



**Technical Advisors in AIDS and Child Survival Program (TAACS)
2001-2002 Annual Report**

Contract # HRN-C-00-98-00006-00 (TAACS III)

Contract # GPH-C-00-01-00006-00 (TAACS IV)

August 1, 2001– July 31, 2002

OVERALL CONTRACT PERFORMANCE

The eleventh year of the CEDPA TAACS Program has brought unprecedented growth and change. CEDPA was awarded its fourth TAACS contract in September 2001, expanding and extending the CEDPA TAACS program by fifty percent and three years, respectively. The CEDPA TAACS team grew as a result. At the end of the last contract year, the program supported a half-time Director and two team members. By the end of this contract year, the CEDPA TAACS Team doubled to six members, with two sub-teams: one focused solely on recruitment and human resources, and the other focused on program management and backstopping. This growth enabled the TAACS team to enhance its backstopping and support services, while facilitating the continued growth of the program through high quality recruiting.

The growth of the program was not limited to the CEDPA TAACS team alone: at the beginning of this contract year, CEDPA was supporting 46 TAACS in 17 countries. By the close of July 2002, CEDPA is supporting 60 TAACS in 23 countries (Attachment 1). In addition, nine positions are in recruitment, with another four positions in the hiring phase. This is the largest single-year growth in the program since its inception. CEDPA is very pleased that it has responded effectively to this challenge by successfully recruiting, placing and supporting highly qualified advisors.

CEDPA has had continuing success in maintaining qualified advisors over an extended period of time. An extremely high proportion of the TAACS recruited and hired by CEDPA have served very successfully in their USAID positions. Approximately 95 percent of TAACS completing their first two-year contract were asked by their supervisors to either renew or extend their initial two-year TAACS contracts, a high percentage for any employer. During this contract year 13 contract renewals and 4 extensions were approved by USAID and processed by CEDPA.

CEDPA has been able to maintain its high-quality backstopping and programmatic support in part through its continual self-evaluation efforts. During this contract year, the CEDPA TAACS team took an in-depth look at its policies and procedures related to travel, backstopping, household relocation, recruitment and other areas to identify areas for improvement or change. These evaluations were carried out over the course of the year through internal assessment and program-wide questionnaires. As a result of the feedback gathered from these evaluations, changes have been made in CEDPA's administrative and programmatic support and will continue to be made as CEDPA strives to provide the highest quality support possible to the

TAACS and their work.

The TAACS team and CEDPA's leadership continue to be pleased with our positive working relationship with the contract CTO, Bob Emrey, and his staff. We feel that this cooperative and constructive relationship is the foundation of the program's long-term success.

RECRUITMENT, SELECTION AND HIRING

The expansion of the TAACS team this year afforded CEDPA the opportunity to widen its recruitment and hiring efforts. A Human Resources Manager and Human Resources Associate joined the team in August and December 2001, respectively, and have since enhanced CEDPA's recruitment and hiring efforts for the program. Additionally, the contributions of these two positions in managing significant changes in the medical and security clearances processes this year were invaluable.

CEDPA has continued its successful recruitment efforts through advertising as well as formal and informal recruitment. Members of the TAACS team attended professional conferences (e.g. Global Health Council and the American Public Health Association) as both recruiters and participants to meet key players in the technical areas related to the TAACS program. For the first time, the TAACS program had a separate booth at the Global Health conference, raising the visibility of the program. At the conference, CEDPA distributed the TAACS brochures, developed last year, and a new recruitment tool, pens, displaying contact information for the TAACS program. CEDPA continues to look for new low-cost venues and methods to promote the TAACS program.

Equally important to the recruitment are the selection and hiring processes. To facilitate the hiring process, the TAACS Human Resources Manager, in collaboration with the USAID Program Administrator, updated and revised the TAACS selection procedure materials this year (Attachment 2). These materials, provided to USAID hiring managers when CEDPA initiates recruitment, offers clear guidance to these managers regarding the recruitment and selection process for CEDPA TAACS. Suggested interview questions and a score sheet are also part of this packet, assisting hiring managers with documentation of the final selection for TAACS positions. Separate guidance is available for USAID/W and overseas positions.

Since Spring 2001, CEDPA has been required to obtain medical clearances for TAACS and their dependents through the Department of State medical office (State/Med). While the process worked with few glitches at the beginning, problems with the system surfaced quickly. These problems ranged from misplaced to lost documentation, delayed communications, incomplete medical files, and incorrect information regarding missing documentation. The confidential nature of the medical clearance files further complicated these problems, as CEDPA was not privy to the specifics of missing or incomplete information. Moreover, the USAID regulations designated the USAID CTO, not CEDPA, as the primary liaison with State/Med. These problems, in turn, delayed the deployment of new TAACS to post, thus increasing the time period between candidate selection and placement.

CEDPA, along with USAID counterparts, worked diligently over the last nine months to resolve the lingering problems with the State/Med clearance process. CEDPA is now the primary

contact with State/Med, couriering the completed medical forms directly to State/Med and obtaining proof of delivery from a State/Med representative. TAACS are instructed to contact State/Med directly, and often, to ensure that his/her paperwork is complete and under review. The TAACS Human Resource Associate also follows up on the status of each clearance, and notifies the TAACS when they are cleared or if they need more information. This two-tiered system of persistent contact has resulted in faster turnaround on the medical clearances, and closes the information gap between all the parties. At one point this year, CEDPA had eleven clearances for TAACS and their dependents outstanding, dating back almost a year. At the end of this contract year, CEDPA is happy to report that only three medical clearances are outstanding, all for recently selected candidates and/or their dependents.

The process for obtaining security clearances for TAACS also changed dramatically this contract year. With the award of the TAACS IV contract, CEDPA was required to secure an Industrial Facility Security Clearance with the Defense Security Services (DSS) in order to directly obtain security clearances and updates for the TAACS. CEDPA's Program Director, President and Chairperson of the Board of Directors, as key management personnel, obtained secret security clearances through this process. These clearances enabled CEDPA to be designated a "secret facility clearance" on March 13, 2002. With this designation, CEDPA is able to process newly hired TAACS' security paperwork directly with DSS. All current TAACS who held USAID-granted security clearances were also converted to CEDPA-granted security clearances under the organization's umbrella facility clearance as required by USAID's security office. Bernadette Cooper, as CEDPA's Facility Clearance Officer, was instrumental in this transition and continues to be the driving force behind the security clearance process.

Start of Contract

During this contract year, CEDPA hired the following fifteen individuals:

David Bruns	Started August 15, 2001, as the Senior Education Advisor, USAID/Uganda.
Daniel Halperin	Started August 31, 2001 as the Behavior Change Advisor for GH/HIV-AIDS.
Judith Timyan	Started August 31, 2001 as the Senior Technical Advisor, Population, Health and Nutrition, USAID/Haiti.
Brad Barker	Started September 5, 2001 as the Senior Health Advisor, USAID/Senegal.
Shelagh O'Rourke	Started September 24, 2001 as the Senior Health Advisor, USAID/Nigeria.
Mitchell Kirby	Started October 1, 2001 as the Education Policy Advisor, AFR/SD/HRD.
Carol Jenkins	Started October 15, 2001 as the Mekong Region HIV/AIDS and Infectious Diseases Advisor, ANE Bureau (based at USAID/Cambodia).

Emily Wainwright	Started October 15, 2001 as the Senior Advisor for Infectious Diseases and Environmental Health, GH/HN/EH.
Benjamin Alvarez	Started November 13, 2001 as the Basic Education and Child Labor Advisor, EGAT/HCD.
Mary Ann Abeyta-Benhke	Started November 27, 2001 as the Reproductive Health Advisor, USAID/Ethiopia.
O. Masee Bateman	Started January 22, 2002 as the Senior Health Advisor, USAID/India.
David Hausner	Started January 24, 2002 as Senior Advisor for HIV/AIDS and Maternal Child Health, USAID/Cambodia.
Gerald Jennings	Started March 11, 2002 as the Biomedical Research Specialist, GH/HIV-AIDS.
Monica Kerrigan	Started May 10, 2002 as the Senior Population, Health and Nutrition Technical Advisor, USAID/Indonesia.
Taraneh Milani	Started July 3, 2002 as the Senior Health Advisor for Maternal and Child Health, USAID/Russia.

Selected Candidates

In addition, as of July 31, 2002, the following finalist candidates had been selected for four TAACS positions, and are in the course of completing the hiring and placement process (security clearance, medical clearance, salary agreement):

James Griffin	Expected to start August 19, 2002 as the Reproductive Health Advisor for Training and Performance Improvement, GH/POP.
Pamela Allen	Currently awaiting security clearance and medical clearance conversion. Will join USAID/Ghana as the Basic Education Advisor once these clearances are obtained.
Kathleen Welch	Currently awaiting medical clearance for her and her husband. Will join USAID/Ukraine as the Infectious Diseases Advisor once both of these clearances are obtained.
Samia Altaf	Selected for the Population, Health and Nutrition Advisor, USAID/Pakistan position. Currently waiting for medical and security clearances.

Recruitment Underway

Recruitment is underway, as of July 31, 2002, for the following additional nine TAACS positions:

Teacher Training Advisor, LAC/RSD
Infectious Diseases and HIV/AIDS Advisor, USAID/India
Tuberculosis Team Leader, GH/HIDN/ID
Population, Health and Nutrition Strategy and Technical Advisor, GH/RCS
Basic Education Advisor, ANE Bureau
Contraceptive Security Advisor Team Leader, GH/PRH/CSL
Senior HIV/AIDS and Family Planning Advisor, LAC/RSD-PHN
Senior Technical Advisor for Tuberculosis and HIV/AIDS, REDSO/ESA
HIV/AIDS Senior Policy and Technical Advisor, USAID/Uganda

Contract Renewals

At USAID's request, CEDPA renewed the contracts of the following 13 TAACS:

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
Edward Scholl	Renewal for two years to June 9, 2004
Stephen Landry	Renewal for two years to March 2, 2004
Karen Shelley	Renewal for two years to June 6, 2004
Stan Terrell	Renewal for two years to June 30, 2004
Kirk Lazell	Renewal for two years to September 14, 2004
Barbara Seligman	Renewal for two years to July 9, 2004
Elizabeth Fox	Renewal for two years to August 18, 2004
Susan Wright	Renewal for two years to October 2, 2004

Contract Extensions: At USAID's request, CEDPA extended the contracts of the following four TAACS:

Roger Dixon	Extended until September 30, 2002
Danielle Roziewski	Extended until September 30, 2002
Melinda Taylor	Extended until June 30, 2003
Janis Timberlake	Extended until August 25, 2003

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.

ADMINISTRATIVE SUPPORT

At the beginning of this contract year, CEDPA was providing administrative support for 46 TAACS (36 PHN and 10 Education). At the end of the fourth quarter of this contract year, CEDPA was providing administrative support to 60 TAACS (48 PHN and 12 Education), a net increase of 14 over the course of the year. CEDPA is completing the hiring process or actively recruiting for an additional 13 positions, for a total of 73 current positions under the TAACS program.

Travel

In the Fall 2001, CEDPA conducted a survey of West End Travel's services. The survey results indicated that West End earned a "B-" overall. However, this grade obscures the wide variety of responses received from the TAACS – from complete satisfaction with West End's performance to extreme reluctance to use its services again. CEDPA met with West End Travel in Winter 2002 to present the results of the survey to West End as well as to discuss corrective actions to be taken to improve service. This meeting led to an special open session for TAACS at the Ronald Reagan Building (RRB) shortly thereafter. This session provided an opportunity for TAACS to ask their cognizant backstop questions about travel, learn how to complete new forms, and demonstrate new features and functions of the CEDPA Intranet. Approximately 12 TAACS took advantage of this opportunity. The TAACS team looks forward to hosting similar sessions in the upcoming year.

In addition to the review of West End's services, The TAACS Team investigated options to its current 'one travel agent' policy. Several other agencies have been identified as potential long-term vendors, and a couple of TAACS have been granted permission to use a different travel agent on a trip-by-trip basis. The TAACS team also explored various payment options that would make the multiple-travel agent scenario more feasible. In the coming quarter, the TAACS team hopes CEDPA will make a decision regarding the full-time use of multiple travel agencies for the TAACS.

One small change occurred in September 2001 regarding TAACS visas. At that time, USAID/W changed its policy regarding visa services for non-direct hires. In the past, non-direct hires 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 procedures and accounts for TAACS with two local visa service providers, Sato Travel and International Passport and Visa Services (IPVS). The latter service is used for all visas except those needed for TAACS posted overseas. To date, IPVS has provided excellent service and the process has worked well.

Household Relocation

The TAACS team began a 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. After meeting with numerous relocation companies, the TAACS team developed a cadre of five moving and storage companies it regularly contacts to procure these services. These companies were Alexander's Moving and Storage, American International, Matrix International, the MI Group and Paxton International. An initial six month review of this new process, carried out in early April 2002, revealed that the process is efficient and is resulting in higher quality shipping and storage services overall. Additionally, a review of the companies

included in the competitive bid process was carried out, resulting in CEDPA dropping one (American International) and adding a new company to the list (Logenix International). CEDPA plans on periodically reviewing the process for continued efficacy and company performance.

TAACS Questionnaire

In mid-February 2002, the TAACS team distributed an administrative and technical support questionnaire to all TAACS (Attachment 4). This fairly lengthy questionnaire covered the following topics: (1) Recruitment and Human Resources Support; (2) Technical Support; (3) Administrative Support; (4) Communication and Interaction; (5) Conflict of Interest; and (6) Summary comments. 37 TAACS (67 percent) completed the questionnaire, providing CEDPA with valuable feedback on how the TAACS rate CEDPA's program support. The overall tone of the responses was positive, and provided CEDPA a clear view of the key issues that need to be addressed to improve the TAACS program. The analysis of the questionnaires was distributed to the TAACS and CEDPA's USAID counterparts in early May 2002 (Attachment 5). Follow-up actions are currently being considered by CEDPA and USAID.

Management Review

In March 2001, USAID conducted a management review of the CEDPA TAACS program. In September 2001, CEDPA received the draft management review from its CTO for review and comment. CEDPA carefully reviewed the document and provided feedback to the CTO later the same month. Overall, CEDPA was quite pleased with the very positive results of the management review and, over the course of this contract year, implemented many of the suggestions incorporated in the document. CEDPA will continue to integrate these suggestions into its program operations in the future.

TAACS Newsletter

The third edition of the CEDPA TAACS newsletter, *Connect*, was distributed in March 2002. The newsletter has enjoyed increasing popularity with each issue, resulting the latest issue's reprint for distribution at the Global Health Conference in May 2002. The TAACS Team anticipates that the next *Connect* will be issued in mid-late August 2002, with a regional focus on Asia.

The first CEDPA TAACS "Update" flyer was sent to all TAACS early February 2002. This short two-page flyer was designed to provide all TAACS with quick periodic updates on changes or clarifications in CEDPA and USAID administrative regulations. These updates will be sent out on a periodic basis as necessary to keep TAACS abreast of changes in administrative regulations. This information method was chosen so that the information was presented together, making it easy to reference, and so that multiple emails were not sent to each TAACS, clogging his/her email inboxes.

TECHNICAL SUPPORT

Computers

As the TAACS program matures, the emphasis of the Washington Decision Support Group's (WDSG) effort has shifted partially from procurement to technical support and replacement/upgrades. During this contract year, WDSG procured twelve desktop computers,

seven monitors, nine laptop computers and four printers (desktop and portable) for the TAACS program. These computers and printers were provided for both new positions and existing positions requiring additional or updated computer equipment. WDSG also provided an increasing level of technical support to many TAACS based in Washington and overseas; this support included technical advice, numerous repairs, and additional materials such as toner cartridges, printer cables, and special purpose software. Significant additional procurement will take place in the next year as TAACS IV advisors are recruited and assigned, and as USAID moves to upgrade all computers in the RRB and in many overseas missions to MS Windows2000® Professional and MS OfficeXP®; WDSG will ensure that all CEDPA/TAACS computers have the necessary licenses for the new software, and have the necessary hardware resources to run it efficiently.

In addition to its technical support and procurement functions, WDSG has taken on a new challenge with the award of the TAACS IV contract: the conceptualization, development and maintenance of a TAACS online management system (code named TACOMIS¹). TACOMIS is a web-enabled management and reporting tool, designed to integrate key management information for use and analysis by USAID and CEDPA program managers. From the beginning, TACOMIS has been developed with a view toward its eventual use by multiple USAID non-direct hire mechanisms for the management of their programs. At the close of this contract year, WDSG is preparing its final cost and design proposals for CEDPA and USAID and anticipates having alpha and beta modules for testing within the first quarter of the next contract year.

Training

In January 2002, the TAACS program conducted its annual training course, "Essential Training for PHN and Education Technical Advisors." This course hosted the largest number of participants (28) to date, with a breakdown by employment mechanism as follows: six TAACS, fifteen Fellows, three Foreign Service Nationals, three US Personal Services Contractors and one US direct hire. In addition to representing a wide variety of hiring mechanisms, these participants represented a wide variety of specialties and placements, testifying to the popularity and efficacy of the training course. Many of the TAACS hired in this contract year had significant USAID experience, resulting in the lower than usual percentage of TAACS participants in the course. Participant attendance was unusually constant throughout the week with a high level of involvement by all. The participant evaluations gave the course its highest marks to date (8.98 on a 10-1 scale). These evaluations also made constructive suggestions on how the course might be improved in the future. The full assessment of the training course is included in Attachment 3.

Obligations

Under TAACS III, CEDPA received six contract amendments from August 1, 2001 to July 31, 2002. The total value of these amendments was \$13,480,411, bringing the cumulative funds obligated into TAACS III to \$38,850,455, or 63 percent of the total value of the contract. CEDPA has received one amendment for TAACS IV, in the amount of \$350,000, bringing the total obligated amount into this contract to \$625,000.

¹ TACOMIS = Technical Assistance Contracts Online Management Information System

Personnel Recognition

In 2001, nine DC-based TAACS received awards from USAID for their excellent work. Willa Pressman, John Novak, and Maureen Norton received the Exemplary Achievement Award, while Sarah Harbison, Marry Ellen Stanton, Ellyn Ogden, Elizabeth Fox, Dale Gibb, and Estelle Quain received the Sustained Outstanding Performance Award. CEDPA is proud of these TAACS' achievements and looks forward to supporting their continued good work.

Personnel Changes

The CEDPA TAACS program has experienced a great deal of personnel change this year. In the Fall 2001, the TAACS team expanded 100 percent with the addition of the following full-time positions: Human Resources Manager, Human Resources Associate and a Program Associate. Elizabeth Coleman, formerly CEDPA's Recruiter, assumed the Human Resources Manager position. Jennifer Bonetti joined the team in November 2001 as a Program Associate, working under the direction of Susan Masse and alongside Jennifer Antilla. Finally, in December 2001, Bernadette Cooper joined in December 2001 as the Human Resources Associate for the TAACS program. Additionally, Susan Masse was promoted to Program Manager in September 2001. By the close of 2001, the TAACS team was fully staffed.

In May 2002, two members of the CEDPA TAACS team announced their resignations: John Pielemeier, the Program Director, resigned effective May 31, 2002, and Jennifer Antilla, TAACS Program Associate, resigned effective May 17, 2002. John has been with the CEDPA TAACS Program since October 1998 and oversaw its impressive growth. Jennifer joined the TAACS team in October 2000 and provided excellent backstopping support to all TAACS. During that same month, Laura McHugh, the USAID TAACS Program Administrator for the last five years, left the Agency to pursue a graduate degree. Finally, in early June 2001, Elizabeth Coleman resigned. Elizabeth had been involved with the TAACS Program since 1999 and provided excellent recruitment expertise to the program.

CEDPA is happy to report that each of the above positions was filled in this contract year. Heather Staley assumed the position of Program Associate on June 3, 2002, working with the Program Manager and Associate to provide quality backstopping to the TAACS. On July 9, 2002, CEDPA announced its new Program Director, Bob Chase. He will officially join the program on August 12, 2002. Mr. Chase has a wealth of experience with USAID, gathered while holding such positions as Mission Director for USAID/Morocco and USAID/Sri Lanka, Coordinator for the Food for Peace Program and the Deputy Assistant Administrator for Management at USAID/W. Over the last ten years, he has served as Vice President at World Learning. Lastly, pending Contracting Officer approval, Gigi Washington will join the TAACS team as the Human Resources Manager on August 12, 2002.

CEDPA President Peggy Curlin continues to maintain an active interest in the TAACS program and has offered CEDPA organizational support, at no direct cost to USAID, whenever needed to support overall program objectives.

