors coordination meeting held at USAID/Nigeria, as well as a videoconference of donors to the education sector (in-country and out). I also participated in a World Bank/DfID meeting on the impact of HIV/AIDS on the education sector – an area we hope to have further collaboration with other donors soon.

Education for Development and Democracy Initiative (EDDI)

I have continued my involvement with the EDDI Working Group, consistently participating in weekly meetings and discussions. Additionally, my work with EDDI has included:

- Organizing the advertising for the EDDI Coordinator;
- Participating in the selection committee (3 members);
- Developing interview questions and criteria to score candidates on;
- Reviewing applications;
- Compiling the scoring of candidates; and
- Interviewing two short-listed candidates.

The final outcome on this now awaits the decision of the Ambassador.

Literacy Enhancement Assistance Program (LEAP)

On September 10, 2001 – the day before the tragedies in New York and Washington -- USAID/Nigeria signed a cooperative agreement with the Education Development Center (EDC) for the implementation of USAID/Nigeria's \$10.7 million primary school improvement activity targeting Kano, Lagos, and Nasarawa States. This cooperative agreement makes up the bulk of USAID/Nigeria's planned work in primary education.

A 2-page brief that I developed on this activity is attached. Other activities that I have been involved in this area have included:

- Organizing the second round review of proposals, analyzing the re-submissions, compiling the scoring matrix and writing the action memo to the Contracts Officer;
- Disseminated the 2-page brief on the activity to all interested parties; and
- Providing administrative support to EDC to facilitate LEAP's start-up (from visa assistance, to guidance on local schools, to obtaining an import permit for a pet!).

Lynn Gorton has assigned me as the CTO for this activity (this will have to be done formally with our Contracts Officer).

Opportunities Industrialization Centres International (OICI)

I have not had as much time to oversee this activity as I would have liked over the past quarter, nonetheless, I have:

- Ensured that OICI prepares quarterly progress and financial reports (pipeline estimates and FED269-01 forms), advising them on how to improve their reporting to make it more 'results-oriented' (progress reports) and transparent (financial reports); and
- Made limited field visits to Lagos and Kano, and have held numerous informal discussions on project implementation with OICI personnel from the 3 project sites and Philadelphia

Again, Lynn Gorton has informally assigned me as the CTO for this activity.

Other Activities

- Participated in the FMFIA 2001 working group for the mission and completed the 'assistance and acquisitions' section for SO3.
- Prepared a speech for the USAID/Nigeria Deputy Director (OICI Kano inauguration).
- With Sandy Ojikutu, monitored and reported on SO3 accruals.
- Ensured that the SO3 FY2002 Advance Acquisitions and Assistance Plan is updated and followed.

- Organized country clearances and cables (and, when needed, accompanying justifications) for OICI and EDC staff – including one short-term TA clearance during the travel ban.
- Participated in the HCD summer workshop, in which good contacts and valuable information were acquired.
- Completed required USAID/Nigeria administrative paperwork in good time.

Literacy Enhancement Assistance Program (LEAP)

*Implemented by the
Education Development Center (EDC) Consortium*

*Funded by
USAID/Nigeria*

USAID/Nigeria is pleased to announce that Education Development Center (EDC), in partnership with Research Triangle Institute (RTI) and World Education Inc.(WEI), was recently awarded US\$10.7million for the implementation of USAID/Nigeria's primary school improvement program, called LEAP. In cooperation with Federal, State and Local Education Authorities, LEAP will be operational in Kano, Lagos and Nasarawa States and will run through the end of December 2003. LEAP will have a central office in Abuja.

To ensure that LEAP is realistically tailored to meet the needs of Nigerians, most professional and support staff positions will be filled by Nigerians. In addition, all expatriates engaged in LEAP will collaborate with resident Nigerians through professional partnerships that will match outside specialists with Nigerian counterparts. This will ensure that expatriate skills and experience from around the world are combined with the wealth of local knowledge and experience that seasoned Nigerians will bring to LEAP.

Mr. Micael Olsson, the US-based LEAP Project Director, will visit Nigeria from October 19 to November 15, and permanent expatriate resident advisors will arrive in country over the next month. Their names and designations are as follows:

Ian Smith	Chief of Party	EDC
Alastair Rodd	Policy Advisor	RTI
Wendy LeBlanc	Teacher Trainer	EDC
Francine Rodd	Community Grants Manager	WEI

An additional staff member, a Community Training Coordinator, will be recruited by World Education and assigned to Nigeria in the very near future. A considerable number of short-term advisors will also be providing targeted technical assistance over the next two years.