ATTACHMENTS

1. CEDPA TAACS III and TAACS IV Advisors Summary Tables
2. Selection Procedure Materials (USAID/W and overseas)
3. Training Course Assessment (without attachments)
4. Administrative and Technical Support Questionnaire
5. Administrative and Technical Support Questionnaire Analysis
6. TAACS III Level of Effort Report
7. TAACS Newsletter (March 2002)
8. West End Travel Report (for May-July 2002 only)
9. WDSG Report (for May-July 2002 only)
10. Health Advisors Individuals Reports (for May-July 2002 only)
11. Education Advisors Individual Reports (for May-July 2002 only)

Summary Table TAACS III

H/E	Advisor	Country/Bureau	Start Date with CEDPA	Start on TAACS III	End of Contract	Comments
H	Abeyta-Behnke, Mary Ann	Ethiopia	27-Nov-01	n/a	26-Nov-03	
E	Adams, Rebecca	LAC/RSD	07-Dec-98	n/a	06-Dec-02	
H	Allman, James	Madagascar	01-Oct-94	01-Oct-98	31-Mar-01	Complete
H	Allman, James	REDSO/WCA	01-Apr-01	n/a	31-Mar-03	
E	Alvarez, Benjamin	EGAT/HCD	13-Nov-01	n/a	12-Nov-03	
H	Bacheller, Susan	LAC/RSD-PHN	26-Jun-01	n/a	25-Jun-03	
H	Barker, Brad	Senegal	05-Sep-01	n/a	04-Sep-03	
H	Bateman, O. Masee	India	22-Jan-02	n/a	21-Jan-04	
E	Bruns, David	Uganda	15-Aug-01	n/a	14-Aug-03	
H	Cavanaugh, Karen	LAC/RSD-PHN	08-Sep-97	08-Jan-99	10-Apr-00	Complete
H	Cavanaugh, Karen	GH/HN	10-Apr-00	n/a	09-Aug-03	
H	Clements, Andrew	ANE/SPOTS	01-Aug-01	n/a	31-Jul-03	
H	Cook, Gary	ANE/SPOTS	02-Aug-99	n/a	01-Aug-03	
H	Dixon, Roger	LAC/RSD-PHN	17-Jul-00	n/a	30-Sep-02	
E	Dykstra, Anne	EGAT/WID	05-Feb-01	n/a	04-Feb-03	
E	Etyemezian, Nina	Morocco	20-Jul-99	n/a	12-Oct-01	Complete
H	Fox, Elizabeth	GH/HN/CS	19-Aug-96	19-Aug-99	18-Aug-04	
H	Friedman, Matthew	Bangladesh	01-May-99	n/a	30-Apr-03	
E	Gagne, Bernard	Benin	19-May-00	n/a	02-Aug-00	Complete
H	Getson, Alan	GH/HIV-AIDS	01-Oct-96	01-Oct-99	30-Sep-02	
H	Gibb, Dale	GH/HN	29-Jul-91	01-Mar-01	31-Jan-03	
H	Halperin, Daniel	GH/HIV-AIDS	31-Aug-01	n/a	30-Aug-03	
H	Halpert, Peter	Guinea	14-Jul-95	14-Jan-99	03-Dec-99	Complete
H	Harbison, Sarah	GH/POP	01-Sep-96	01-Jan-01	31-Aug-01	
E	Hatch, John	EGAT/HCD	01-Jan-00	n/a	31-Dec-03	
H	Hausner, David	Cambodia	24-Jan-02	n/a	23-Jan-04	
H	Hayman, Janet	REDSO/ESA	25-Jan-99	n/a	24-Feb-03	
H	Howard, Mildred	Egypt	28-Jan-01	n/a	27-Jan-03	
H	Jenkins, Carol	Cambodia/Regional	15-Oct-01	n/a	14-Oct-03	
H	Jennings, Jerry	GH/HIV-AIDS	11-Mar-02	n/a	10-Mar-04	
E	Kirby, Mitch	AFR/SD/HRD	01-Oct-01	n/a	30-Sep-03	
H	Landry, Steve	GH/HN/Policy	01-Apr-96	31-Dec-98	03-Mar-00	Complete
H	Landry, Steve	GH/HN/CS	03-Mar-00	n/a	02-Mar-04	
H	Lans, Deborah	GH/HN/CS	01-Jun-01	n/a	31-May-03	
H	Lazell, Kirk	Namibia	15-Sep-00	n/a	14-Sep-04	
H	Lewing, Tara	GH/POP	15-May-95	15-Jan-99	14-May-03	
E	Malloy, Ed	EGAT/HCD	01-Jun-99	n/a	31-May-03	
H	Meinke, Tim	GH/POP/FPS	09-Jul-01	n/a	08-Jul-03	
H	Milani, Tara	Russia	03-Jul-02	n/a	02-Jul-04	

Summary Table TAACS III

H/E	Advisor	Country/Bureau	Start Date with CEDPA	Start on TAACS III	End of Contract	Comments
H	Nolan, Nancy	Haiti	18-Sep-98	n/a	17-Sep-00	Complete
H	Norton, Maureen	GH/POP/FPS	08-Sep-99	n/a	07-Sep-03	
H	Novak, John	GH/HIV-AIDS	01-Nov-96	01-Nov-98	31-Oct-02	
H	Ogden, Ellyn	GH/HN/CS	02-Jan-97	02-Jan-99	31-Dec-02	
H	O'Rourke, Shelagh	Nigeria	24-Sep-01	n/a	23-Sep-03	
H	Pressman, Willa	GH/POP/FPS	08-Feb-99	n/a	07-Feb-03	
H	Quain, Estelle	GH/POP	01-Sep-99	n/a	31-Aug-03	
E	Rambaud, Marylee	EGAT/WID	04-Jan-99	n/a	14-Jan-00	Resigned
E	Range, Elizabeth	EGAT/HCD	04-Jun-01	n/a	03-Jun-03	
E	Roziewski, Danielle	Nicaragua	01-Sep-99	n/a	30-Sep-02	
H	Scholl, Ed	Guatemala	10-Jun-98	01-Mar-01	09-Jun-04	
H	Seligman, Barbara	GH/POP	10-Jul-00	n/a	09-Jul-04	
H	Shelley, Karen	Zambia	07-Jun-99	n/a	06-Jun-04	
H	Sonnichsen, Cheryl	Kenya	20-Nov-00	n/a	19-Nov-04	
H	Sow, Barbara	Senegal	01-Mar-99	n/a	31-May-01	Complete
H	Sow, Barbara	Rwanda	09-Jul-01	n/a	08-Jul-03	
H	Stanton, Mary Ellen	GH/HN/NMH	30-Jun-99	n/a	29-Jun-03	
H	Stephenson, Patricia	GH/HN/NMH	01-Nov-00	n/a	31-Oct-02	
E	Taylor, Melinda	Nigeria	23-Apr-01	n/a	30-Jun-03	
H	Terrell, Stanley	Guatemala	26-Jan-96	01-Oct-99	30-Jun-04	
H	Thompson, Catherine	Nepal	01-May-99	n/a	30-Jun-03	
H	Timberlake, Janis	Tanzania	26-Aug-96	26-Apr-99	25-Aug-03	
H	Timyan, Judith	Haiti	31-Aug-01	n/a	30-Aug-03	
H	Trostle, Murray	GH/HN/CS	18-Aug-99	n/a	17-Aug-03	
H	Wainwright, Emily	GH/HN/EH	15-Oct-01	n/a	14-Oct-03	
E	Ward-Brent, Michelle	Egypt	29-Aug-99	n/a	28-Aug-03	
E	Warren, Marion	Haiti	01-Sep-99	n/a	31-Aug-03	
H	Wilson, Melinda	South Africa	11-Jun-01	n/a	10-Jun-03	
H	Wright, Susan	Morocco	03-Oct-98	n/a	02-Oct-04	

Summary Table TAACS IV

H/E	Advisor	Country/Bureau	Start Date with CEDPA	End of Contract	Comments
H	Kerrigan, Monica	Indonesia	10-May-02	10-May-04	

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TAACS Recruitment and Selection Process-USAID/Washington

Background

If interested in a TAACS for your office:

- You, the USAID hiring manager, submit a Scope of Work (SOW) to the USAID TAACS Program Administrator
- The TAACS Program Coordinator approves the TAACS position and the SOW
- The Program Administrator will email you the “USAID Request for CEDPA Recruitment” form.
- You then complete the “USAID Request for CEDPA Recruitment” and send it back to the TAACS Program Administrator indicating that funding and other essential requirements are available.
- The TAACS Program Administrator forwards the formal Request and Scope of Work to CEDPA to initiate recruitment.

Recruitment

CEDPA will recruit for candidates to fill your position. The position is advertised in print, on CEDPA’s web site, on the Internet, in email list servs and via CEDPA’s informal network of TAACS and other employees. For highly technical positions, the TAACS opening is advertised in additional professional publications and web sites.

CEDPA reviews and screens all candidate applications, taking into account each candidate’s skills, experience and availability. The TAACS HR Manager and the TAACS Program Director identify three to five candidates for the position and conduct brief initial interviews by phone or in person with these candidates. Within six weeks of receipt of the recruitment request, CEDPA transmits the resumes of the “short-listed” candidates to the USAID hiring manager for consideration.

Selection

1. The USAID/Washington hiring manager is responsible for assembling a panel of 3-5 people to review the candidate resumes. This panel should include members with relevant technical involvement from the Regional or Pillar Bureaus.
2. The panel reviews the resumes, normally within one week of receipt. Each panel member should use the same criteria to rate the strengths and weaknesses presented on the candidates’ resumes.
3. After ranking the candidates, the panel must select **at least** two “finalist candidates” for interview and notify CEDPA of the selection.
4. CEDPA informs the selected candidates of their “finalist” status, confirms their continued interest in the position, obtains reference names and contact points, and schedules interviews with the USAID selection panel. CEDPA forwards to the USAID hiring manager 4-5 written references for each of the finalists.

5. The panel reviews the written references and conducts interviews with the finalist candidates. During the interview, the panel should use a standard set of questions for all candidates. These candidates are interviewed and ranked using a scoring sheet (attached). After the top candidate is selected, the hiring manager must forward either the selection rankings or a formal memorandum indicating candidate rankings to the TAACS Program Administrator or TAACS Coordinator, who then informs CEDPA of the panel's selection.
6. CEDPA, with CTO concurrence, negotiates a salary offer for the position based on salary history, job requirements and equity considerations. All salary discussions will be handled by CEDPA. If the candidate asks any salary related questions, please refer questions to CEDPA.
7. Security clearance: CEDPA forwards security forms to the candidate for completion (they may be filled out and transmitted electronically). Once completed, the security forms are forwarded to CEDPA. The TAACS HR Associate sends the forms to the Department of Defense's Defense Security Systems and facilitates the candidate's security clearance. The candidate must receive security clearance from DSS before employment can commence.
8. Once clearance is granted, CEDPA signs a contract with the selected candidate.
9. If completion of the contracting is not successful for any reason, CEDPA advises the hiring manager and, with his or her permission, initiates these procedures with the second-ranked candidate.

TAACS Selection Scoring Sheet

Please rate the candidate's level on a scale of 1 – 10 in the following categories (Level 1 represents little to no demonstrated experience in a given area). Additional or different criteria may be used. The point system is only a suggested scale. The selection panel may wish to deem certain abilities more valuable and adjust the scale accordingly.

[CANDIDATE'S NAME]

		Score	Comments
1.	Technical Knowledge/Depth and Range		
2.	Professional Education/Equivalent Experience		
3.	Demonstrated Flexibility In changing Situations		
4.	Teamwork		
5.	Interpersonal Skills		
6.	Problem-Solving Skills		
7.	Leadership		
8.	Management Skills		
9.	Communication Skills		
10.	Vision, Foresight and Planning		
11.	Energy, Motivation and Enthusiasm		
	Other: (e.g. USAID Experience)		
	Other: (e.g. Regional Experience)		
	Other: (e.g. Foreign Language Fluency)		
	TOTAL SCORE:		

Suggested Questions

Technical and Professional Competence:

- Give me a general overview of your work in _____ (specific technical area) and project management?
- Would you describe what you have been working on that might be particularly relevant to the TAACS position for which you are applying? What kind of challenges have you faced that are relevant? What do you see as your greatest achievements?

Flexibility and Teamwork:

- Increasingly USAID's work is organized in a team construct. What do you see as the pluses of "team" structures? What can be downsides? How do you feel you work in a team setting?

Management and Leadership:

- TAACS are managerial positions, and involve major responsibilities for organizing, tracking and documenting funding, progress, results, etc. How would you describe your approach to such organizational responsibilities?
- Tell me about your experience with supervising/managing contractors and/or grantees.
- Tell me about your experience with supervising/working with host country employees (FSNs)
- What is your management style? To what management style do you react best?

Interpersonal and Communication Skills:

- Give me a general overview of your experience in interacting with senior government officials in the countries you have worked in?
- What means would you use, as chairman of a results package team or a project management team, to get a technical expert member, who is perhaps too laid back or too unmotivated to contribute – to participate more actively?
- USAID's work is increasingly dependent on not only achieving results, but also on selling those results and programs – to other parts of the agency, to other donors, to Congress and to the public. Considering the challenges in PHN, or in the specific area in which you work, what would you list as the key areas to emphasize in a strategy for communication with the Hill and other partners – and why?

Problem Solving Skills:

- The TAACS plays a key role as an “interface” between a Pillar Bureau, Regional Bureaus, PVOs and donor partners, and sometimes other USG agencies such as HHS, Peace Corps, etc. Ensuring that these partnerships work well, sometimes amidst conflicting interests, can be a real challenge. Can you give us an example where you have used your knowledge and skills to resolve a particularly “thorny” issue among varied partners?
- If a program you are involved with was not “effectively” impacting the strategic objective(s) for that country/region, what steps would you take in making recommendations and/or changes to the program?

Vision, Foresight and Planning:

- What do you see as the major technical challenge facing countries in _____(a region or a sector)?
- Much of USAID’s work involves organizing and or participating in project or program design efforts. From either a USAID standpoint, or from other organizations with which you have been associated, would you, please, describe the steps you would take to organize a project design effort? What are the most important considerations in such an effort?

Energy, Motivation and Enthusiasm:

- What interests you about this position?

Other:

- Why do you wish to leave your current job?
- Tell me about your experience with USAID, especially with USAID paperwork.
- What are your strengths?
- Tell us something about your work style you’d like to improve?

Wrap-Up:

- What questions do you have for the panel?

TAACS Selection-Overseas

Background

If interested in a TAACS:

- The mission hiring manager submits a Scope of Work (SOW) to the USAID TAACS Program Administrator in Washington
- The USAID Program Administrator approves the TAACS position and the SOW
- The mission hiring manager then submits a "USAID Request for CEDPA Recruitment" to USAID/Washington indicating that funding and other essential requirements are available.
- The TAACS Program Administrator forwards the formal Request and Scope of Work to CEDPA for recruitment

Recruitment

CEDPA posts the TAACS position on CEDPA's web site and sends a summary of the SOW to current CEDPA TAACS. The position is advertised in print, on the Internet and in email list servs. For highly technical positions, the TAACS opening is advertised in additional professional publications and web sites.

The CEDPA TAACS Human Resources Manager reviews and screens all candidates, taking into account each candidate's skills, experience and availability. The TAACS HR Manager and the TAACS Program Director identify three to five candidates for the position and conduct brief initial interviews by phone or in person with these candidates. The TAACS HR Manager formally presents the "short-listed" candidates to the Mission's hiring manager for consideration within six weeks of receipt of the recruitment request.

Selection

1. CEDPA presents the nominated candidates to the USAID Mission hiring manager, who is responsible for assembling a panel to interview candidates. This panel should include members with relevant technical and regional involvement, which may include representatives from the USAID/Washington Regional or Pillar Bureaus. A series of technical questions should be developed to supplement a standard set of questions provided by CEDPA (attached).
2. The panel reviews the CVs within one week of receipt and determines **at least two** "finalist candidates" for interview and notifies CEDPA of the selection.
3. The TAACS HR Manager informs the selected candidates of their "finalist" status, obtains reference names and contact points, confirms their continued interest in the position, and schedules interviews with the USAID selection panel. CEDPA forwards to the USAID hiring manager 4-5 written references for each of the finalists.

4. The panel conducts interviews with the finalist candidates, which are often conducted by speakerphone. In some cases, with mission funding via the CEDPA contract, one or two candidates may be invited for on-site interviews, or interviews may be arranged for one or two panel members at other sites in the region or in Washington.
5. During the interview, the panel should use standardized set of questions that should be asked of all candidates. Each panel member should use a scoring sheet (attached) to rate candidates' strengths and weaknesses in order to rank each candidate.
6. Once the final candidate is selected, the hiring manager must forward either the selection rankings or a formal memorandum indicating candidate rankings to the TAACS Program Administrator or TAACS Coordinator at USAID/Washington. The TAACS Coordinator then informs CEDPA of the panel's selection.
7. CEDPA, with CTO concurrence, negotiates a salary offer for the position based on salary history, job requirements and equity considerations. All salary discussions will be handled by CEDPA.
8. The candidate is requested to initiate the security clearance and medical clearance process. The TAACS Human Resources Associate prepares the medical clearance packet and security forms and forwards these to the candidate. Once the candidate has completed all medical forms for himself/herself and dependents, CEDPA and USAID submit the forms to the Department of State's Medical Office for determination of a final clearance. Security forms are completed and forwarded to CEDPA for initial processing. The TAACS HR Associate is responsible for facilitating the candidate's security clearance through the Department of Defense's Defense Security Systems. The candidate must receive both medical and security clearance prior to moving to post.
9. Once both clearances are granted, CEDPA signs a contract with the selected candidate.
10. If completion of the contracting is not successful for any reason, CEDPA advises the Mission and, with its permission, initiates these procedures with the second-ranked candidate.

TAACS Selection Scoring Sheet

Please rate the candidate's level on a scale of 1 – 10 in the following categories (Level 1 represents little to no demonstrated experience in a given area). Additional or different criteria may be used. The point system is only a suggested scale. The selection panel may wish to deem certain abilities more valuable and adjust the scale accordingly.

[CANDIDATE'S NAME]

		Score	Comments
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8.	Management Skills		
9.	Communication Skills		
10.	Vision, Foresight and Planning		
11.	Energy, Motivation and Enthusiasm		
	Other: (e.g. USAID Experience)		
	Other: (e.g. Regional Experience)		
	Other: (e.g. Foreign Language Fluency)		
	TOTAL SCORE:		

Suggested Questions

Technical and Professional Competence:

- Give me a general overview of your work in _____ (specific technical area) and project management?
- Would you describe what you have been working on that might be particularly relevant to the TAACS position for which you are applying? What kind of challenges have you faced that are relevant? What do you see as your greatest achievements?

Flexibility and Teamwork:

- Increasingly USAID's work is organized in a team construct. What do you see as the pluses of "team" structures? What can be downsides? How do you feel you work in a team setting?

Management and Leadership:

- TAACS are managerial positions, and involve major responsibilities for organizing, tracking and documenting funding, progress, results, etc. How would you describe your approach to such organizational responsibilities?
- Tell me about your experience with supervising/managing contractors and/or grantees.
- Tell me about your experience with supervising/working with host country employees (FSNs)
- What is your management style? To what management style do you react best?

Interpersonal and Communication Skills:

- Give me a general overview of your experience in interacting with senior government officials in the countries you have worked in?
- What means would you use, as chairman of a results package team or a project management team, to get a technical expert member, who is perhaps too laid back or too unmotivated to contribute – to participate more actively?
- USAID's work is increasingly dependent on not only achieving results, but also on selling those results and programs – to other parts of the agency, to other donors, to Congress and to the public. Considering the challenges in PHN, or in the specific area in which you work, what would you list as the key areas to emphasize in a strategy for communication with the Hill and other partners – and why?

Problem Solving Skills:

- The TAACS plays a key role as an “interface” between a Pillar Bureau, Regional Bureaus, PVOs and donor partners, and sometimes other USG agencies such as HHS, Peace Corps, etc. Ensuring that these partnerships work well, sometimes amidst conflicting interests, can be a real challenge. Can you give us an example where you have used your knowledge and skills to resolve a particularly “thorny” issue among varied partners?
- If a program you are involved with was not “effectively” impacting the strategic objective(s) for that country/region, what steps would you take in making recommendations and/or changes to the program?

Vision, Foresight and Planning:

- What do you see as the major technical challenge facing countries in _____ (a region or a sector)?
- Much of USAID’s work involves organizing and or participating in project or program design efforts. From either a USAID standpoint, or from other organizations with which you have been associated, would you, please, describe the steps you would take to organize a project design effort? What are the most important considerations in such an effort?

Energy, Motivation and Enthusiasm:

- What interests you about this position?

Other:

- Why do you wish to leave your current job?
- Tell me about your experience with USAID, especially with USAID paperwork.
- What are your strengths?
- Tell us something about your work style you’d like to improve?

Wrap-Up:

- What questions do you have for the panel?

ASSESSMENT OF TAACS TRAINING COURSE – JANUARY 7-11, 2002

This brief assessment of the January 2002 TAACS training course, “Essential Training for PHN and Education Technical Advisors”, is based on a review of participants evaluations, oral comments provided by the participants during the course wrap-up session and comments provided by speakers and by members of the CEDPA TAACS team.

Summary: A record number of participants (28) attending this course, including a nice mix of Washington-based and overseas TAACS, Fellows, PSCs and FSNs. Participant attendance was unusually constant throughout the week and the level of involvement was also very high. Preparations for the course (course announcement, selection of participants) were timely and well done. All of the best speakers from previous courses agreed to make presentations in this course. Two new speakers were identified who were evaluated very favorably and who will be invited back for future courses. Only a small number of presenters took advantage of a presenter-training course led by Tom Leonhardt. Most of the oral and written criticisms regarding the course were relatively minor in nature, but will be carefully considered in planning the next course. The overall rating for the course provided by the 21 participant evaluations received is 8.98 on a 10-1 scale, the highest rating yet received for this training course.

1. Course preparations: Notices for the January course were transmitted by USAID to missions and USAID/W offices in early November. This timing is a bit earlier than normal, so that the selection of participants would be completed prior to the holiday season. 32 applications were received. Given the high quality of the applicants, 27 participants (Attachment 1), rather than the normal limit of 25, were selected, with the desirable mix of overseas and Washington-based participants. The 27 included 6 TAACS, 15 Fellows, 3 FSNs, 2 PSCs and 1 USDH. One non-selected applicant took the initiative to attend most sessions. She was not turned away. Only two participants were education advisors. A third works in the USAID agriculture office as a nutrition advisor, while a fourth works in the USAID/W environment office as a pop/environment fellow. All of the remaining participants were from the PHN sector. Most participants had between 1-6 months of experience working in their present USAID positions. Six came to the course with no inside-USAID experience and these clearly had the most difficulty absorbing the content of the course.

Overseas participants were lodged either at the nearby Governor’s House Hotel or chose to stay elsewhere (the three FSNs all chose to lodge at the Lincoln Hotel).

2. Course Schedule and Content: The course schedule (Attachment 2) generally followed the successful schedule of the July 2001 course. However, more time was provided for several basic skills modules: procurement (a full morning), financial management (2 hours), and implementation tools (2 ¾ hours). This time was found by slightly increasing the length of three training days and by

eliminating a special needs session on HIV/AIDS. Speakers were again strongly encouraged to include group work and individual exercises as part of their presentations. Only a few did so, although more than in past courses.

Each speaker was sent a list of draft training objectives for his/her training module, and was encouraged to discuss the content with the course director and to attend a speaker-training workshop held in the RRB on December 17, directed by professional trainer, Tom Leonhardt. Only four attended the workshop entitled TIPS and Tricks for TAACS Presenters, making a total of 8 current speakers who have now attended Tom's two workshops held thus far. This is about half the total number of our key presenters in the course and about 2/3 of those who probably need to attend such as workshop.

Many of the materials for the course binder need to be updated each session. The course director selected these materials with the assistance of Bob Wrin (consultant), Zak Oberrath and Laura McHugh.

The course schedule included several events to break the monotony of the course: an icebreaker and a reception on Monday, a visit to Capital Hill on Tuesday, a free lunch period on Wednesday, and a relaxed Q&A session with a senior USAID officer, as well as a role play session on Thursday. Friday's final session ended at approximately 2pm. TAACS, overseas participants and several speakers were invited to a buffet dinner Wednesday evening at the home of the course director.

3. Course logistics and costs: CEDPA TAACS team members, Jennifer Antilla and Jennifer Bonetti, handled the logistics for the course, including preparation of the course binder, arranging hotel accommodations for overseas participants, arranging luncheon meals brought to the CEDPA training room by five separate area restaurants, chartering a bus to Capitol Hill, arranging transport to the buffet dinner, organizing and maintaining the training room and training aides (power point, overhead slide projector, microphone, speaker handouts, etc.). All of the course logistics went like clockwork and the participants were extremely complementary of the support of both Jennifers.

CEDPA makes a major effort to keep the costs of this training cost very reasonable. The total cost to USAID for planning and implementing this course is approximately \$4,500, with most of the costs associated with the lunches and with the bus charter. All speakers are either USAID employees who volunteer their time (while being paid) or are ex-USAID officers who provide their time free of charge.

4. Overall course evaluation: The participant evaluation forms (Attachment 3) are structured to provide a rating with comments for each speaker on module "content" and on "presentation effectiveness". Each participant is then asked to provide overall comments on several course components (most and least useful

module, materials, methodologies, etc.), as well as a summary “grade” for the course based on scale of 10-1.

The overall course grade resulting from the 21 evaluation forms received to date is 8.98 on a 10-1 scale. This is the highest average rating ever given by participants of a CEDPA TAACS training course. The lowest individual grade assessed by a participant was “7” (2 participants). Other overall grades were 7 10s, 6 9s, four 8s, one 9.5.

Other summary comments include:

- a) *Most Useful Session:* Procurement, Budget, Financial Management and Relations with the Congress, in that order, received the highest number of votes.
- b) *What subject areas should have received more attention:* Unlike in previous evaluations, no subject area truly stands out as needing more attention. Procurement and Budget received three votes each, while four other subjects received two votes. This is probably due to the additional time provided during this course for the core subjects.
- c) *What subject area should have received less attention:* No subject area received more than two votes, which indicates that the course curriculum is well structured to meet the needs of the participants.
- d) *Please comment on the Materials used for the course:* Several suggestions were made regarding the binder (use labels, add a table of contents, add speaker bios, a more complete introduction on how to use the binder). Some participants would like to receive the binder in advance of the course. Most were pleased that the binder was not used to require “homework” during the course. Most felt they would hold and use the binder in the future as a reference, especially for the examples and models included. Approximately half of the binder is due to the inclusion of large portions of the ADS 200 series that are referred to during the course. The course director advised the participants after the course to throw these pages away, since continually updated ADS materials are available on the USAID website.
- e) *Please comment on the training methodologies used in the course:* Again, the participants appear to be largely pleased by the course methodologies. The most common response was “this is a good mix of methodologies”. Several participants urged inclusion of more participatory activities throughout the week. Participants applauded the course emphasis on “practical experience” and they urged the use of visual materials by all speakers.
- f) *What general or specific suggestions do you have for improving the overall course or specific components?* The only repeated answer to this question was for speakers to clearly identify the training objectives for each session and spending more time for synthesis of the key points after the session or at the beginning of the next day.

Some recommended “more breaks” and “fewer multiple speaker panels” since the panel members often have trouble keeping to their allotted time (despite

the reminders of Ayatollah Pielemeier). Participants with no previous USAID experience said they had more trouble following the course and learning than did their more experienced tablemates.

5. Evaluation of individual speakers: Each speaker was given a “content rating” and a “speaker effectiveness rating”. Comments are also requested and summary comments are usually provided by about half of the participants. These comments have been summarized by the course director and will be provided to the speakers if they respond positively to our offer to make them available. The summary rankings of the speakers are grouped below in four quartiles. Panel members were not rated individually and therefore are included by panel grade in this ranking. The scale demonstrates some “grade inflation” with the lowest average score of 7.0 on the 10-1 scale.

Most Effective quartile: Barbara Brocker, Mark Murray/Dottie Rayburn, David Ostermeyer, John Pielemeier, Skip Waskin

Effective quartile (at least 8.0 on 10-1 scale): Margaret Neuse, Betsy Brown, PVO/Contractor Panel, Amanda Levenson, The Emerging Actors Panel

Could Improve quartile: Wyman Stone/Tara Lewing, Nancy McKay, Laura McHugh, Dick Cornelius, Cindy Clapp-Wincek, Jeff Malick/Kay Freeman

Look for other presenters quartile: Mary Knox, Jan Miller, Bill Jeffers

6. Key recommendations for the next course: This training course is an unusually successful course, if participants evaluations (over several years) are given credence. Major changes in the course are not required. Fine-tuning, however, continues to be needed in planning each course.

Based on the information provided by this assessment, the CEDPA TAACS team is considering the following modifications for the next TAACS training course. USAID’s views are requested on these items and on any other suggestions they might have.

- a) Maintain basic course structure and schedule except to find more time for the budget presentation to allow for two perspectives (PPC and a regional bureau budget practitioner);
- b) Participants with no USAID experience should normally NOT be accepted into the course (TAACS excepted). They simply cannot absorb the level of material presented and do not benefit from the course as much as other applicants might benefit.
- c) Speakers in the “could improve” quartile will need special attention and coaching prior to the next course.
- d) All of the suggestions regarding improving the binder should be accepted.

- e) Ensure that training objectives are clearly stated prior to each presentation and provide more follow-up (at the end of the session or the following morning during the warm-up period) to ensure that they have been met.
- f) Ask CEDPA to improve training room facilities to allow for partial lighting (during power-point presentations), improved audio (microphone) and failsafe computer access.

Attachments:

- 1) List of participants
- 2) Course schedule
- 3) Participant evaluation form

**HOW ARE WE DOING?
A QUESTIONNAIRE FOR TAACS AS CEDPA STARTS A NEW TAACS CONTRACT**

Instructions for completing the questionnaire: This questionnaire is set up as a form for ease of completion. We strongly encourage you to complete it electronically. To move forward through the questionnaire, use your "Tab" key. To move backwards through the form, hold "Shift" and then hit the "Tab" key. To check off a box, hit your "Space" bar once; to uncheck it, hit your "Space" bar again. To use a pull-down menu, simply click on the box once and your options will be displayed; move your cursor over your selection and click once. Where open-ended questions are posed (such as under "Comments/Suggestions for Improvement") there is unlimited space for your answer – just start typing in the shaded area.

ALL RESPONSES ARE CONFIDENTIAL – PLEASE BE CANDID!

I. RECRUITMENT AND HUMAN RESOURCES SUPPORT

1. My recruitment was handled in a professional and systematic manner.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree

Comments/Suggestions for Improvement:

2. My initial salary negotiation in **January 1991** was handled in a professional manner.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree

Comments/Suggestions for Improvement:

3. CEDPA's one-day orientation to its organization, policies, and benefits was adequate in length and in substance.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree
 N/A

Comments/Suggestions for Improvement:

4. In the orientation I learned what I needed to learn about CEDPA's....

- c. Payroll and Salary Policies: **Yes**
d. Fringe Benefits: **Yes**
e. CEDPA Policies (leave, holidays, etc.): **Yes**
f. Travel Procedures: **Yes**
g. Performance Appraisal Process: **Yes**
h. What My Backstop Does for Me: **Yes**
i. Ethics and Conflict of Interest: **Yes**
j. Programs: **Yes**

During my orientation, I would also have liked to learn more about

Comments/Suggestions for Improvement:

5. I understand the CEDPA Performance Appraisal system and my responsibility in the process.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree

Comments/Suggestions for Improvement:

6. The CEDPA Performance Appraisal **form** is clear and it is structured to adequately evaluate my work in USAID.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree

Comments/Suggestions for Improvement:

7. CEDPA has been responsive to my needs for performance appraisal-related follow-up:

- c. Job Counseling: **Yes**
d. Suggesting Training Opportunities: **Yes**
e. Contact with Supervisor: **Yes**

8. The fringe benefits (health and dental insurance, disability, life insurance, etc.) that CEDPA provides are satisfactory both in scope and in cost to the employee.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree

Comments/Suggestions for Improvement:

9. The fringe benefits provided are well administered and questions are answered in a timely manner.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree

Comments/Suggestions for Improvement:

10. I know where to find the information I need about CEDPA's fringe benefits. **Yes**

II. TECHNICAL SUPPORT

1. I participated in the CEDPA TAACS Training Course and felt it was a useful to me in my current position.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree

N/A

Comments/Suggestions for Improvement:

2. In addition to the TAACS Training Course, CEDPA should also provide the following:
- a. Follow up advice on USAID procedures to individual TAACS by phone or email on an as-needed basis.
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - b. A series of half-day presentations on USAID procedures.
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - c. A series of luncheon presentations on very specific key topics (e.g. performance based contracting, changes in USAID program guidance).
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

Comments/Suggestions for Improvement:

3. I would like to have the following available to me on CEDPA's Intranet:
- c. Online technical reports and technical information: **Yes**
 - d. Discussion links with other TAACS: **Yes**
 - e. Your ideas:
4. I would be willing to give brownbag presentations at CEDPA on my work. **Yes**
5. I am interested in receiving notices of brownbag lunches (including TAACS) at CEDPA. **Yes**
6. I would like to have more interaction with CEDPA staff to discuss overlapping professional issues (e.g., community mobilization, girls/women's education, NGO strengthening, youth development, HIV-AIDS). **Yes**

III. ADMINISTRATIVE SUPPORT

1. In general, the backstopping I have received from CEDPA has been efficient and responsive to my questions, needs or problems.
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

Comments/Suggestions for Improvement:

2. What I like **most** about my backstopping is
3. What I like **least** about my backstopping is
4. CEDPA's administration of my financial matters has been acceptable for:
 - a. Salary Payments and Payroll Matters
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - b. Travel Advances and Reimbursements
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - N/A
 - c. Other Payments (taxable allowances, local expenses, etc.)
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - N/A

Comments/Suggestions for Improvement on 4 a-c above:

5. I help CEDPA by routinely submitting my signed timesheets on schedule and my TERs within 10 business days of trip completion.
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

Comments/Suggestions for Improvement:

6. I get clear and timely answers from CEDPA when I have questions about my financial matters.
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

Comments/Suggestions for Improvement:

7. Computer Support provided to me has been acceptable for:
 - a. The timely provision of my computer equipment
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - N/A

b. The software I need to do my job

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

c. Training

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

d. Maintenance and Support

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

Comments/Suggestions for Improvement on 7 a-d above:

8. The following aspects of my relocation overseas were handled professionally and satisfactorily:

a. Household move (including packing and delivery)

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

b. Air Ticket and Routing

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

c. Processing of Official Passport and Visas

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

d. Communication with my receiving Mission

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

e. CEDPA's overall guidance on the move to post

- Strongly Agree
- Agree

- Disagree
- Strongly Disagree
- N/A

Comments/Suggestions for Improvement on 8 a-e above:

9. Prior to my arrival at post, the USAID mission was adequately informed by CEDPA about the support a TAACS should receive from CEDPA and what support the mission provides.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

Comments/Suggestions for Improvement:

10. Travel services have been adequate. (Please note that a travel survey was recently completed, so travel will not be covered in depth in this questionnaire)

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

Comments/Suggestions for Improvement:

11. CEDPA should require that all Washington-based TAACS use a single travel agency.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

Comments/Suggestions for Improvement:

IV. COMMUNICATION AND INTERACTION

1. I know whom I should contact on the CEDPA TAACS team when I have a question or need action.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Comments/Suggestions for Improvement:

2. When I visit the CEDPA office, I receive the support I need in an efficient manner and I am treated courteously.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Comments/Suggestions for Improvement:

3. Communicating with CEDPA via phone, fax and email is easy and effective.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Comments/Suggestions for Improvement:

4. CEDPA's intranet provides forms and policy documents that I use frequently.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Comments/Suggestions for Improvement:

5. I am able to contact the CEDPA TAACS director (John) when needed and I receive prompt and useful responses.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Comments/Suggestions for Improvement:

6. I read the TAACS newsletter "CONNECT" and I find it useful.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Comments/Suggestions for Improvement:

7. I would like the TAACS newsletter to also include (your suggestions):

8. I recently read the first edition of the 2002 TAACS Update (2-page flyer) and I find it useful.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

I would like the update to also include (your suggestions):

9. I would like CEDPA to organize more social events among TAACS in Washington (e.g., annual picnic, opportunities to meet new TAACS).

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

10. I would like to be invited to attend more CEDPA office social events.

- Strongly Agree

- Agree
- Disagree
- Strongly Disagree

V. CONFLICT OF INTEREST

1. I am comfortable with my understanding of conflict of interest regulations as they apply to TAACS.
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

2. I know whom to contact in CEDPA and in USAID if I have a conflict of interest question.
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

VI. SUMMARY

1. What I like **best** about the CEDPA TAACS program is
2. What I like **least** about the CEDPA TAACS program is
3. The TAACS team and CEDPA as a whole should put their time and effort into improving:
4. I liked filling out this questionnaire: Of course!

Please return this form to CEDPA by March 20th via any of the following methods:

Email: taacsnews@cedpa.org

Fax: 202-667-4371

Mail: Susan Masse, CEDPA, 1400 16th Street NW, Suite 100, Washington DC 20036

RRB: the "TAACS Box" in Laura McHugh's cube (3.07-075)

RESULTS: "HOW ARE WE DOING?" TAACS QUESTIONNAIRE 5/06/02

Background: In March, 2002, all 55 CEDPA TAACS were asked to anonymously complete a lengthy eight page questionnaire commenting on the quality of CEDPA support to TAACS. The response was extremely high a questionnaire of this nature, with 37 questionnaires (67%) completed and returned. The responses are aggregated and analyzed in this document. Recommendations for actions flowing from this analysis will be provided in a follow-up memorandum. This report follows the format of the questionnaire, with sections on 1) Recruitment and Human Resources Support; 2) Technical Support; 3) Administrative Support; 4) Communication and Interaction; 5) Conflict of Interest; and 6) Summary comments.

Methodology: Most questions were structured so that the respondent could quickly check one of five boxes (Strongly Agree, Agree, Disagree, Strongly Disagree, Not Applicable). For these questions, expandable space was provided for the respondent to also provide "Comments/Suggestions for Improvement." Other questions were structured for "Yes" or "No" responses. The four questions in the Summary were open-ended questions.

I. Summary Results:

A. Recruitment and Human Resources Support

The responses were very positive for all ten questions in this section, but with some important variations. Some dissatisfaction was expressed regarding CEDPA's recruitment and salary negotiation practices and with some aspects of CEDPA's one-day orientation for new TAACS.

Recruitment and salary negotiation: 50% of respondents "strongly agreed" that CEDPA's handling of their recruitment process was professionally done with six responses in the two "disagree" boxes. A somewhat larger number, 8 of 37 responses or 22%, disagreed (5) or strongly disagreed (3) that their salary negotiation was "handled in a professional manner." These individuals were recruited and their salaries were negotiated in 1996 (2 TAACS) and between the summer of 1999 and June 2001 (4 TAACS).

Orientation: 31 of 35 respondents indicated that their overall orientation was adequate in length and in substance, but only 6 were very pleased ("strongly agree") with the orientation. When queried about specific elements of the orientation, many felt they did not "learn what they needed to know" about Ethics and Conflict of Interest (11), Travel (8) and Fringe Benefits (6). For Travel and Fringe Benefits, almost all dissatisfied orientees have been hired fairly recently - since the summer of 1999. CEDPA travel regulations changed in early 2000. By contrast, 8 of the 11 TAACS who were not happy with their Ethics briefing were hired before October 1998. Prior to this date, apparently many TAACS did not receive briefings on Ethics and Conflict of Interest as a routine part of the orientation process. Suggestions for dividing the CEDPA TAACS orientation into two sessions and providing follow-up sessions should be carefully considered.

Performance Appraisal (PA): TAACS overwhelmingly indicate that they understand the PA system (49% strongly agree). Fewer TAACS (29%) are equally positive that the appraisal form is clear and adequately structured. Critiques focused primarily on two concerns: a) a perception that the form is "geared to CEDPA HQ staff" rather than to TAACS who work on USAID programs and b) the absence of the 360-degree review process. Many TAACS had specific suggestions for improvement of the PA form to better reflect their actual performance in a USAID mission or office.

CEDPA's follow-up to performance appraisals (job counseling, contact with the TAACS' supervisor) was judged to be quite good, although 4 TAACS would have liked to receive more suggestions for training opportunities.

Fringe Benefits: TAACS view CEDPA's fringe benefit program as well administered with 15 SA responses and 32 of 35 responses in the two "agree" categories. They appear pleased, but not totally thrilled, with the CEDPA benefit package (only 10 "strongly agree" responses, 20 "agree" responses, 3 "disagree" responses and 2 "strongly disagree" responses). Almost all TAACS (33 of 37) say that they know where to find the information they need about CEDPA's benefits. Comments and suggestions for improvement of CEDPA benefits did not indicate broad dissatisfaction with any one benefit. The largest concentration of criticism was on health insurance providers and benefits and on the one-year delay in CEDPA's contribution to the TIAA-CREF pension plan.