In general, LEAP is setting out to accomplish the following:

1. Assist the Federal Ministry of Education in conducting an Education Sector Analysis (ESA), through targeted state and local government area activities by:
 - Strengthening information-based management at the primary school, local government, state and federal levels;
 - Developing and assessing strategies to improve literacy and numeracy for primary school pupils; and by,
 - Assessing and analyzing teacher development and support systems.
2. Improve the quality of education and increase civic participation in education by:

- Developing teachers' skills for teaching literacy and numeracy to primary pupils; and by,
- Developing and implementing an incentive-based grants program for schools, local governments, community based organizations (CBOs), and non-governmental organizations (NGOs) to improve primary pupils' literacy and numeracy.

More specifically, LEAP seeks to address the question, "Why don't our children read and write English well and do basic math by Grade 6?" The EDC Consortium members will therefore be collaborating together on an integrated approach to improve literacy and numeracy teaching and learning in Nigerian schools (both public and Koranic). They will do this through an innovative combination of policy support, interactive radio instruction, teacher training and community involvement.

In terms of **information-based management**, LEAP will work primarily through Local Government Education Authorities (LGEAs) to model *policy support systems* that encourage the strategic use of information and accountability on all levels of the education system. This will have two dimensions: LEAP will first work to demonstrate the strategic importance of information for policy, management, accountability and advocacy; and second, it will involve appropriate education officers in the transformation and transmission of information to meet these purposes.

Strategies to improve literacy and numeracy for primary school pupils will be formulated in two main ways: the development of stakeholder agendas for improving literacy and numeracy (i.e., *literacy agendas*); and through the assessment of current levels of literacy in targeted schools.

To assess and analyze teacher development and support systems, LEAP will produce a comprehensive report exploring the different issues involved in teacher management (recruitment, deployment, qualifications/training, accountability and incentives/sanctions). It is expected that this work will dovetail with initiatives currently being undertaken by relevant ESA Working Groups (#2 and #5, in particular).

In providing **teacher training and incentive grants programs**, LEAP's approach will be two-pronged: increasing "supply" of quality instruction by developing the skills of teachers, and building "demand" and capacity for quality education at the community level by awarding incentive grants.

For **teacher training**, LEAP proposes to integrate an in-service teacher support program into a classroom enrichment program that not only provides continuous training in literacy and numeracy skills for teachers, but also broadens the avenues to learning for students. The core of this training program will be interactive radio instruction (IRI), supplemented by a sustainable 'master-teacher' face-to-face training format, and printed teachers' manuals and student readers.

LEAP's strategy for its **incentive grants program** will be to create networks between LGEAs, NGOs, CBOs, schools and PTAs in order to mobilize community support to improve literacy and numeracy. Together these networks will identify issues, explore options, and develop proposals in order to secure grant funds to implement their own education improvement plans.

Initially, LEAP plans to directly target 330 primary schools (220 secular and 130 Koranic), in 9 LGEAs across the three focus states, and with a minimum participation of 1,720 teachers (1,200 secular and 520 Koranic). However, the total number of teachers involved in LEAP will surely

be much higher, as all teachers in the three states will be welcome to participate in LEAP's IRI broadcasts.

TAACS/EGYPT
August 2001

Monthly Report

To: Andrea Yates, SO2 Team Leader, USAID/Egypt
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS
Date: August 30, 2001
Re: Monthly Activity Report – August 2001

This memo serves as my monthly activity report to USAID/Egypt's SpO22 Team and to CEDPA's offices. The period covered is August 12-30 2001.

WEEK OF AUGUST 12, 2001

1. Returned from home leave on August 12, began review of backlog of emails, documents, etc.
2. Met with team for budget review and individually with team members to review 2001 and 2002 program needs. Reviewed FM's compilation of budget components.
3. Began review of Sesame Workshop Concept Paper, timeline, budget and shared with team.
4. Began review of Sesame Workshop "theme-specific" videotapes
5. Prepared home leave travel voucher.
6. Met with SCS's Bill Riley with Andrea and Hala to review budget needs; continued liaising with the team and FM on budget changes and requirements for FY2001 funding.
7. Reviewed year-end evaluation and submitted to CEDPA.
8. Began revision of of FY2001 obligating documents to incorporate recent developments and AID/Washington approval of expanded program and made changes to RP Amendment.

9. Attended OUTLOOK training.
10. Liaised with Washington and various G.HCD staff on IQC options and researched options for the team.
11. Attended staff meeting.