B. Technical Support:

TAACS training course and follow-up: All but one TAACS (22 of 23) who have taken the one-week training course, "Essential Training for Technical Managers in USAID," agreed that it has been useful to them in the performance of their jobs. A surprising number – 12 – have not taken the course. Three of these joined the TAACS program in 1996 or earlier. At least 6 joined the TAACS program between January 1999 and September 2001 and have either been excused from the course (due to their previous USAID experience) or have been unable to find the time to attend. A few modifications in the training approach were suggested such as streamlining the course into 2-3 groups, based on the participant's amount of prior USAID experience; and limiting the course to 1-2 days per week especially for Washington-based TAACS.

The TAACS were generally ambivalent about the need for CEDPA to provide structured follow-up presentations after they had attended the training course. 10 of 27 did not support half-day presentations on USAID procedures and 6 of 24 did not support even shorter luncheon presentations. Only 6 TAACS strongly supported either of these two options. Some felt that USAID provides (or should provide) the needed follow-up training, especially through the CTO training program. By contrast, 26 of 32 TAACS felt that individually-based follow-up by phone and email on an "as needed basis" was valuable.

Other technical support: Most TAACS (84%) would like to use the CEDPA intranet for access to technical reports and technical information and about 75% would like to have “discussion links” with other TAACS. Almost all TAACS (34 of 37) are willing to give a brownbag presentation at CEDPA. Only 70% want to receive notices about brownbag presentations, most of these are serving in Washington. About 70% of TAACS would like to have more interaction with CEDPA staff on overlapping professional issues.

C. Administrative Support

Administrative Support is CEDPA’s key responsibility once a TAACS has been recruited and hired. The questionnaire results indicate that the present system of a Program Associate “backstopping” each TAACS and reporting to a more experienced TAACS Program Manager works extremely well. The system received overwhelmingly positive reviews with many, many TAACS commenting of the friendliness, professionalism and efficiency of the CEDPA TAACS team personnel. Computer support and most aspects of moving to an overseas post received positive scores with very little dissatisfaction. While no element of administrative support received a majority negative mark, considerable dissatisfaction was voiced regarding a) delays in TER reimbursements, b) threatening communications concerning timesheets, c) poor communications with missions concerning overseas moves and mission support for a new TAACS. The greatest dissatisfaction was expressed regarding travel services and CEDPA’s policy of requiring TAACS to use a single travel agency.

- a. Backstopping: 69% of respondents “strongly agreed” that the backstopping they have received has been efficient and responsive to their needs. This is the highest positive response to any question regarding administrative support. Comments indicated that CEDPA backstopping for TAACS has improved over time (per the longer-term TAACS) and that it is characterized as friendly, courteous, professional, prompt, reliable and customer-service focused. When asked what they like least about their backstopping, most TAACS stated they had nothing to say or left the answer blank. The few negative comments that were provided relate primarily to topics discussed below (timesheets and reimbursements).
- b. Financial matters: TAACS judged that CEDPA’s salary and payroll administration was quite good (18 strongly agree, 18 agree and 1 disagree); as was the timeliness and clarity of responses on financial matters (17-19-0-0). However, there is significant lack of satisfaction with CEDPA’s travel advance/reimbursement system. Approximately 15 percent of TAACS expressed their displeasure, primarily with perceived delays in reimbursements and not knowing what expenses had been disallowed from the voucher they had submitted. Several indicated that some TAACS had difficulty in meeting CEDPA’s requirement for submission of TERs within 10 days of completing travel, while at the same time they didn’t see any deadlines placed on how fast CEDPA would process their vouchers and reimburse them. One useful suggestion for

improvement was a “time clock approach” that would establish an explicit schedule (and target) for processing reimbursement requests. A second recurring critique was lack of information from CEDPA regarding what expenses were disallowed in their TERS.

- c. Timesheets: Many TAACS recognize that they can do a better job of submitting timesheets on schedule (about 30% indicated that they don't always submit timesheets and TERS on schedule). But, given their often heavy travel schedules, the TAACS also look to CEDPA to provide support and understanding when their timesheets (especially) are not submitted on time. Several TAACS complained about the “tone” of CEDPA communications regarding timesheet submissions.
- d. Computer Support: A high proportion of TAACS (85-90%) are pleased with most aspects of the computer support provided by Washington Decision Support Group (WDSG). Computers have been provided in a timely way loaded with the software the TAACS feel they need. Computer training for TAACS, limited in the USAID contract, is the key area where TAACS are less than satisfied with the computer support they receive. Comments and suggestions for improvement vary widely with no consistent theme.
- e. Support for overseas relocation: The physical aspects of a TAACS relocation to an overseas USAID mission were rated “good” with the household move, air ticketing and routing and passport/visa processing almost unanimously marked with “strongly agree and agree” responses. However about 10% of the TAACS reported that communication with the TAACS “receiving mission” and the guidance the TAACS received about moving to a new country and a new USAID mission were less than “good.” Getting missions to understand their support responsibilities for TAACS is a serious problem with almost 40% of responses disagreeing or strongly disagreeing that their mission was adequately informed by CEDPA. Comments indicate that CEDPA can do a better job of informing USAID Executive Officers and Controllers about TAACS; but several also indicate that even though CEDPA provided the needed information, the missions sometimes “just didn't pay attention.”
- f. Travel Services: Almost 30% of TAACS do not believe that West End's travel services are “adequate” with a significant number (21%) “strongly disagreeing” that the quality of service has been adequate. An overwhelming proportion of TAACS (12 of 16 answering) believe that CEDPA should not require TAACS to use a single travel agency. Many comments agreed that more options in travel service would provide the benefits of competition between travel agencies and better service to TAACS.

D. Communication and Interaction

Overall, TAACS feel that their communications and interaction with CEDPA is quite good. Almost all (34 of 36) indicate that they know whom to contact at CEDPA to get the information they need. Almost all (32 of 34) have been able to reach the TAACS Director when needed, even when he is traveling, or have gotten the information they need from other TAACS staff. When a TAACS visits the CEDPA office, a very high proportion feel that they are treated very courteously and efficiently. For at least one TAACS "it's like going home." The small number of critiques received relate to the knowledge that the CEDPA receptionist has about TAACS who are working or visiting in the CEDPA office or about handling of packages. Phone and email communications with CEDPA are both rated quite good. Previous fax problems have reportedly been resolved after the installation last year of a new fax line directly to the TAACS team. Over 80% of TAACS appear to use CEDPA's intranet to access CEDPA forms and policy documents. However, a few overseas TAACS (about six) report great difficulty in accessing the intranet and downloading forms, especially timesheets. The intranet access problems seem to be due to inadequate phone lines in Africa and Asia. However, the timesheet problems appear to be related to the design of the timesheet system or lack of clear instructions on how to manipulate the CEDPA-designed timesheet system.

TAACS Newsletter and Update: Over 80% of TAACS read the CONNECT newsletter as well as the new Update 2-page flyer and find them useful. Other TAACS report they are "bombarded" with reading material and don't have time to read nonessential written material that CEDPA sends to them.

Social Events: CEDPA TAACS seem to indicate that they don't need CEDPA to add events to their social lives. More than 50% do not want to be invited to either TAACS-specific social events in Washington or to CEDPA office social events. Only one TAACS "agreed strongly" that the TAACS program should encourage more social events.

E. Conflict of Interest

Few TAACS feel very comfortable with their understanding of conflict of interest regulations as they apply to TAACS (11%). A much larger proportion (67%) indicated some comfort while 22% "disagreed" that they were comfortable with the issue. 85% strongly agreed or agreed that they know who to contact in CEDPA or USAID if they a conflict of interest question.

F. Summary

When asked what TAACS like best about the CEDPA TAACS program, the answers fall into two significant groupings: a) the high quality and efficiency of CEDPA's backstopping and support; and b) the structure of the TAACS program that allows individuals to spend years working on meaningful international development issues outside of the USAID personnel system - "enjoying the best of both worlds"

When asked what TAACS like least about the CEDPA TAACS program, about 20% of TAACS responded that they had nothing to say or they left the answer blank. The other responses cluster into unhappiness about a) the designated travel agency, b) elements of CEDPA's salary and benefit package (including some erroneous understanding of that package), c) rigidity in applying CEDPA rules and procedures, d) and the "stepchild" status that TAACS sometimes feel working in USAID missions and offices.

Less than half of the TAACS provided concrete suggestions to CEDPA and its TAACS team on where the priority should be placed for program improvement. Those that answered focused on: a) reducing the bureaucratic workload placed by CEDPA on TAACS wherever possible, especially for the reimbursement and reporting system; b) increasing linkages between TAACS and increasing the "sense of belonging" within the TAACS cadre and between TAACS and CEDPA.

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
Wright	10/03/98	0.744	0.788	0.831	0.831	0.228	0.551	0.831	0.831	0.875	0.820	0.831	0.394	8.56	27.28
Allman	10/01/98	0.438	0.831	0.788	0.700	0.788	0.490	0.831	0.875	0.700	0.630	0.831	0.700	8.60	27.26
Novak	11/01/98	0.875	0.796	0.438	0.875	0.788	0.744	0.831	0.875	0.656	0.875	0.569	0.700	9.02	26.33
Adams	12/07/98	0.770	0.814	0.534	0.219	0.464	0.744	0.831	0.875	0.875	0.875	0.875	0.683	8.56	26.39
Landry	12/31/98	0.726	0.796	0.700	0.875	0.831	0.613	0.831	0.875	0.875	0.875	0.875	0.831	9.70	25.96
Ogden	01/02/99	0.814	0.805	0.875	0.849	0.613	0.753	0.831	0.875	0.875	0.875	0.875	0.831	9.87	25.26
Cavanaugh	01/08/99	0.656	0.779	0.761	0.875	0.578	0.639	0.831	0.875	0.814	0.875	0.875	0.779	9.34	25.46
Lewing	01/15/99	0.831	0.044				0.595	0.639	0.700	0.683	0.700	0.744	0.665	5.60	21.18
Hayman	01/24/99	0.613	0.831	0.788	0.831	0.613	0.700	0.700	0.700	0.630	0.831	0.875	0.000	8.11	22.35
Pressman	02/08/99	0.578	0.831	0.831	0.788	0.788	0.726	0.788	0.875	0.875	0.639	0.875	0.875	9.47	24.42
Sow	03/01/99	0.630	0.831	0.700	0.753	0.831	0.578	0.744	0.849	0.744	0.831	0.875	0.788	9.15	23.09
Timberlake	04/25/99	0.228	0.831	0.805	0.831	0.831	0.446	0.831	0.875	0.569	0.831	0.875	0.875	8.83	21.47
Friedman	05/01/99	0.289	0.831	0.788	0.831	0.788	0.578	0.831	0.831	0.831	0.875	0.875	0.875	9.22	21.84
Thompson	05/01/99	0.700	0.831	0.788	0.700	0.744	0.613	0.744	0.656	0.744	0.875	0.578	0.438	8.41	20.59
Malloy	06/01/99	0.700	0.700	0.700	0.700	0.700	0.648	0.700	0.700	0.700	0.700	0.700	0.665	8.31	22.07
Shelley	06/07/99	0.840	0.831	0.788	0.788	0.744	0.490	0.831	0.858	0.788	0.875	0.875	0.306	9.01	20.00
Stanton	06/30/99	0.551	0.691	0.831	0.831	0.875	0.683	0.831	0.875	0.875	0.840	0.875	0.621	9.38	20.97
Cook	08/02/99	0.805	0.831	0.788	0.831	0.831	0.683	0.788	0.875	0.770	0.779	0.875	0.831	9.69	20.04
Trostle	08/18/99	0.875	0.831	0.613	0.788	0.831	0.726	0.831	0.875	0.831	0.656	0.875	0.744	9.48	26.30
Fox	08/19/99	0.726	0.831	0.744	0.831	0.700	0.700	0.613	0.875	0.831	0.744	0.788	0.831	9.21	28.70
Ward Brent	08/29/99	0.376	0.770	0.831	0.788	0.788	0.525	0.788	0.753	0.831	0.788	0.875	0.376	8.49	28.96
Warren	08/30/99	0.814	0.831	0.788	0.569	0.788	0.228	0.849	0.831	0.831	0.831	0.613	0.656	8.63	24.15
Harbison	09/01/99	0.753	0.831	0.831	0.875	0.831	0.613	0.831	0.875	0.875	0.875	0.875	0.131	9.20	28.43
Roziewski	09/01/99	0.263	0.700	0.831	0.761	0.770	0.595	0.831	0.779	0.744	0.656	0.875	0.744	8.55	24.06
Quain	09/01/99	0.473	0.796	0.735	0.875	0.744	0.665	0.875	0.858	0.875	0.744	0.788	0.648	9.07	28.23
Norton	09/08/99	0.753	0.788	0.753	0.805	0.875	0.630	0.814	0.875	0.875	0.438	0.525	0.788	8.92	27.49
Getson	09/30/99	0.578						0.656	0.875	0.831	0.875	0.875		4.69	22.72
Terrell	10/01/99	0.674	0.753	0.788	0.744	0.726	0.718	0.586	0.875	0.656	0.831	0.700	0.665	8.72	26.98
Hatch	01/01/00	0.875	0.709	0.823	0.858	0.219	0.753	0.875	0.875	0.875	0.875	0.744	0.735	9.21	25.58
Seligman	07/10/00	0.726	0.543	0.831	0.875	0.788	0.665	0.831	0.875	0.875	0.831	0.744	0.788	9.37	19.41
Dixon	07/17/00	0.823	0.779	0.814	0.788	0.718	0.735	0.683	0.875	0.595	0.438	0.656	0.796	8.70	16.57
Lazell	09/15/00	0.770	0.744	0.761	0.481	0.263	0.700	0.831	0.831	0.656	0.831	0.875	0.569	8.31	16.36
Stephenson	11/01/00	0.875	0.779	0.831	0.823	0.831	0.656	0.831	0.875	0.875	0.875	0.744	0.831	9.83	16.82
Sonnichsen	11/20/00	0.875	0.831	0.770	0.735	0.831	0.630	0.831	0.875	0.639	0.875	0.700	0.788	9.38	16.29
Howard	01/28/01	0.840	0.744	0.788	0.831	0.831	0.464	0.788	0.831	0.875	0.656	0.875	0.788	9.31	16.30
Dykstra	02/05/01	0.788	0.744	0.805	0.831	0.744	0.385	0.805	0.718	0.630	0.814	0.788	0.753	8.80	16.81
Scholl	03/01/01	0.831	0.753	0.831	0.726	0.814	0.560	0.849	0.875	0.691	0.814	0.788	0.088	8.62	12.66
Gibb	03/01/01	0.726	0.796	0.718	0.726	0.700	0.726	0.831	0.831	0.788	0.875	0.814	0.683	9.21	12.78
Taylor	04/23/01	0.875	0.700	0.788	0.831	0.656	0.578	0.788	0.875	0.744	0.831	0.875	0.131	8.67	10.07
Lans	06/01/01	0.875	0.831	0.831	0.831	0.831	0.753	0.831	0.875	0.875	0.875	0.875	0.831	10.12	11.82
Range	06/04/01	0.875	0.700	0.831	0.875	0.788	0.665	0.875	0.875	0.875	0.840	0.875	0.656	9.73	11.00
Wilson	06/11/01	0.726	0.831	0.875	0.875	0.831	0.726	0.875	0.875	0.875	0.875	0.875	0.481	9.72	10.72
Bacheller	06/26/01	0.744	0.788	0.831	0.726	0.770	0.613	0.831	0.858	0.875	0.875	0.875	0.831	9.62	10.16
Meinke	07/09/01	0.875	0.744	0.831	0.831	0.831	0.753	0.831	0.875	0.875	0.875	0.788	0.639	9.75	10.76
Clements	08/01/01	0.779	0.779	0.831	0.831	0.753	0.753	0.219	0.875	0.744	0.875	0.744	0.438	8.62	10.02
Bruns	08/15/01	0.228	0.831	0.788	0.805	0.831	0.490	0.788	0.831	0.709	0.613	0.875	0.831	8.62	10.82
Halperin	08/31/01		0.543	0.788	0.569	0.831	0.718	0.831	0.849	0.875	0.438	0.744	0.875	8.06	18.06

maternity leave 9-10/01

extended leave 9-10/01

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	
Timyan	08/31/01		0.700	0.788	0.788	0.656	0.639	0.613	0.875	0.788	0.788	0.875	0.656	8.16	8.16	
Barker	09/05/01		0.613	0.875	0.875	0.831	0.753	0.831	0.875	0.875	0.875	0.875	0.831	9.11	9.11	
O'Rourke	09/24/01			0.569	0.831	0.831	0.726	0.875	0.875	0.280	0.875	0.875	0.788	7.53	7.53	
Kirby	10/01/01			0.613	0.875	0.788	0.753	0.831	0.875	0.875	0.875	0.875	0.831	8.19	8.19	
Jenkins	10/15/01			0.219	0.875	0.875	0.753	0.875	0.875	0.875	0.875	0.875	0.875	7.97	7.97	
Wainwright	10/15/01			0.219	0.875	0.700	0.753	0.788	0.700	0.875	0.875	0.788	0.744	7.32	7.32	
Alvarez	11/13/01				0.175	0.788	0.639	0.805	0.788	0.875	0.875	0.744	0.831	6.52	6.52	
Abeyta-Behnke	11/27/01					0.831	0.700	0.788	0.875	0.875	0.359	0.700	0.831	5.96	5.96	
Bateman	01/22/02							1.006	0.831	0.788	0.420	0.875	0.656	4.58	4.58	
Hausner	01/24/02							0.963	0.411	0.744	0.875	0.875	0.831	4.70	4.70	
Jennings	03/11/02								0.438	0.875	0.875	0.875	0.831	3.89	3.89	
Milani	07/03/02												0.744	0.74	0.74	
Nolan	09/17/98													0.00	20.09	contract ended 8/15/00
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
Eyemejian	07/20/99	0.823	0.761	0.656										2.24	21.89	contract ended 10/12/01
Gagne	05/19/00													0.00	3.22	contract ended 8/31/00
Total Advisors														494.32	1254.26	
Pieremeier		0.712	0.567	0.330	0.382	0.659	0.686	0.138	0.066	0.146	0.411	0.19		3.99	19.09	
Susan Masse		0.541	0.943	0.531	1.055	0.897	0.739	0.923	0.481	0.508	0.79	0.80	0.85	9.05	25.19	
Joyce LeFevre														0.00	5.26	
Jennifer Antilla		1.682	0.384	0.963	1.055	0.917	0.721	0.607	0.989	0.989	0.38			9.61	18.97	
Jennifer Bonetti					0.501	0.646	0.923	0.949	1.055	0.930	0.88	0.82	0.79	7.49	7.49	
Elizabeth Coleman							0.837	0.696	0.587	0.776	0.37	0.84		5.27	3.27	
Bernadette Cooper							0.857	0.963	0.676	0.251	0.48	0.49	0.35	4.07	4.07	
Heather Staley												0.59	0.78	1.37	1.37	
WDSG		0.406	0.428	0.38	0.40	0.47	0.30	0.448	0.481	0.470	0.29	0.40	0.40	4.86	14.62	
Amy Chamey														0.00	1.46	
Grant/Other		0.25												0.25	0.62	
														43.96	100.40	
Total LOE (10.5 person months)														538.28	1354.66	

TAACS Contract LOE:	Advisors	2940.0
Basic + Option A + Option B= 305:	Admin:	101.4
	Consultants:	5.0
	Subcontract:	13.6

Project Number Report

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

From: 4/20/02
 To: 7/20/02



19179S	Bachelor/Susan		55.00
19179S	Bachelor/Susan	DCA/MIA/LIM/MIA	615.50
19681S	Range/Elizabeth		125.00
19681S	Range/Elizabeth	DCA/MIA/LPB/MIA/DCA	1,668.50
19688S	DIXON/ROGER	DCA/MIS/SDQ/MIA/DCA	866.90

			3,330.90
11431100			
19122S	Ogden/Ellyn W		140.00
19291S	Ogden/Ellyn W		60.00
19122S	Ogden/Ellyn W	IAD/FRA/ISB	4,952.70
19291S	Ogden/Ellyn W	DCA/LGA/DCA	412.50
19122S	Ogden/Ellyn W	ISB/LHR/IAD	2,033.40
19632S	Ogden/Ellyn W		35.00
19632S	Ogden/Ellyn W		45.00
19632S	Ogden/Ellyn W	DCA/LGA/DCA	412.50

			8,091.10
11431200			
19131S	Lans/Deborah		125.00
19131S	Lans/Deborah	IAD/CDG/IAD	2,402.20
19692S	Lans/Deborah		45.00
19692S	Lans/Deborah	BWI/DEN/SEA/ORD/BWI	1,217.00

			3,789.20
11431300			
18804S	Fox/Elizabeth		45.00
18995S	Fox/Elizabeth		125.00
19313S	Fox/Elizabeth		45.00
19313S	Fox/Elizabeth	DCA/LGA/DCA	412.50
18804S	Fox/Elizabeth	DCA/GSO/DCA	453.50
18995S	Fox/Elizabeth	DCA/JFK/BCN/JFK/DCA	1,507.20

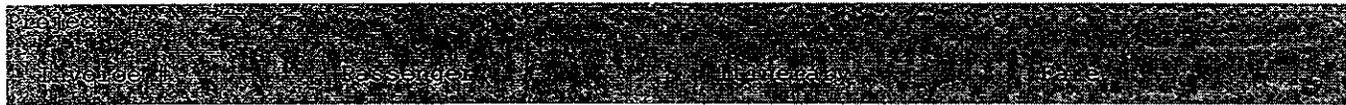
			2,588.20
11431400			
19333S	Seligman/Barbara		140.00
19333S	Seligman/Barbara	IAD/FRA/GVA/FRA	2,474.40

Protect #

Invoice #	Passenger	Itinerary	Fare
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			2,614.40
11431600			
19018S	Robinson/Sarah		140.00
19018S	Robinson/Sarah	IAD/AMS/GVA/AMS/IAD	2,577.20
19018R	Robinson/Sarah	IAD/AMS/GVA/AMS/IAD	-8.00
			2,709.20
11431700			
19543S	Novak/John		125.00
19543S	Novak/John	IAD/CDG/GVA/BCN/ATL	2,123.50
			2,248.50
11431800			
19363S	Ogden/Ellyn W		140.00
19363S	Ogden/Ellyn W	IAD/FRA/CPH/FRA/IAD	4,892.60
19568S	Ogden/Ellyn W		140.00
19568S	Ogden/Ellyn W	IAD/CDG/FIH	4,277.20
19568S	Ogden/Ellyn W	FIH/BRU/JFK/DCA	3,492.90
			12,942.70
11432000			
19564S	Adams/Rebecca		97.00
19564S	Adams/Rebecca	DCA/MIA/KIN/MIA/DCA	896.10
			993.10
11432100			
19542S	Cook/Gary		140.00
19542S	Cook/Gary	IAD/CDG/DXB	3,583.70
19542S	Cook/Gary	DXB/CDG/IAD	2,272.80
			5,996.50
11432300			
19252S	Pressman/Willa		140.00
19252S	Pressman/Willa	IAD/AMS/NBO/AMS/IAD	5,392.10
			5,532.10
11432500			
19159S	Trostle/Richard		140.00
19283S	Trostle/Richard		90.00
19283S	Wainwright/Emily	IAD/ATL/IAD	238.00
19283S	Trostle/Richard	IAD/ATL/IAD	238.00
19159S	Trostle/Richard	IAD/AMS/MAD	3,445.10

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Invoice	Passenger	Route	Rate
19159S	Trostle/Richard	MAD/AMS/IAD	1,488.20
19605S	Trostle/Richard		45.00
19605S	Trostle/Richard	DCA/LGA/DCA	412.50

			6,096.80
11432600			
19000S	Stanton/Mary Ellen		45.00
19000S	Stanton/Mary Ellen	DCA/ATL/DCA	340.50

			385.50
11432700			
19353S	Quain/Estelle		125.00
19353S	Quain/Estelle	DCA/JFK/BCN/JFK/DCA	4,930.30

			5,055.30
11432800			
18857S	Malloy/Edward		125.00
18857S	Malloy/Edward	DCA/EWR/HKG/CGK/NRT	6,639.00

			6,764.00
11433100			
18894S	Landry/Stephen		45.00
19012S	Landry/Stephen		45.00
19306S	Landry/Stephen		125.00
19306S	Landry/Stephen	IAD/CDG/IAD	5,929.60
18894S	Landry/Stephen	DCA/LGA/DCA	412.50
19012S	Landry/Stephen	DCA/LGA/DCA	412.50
19656S	Landry/Stephen		140.00
19672S	Landry/Stephen		45.00
19656S	Landry/Stephen	IAD/AMS/NBO	4,673.90
19656S	Landry/Stephen	NBO/LHR/IAD	3,123.30
19672S	Landry/Stephen	BWI/DEN/SEA/BWI	295.00

			15,246.80
11433200			
18814S	Rachmeler/Sara		140.00
19494S	Cavanaugh/Karen		140.00
19495S	Cavanaugh/Karen		125.00
19494S	Cavanaugh/Karen	IAD/CDG/IAD	2,403.20
19495S	Cavanaugh/Karen	DCA/MIA/LIM/MIA/DCA	1,840.50
18814S	Rachmeler/Sara	SFO/CDG/CMN/LHR/SFO	1,872.40

			6,521.10
11433300			

Project #

Invoice #	Passenger	Itinerary	Fare
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18989S	Dixon/Roger		140.00
19071S	Cavanaugh/Karen		140.00
19071S	Cavanaugh/Karen	IAD/LHR/IAD	1,572.00
19496S	Dixon/Roger	DCA/ATL/DCA	276.00
18989S	Dixon/Roger	DCA/MIA/PAP/SDQ/MIA	1,470.90
19496S	Dixon/Roger		45.00

			3,643.90

11433500			
19489S	Stephenson/Patricia		140.00
19489S	Stephenson/Patricia	IAD/LHR/IAD	1,573.30
19489S	Stephenson/Patricia	LGW/LUN/LGW	2,879.90

			4,593.20

11433600			
18774S	Halperin/Daniel		140.00
18984S	Halperin/Daniel		125.00
18774S	Halperin/Daniel	IAD/SEA/BKK	2,315.45
18984S	Halperin/Daniel	DCA/JFK/BCN/JFK/DCA	4,930.20
18774S	Halperin/Daniel	BKK/TPE/SFO/IAD	2,090.24
19504S	Halperin/Daniel		25.00
19507S	Halperin/Daniel		90.00
19507S	Halperin/Daniel	DCA/MIA/LRM/MIA/DCA	836.70
19504S	Halperin/Daniel	DCA/JFK/BCN/JFK/DCA	0.40

			10,552.99

11433800			
19300S	Meinke/Tim		125.00
19300S	Meinke/Tim	DCA/MSP/NRT/DTW/DCA	1,599.00

			1,724.00

11434000			
18803S	Bacheller/Susan		125.00
19468S	Bacheller/Susan		48.10
18803S	Bacheller/Susan	IAD/MEX/IAD	1,398.63
19468S	Bacheller/Susan	DCA/MIA/SDQ/MIA/DCA	590.90
19752S	Bacheller/Susan		25.00
19752S	Bacheller/Susan	DCA/MIA/SDQ/MIA/DCA	121.00

			2,308.63

11434300			
18784S	Jennings/Gerald		140.00
19109S	Jennings/Gerald		140.00
18784S	Jennings/Gerald	IAD/AMS/ANR/AMS/IAD	2,569.90
19109S	Jennings/Gerald	DCA/ATL/CPT/JNB/JFK	4,923.50

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11437031
11437043

Invoice	Passenger	Itinerary	Rate
19673S	Jennings/Gerald		45.00
19673S	Jennings/Gerald	DCA/SEA/DCA	1,812.00

			9,630.40
11437031			
19276S	Taylor/Melinda		625.00
19276S	Taylor/Melinda	ABV/LHR/IAD/LHR/ABV	2,990.10
19276S	Chisholm/Dirk	ABV/LHR/IAD/LHR/ABV	2,156.40
19276S	Chisholm/John	ABV/LHR/IAD/LHR/ABV	2,990.10
19276S	Chisholm/Luke	ABV/LHR/IAD/LHR/ABV	2,156.40
19276S	Chisholm/Aidan	ABV/LHR/IAD/LHR/ABV	2,156.40

			13,074.40
11437043			
18862S	Barker/Bradley		140.00
19293S	Barker/Bradley	IAD/CDG/ABJ/DKR	505.30
18862S	Barker/Bradley	DKR/CDG/IAD/CDG/DKR	8,636.60

			9,281.90
11437065			
19510S	Rachmeler/Laurel Ms		140.00
19510S	Rachmeler/Laurel Ms	CDG/RBA/CDG	480.90
19510S	Rachmeler/Laurel Ms	PHL/CDG/JFK/SEA	1,250.70

			1,871.60
11448017			
19482S	Kerrigan/Monica		493.00
19482S	Kerrigan/Monica	IAD/ORD/SIN/CGK	1,190.20
19482S	Whitney/Sean	IAD/ORD/SIN/CGK	902.20
19482S	Whitney/Brian	IAD/ORD/SIN/CGK	902.20
19482S	Whitney/Connor	IAD/ORD/SIN/CGK	902.20
19482S	Whitney/Christopher	IAD/ORD/SIN/CGK	1,190.20

			5,580.00
			=====
			153,166.42

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WDSG QUARTERLY REPORT
(April 01 - June 30, 2002)

1.0 Introduction

This is the Washington Decision Support Group's (WDSG) fourteenth 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 fourteenth 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 continued during this period. A laptop was purchased for GH/HIDN/ID; a desktop and printer will be purchased for this position during the next quarter.

A replacement CPU was purchased for, and delivered to John Hatch. A replacement CPU was shipped to Matt Friedman in Bangladesh. We are still waiting to deliver a desktop, monitor, and printer to Jim Griffin.

WDSG still has not received any response regarding equipment needs from the following positions:

Infectious Disease HIV/AIDS Advisor, India (on hold)
Teacher Training Advisor, LAC/RSD (reviewing resumes)

WDSG has not heard back from Mitch Kirby, who was supposed to call us months ago regarding a laptop. We contact him periodically, but have yet to receive a response.

In addition, toner cartridges were purchased for, and shipped to Susan Wright in Morocco; a MS Project Manual was purchased for John Hatch, and a laptop was shipped to Tara Milani in Russia.

2.2. Technical Assistance

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

- Daniel Halperin - more problems with his laptop (due to him not carrying it in the case). In addition, he wanted W2K and Office XP loaded on his laptop but it was not approved. Daniel refuses to "follow the rules" and, as a consequence, experiences multiple hardware and software problems which eat up a lot of project resources. Perhaps the soon-to-be issued CEDPA computer policy will help a bit.

- John Hatch - we've made several attempts to install MS Project on Hatch's desktop. A WDSG tech has made appointments, but Hatch has been a 'no show'. In addition, Hatch had problems with MS Outlook file compression; and we transferred his address book from his old computer to the new one. Diagnosed and resolved his MS Outlook automatic zip problem.

- Gary Cook still getting 'fan error' message on laptop. Again, WDSG picked up the laptop and tested it extensively, but could not duplicate the error message;

- Tara Lewing received a desktop computer from WDSG last September. However, while Lewing was on maternity leave, IRM reconfigured her computer. When she returned to work, the computer did not work. WDSG rebuilt the computer, replacing a bad port and loading Windows 98, per Tara's request. However, she cannot access Phoenix; IRM has said they will load Windows 95 on the machine. (Late note: problem resolved in July by furnishing a 2nd spare Win95 machine).

- Barbara Sow's desktop crashed. WDSG gathered necessary CD-ROMs and other software, provided instructions, and DHL'd to her.

- Steve Landry - laptop problem. Did surface scan, etc. Provided loaner. Diagnosed problem, obtained parts, installed new HD and completely configured, returned to him in RRB.

- Susan Bachellor's laptop. Damaged (water intrusion?). Picked up from RRB. Diagnosed problem. (Resolved in next quarter).

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. (Late note: WDSG met with IRM July 17th to discuss these, and other problems that have occasionally arisen. Satisfactory solutions were found. This meeting will be discussed in the next quarterly report.)

Now that CEDPA has developed a computer usage policy, some of the computer use problems encountered in the past should be rectified.

4.0 Plans for Next Reporting Period

During the next reporting period (July 01 - September 30, 2002) WDSG plans the following activities:

- ▼ meet with IRM to discuss various configuration, security, and procedural issues;
- ▼ technical support as required for all TAACS III personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continue procurement, 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;
- ▼ assist in the development of a computer use policy for CEDPA;
- ▼ provide computer insert for TAACS guide.

5.0 Expenditures and Level of Effort

See Appendix I.

Appendix I
Expenditures and Level of Effort
January 01 - March 31, 2002

Prime Contractor: The Centre for Development and Population Activities
Subcontractor President: Sandra L. Amendola
Completion Date: June 30, 2003
Total Obligated Funds: \$292,069.00
Estimated Additional Funds: \$432,699.00

Funding Source: HRN-C-0098-00006-00
Statement Date: 05/6/02
Statement No.: 02-04
Expense Period: April 2002

<u>Line Item</u>	<u>Budget</u>				<u>Expenditures This Period</u>	<u>Expenditures Year to Date</u>	<u>Expenditures To Date</u>	<u>Balance Remaining</u>
	<u>Basic Award</u>	<u>Option A</u>	<u>Option B</u>	<u>Total</u>				
Salaries	\$102,240	\$0	\$38,850	\$141,090	\$3,918.75	\$14,176.25	\$106,983.10	\$34,106.90
Fringe Benefits	\$34,080	\$0	\$12,949	\$47,029	\$1,306.24	\$4,725.37	\$35,660.68	\$11,368.32
Travel (local)	\$3,500	\$0	\$99	\$3,599	\$0.00	\$26.00	\$112.40	\$3,486.60
Equip/Supplies	\$120,050	\$78,950	\$85,079	\$364,079	\$10,712.22	\$21,282.54	\$322,658.30	\$41,420.70
ODC	\$75,000	\$41,700	\$6,864	\$43,564	\$587.95	\$3,804.25	\$34,626.83	\$8,937.17
Overhead	\$61,334	\$0	\$23,309	\$84,643	\$2,351.24	\$8,505.73	\$64,189.70	\$20,453.30
G&A	\$19,505	\$12,065	\$9,194	\$40,764	\$1,130.02	\$2,511.28	\$35,739.75	\$5,024.25
Grand Total	\$415,709	\$132,715	\$176,344	\$724,768	\$20,006.42	\$55,031.42	\$599,970.76	\$124,797.24

Level of Effort: not to exceed 18.8 person months and \$141,090 per Attachment A, Budget Summary and Subcontract Amendment #1 (Option B)

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: 

TITLE: President

DATE: 7/24/02

Prime Contractor: The Centre for Development and Population Activities
Subcontractor President: Sandra L. Amendola
Completion Date: June 30, 2003
Total Obligated Funds: \$292,069.00
Estimated Additional Funds: \$432,699.00

Funding Source: HRN-C-0098-00006-00
Statement Date: 06/06/02
Statement No.: 02-05
Expense Period: May 2002

<u>Line Item</u>	<u>Budget</u>				<u>Expenditures This Period</u>	<u>Expenditures Year to Date</u>	<u>Expenditures To Date</u>	<u>Balance Remaining</u>
	<u>Basic Award</u>	<u>Option A</u>	<u>Option B</u>	<u>Total</u>				
Salaries	\$102,240	\$0	\$38,850	\$141,090	\$2,420.00	\$16,596.25	\$109,403.10	\$31,686.90
Fringe Benefits	\$34,080	\$0	\$12,949	\$47,029	\$806.66	\$5,532.03	\$36,467.34	\$10,561.66
Travel (local)	\$3,500	\$0	\$99	\$3,599	\$10.00	\$36.00	\$122.40	\$3,476.60
Equip/Supplies	\$120,050	\$78,950	\$85,079	\$364,079	\$275.00	\$21,557.54	\$322,933.30	\$41,145.70
ODC	\$75,000	\$41,700	\$6,864	\$43,564	\$93.65	\$3,897.90	\$34,720.48	\$8,843.52
Overhead	\$61,334	\$0	\$23,309	\$84,643	\$1,452.00	\$9,957.73	\$65,641.70	\$19,001.30
G&A	\$19,505	\$12,065	\$9,194	\$40,764	\$37.87	\$2,549.14	\$35,777.62	\$4,986.38
Grand Total	\$415,709	\$132,715	\$176,344	\$724,768	\$5,095.17	\$60,126.59	\$605,065.93	\$119,702.07

Level of Effort: not to exceed 18.8 person months and \$141,090 per Attachment A, Budget Summary and Subcontract Amendment #1 (Option B)

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY:

Sandra L. Amendola
 TITLE: President

DATE:

7/29/02

Prime Contractor: The Centre for Development and Population Activities
Subcontractor President: Sandra L. Amendola
Completion Date: June 30, 2003
Total Obligated Funds: \$292,069.00
Estimated Additional Funds: \$432,699.00

Funding Source: HRN-C-0098-00006-00
Statement Date: 07/01/02
Statement No.: 02-06
Expense Period: June 2002

<u>Line Item</u>	<u>Budget</u>				<u>Expenditures This Period</u>	<u>Expenditures Year to Date</u>	<u>Expenditures To Date</u>	<u>Balance Remaining</u>
	<u>Basic Award</u>	<u>Option A</u>	<u>Option B</u>	<u>Total</u>				
Salaries	\$102,240	\$0	\$38,850	\$141,090	\$1,925.00	\$18,521.25	\$111,328.10	\$29,761.90
Fringe Benefits	\$34,080	\$0	\$12,949	\$47,029	\$641.66	\$6,173.69	\$37,109.00	\$9,920.00
Travel (local)	\$3,500	\$0	\$99	\$3,599	\$0.00	\$36.00	\$122.40	\$3,476.60
Equip/Supplies	\$120,050	\$78,950	\$85,079	\$364,079	\$213.14	\$21,770.68	\$323,146.44	\$40,932.56
ODC	\$75,000	\$41,700	\$6,864	\$43,564	\$25.47	\$3,923.37	\$34,745.95	\$8,818.05
Overhead	\$61,334	\$0	\$23,309	\$84,643	\$1,155.00	\$11,112.72	\$66,796.69	\$17,846.31
G&A	\$19,505	\$12,065	\$9,194	\$40,764	\$23.86	\$2,573.01	\$35,801.48	\$4,962.52
Grand Total	\$415,709	\$132,715	\$176,344	\$724,768	\$3,984.13	\$64,110.72	\$609,050.06	\$115,717.94

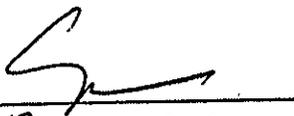
Level of Effort: not to exceed 18.8 person months and \$141,090 per Attachment A, Budget Summary and Subcontract Amendment #1 (Option B)

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY:

TITLE:




DATE:

7/29/02

WDSG Quarterly Report
TAACS4 Contract #: GPH-C-00-01-00006-00
April 01 - June 30, 2002

1.0 Introduction

This is the Washington Decision Support Group's (WDSG) first quarterly report submitted to CEDPA under Contract No. GPH-C-00-01-00006-00. Appendix I contains copies of WDSG's monthly reports for the first quarter (submitted previously) illustrating expenditures and level of effort to date.

2.0 Accomplishments

2.1. Procurement of Hardware/Software

The approval and procurement of hardware/software commenced during this quarter. Five positions are current under this contract. Advisors for these five positions were contacted and asked about computer needs. It has been determined that desktops, monitors, and laptops are required for all five positions; three positions need printers.

The laptops were approved for purchase and procured the beginning of June. WDSG is currently configuring all of the laptops, however, only one is slated for immediate shipment (to Indonesia). The remaining laptops will be ready for delivery once the other positions have been filled.

The desktops and printers will be approved and procured during the next quarter.

2.2 Technical Assistance

WDSG developed and tested a PC imaging procedure which will be used henceforth on both TAACS IV and TAACS III computers. This CD-ROM based system will facilitate the easy restoration of a damaged computer to its original state as shipped, including all OS, utilities, and application software.

Current security issues concerning Windows 9x and Windows2000 were reviewed for the TAACS program.

2.3. TACOMIS

Under the current subcontract WDSG is to develop, in collaboration with CEDPA and USAID, a "database" to be used to facilitate management of the TAACS program. The USAID project manager suggested that this system be developed with a view toward its possible use by other such technical assistance contracts, cooperating agreements, etc.

What is now envisioned is a web-enabled online management information system which will permit CEDPA and USAID managers (and, in the future, managers of other USAID-financed TA programs) to quickly and easily store, retrieve, and report on key management information. The project has been code named TACOMIS (Technical Assistance Contracts Online Management Information System).

During the last quarter several meetings were held with CEDPA, JHU, PIP, and USAID personnel regarding the design of TACOMIS, including management information needs of the various players. WDSG has roughed out the architecture of a system which will be robust, reliable, responsive, and relatively inexpensive to build and maintain. It is now in the process of completing two alternative cost estimates and a simple demo for CEDPA and USAID review and approval in the next quarter. Timely approval of one of the alternatives to be presented will facilitate the full development of TACOMIS in time for its testing and deployment within CEDPA during the next two quarters.