WEEK OF AUGUST 19, 2001

1. Submitted second year evaluation to CEDPA offices.
2. Continued to liaise with SCS and FM on AAD and RP Amendment and completed documents for circulation.
3. Continued review of Sesame Workshop proposal and drafted PIL for Dr. Nadia's signature at MOE.
4. Revised and submitted fact sheet on USAID to Sesame Workshop for Season Two press launch, reviewed their mailing list for relaunch, revised fact sheet for inclusion in press kit. Reviewed SW components of press kit, disseminated to team.
5. Researched and reviewed MOBIS contract for possible program support, liaised with numerous AID/W staff for information on this and IQCs, etc.
6. Reviewed Sesame Workshop quarterly report.
7. Drafted cable for AID/Washington on expansion of New Schools, program, etc., liaised with FM on pipeline issues, etc.
8. Liaised with LEG on PIL for Alam Simsim.
9. Reviewed listing of 600 contractors under MOBIS for possible SPO22 support and disseminated to team.
10. Continued review of backlog from home leave.
11. Disseminated copies of Alam Simsim article in Techknowlogia Journal, along with Concept Paper for the team.
12. Continued drafting of AAD for final circulation and clearance.
13. Attended welcome and lunch for new Ambassador.
14. Submitted time sheet this week.
15. Updated Clearinghouse fact sheets to incorporate education reform developments.
16. Met with Wagih several times on budget, reviewed final PROAG Amendment.

WEEK OF AUGUST 26, 2001

1. Met with Amr Koura of Karma Productions on outreach planning, 3rd season scripts, NCCM, relaunch, etc,
2. Reviewed latest draft of DAG paper on Social Development from donors' subgroup.
3. Continued review of backlog/inbox.
4. Met with SCS, revised AAD, budget for new authorized level, etc.
5. Liaised with Moushira Khattab on Alam Simsim and followed-up with PIL.
6. Met with SCS and FM on new authorized funding level.
7. Met with Dr. Nadia at MOE on Alam Simsim; prepared background information for her, followed up with producers on MOE logo.
8. Finalized cable on R4 review.
9. Made final revisions to AAD, budgets, checklists, environmental sections, etc., put in circulation.
10. Met with Gary Kinney and Pamela Morris on Sesame amendment, drafted Justification Memo, prepared all documents for PROC to request final proposal and budget, put into circulation.
11. Liaised with Legal to amend APEAL Implementation Letter to get through clearance, made changes to PACD reference, sent Hala message.
12. Met with Waguih again his questions on AAD, PROAG, etc.
13. Liaised with Sesame Workshop on press materials, etc., approved, coordinated inclusion of USAID fact sheets in English and Arabic, etc.

TAACS/EGYPT
September 2001

Monthly Report

To: Andrea Yates, SO2 Team Leader, USAID/Egypt
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS
Date: September 30, 2001
Re: Monthly Activity Report – September 2001

This memo serves as my monthly activity report to USAID/Egypt's SpO22 Team and to CEDPA's offices. The period covered is September 3-30, 2001.

WEEK OF SEPTEMBER 3 2001

1. Met with Hala to review procurement requirements, planning, etc. around CARE and APEAL.
2. Responded to FM request on Apportionment to State and urgent use of funds by December 31.
3. Made input on draft Apportionment request.
4. Reviewed contractor's materials on DT2.
5. Followed-up with Dr. Nadia on Alam Simsim funding, posters, etc.
6. Met with Waguih to plan budget presentation to team.
7. Reviewed and disseminated Technknowlogia issue on ECD with Alam Simsim article.
8. Reviewed Endowment report from Steve Wingert.
9. Drafted letter to and liaised with MOE head of public relations on Alam Simsim poster, use of logo, etc.

10. Began review of PMP for fall 2001 update, new targets, annuals achieved, etc. Began drafting letter to grantees and contractors for confirmation and use in Implementation Reviews in the late fall.
11. Drafted short summary response on DT2 planning exercise and needs for TA/study tours for ETV and MOE under follow-on support for Alam Simsim.
12. Continued review of endowment report.
13. Met with FM on AAD approval.
14. Began review of New Schools Program Semi-Annual report.
15. Liaised with Sesame Workshop several times on press launch, local developments, forwarded Foreign Affairs education article for possible speech use by SW president, etc.

WEEK OF SEPTEMBER 9, 2001

1. Completed review of NSP/CARE semi-annual report, earlier M&E plan, etc. and provided comments to CTO.
2. Reviewed New Horizons' Quarterly Report in preparation for Implementation Review.
3. Traveled to Alex with Andrea and Hala for meeting with Governor and to monitor training provided under CARE for community mobilization, teacher and administrative development, etc.
4. Disseminated Mother & Child article/poster to front office and prepared brief for their dissemination to Ambassador.
5. Updated CARE/NSP fact sheets with new targets of 70 communities.
6. Attended IG Fraud training.
7. Contributed to editing of and response to the Apportionment for State.
8. Sorted extensive 2-year backlog of SW documents for filing.
9. Attended staff meeting on American attacks.
10. Attended team meeting.
11. Completed travel claim for trip to Alex.