3.0 Problems Encountered

The only problem encountered this quarter was equipment-related. We purchased the laptops (and peripherals) direct from IBM. Due to backorders and the high volume of orders, some of the items arrived later than others. In addition, IBM provided a wrong item for which we are still awaiting delivery. We are unable to ship the laptop to Indonesia until we receive this item.

4.0 Plans for Next Reporting Period

- ▼ technical support as required for all TAACS IV personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continue procurement, and order equipment as approved;
- ▼ testing, configuration, shipment of hardware/software for new TAACS;
- ▼ continue development/design of TACOMIS; programming, alpha and beta testing.

5.0 Expenditures and Level of Effort

See Appendix I.

TAACS4 Subcontract - WDSG, Inc.

Prime Contractor: The Centre for Development and Population Activities
 Subcontractor President: Sandra L. Amendola
 Completion Date:
 Total Obligated Funds:
 Estimated Additional Funds:

Funding Source: GPH-C-00-01-00006-00
 Statement Date: 05/06/02
 Statement No.: 02-04
 Expense Period: April 2002

Line Item	Budget			Total	Expenditures	Expenditures	Expenditures	Balance
	Basic Award	Option A	Option B		This Period	Year to Date	To Date	Remaining
Salaries	\$245,436	\$16,220	\$0	\$261,656	\$2,818.75	\$3,671.25	\$3,671.25	\$257,984.75
Fringe Benefits	\$81,811	\$5,407	\$0	\$87,218	\$939.57	\$1,223.74	\$1,223.74	\$85,994.26
Travel (local)	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Equip/Supplies	\$175,960	\$45,500	\$0	\$221,460	\$0.00	\$14.59	\$14.59	\$221,445.41
ODC	\$54,250	\$10,250	\$0	\$64,500	\$0.00	\$0.00	\$0.00	\$64,500.00
Overhead	\$147,261	\$9,732	\$0	\$156,993	\$1,691.25	\$2,202.74	\$2,202.74	\$154,790.26
G&A	\$23,022	\$5,575	\$0	\$28,597	\$0.00	\$1.46	\$1.46	\$28,595.54
Grand Total	\$727,740	\$92,684	\$0	\$820,424	\$5,449.57	\$7,113.78	\$7,113.78	\$813,310.22

Level of Effort:

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: Sandra L. Amendola
 TITLE: President

DATE: 7/24/02

TAACS4 Subcontract - WDSG, Inc.

Prime Contractor: The Centre for Development and Population Activities
 Subcontractor President: Sandra L. Amendola
 Completion Date:
 Total Obligated Funds:
 Estimated Additional Funds:

Funding Source: GPH-C-00-01-00006-00
 Statement Date: 06/03/02
 Statement No.: 02-05
 Expense Period: May 2002

Line Item	Budget				Expenditures This Period	Expenditures Year to Date	Expenditures To Date	Balance Remaining
	Basic Award	Option A	Option B	Total				
Salaries	\$245,436	\$16,220	\$0	\$261,656	\$1,787.50	\$5,458.75	\$5,458.75	\$256,197.25
Fringe Benefits	\$81,811	\$5,407	\$0	\$87,218	\$595.83	\$1,819.57	\$1,819.57	\$85,398.43
Travel (local)	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Equip/Supplies	\$175,960	\$45,500	\$0	\$221,460	\$14.59	\$29.18	\$29.18	\$221,430.82
ODC	\$54,250	\$10,250	\$0	\$64,500	\$0.00	\$0.00	\$0.00	\$64,500.00
Overhead	\$147,261	\$9,732	\$0	\$156,993	\$1,072.50	\$3,275.24	\$3,275.24	\$153,717.76
G&A	<u>\$23,022</u>	<u>\$5,575</u>	<u>\$0</u>	<u>\$28,597</u>	\$1.46	\$2.92	\$2.92	<u>\$28,594.08</u>
Grand Total	\$727,740	\$92,684	\$0	\$820,424	\$3,471.87	\$10,585.65	\$10,585.65	\$809,838.35

Level of Effort:

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY: Sandra L. Amendola
 TITLE: President

DATE: 7/24/02

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TAACS4 Subcontract - WDSG, Inc.

Prime Contractor: The Centre for Development and Population Activities
 Subcontractor President: Sandra L. Amendola
 Completion Date:
 Total Obligated Funds:
 Estimated Additional Funds:

Funding Source: GPH-C-00-01-00006-00
 Statement Date: 07/01/02
 Statement No.: 02-06
 Expense Period: June 2002

Line Item	Budget				Expenditures This Period	Expenditures Year to Date	Expenditures To Date	Balance Remaining
	Basic Award	Option A	Option B	Total				
Salaries	\$245,436	\$16,220	\$0	\$261,656	\$1,650.00	\$7,108.75	\$7,108.75	\$254,547.25
Fringe Benefits	\$81,811	\$5,407	\$0	\$87,218	\$549.99	\$2,369.56	\$2,369.56	\$84,848.44
Travel (local)	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Equip/Supplies	\$175,960	\$45,500	\$0	\$221,460	\$0.00	\$29.18	\$29.18	\$221,430.82
ODC	\$54,250	\$10,250	\$0	\$64,500	\$0.00	\$0.00	\$0.00	\$64,500.00
Overhead	\$147,261	\$9,732	\$0	\$156,993	\$990.00	\$4,265.24	\$4,265.24	\$152,727.76
G&A	\$23,022	\$5,575	\$0	\$28,597	\$0.00	\$2.92	\$2.92	\$28,594.08
Grand Total	\$727,740	\$92,684	\$0	\$820,424	\$3,189.99	\$13,775.65	\$13,775.65	\$806,648.35

Level of Effort:

The undersigned hereby certifies: (a) that payment of the sum claimed under the cited Subcontract is proper and due and that appropriate refund to CEDPA will be made promptly upon request by CEDPA in the event of non-performance in whole or part, under the subcontract for any breach of the terms of the subcontract; and (b) that information in the fiscal report is correct and such detailed supporting information as the Prime Contractor may require will be furnished at the contractor's office by WDSG on request; and (c) that all requirements called for by the subcontract to the date of this certification have been met.

WDSG, Inc.

BY:

Sandra L. Amendola

TITLE:

President

DATE:

7/24/02

QUARTERLY REPORT

April 21-July 20, 2002

From Rebecca C. Adams
Education TAACS for the LAC Bureau

This quarter my activities have been impacted primarily by the Presidential Summit of the Americas' Initiative, the Centers of Excellence for Teacher Training (CETT) and the coordination of CETT launching by President Bush at the RRB.

Activity Management

Basic Education and Policy Support Task Order - *Technical Assistance to the LAC Regional Education Program*

Managed the development of a follow on task order with EGAT-HCD's BEPS totaling \$3.4million to assist the LAC Bureau in carrying out the CETT assessments of institutional capacity and teacher training needs throughout the LAC region; to assist with the Presidential launching planned for May 14 at the RRB; and to assist in the CETT private sector (matching) component. The BEPS task order serves as the major mechanism to assist in the development of the Centers of Excellence for Teacher Training (CETT), the White House Initiative announced at last year's Summit of the Americas in Quebec. Throughout the past quarter and through this one numerous teams of consultants have been activated to undertake assessments in the Caribbean, Andes and Central America in support of CETT. All activities related to the technical aspects of CETT were extremely accelerated during this quarter because of pressures from the National Security Council, the Department of State and the White House in preparation for the President's visit to the RRB. This has included contributions to scopes designed to assess teacher training and institutional capacity in the subregions. Ongoing oversight for voucher processing, budget monitoring, consultant approvals, travel approvals, and country clearance cables continues. Additional components of CETT include a private partnership mechanism designed to solicit \$20 million in support of President Bush's CETT initiative. This has included working closely with AID's General Counsel, the Global Development Alliance, and Office of Procurement due to the need to solicit and work through contracting mechanisms to do so. This has and continues to be extremely labor intensive. Additional components include a Consultative Group that meets twice a year to contribute to the overall design of the activity. The BEPS TO is the major mechanism being used to undertake these various components and we are utilizing a minimum of four to five consultants at any one time. Numerous meetings are required to support the management and technical guidance of these components.

UNESCO Grant - Continue to manage the *Regional Indicators Project*. This is a Summit of the Americas Initiative where USAID is partnering with six other countries

in the hemisphere to improve the data collection, definition, and interpretation of education data.

Global Monitoring and Evaluation (GEM) Task Order – Serve as the CTO for the \$2 million four-year task order with Aguirre Intl to support monitoring and evaluation activities for the entire regional education portfolio.

Presidential CETT Launching – Served as the USAID coordinator for the Presidential launching of the CETT program scheduled for May 14, 2002. This required working with USAID's Administrator Natsios, LAC Bureau's AA, Franco, the National Security Council and the State Department's Western Hemisphere Affairs Division. Over 900 people were invited to attend including all ambassadors to the US, OAS ambassadors, ministers of education, reps from the education community, congressional reps, Sec Paige, etc. from 33 countries of the hemisphere. Responsibilities covered all aspects from created invitation list, conducting weekly briefings with administrator, LAC AA, LPA, NSC, and others to assisting in hosting numerous pre meetings with ambassadors, etc, to prepare them for the event. Briefing books were prepared weekly and it required me working seven days a week for the greater part of this quarter. Two days prior to the event, the White House postponed it due to a change in schedule for the President.

Other

Accruals – Served as the education teams representative to the Bureau and undertook the accrual activity for more than 30 activities (old, expired, new, etc) using the new data base system.

Communication with missions – Continue to serve as a primary liaison with education officers in the eight LAC missions with education programs.

Technical review of documents – Continue to provide input to scopes, reports, etc that are produced by other team members.

Budget Justifications- Provided all of the data sheets for the Bureau's BPBS through FY04 for regional education programs. Also, assisted the Bureau Budget office in reviewing all mission education-funding levels through FY04.

EHR Budget – Continue to maintain the fiscal budgets for the Bureau's regional education program. FY02 is \$16million.

QUATERLY REPORT

Submitted to CEDPA

March-July 2002

Benjamin Alvarez

Travel

1. Orlando, Florida. To participate in the meeting of the program IEQ and in the Comparative Education International Association Annual Conference
2. Geneva. To discuss issues related to teachers' status in the International Labor Organization, the utilization of their databases and their work on child labor
3. Paris. To participate in the Consortium of International agencies involved in secondary education organized by UNESCO
4. Santiago, Chile. For the Latin American and Caribbean meeting for monitoring the goals of Education for All, and discuss future activities with the Director of UNESCO in the region
5. Brasilia. To monitor a child labor program supported by the LAC Bureau

Activities as CTO. I was appointed CTO for the project Improving Educational Quality

Bureaucratic Duties

As member of the basic Education Team, I have participated in the preparation of the new project (EQUIP)

Review papers as needed, for Basic Education and for the Office of planning, and participation in country strategic evaluations

Academic Activities

I am preparing a report on teachers that may constitute part of the new Annual Report. Of Education at USAID.

My contribution is to be main writer and coordinator of all contributions.

David Bruns, TAACS Uganda
Quarterly Report
May 1-July 31, 2002

This Quarterly Report—beginning May to end July 2002-- is my fourth quarterly report documenting work efforts. The major activities undertaken in this period were:

1. **SO8 Design.** In my previous quarterly report, I mentioned my involvement in preparing the design documents for SO8's (education and health) two new bilateral agreements. An \$86 million RFA and \$ 35 million RFP were issued to bidders and responses were received in early May. I co-chaired one of the Technical Evaluation Committees (TEC) responsible for evaluating the proposals. Following the TEC recommendations, I prepared the memo that was sent to Applicants requesting clarifications and/or revisions to the proposed activity. I have worked closely with the Mission's contract office in preparing questions for subsequent oral presentations by the short list of Applicants.
2. **Visit by Secretary of Treasury Paul O'Neill and Bono.** In late May, Secretary O'Neill and Bono visited Uganda for three days as part of a four country tour of Africa. The visit required an enormous amount of preparation and care. Sec. O'Neill wished to visit a school, water site, and health center. I identified a school and water site about 45 minutes from Kampala and was responsible for coordinating all aspects of the visit. Among others, this included site plans, speakers, security precautions, press coverage, and rain precautions. During the visit, I ushered the visitors around the site and assisted the Uganda water engineer and school headmaster field questions from the team. Bono sang a Beatles song. The visit generated enormous press coverage and stimulated debate about the nature and future of aid to Africa.
3. **Implementation of current USAID/Uganda Education Program.** I prepared a \$1.4 million education project that will be implemented by the USAID Basic Education and Policy Support (BEPS) program. Preparation involved developing the concept, scope of work, and budget and clearing it with the Mission's front office. Following successful clearance, I have worked with BEPS to develop a work program and implementation schedule.
4. **Acting Team Leader.** Since early July, and pending arrival of the new Team Leader in August, I have been the Acting Team Leader of the SO8 (education and health) team. I've been managing the SO8 portfolio and liaising with the mission's Front Office.

Major Activities Planned for the Next Quarter (August to October 2002)

SO8 Design. I will participate in the final evaluation and selection of the Services Cooperative Agreement. As the future Chief Technical Officer (CTO), I will coordinate

start-up activities, including work programming, district selection, and performance monitoring plans.

Project Assistance. I will be involved in coordinating initial implementation of four activities under a \$1.4 million BEPS program that will start on September 1.

September 2002 Education State of the Art (SOTA). I will participate in the Africa Bureau's Education Training in Ethiopia, and have been asked to make two presentations, one on Uganda's Education Information Systems and another on our programs in conflict areas.

Millenium Challenge Account. Following the visit to Uganda by Secretary O'Neill and the announcement of \$5 billion annual increase in aid to Africa, we expect Uganda will be a major recipient. We have decided to be proactive in designing activities that can absorb funds and produce measurable impact, and I will be involved in proposal preparation.

Anne H. Dykstra
TAACS, USAID, EGAT/WID
Quarterly Report
April 22, 2002- July 22, 2002

Major Activities Planned for the Period

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

- Continue to participate in committees and in planning across bureaus and sectors in USAID to further girls' education.
- Hold the first SO Team meeting for Girls Education
- Support field missions to carry out existing activities to improve Girls' and Women's Education in selected programs through visits and support of CTOs.

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

- Provide technical assistance to field missions on the design of Girls' and Women's Education strategies activities and delivery mechanisms through field visits, and through review of strategy and program documents.
- Undertake a field visit to Cambodia

Major Activities during the Reporting Period:

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

- Continue to participate in committees and in planning across bureaus and sectors in USAID to further girls' education

-Attended all meetings concerning the reorganization of the Global Bureau, participated in small group activities.

-Member of the following committees:

- a. Committee to draft a policy brief on *Accountability and Transparency in Education*. Chaired working group for HCD on this topic.
- b. Sector Council Revitalization: Continued work on the role and function of the Education Sector Council. Member of the Committee to rewrite the Sector Charter.
- c. Member Workforce Committee
- b. Member Indicators Committee: contributed draft of criteria for measuring Quality, Political Will and Data and Management.
- c. Member of planning team for Basic Education Exchange, Africa

-Prepared Comments or attended review meetings as follows:

- a. Critique of World Learning's longitudinal study of the impact of literacy programs on women's lives.
- b. Review meeting of "Education and the Muslim World

- c. Comments on the "Simplify" Presentation for interactive web site management for the education sector.
- d. As follow-up, prepared refusal letter for the Penn State proposal on IPM and Education in Vietnam.
- e. Participation in the evaluation of response to the GDA procurement. This activity required 1 ½ weeks time to read, critique, and rate proposals and participate in meetings.

-Prepared presentations for:

- a. Basic Education Exchange, end September 02
 - b. Finalized chart on stages of education in reconstruction for *Children Outgrowing War*
- Hold first SO Team meeting for Girls Education
 - Agenda submitted, SO team meeting scheduled for 5 August 02. SO Team members were traveling during June and July therefore, the meeting could not be scheduled.

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

- Provide technical assistance to field missions on the design of Girls' and Women' Education strategies, activities and delivery mechanisms through field visits, and through review of strategy and program documents.
 - a. -Participated in the development of the education program for Cambodia. Reviewed mission plans, budgets, and strategies. Attended review meetings submitted critiques of various planning documents. Cambodia Strategy Review. New ed. program was passed and funded 6 May 02
 - b. -Edited and drafted new activities for the education strategy, Congo DRC.
 - c. -Participated in numerous meetings to discuss and exchange ideas and information on rebuilding education in Afghanistan.
 - d. -Critique and comments on Mali education strategy.
 - e. -Participant in meeting called to brainstorm aid interventions for Burma.
 - f. -Participant in meeting to examine feasibility of radio instruction in Afghanistan.
 - g. -Member of team conducting Quality Enhancement Review, Laos: world Bank, May 21-23
- Undertake a field-visit to Cambodia: This trip has not yet been scheduled by USAID Cambodia, it is anticipated that the work will be done in late August.

Constraints

I underwent surgery to repair a torn rotator cuff in the right shoulder on May 22, 02. The recovery from surgery partially immobilized my right arm for three weeks. Thereafter, it required time-off for physical therapy two to three times a week for three months. This injury has curtailed travel and cut into work time. However, the repair is permanent and recovery is moving swiftly ahead. I should be able to travel by the end of August.

Major activities planned for the next quarter (April 22 through July 21, 2002)

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

- Continue to participate in committees and in planning across bureaus and sectors in USAID to further girls' education.
- Hold the first SO Team meeting for Girls Education
- Support field missions to carry out existing activities to improve Girls' and Women's Education in selected programs through visits and support of CTOs.

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

- Provide technical assistance to field missions on the design of Girls' and Women's Education strategies activities and delivery mechanisms through field visits, and through review of strategy and program documents.
- Undertake a field visit to Cambodia

QUARTERLY REPORT

April - June 2002

John Hatch

Office Responsibilities

This quarter has been impacted reorganization activities—HCD is becoming ED, confirming new staff and staffing needs, looking at how we support/work with regional bureaus—and involvement with G-8, WSSD, MCA and other international development activities and planning. For me, there has been the over-riding activity of working with the Contracts office to bring out a new assistance mechanism, EQUIP. During the quarter, Sally Patton left the Basic Ed team for language training, and Linda Padgett left to do other things, resulting in increased responsibilities as their portfolios were parsed out.

- Contract Activities
- *Seeds of Peace*: Talked by phone with Seeds staff and Agency personnel to discuss next steps in award to Seeds of Peace. This activity has become the responsibility of DCHA.
- *Improving Educational Quality II*: While the CTO was officially changed from me to Benjamin Alvarez at the end of the March, I continued for about a month or so to attend meetings, participate in the twice-a-month IEQ telecon staff meetings with subcontractors and specialists, and generally assisted Dr. Alvarez to take over the responsibilities and files. Discussions were held on issues of contract ceiling and extension, and the Pakistan and Malawi activity funding.
 - *Pakistan Workshop*: Continue to attend Pakistan planning meetings when invited. ANE funds were transferred to IEQII to pay for the first stage of the workshop, and fund the final activity which finally took place in May.
 - *INNOTECH Workshop*: Continued to provide support to planning efforts for the May Workshop, *The Quest for Quality Forum*, which was held in Manila, including briefing Kim Bolyard who attended from our office.
- *IIEP and UNESCO grants*: Continued to provide occasional backstopping to Patrick Collins as needed
- *Ed-Data/DHS+*: Met a couple of times with Macro, AFR and EGAT/HCD staff to discuss collection and coordination issues, and preparations for extension of the current award for one year, especially in light of Linda Padgett's resignation as Activity manager. With Kim, met with the Contract Officer to plan for the extension.
- *New Mechanism/EQUIP*: Most of the quarter was spent working with Contracts in making refinements to EQUIP and getting this RFA out on the streets, which finally took place late in June. Responses are due in August 12th.