WEEK OF SEPTEMBER 16, 2001

1. Reviewed AMTEP summer report and evaluation.
2. Continued review and organization of extensive Sesame files.

3. Began review of Human Development Report for summarization.
4. Updated documents for use with new DH personnel.
5. Completed quarterly update to Dr. Nadia.
6. Reviewed findings of international research on Sesame Street.
7. Updated fact sheets and designed new Clearinghouse documents on all programs in the portfolio.
8. Drafted on the spot award summary for Waguih.
9. Had lengthy conference calls with Robert Knezevic of Sesame on sustainability and technical issues.
10. Reviewed program income issues/regulations for Sesame Workshop and liaised with New York office.

WEEK OF SEPTEMBER 23, 2001

1. Continued updating of fact sheets.
2. Reviewed agreement, standard provisions and legal documents on program income in preparation for conference all with Sesame Workshop.
3. Drafted submission for SCS for Weekly AID/W report.
4. Prepared briefing memo for the DCM on Alam Simsim sustainability.
5. Liaised with LEG on program income issues.
6. Completed overseas security test.
7. Reviewed ILEP Annual Workplan, noting benchmarks for PMP.
8. Attended town meeting with the Ambassador.
9. Liaised with Sesame Workshop on program income issues.
10. Reviewed new contractor notices, weekly report to AID/W, backlog in inbox.
11. Continued review of Human Development Report and began drafting of abbreviated summary of extensive paper for team use, data collection, reporting, etc.
12. Began reviewing Season One Alam Simsim tapes for forwarding to DIC.
13. Drafted PIL for MOE on endowment and consultant funding for options papers.

TAACS/EGYPT
October 2001

Monthly Report

To: Andrea Yates, SO2 Team Leader, USAID/Egypt
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS
Date: October 31, 2001
Re: Monthly Activity Report – October 2001

This memo serves as my monthly activity report to USAID/Egypt's SpO22 Team and to CEDPA's offices.

WEEK OF OCTOBER 1, 2001

1. Reviewed Scopes of Work for three START IQC contracts and disseminated possibilities to the team.
2. Attending HDD retreat planning meeting.
3. Reviewed concept papers for IELP and for Faculties of Education and provided Mona with feedback.
4. Attended DT2 budget meeting.
5. Met with Shahira, script reviewer on Alam Simsim, on follow-on training.
6. Reviewed IELP2 Sustainability Plan.
7. Reviewed DT2 follow-on training guidance etc. and liaised with SW in NY on Shahira Yaccout's request, liaised with DT2 office, etc.
8. Attended staff meeting.
9. Attended HDD meeting.
10. Liaised with other members of focus group for planning of HDD retreat.

WEEK OF OCTOBER 7, 2001

1. Two days the office was closed, one for a holiday and one for administrative security precaution.
2. Drafted Briefing/Action Memorandum and Talking Points, for the Ambassador's participation in Alam Simsim relaunch with Madame Mubarak.
3. Attended meeting at NCCM with Ambassador Moushira Khattab.
4. Attended SCS Meeting on local currency.
5. Liaised with SCS on funding of awards for Alam Simsim relaunch.
6. Attended Mission-wide meeting with Director.
7. Attended procurement meeting.
8. Met with SCS on FY2001 apportionment needs.
9. Attended team meeting,
10. Attended SO16 DHS/mapping presentation on cross-sector typologies.
11. Met with Training Needs Assessment consultant on Alex. Reform.
12. Liaised with SW and Karma on upcoming Madame Mubarak event.
13. Made final edits to Activity Approval Document and delivered to DDIR for final approval.

WEEK OF OCTOBER 14, 2001

14. Drafted info for Mrs. Welch's briefing memo for meeting with First Lady.
15. Reviewed final Sesame Workshop proposal, timeline, budget, etc. prepared memorandum for Procurement Office and finalized MAARD, etc. to complete new procurement.
16. Finalized invites and letters for Embassy approval regarding Alam Simsim event with Mrs. Mubarak.
17. Drafted submission for Weekly Report on Hala's FSN of the year award.
18. Drafted letters to MOE staff on Mrs. Mubarak relaunch of Alam Simsim.
19. Updated Hala's FSN Position Description for reclassification.
20. Amended PIL for MOE approval for Endowment planning.
21. Met with Hala regarding Alexandria, etc.

- 22. Attended donor meeting.
- 23. Met with Procurement regarding Alam Simsim amendment.
- 24. Met with FM and Hala on budget.
- 25. Attended presentation on special account, SCS.
- 26. Prepared quarterly report for CEDPA.

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