- *NMS/Phoenix*: made entries for the extension of EdData Core contract and two Task Orders, plus those for EQUIP. Also prepared a unified SO #1 Team Accrual clean up; drafted plan for FY'02 budget allocations; and coordinated materials on activities and staffing for general reviews.
- General Office: Unfortunately, the amount of work has meant that piles of materials to be read continue to accumulate, even with concentrated program of evening readings. In addition to e-mails, phone calls and other normal events, work this quarter tended to fall into the following categories:
 - *Personnel*: I continued to provide an increasingly limited assistance to Benjamin Alvarez as he learns the ropes of USAID. This included passing over files for IEQ II and archiving IEQ I files to create filing space. With Linda Padgett's departure and Kim Bolyard's anticipated departure in August, it has become more important for me to be on top of the data collection activities under the Macro contract for which I serve as CTO.
 - *Meetings*: A variety of informational meetings took place with individuals, and with representatives of contractor organizations, and with USAID staff on various issues, including a presentation to the NEPs on contracts management.
 - *Presentations*: Lead a group discussion on employment in development work for those with a special interest in gender issues at the SID-W's Annual Career Fair.
 - *HCD Workshops*: Continued to support planning meeting with Africa Bureau to see how we might jointly hold a regional workshop in May until it was postponed until late September. Started negotiations and planning with LAC, Honduras and IEQII on regional workshop in LAC in September in Honduras.
 - *Support*: Provided support to a variety of activities, but most consistently, to Don Sillers in PPC with reviewing and commenting on drafts of a statement on accountability in education.
- Meetings: I attended the usual SO1 Team, EGAT/HCD staff and Education Sector Council meetings. Additional meetings included:
 - *SID/WID*: As Co-Chair, helped to produce and attend occasional lunchtime presentations on development issues impacting women and girls. Also provided support to a series on skill building for professional women
 - *Civics Education*: Met with DCHA/DG and IEQII to help move forward a short publication being developed by IEQII on how basic education and democratization programming by Missions can be mutually reinforcing.
 - *Country Reviews*: Attended some review sessions and commented on other country documents. Special series included a focus on the needs of India and Afghanistan.
 - *Short Presentations Attended*:
 - * A series of discussions by American Youth Policy Forum on youth policy issues;
 - * *Knowledge Management* by Eric Sauve of the Tomoye Corporation;
 - * *Achieving Education for All in Africa* by the Council on Foreign Relations;
 - * *Interactive Radio Instruction in Afghanistan* ; and *Planning for Children's Resources in Afghanistan*

- * The inaugural seminar in EGAT/UP series on "*Toward Eliminating Urban Poverty*"
- * Special discussion on specific issues relating to "Calculating the net attendance ratio using data from the DHS"
- * Washington International Education Group Meeting, May 1st

Travel

Will there was an outside possibility of travel this period, none took place.

Conferences

- *InterAction's Forum 2002*, June 3-5, Washington, DC. Attended particularly a series of panels on Linking Development Financing with Development Effectiveness.
- *GreenCOM Technical Advisory Group Meeting*. May 16th and 17th, Washington, DC.

Training

The Assistance Management course, April 15-19th, completed the CTO certification program for both Acquisition and Assistance.

Anticipated Special Activities Next Quarter

- EQUIP, the New Mechanism to replace IEQ II, is out. August and September will be filled with reviewing, awarding and starting up the activities, and July with planning for those activities.
- The only likely trips to will be to Honduras and Addis Ababa to attend regional HCD workshops, though there have been requests for two TDYs during this period.
- The Agency reorganization that moved HCD under the EGAT Bureau, will result in new programs and staff from the regional bureaus being assigned to ED during the quarter, and then to the Basic Education team, which will have an impact on workload and focus. Increased thinking, and subsequent practices, of education as a sector cutting across bureaus will also impact workload and responsibilities.
- As co-facilitator, will continue to pull together the L:AC regional workshop with the planning team and missions' assistance. The workshop will be held in San Pedro Sula, Honduras for a week beginning on September 7th.

Mitch Kirby
TAACS Senior Education Advisor
USAID Africa Bureau
April 21, 2002 – July 22, 2002

Major activities for the period:

The major activities for this reporting period included assistance to the USAID Africa Bureau and Regional Office in Nairobi, Kenya to develop the new Sudan Basic Education program. Specific support activities for the new Sudan education program are described below. Other support activities included a TDY to Malawi for new education activity design; participation in various Education Sector Council sub-groups to work on organizational implications of the reorganization for the education sector; and the design of the management track for the upcoming Africa Bureau Basic Education Exchange (BEE). These activities are described in more detail below. The other major activity was the on-going Agency reorganization and its implications for my current TAACS position with the Africa Bureau and future position in the pillar bureau for Economic Growth, Agriculture and Trade (EGAT). At the time this quarterly report was prepared, the reorganization staffing plans had not yet been fully approved nor have I been officially notified about the transfer. While the reorganization seems imminent I have not yet received any indication about what my new EGAT scope of work, roles and responsibilities will be. A summary of activities for this reporting period follows.

1. Support for the new Sudan Basic Education Program

Continued support for the new Sudan Basic Education Program (SBEP) included two trips to Nairobi to participate in the technical review committee to review proposals submitted for the SBEP program implementation. The proposal review committee met in May to review, score and rank proposals and then again in June to review and rank best and final proposals. For both processes, I drafted the technical evaluation memo from the committee to the Regional Contracts Officer.

2. TDY to Malawi to assist with program planning

The USAID/Malawi Mission requested that Mitch Kirby and Ash Hartwell, who have assisted the Mission in the design of the Strategic Objective for Basic Education, provide technical assistance for the design of two elements of the SO. These are the design for the follow-on to the QUEST activity, under IR 2, and technical assistance for the implementation of Malawi's Policy Investment Framework, now approved by Cabinet and Parliament, under IR 3. We reviewed and updated the context and strategy for SO9. The review was conducted by examining political trends, national macro-economic conditions and the status of sector financing; development partner perspectives and plans; and the impact the national crisis was having on education plans and management at the district level. Essentially it calls for a focus on capacity building at local and district levels, in coordination with other donors and targeted support for priority PIF issues, specifically the development of the teaching force, development of a strategic plan

(reflecting district initiatives) and a monitoring and evaluation framework to guide PIF implementation.

The update included a detailed review and update of the SO9 budget and obligations, so that strategies for IR2 and IR3 would be targeted within budget ceilings. It seemed prudent to hold back the detailed programming of funds for IR3, so that if the policy context improved there would be flexibility in designing new responses and activities, particularly in providing technical assistance for planning and management.

Also, the TDY assisted the mission in drafting two preliminary proposals for the Africa Education Initiative: one on the use of interactive radio to strengthen the teaching of English in lower primary grades, and a second proposal on scholarships for needy youth, particularly girls, in upper primary and secondary schools.

3. Education Sector Council and the Implications of Reorganization for the education sector.

The USAID reorganization continues to be a hot topic. Many of the operational details on roles and responsibilities for the regional bureaus and pillar bureaus still have not yet been clarified. In an effort to begin to get some clarity, I suggested to the Education Sector Council that it form a sub-group to examine staffing and workload needs and to explore options for how EGAT and AFR can address field support needs within the reorganization mandates. With other colleagues from the Agency I have participated in this working group.

4. Basic Education Exchange Management Track

Upon return from Nairobi in June, I agreed to design for the management track for the upcoming USAID Basic Education Exchange (BEE) in Addis Ababa, Ethiopia in October. The BEE is the Africa Bureau's biennial training program for all USAID education staff in sub-Saharan Africa. I designed a program to focus on organizational and program issues that impact what and how USAID does education programming in Africa. The four sessions for the management training will include: 1) mapping field support needs and explaining roles and responsibilities for AID/W support; 2) initiatives and instruments; 3) data management; and 4) knowledge management.

5. Other activities

Other activities undertaken during this reporting period included:

- Participation in the UNESCO Basic Learning Materials Workshop in Paris
- Host for visit to Washington, DC by the Honorable Namibian Minister of Basic Education, Mr. John Mutorwa
- Briefing for US State Department Deputy Chief of Mission to Namibia
- Contributing to USAID policy brief on accountability and transparency in the education sector

- Reviewing proposals for ADEA study on public private partnerships
- Briefing with LPA on the Africa Bureau funded Alfalit program
- Participation in the Africa Bureau Program Assistance Task Force
- On-going program management and oversight for the IFESH cooperative agreement
- Backstop support to education programs in Malawi, Namibia, and Nigeria

6. Planned Activities for the next reporting period

Planned activities for the next reporting period, from July 23, 2002 to October 20 will include:

- Assistance to USAID/RCSA to design an education strategy
- Participation as a panelist and presenter at the IFESH Teacher for Africa orientation program in Phoenix, AZ
- Assistance to USAID/South Africa with program evaluation and design OR
- Assistance to USAID/Nigeria for education program evaluation and design
- Continued assistance with program planning and participation in the Basic Education Exchange in Addis Ababa, Ethiopia
- Support to USAID/Namibia's request for a program extension beyond 2005;
- Assistance to USAID/Uganda to evaluate non-project assistance for education sector support

CEDPA QUARTERLY REPORT

Danielle Roziewski

April 22 – July 20, 2002

- Mid-Term Evaluation – One of my top priorities during the quarter was facilitating the successful completion of the BASE II mid-term evaluation (MTE). This required intensive interaction with the evaluators on a myriad of issues: providing substantive input on all components of the project; objectively analyzing our strengths and areas for improvement; guiding the restructuring of certain functions (e.g. monitoring and evaluation); liaising with the Ministry of Education; planning the implementation of supplemental consultancies (e.g. a cost study for model school expansion); and identifying strategic issues and actions for USAID and BASE staff. I also carefully read and edited the draft MTE report and numerous annexes to ensure accuracy and easy readability.

I am pleased to report that the BASE II evaluation findings, though not perfect, have been overwhelmingly positive. To quote one line from the report, “Several of these model schools are so good that they serve as not only a national, but an international model of what a “good” primary school should look like.” I am very proud to be associated with a project that is achieving such strong results. Finally, both of the evaluators were complimentary of my work and support throughout the MTE process. One of them wrote “It is a genuine delight to have a team at USAID/Managua who share an approach to teaching, learning, kids and social justice.”

- New Country Strategy/Concept Paper – Since the Mission Director set an unexpectedly short deadline for submission of our Mission Concept Paper, we only had a week to synthesize all of the strategy information we’ve been compiling this year. I drafted an outline which served as a model for our office, and organized our education submission to respond to USAID/W requirements. The Education Advisor and I drafted a strong document, emphasizing cross-sectoral linkages, which was commended by our office director and others. I also contributed to strategy development discussions with our evaluators and team members.
- BASE II Project
 1. Contract Management – This was by far the most eventful quarter in terms of contract management. Our contractor’s senior vice president came down to Managua to jointly analyze the state of project implementation vis-à-vis the mid-term evaluation findings. Our discussions included: brainstorming on ways to restructure the ever-challenging bilingual education Atlantic Coast component; strategizing on how to best handle a contract option year; analyzing various contract and budget modification requests; and prioritizing contract activities in a limited resource environment. I then met with our Regional Contracting Officer (RCO) during his first visit to Nicaragua to present the various issues. Based on our discussions, I carefully drafted Contract Modification #9 for the consideration of our new permanent RCO.

In order to facilitate the RCO’s clear understanding of the BASE II contract and to document the evolution of the issues involved, I drafted a detailed overview of the entire contract period since March 1999. This overview was complimented by my colleagues.

2. Community Participation (CP) – Because our six NGO sub-grants came to an end on June 30, we made it a strong priority to analyze the 2-year experience for the benefit of the MECD, civil society and other donors. In order to extract the best practices and lessons learned, we worked closely with the evaluator to design and carry out a participatory “systematization” workshop with all stakeholders. I helped facilitate the discussions throughout the day, and contributed many ideas to this collective learning process. Our presentation of the results to the Minister is still pending.
3. Performance Measurement – I reviewed several versions of the 2001 BASE II Longitudinal Study that would have been difficult for an outside reader to understand. Because I feel strongly that the data, analysis and findings should be clear and “user-friendly,” I recommended a complete re-write of the report. Although the contractor wasn’t thrilled about having to repeat the work, the new report is dramatically improved and will be particularly valuable for Ministry of Education decisionmakers.

On other performance measurement issues: I provided detailed recommendations to the evaluators for future program monitoring and evaluation; contributed to a participatory analysis of ways to strengthen our current project M&E systems; edited the new Longitudinal Study; and revised our education indicator in the Embassy’s Mission Performance Plan (MPP).

- Ministry of Education, Culture and Sports (MECD)

1. Model School Expansion – Given the clear and impressive gains in education quality and community participation achieved in our model schools, the Minister and his staff have decided to make the BASE program reforms the centerpiece of this MECD administration. Concretely this will mean expanding our model school interventions from the current 170 to more than 1700 nationwide. Even better, most of the cost of this massive replication will be financed by the World Bank – a development practitioner’s dream come true! This replication needs to be implemented in a careful and thoughtful manner, with the role and comparative advantage of USAID clearly defined. I worked with MECD officials throughout the quarter to cement USAID’s leadership role in this regard, and strategized with our evaluators and team members about how best to approach these issues.

One of the highlights of the quarter was a ten-hour day we spent with the Minister and his senior staff visiting model schools and discussing the reforms. Our field trip took us to 3 model schools, where we observed classes and interacted with teachers, directors, parents, students and community members. The last 2+ hours of the day were spent in the Minister’s conference room engaging in a lively analysis and discussion of the project and the sector, with a number of “devil’s advocate” questions posed to stimulate our collective thinking.

2. MECD Priorities – Throughout the quarter, I met with various counterparts to discuss the Ministry’s strategic lines of action over the next 5 years. I made recommendations on ways to approach sectoral issues, provided feedback on various documents, and elicited their opinions on how USAID can best support the MECD’s priorities/plans. I also shared many technical reports and studies (e.g. Education for All, vocational education, youth-at-risk, etc.) to further expand their decision-making capabilities. I am pleased to report that one of our policy reform recommendations – to include a re-distributive mechanism in the

transfer formula for school autonomy – has not only been adopted by the MECD but already passed into law.

3. Mid-Term Evaluation – I followed up on a variety of actions related to the evaluation, including the design/execution of a Model School Cost Study and a more prospective analysis of the statistics/information systems component. At the request of the Minister and with less than 24 hours' notice, I worked closely with project staff to prepare a notional cost projection for 1700 model schools. The Minister used this data to seek funding from various multilateral donors in Washington.
- Centers of Excellence for Teacher Training (CETT) – As the Mission point person for this Summit of the Americas initiative, I drafted a briefing memorandum for the Ambassador outlining policy and programming issues; strategized with the Vice Minister and other MECD officials on the optimal implementation design for Nicaragua; served as the liaison with USAID/W regarding program developments; and provided feedback on the assessment/design report for the Central American CETT.
 - Social Safety Net (SSN) – At the request of the Mission Director, I organized a meeting with the Minister of Education regarding our joint concerns with the current SSN program, as well as a possible expansion phase. I prepared briefing materials which summarized education sector issues, and contributed to the discussion. I am pleased to report that the issues raised over the past 3 years by USAID have had an effect on the SSN program, resulting in a restructuring of the loan. I also drafted a SSN briefing paper for a visit by the U.S. Treasury Undersecretary.
 - Partners
 1. American Chamber of Commerce (Amcham) – I continued my active participation on Amcham's Education Committee by promoting their involvement in Global Development Alliance (GDA) proposals by two U.S. PVOs. I served as a liaison between Amcham and the PVOs in order to facilitate the best activity design given Amcham's capacity and the needs in the education sector. I also created a spreadsheet which allowed Amcham to calculate a dollar value of their in-kind counterpart contribution, which would be matched one to one under GDA. Finally, I continued to provide input on ways to foster community participation in adopted schools, and shared our experiences/lessons under BASE.
 2. FISE – I initiated two important actions with FISE during the quarter. First, after learning that the Ministry planned to open regional offices on the Atlantic Coast and to implement community development projects, I organized a meeting with our BASE staff and NGO sub-grantees to share their wealth of knowledge, best practices and experience in the RAAN/RAAS. Since FISE is not very familiar with these regions, they were appreciative of the learning opportunity and hopefully will partner with BASE and our NGO sub-grantees in the future.

Second, after learning that FISE planned to contract NGOs to foster community participation in 55 Amcham schools, I shared our original CP RFA as well as detailed information on the work of our 6 NGO sub-grantees (with strong recommendations about their capacity). I also offered to provide input on the terms of reference of FISE's licitation, and ensured that our NGOs were aware of this excellent funding opportunity.

**CEDPA Quarterly Report
21 April – 20 July 2002**

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

Introduction

My focus the first two months of this quarter was on providing oversight for our primary education activity, LEAP, and the OICI youth workforce development activity. For the OICI program, my work has included completing the scope of work, and assisting in the contracting, for an assessment of this program and a situation analysis of the overall youth workforce sector in Nigeria. The last month of the quarter will be spent on R&R.

Accomplishments during the Reporting Period

Administrative Context

Major changes are now in the making at USAID/Nigeria. A new Mission Director, who is very hands-on, arrived at the beginning of June and has already begun the process of developing a new Country Strategic Plan (5 to 10 years). Needless to say, the Mission spent much time and energy in preparing for the new director's arrival. For myself personally, this primarily involved the preparation of briefing materials on the education program and assisting in the development of a PowerPoint presentation for GDO (Health and Education Sos combined). With a resident Contracts Officer also on-board now, the process of contracting (and contract monitoring) has become much more streamlined. It should perhaps be noted, however, that USAID/Nigeria has continued to experience frequent e-mail, internet and electrical outages over the past quarter, making it often difficult to function at optimal capacity.

General Development Office (GDO) / USAID/Nigeria

This quarter I participated in an off-site GDO team building activity and numerous informal discussions on cross-sectoral programming with the Health Office. Initiatives under consideration are:

- Developing a pilot project in which OICI provides micro-credit and vocational counseling to young PLWAs and OVCs;
- Potential use of OICI 'life skills' curriculum with HIV/AIDS projects;
- Inclusion of basic health messages, developed by Child Survival programs, into LEAP's interactive radio instruction program (currently on-going); and,
- Exploring an operations research project on the impact of HIV/AIDS on teachers.

Additionally, I have continued to work with the Program Office to keep our Advance Acquisitions & Assistance Plan updated, and with our Controllers Office to report on SO3 accruals.

Federal Ministry of Education (FME) and Federal Government of Nigeria (FGN)

The single meeting that I attended this quarter with the FME was held in Lagos in late May, organized by UNESCO, and concerned private sector involvement in education.

Donor Coordination

There were no formal meetings this past quarter with the donor community in education.

Education for Development and Democracy Initiative (EDDI)

EDDI has again been quiet this past quarter, though one meeting was held. At this meeting, we conducted a technical review of a proposal submitted for implementation of the EDDI-funded Ambassador's Girls' Scholarship Fund. The review resulted in a positive recommendation to the Ambassador.

Literacy Enhancement Assistance Program (LEAP)

While on-the-ground activities in LEAP have been proceeding well, a number of management and contractual issues have arisen that have required substantial time over the past two months. These issues have involved:

1. The weighting of LEAP interventions to address English literacy and numeracy (IRI vs. Master Teacher Training).
2. Resignations of two key personnel in May.
3. A potential situation of a conflict of interest.
4. Non-compliance issues regarding EDC's responsibility to request USAID authorizations for international travel and transportation not pre-approved.
5. An excessively complicated organigram and management structure for the program.

Following the visit of a Vice-President and Contracts Officer from EDC, some of these issues have been resolved. However, others will require more time and discussion.

Opportunities Industrialization Centres International (OICI)

My activities on this cooperative agreement over the past quarter have been focused on:

- As stated above, the completion of a scope of work for an assessment of the OICI program and a situation analysis of the overall youth workforce sector;
- Assisting in the contracting process of the same;
- In the past week, initiating the assessment/situation analysis;
- Preparing internal correspondence to the Deputy Mission Director to update her on issues (administrative and technical) relating to this grant; and,
- Organizing and participating in a briefing given at the Mission on the results of the OICI Baseline Survey.

Monthly Report

To: Andrea Yates, SO22Team Leader, USAID/Egypt
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS
Date: June 30, 2002
Re: Quarterly Activity Report – April 21-July 1, 2002

This memo serves as my monthly activity report to USAID/Egypt's SO22 Team and to CEDPA's offices. The period covered is April 21, 2002 through July 1, 2002.

WEEK OF APRIL 21, 2002

1. Continued work on AAD.
2. Liaised with Sesame and Karma on education posters, potential signing ceremony with NCCM/MOE, outreach plans and partner selection, etc.
3. Liaised with Embassy on response on Sesame and mutual understanding.
4. Reviewed and sorted file backlog for office furniture move.
5. Participated in team meeting briefing on World Bank education reform course.
6. Held courtesy meeting with Steve Anzalone of EDC.
7. Participated in partner planning meeting for retreat.
8. Attended team meetings.
9. Held conference call with Robert on production updates, SA trip, etc.
10. Held conference call with Leah on outreach plans, update.
11. Worked on new Results Framework.

12. Updated partner retreat materials, component list.
13. Attended meeting on drafting of education documents for Embassy and State.
14. Drafted economic/political/social analyses of education for AAD.

WEEK OF APRIL 28, 2002

1. Continued work on AAD and new Results Framework and worked with Mona.
2. Reviewed backlog, inbox.
3. Revised and sent partners materials for retreat, fact sheet, etc.
4. Reviewed Faculty of Education Reform Concept Paper.
5. Continued work on Technical, political economic analyses.
6. Reviewed Hala's SOW for design Task Order, researched Outcomes Based Ed for her reference, provided feedback.
7. Liaised with SA Mission on design team document for team's review and reviewed and disseminated to other team members.
8. Attended POLICY project presentation on population program and cross-sectoral implications.
9. Liaised with Hala and CARE on NSP evaluation, provided additional comment to Hala.
10. Drafted Gender Annex for AAD and liaised with team on input.
11. Met with Samy on Pamela on SAVE CTO letter.
12. Met with Mark to review education sector analysis paper.

WEEK OF MAY 7, 2002

1. Reviewed inputs on PROC plan.
2. Reviewed and collated partner submissions on fact sheets for retreat.
3. Continued work on AAD and Gender Analysis and disseminated Gender Annex to team.
4. Continued work on Frontlines article.
5. Reviewed Sesame Quarterly report.
6. Responded to USAID/Bangladesh inquiry on Sesame, sent background information.

7. Attended School-to-Work presentation by HDD/WF.
8. Reviewed SAVE/APEAL revised proposal, liaised with PROC on questions.
9. Sent DHS data to Mona, Adele, Adel on GOE budget.
10. Attended team meeting.
11. Liaised with Karma on outreach.
12. Met with Hala on SAVE grant; liaised with PROC on technical concerns, began review of historical files.
13. Liaised with SAVE on APEAL project proposal; set up meeting.
14. Responded to inquiries from USAID/Bangladesh and USAID/Mali on Sesame and radio programming.

WEEK OF MAY 12, 2002

1. Attended bidders' conference for DT3.
2. Liaised with PROC on Sesame requirements for competition of subgrants.
3. Liaised with PROC on Save proposal.
4. Continued work on AAD.
5. Drafted SO22 Annual Program Statement on for future procurements and planning.
6. Met with Karma staff on review plans for outreach solicitation, ongoing production, national prime time health special, etc.
7. Reviewed and commented on UNICEF proposal for SO20.
8. Liaised with partners on materials for upcoming retreat.
9. Attended meeting with David Sprague, Hala and Andrea on Alex reform.

WEEK OF MAY 19, 2002

1. Reviewed and provided extensive comment on UNICEF proposal, attended internal mission review meeting.
2. Continued work on AAD and completed Gender Annex.
3. Reviewed backlog.
4. Began drafting of revised PMP for AAD.

5. Reviewed revised APEAL proposal and budget.
6. Updated long range budget for SO22.
7. Reviewed partner submissions for retreat, made edits, met with Nermine to review plans, etc.
8. Liaises with legal and proc in Hala's absence on issue of credit for NSP materials, drafted response to EDC.
9. Met with Andrea on overall program planning, RP management/actions, etc.
10. Took 4 hours sick leave.
11. Drafted summary list of actions for activity managers.

WEEK OF MAY 27, 2002

1. Updated fact sheets for Liz Cheney visit.
2. Reviewed APEAL files and proposal, liaised with them on girls' enrollments, with PROC on proposal, etc.
3. Met with Dr. Nadia on work permit and English language poster.
4. Reviewed team's submissions for Cheney visit.
5. Attended UNICEF proposal review meeting with health.
6. Met with PROC on APEAL grant.
7. Updated project fact sheets for retreat.
8. Met with Brenda on health linkages.
9. Attended meeting with PROC office on UNICEF proposal.
10. Integrated submissions to AAD.
11. Prepared ADD documents for team meeting; prepared budget changes.
12. Liaised with Karma and IELP on English language poster, distribution, use of upper and lower case, etc.
13. Worked with Mark on education sector analysis for AAD.
14. Met with Andrea on budget, AAD, etc.
15. Attended team meeting on AAD.

16. Reviewed and commented on partner materials, Nermine's letter, etc.
17. Liasied with Ellen Buchwalter at Sesame Workshop.
18. Reviewed PMP on how to update for AAD.

WEEK OF JUNE 7, 2002

1. Attended World Bank meeting on education sector assessment.
2. Met with PROC on APEAL proposal; drafted summary comments on technical and budget questions, updated Follow-On Justification Memo and MAARD.
3. Liaised with FM on APEAL voucher.
4. Drafted PIL for Dr. Nadia on English posters.
5. Reviewed Concept Papers on IELP, FOEs and Reform and provided comments.
6. Drafted Annexes for AAD and continued work.
7. Liaised with SCS on Annex Checklist.
8. Attended partner retreat.
9. Followed-up with partners.
10. Attended internet research presentation.
11. Revised PIL for Dr. Nadia based on outcome of retreat and identification of new opportunities.
12. Reviewed and commented on David Sprague SOW for program design.
13. Prepared color printings of projects for Cheny/Perry visit.
14. Reviewed outreach timeline, prepared comments, reviewed project files, budget and grant, liaised with Sesame and Karama.
15. Continued integration of team components to AAD.
16. Had conference call with Robert Knezevic on outreach timing, overall program progress, upcoming study tour.
17. Reviewed backlog.

WEEK OF JUNE 9, 2002

1. Met with Amr and Dina on special and implementation plan.

2. Attended budget meeting with team.
3. Met with Dina and Sherine of Karma to review outreach.
4. Continued work on AAD, budget and annexes.
5. Met with Andrea on budget.
6. Assisted Hala on design team budget.
7. Updated budget tables and created one with additional funds, disseminated to team.
8. Reviewed second draft of FOE Concept Paper.
9. Met with Hala to review various contracting and design options for Alexandria.
10. Held conference calls with Ellen Buchwalter and Leah Gambal of Sesame on outreach plan, schedule, deliverables, etc.
11. Drafted letter to Dr. Nadia on counterpart contribution.
12. Worked on getting documents together for work permit for Ministry of Labor.
13. Created SOAG budget table for MOE and AAD.
14. Attended meeting with Liz Cheney on program review.
15. Met with PROC and updated all documents for amendment, including MAARD and Memo and PIL for MOE.

WEEK OF JUNE 16, 2002

1. Attended meeting with April Parmalee, State Gender Office, prepared materials, provided briefing on Sesame.
2. Continued work on AAD and budget.
3. Held meeting with Abia at Save the Children, faxed last budget concerns, met with FM on administrative approval issues.
4. Reviewed World Bank draft sector assessment.
5. Reviewed health teams salt iodized salt info for Karma and passed on to them for parenting curriculum.
6. Reviewed SAVE vouchers and accruals for SAVE and Sesame.
7. Reworked PMP for AAD.
8. Liaised with SCS and team on AAD scheduling.

9. Provided written comment on SOW for design team.
10. Liaised with FM and team on completion of budgets and activity cost estimates.
11. Drafted memo for extended team distribution of AAD.
12. Reworked budget tables from FM for AAD, completed final draft, coordinated distribution and review.
13. Participated in briefing for April Parlamee and David Pollack, State Department.
14. Liaised with Amr and Robert on ed media/ETV developments.
15. Attended STW Concept Paper Review.

WEEK OF JUNE 23, 2002

1. Met with Dr. Nadia on GOE counterpart contribution.
2. Attended SAVE workshop with CDA partners.
3. Met with Mona Boutros from FM on Save vouchers, liaised with their finance person to resolve issues, reviewed file, set up meeting for joint review.
4. Redrafted AAD and all budget tables for infusion of new funds, liaised with SCS.
5. Reviewed SOAG and provided comment to Mona.
6. Met with Amr Koura on health special, outreach, ETV media/sustainability plan, study tour to South Africa.
7. Updated SOAG tables for Mona and provided.
8. Met with Mona to review edits to SOAG, budget, etc., Updated budget tables, etc.
9. Met with Hussein to review geographical mapping of SO22.
10. Met with Hala to review planning and budgeting for CARE Amendment.
11. Met with Hala to review English language needs under Alex reform, possibility of OPEN SESAME tapes for grade 1, liaised with SW on option.
12. Prepared summary information on USAID for Karma to include in corporate sponsorship bid packets.
13. Attended team meeting.
14. Finalized SOAG budget for Mona, absent GOE contribution.

WEEK OF JUNE 30, 2002

1. Reviewed Mona's final SOAG, updated budget.
2. Reviewed community school report.
3. Reviewed SAVE financial reports, amendments etc. and prepared for meeting with finance person.
4. Met with SAVE finance person and FM.
5. Updated Memo for SAVE Amendment.
6. Prepared files and documents to leave with team during absence.
7. Began preparation of documents for annual review.
8. Prepared quarterly report for CEDPA and travel planning.
9. Liaised with Karma and Sesame on posters, outreach, health special, English language.
10. Drafted concept paper/outline for English language in Alex.
11. Reviewed Mark's concept paper on education.
12. Attended Team/Partner Retreat at IELP-2 offices.
13. Attended Mission-wide AAD review of SO22.
14. Made revisions to Mona's SOAG document and text.
15. Disseminated background info to team on education reform models.

Went on R&R July 4-August 2, 2002

TAACS QUARTERLY PROGRESS REPORT

FROM: USAID/Haiti, Marion Warren

DATE: July 22, 2002

Following our submission to USAID/Washington of a proposed modified strategic framework (including a new SO 4 framework), I chaired a series of internal meetings to discuss ways the education program might proceed, based on the proposed changes. Essentially, I recommended, and won approval for, using the FY 2002 \$2.5 million education budget for several cooperative agreements, one with the Education Development Center (EDC), one with FONHEP (a Haitian NGO responsible for our radio education program), and one with Save the Children (SCF). Under the terms of their scopes of work, EDC and FONHEP will work in tandem in the area of radio education, aimed at primary school students, and out of school young people and adults. SCF is continuing its work in community schools in the Centrale Plateau, the region where SCF's Title II Development Assistance Program is focussed.

Of course, implementation of these activities required that I prepare the necessary paperwork, including project justifications, scopes of work, budgets, and other related documentation necessary for USAID processing. Implementation of these activities also required negotiations with the relevant partners, in order to ensure complementarity across the education portfolio and different scopes of work. This was particularly true of the scopes for EDC and FONHEP, two institutions that must work very closely on respective activities focussed on radio education. Negotiations on technical issues were completed in June, and contracting was completed in July, following receipt of USAID/Washington approval to begin obligating FY 2002 funds. Thus, all cooperative agreements are in place, and the relevant partners will begin implementation activities the first week of September.

June of each year signals the beginning of a yearly scholarship selection process which the education division administers on behalf of Georgetown University. With the assistance of technical staff from various offices of the USAID mission, we organize a series of interviews with Haitian young people who wish to continue graduate study in all the development sectors in which USAID is active, including preventive health care, education, agriculture, and natural resource management. Once the interviews are completed and the candidates are ranked, staff of USAID and the local CASS office select the individuals who will receive Georgetown University scholarships for study in

their technical areas of expertise. This year we interviewed over 50 candidates.

The 2002 Farm Bill authorized by Congress includes provisions for a stand-alone global food for education program. Until now simply a pilot activity implemented by USDA, this program (if approved by the President) will enable food-deficit countries like Haiti to apply for PL 480 food stocks to help improve both the quality of and access to, primary education for their children. In addition to providing direct assistance of food for school lunch programs, it allows implementing agencies to monetize a certain percentage of contributed food stocks to procure the educational inputs necessary to improve quality and access. Haiti is a primary candidate for this global food for education program. The USAID/Haiti education and PL 480 Title II offices have begun to engage national and international NGOs in a planning/design process intended to lead to a country-wide proposal that would include the major NGOs active in school-feeding programs. (For example, Catholic Relief Services, World Food Program, and World Vision, have signalled an interest in participating.) The proposal will be submitted under USAID/Haiti sponsorship, to either USAID/Washington or the USDA/Foreign Agriculture Service (depending on which agency ultimately manages this new program).

Mary Ann Abeyta-Behnke TAACS Ethiopia

Quarterly Report

April 21, 2002 – July 20, 2002

Summary of Major Activities Implemented This Period:

1. ESHE II, New Procurement

Continued to coordinate the technical aspects of this major procurement that will be released next quarter. Completed the U.S. Government estimate, evaluation criteria and the section on Instructions to the Offeror.

2. IR2 Family Planning/Reproductive Health

Prepared a Program Description for a Request for Application for the service delivery component of IR2. Completed the U.S. Government estimate of cost, and Instructions to the Offeror. The RFA was released in early July. Responsible for answering technical questions as they are presented to the Contracting Office. Quarterly meetings were held with PSI/DKT, PI, FHI (Monitoring and Evaluation program), the POLICY Project, MACRO (follow-up DHS studies), the NGO Networks project, and the DELIVER Project. Reports were reviewed. The DELIVER project began the development of a logistics system for the Ministry of Health. Coordinated the response for assisting the MOH Family Health Division (FHD) in conducting a national assessment of community-based FP/RH agents. Attended several national task forces, sector technical committees with the MOH and workshops conducted by our cooperating agencies.

4. Overall SO Support

Participated in the review and update of the HPN Performance Monitoring Plan; began data quality checks of two partners.

Prepared a concept paper for Washington on Trafficking in Persons; this was partially funded for \$230,000. A MAARD and justification for a grant to the International Organization on Migration was prepared. An RFP for a trafficking survey was prepared and is ready for advertising.

Acted as Deputy to the Chief of HPN in her absence.

5. Cross-Cutting Activities of the Mission

Participated as one of the site managers for Secretary O'Neill's visit in late May.

6. Other

Currently supervising two summer interns assisting the HPN with cataloging of all library materials and reorganizing the technical files.

Major Accomplishments of the Period:

1. **ESHE II New Acquisition**

With the arrival of the new Regional Contracting Officer, the scope of work (SOW), evaluation criteria and the section on Instructions to the Offeror were revised. A U.S. Government estimate was prepared. The SOW was sent to the Government of Ethiopia for their review and comment, after which the RFP will be ready for release to the public next quarter.

2. **IR2, Family Planning/Reproductive Health**

PSI/DKT, the social marketing program, submitted a pipeline analysis and request for a one-year, no-cost extension. Due to the increased workload in the contracting office and budget implications in changing the program description, it was decided that the request would be honored. A new solicitation would be prepared for next year.

The RCO made the decision to re-compete the Missions major cooperative agreement for FP/RH service delivery. In 48 hours a Program Description for a Request for Application was developed, approved internally and placed on the web for competition. Prepared a U.S. Government estimate of cost, evaluation criteria and instructions to Offerors.

As CTO for Pathfinder International, PSI/DKT, JHU/PCS, FHI's Monitoring and Evaluation project, NGO Networks, Population Council, MACRO and the DELIVER Project, quarterly meetings were held with in-country team leaders and home office support staff as they visited Ethiopia to review the status of their field activities.

The DELIVER Project held a seven-day workshop with Ministry of Health national and regional staff to agree on a logistics system and reporting forms. The National Logistics Committee, a sub-committee of the National Reproductive Health Task Force, met once to discuss the procedures for obtaining consensus on development of the new logistics system and its testing in five regions.

Represented HPN at several key workshops, including the Packard bi-annual meeting,

The MOH/FHD began a major collaborative effort to conduct a national assessment of community-based reproductive health agents. The MOH/FHD called a Steering Committee to review the need and policy implications of the assessment for the Ministry. Terms of Reference were drafted and edited by the main partners implementing the assessment: Advance Africa, FHI, the Population Council and UNFPA. The assessment is due to start in August with FHI assuming the lead role.

3. **Overall SO Support**

Collaborated with the HPN team in revising the Performance Monitoring Plan with targets for each year of the Strategic Objective. Data quality checks were made of two of our largest partners, PI and PSI/DKT. Reports must be written for the file.

Prepared a concept paper on Trafficking in Persons for submission to Washington who funded USAID/Ethiopia \$230,000. A MAARD and justification was prepared for awarding part of the funds to the International Organization on Migration who will conduct a national campaign and counseling of women who are thinking of going outside of the country to seek employment. Often these women are taken advantaged of and abused. An RFP for a survey to assess the magnitude of the trafficking problem was prepared and will be announced next quarter with funds to be obligated by September 30.

Acted as Deputy for the HPN Office when the Chief was out of the country, and represented the Chief at meetings with donors and international organizations visiting Addis Ababa for determining potential collaborative initiatives.

5. Cross-Cutting Activities

Participated in several meetings of the conflict vulnerability assessment being conducted in the Ethiopia and in neighboring countries.

Participated in technical preparations and as a site manager for Secretary O'Neill's visit to Ethiopia. Bono, two Hollywood actors, and reporters from several news agencies joined the Secretary. CNN and another television network interviewed and prepared short documentaries on the Missionaries of Charity and their work with persons living and dying of HIV/AIDS.

6. Other

Assisted the HPN office in developing work plans for two summer interns to assist the HPN office in cataloging the library and all technical documents. Currently supervising their six-week work assignments.

Attended the Africa State of the Art (SOTA) workshop for HPN officers in Nairobi the second week of June. It was extremely helpful to understand the context of emerging issues and themes from Washington and to share technical program information with other officers from around the continent.

Major Activities Planned for August – October 2002

1. ESHE II RFP

Work with the Regional Contract Office once the RFP is released and be available to answer questions from potential offerors.

2. IR2 New FP/RH Cooperative Agreement

Convene the Technical Evaluation Committee to review the proposals submitted and until then, be available to answer questions from potential applicants.

3. CBD Assessment

Continue to monitor the progress of the national assessment on community-based agents in the country. The MOH will formulate policy based on the assessment. The POLICY project will assist in its execution.

4. A/Chief of HPN

In the absence of the departing HPN Chief and while waiting for the new Chief, Susan Anthony, I will be Acting. Close contact by email will continue with the departing Chief until the new Chief arrives in November.

Cross-Cutting Activities

Assisting the HPN office in moving forward various documents for obligation before the end of September.

Participated in a drafting a concept paper for Washington on orphans and vulnerable children; this was a collaborative effort of all sectors in the Mission.

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TAACS/ABIDJAN ADVISER'S REPORT NO. 5
JIM ALLMAN
21 APRIL – 20 JULY 2002

A. OBJECTIVES:

1. Participate in reactivating VCT in Cote d'Ivoire, including donors and partners meetings, the reopening of the CIPS center, documentation on financial management issues, visiting training for counselors, site visits, etc.
2. Begin preparation for the FHA follow-on design mission in June-July.
3. Follow-up activities to the first round of the Ambassadors' AIDS Fund and planning for round two.
4. Prepare Interagency Agreement (IAA) with RETRO-CI/CDC.
5. Attend the RH commodities security meeting in June 2002.
6. Complete field support partners work plans.
7. Further develop and document activities with Peace Corps Cote d'Ivoire and throughout the region.
8. Work with Department of Defense on HIV/AIDS prevention with the military In West Africa, especially the Togo program. Conduct a field visit to Togo with DOD staff in May or June.
9. Finish recruitment of FSN.
10. Begin donor mapping of HIV/AIDS, reproductive health activities in the region.

B. ACTIVITIES:

1. I continue to participate in VCT Technical Advisory Group meeting (last Thursday of each month) and I am exploring ways FHA can participate in the newly announced Presidential Initiative on Prevention of Mother to Child Transmission (PMTCT) of HIV. See my report on FHA/Retro-CI collaboration (attachment 1).
2. Our office has been spending considerable time preparing for design activities. Round tables on key themes will be held from 10 September. I will make presentations which are in preparation.
3. A program of periodic calls to all 11 Embassies participating in the Ambassadors' AIDS fund has been developed. (See attachments 2 & 3, "Notes to Don and Felix").

4. The InterAgency Agreement (IAA) was completed. FHA received more than \$1.2 M, twice as much as any country in Africa and one third of all funding.
5. FHA was represented at the Reproductive Health (RH) commodities' security meeting. I couldn't attend since I was in Nairobi at the USAID SOTA (see attached trip report, attachment 4).
6. Field support partners work plans are being completed and activities in progress.
7. Activities in the Peace Corps are being implemented. See my note (attachment 5) on FHA/ Peace Corps collaboration.
8. A meeting on DoD/FHA/Retro-CI collaboration is planned for late August. A visit to Togo is tentatively set for 11 – 14 August.
9. No suitable candidate applied for the FSN Technical Advisor post, so no one was selected. A Population Leadership Program (PLP) Fellow, Nicole Buono, was selected and will join our team in mid-August.
10. Donor Mapping is being completed with assistance from Nancy Engel, PLP Fellow who worked on this for 2 months, Sara Holtz, Michigan Fellow, USAID/Senegal, and Joan Sullivan, UNAIDS.
11. I traveled to Burkina Faso, Sunday 30 June – Wednesday 3 July to meet with Ambassador Kolker and other partners (see attachment 6, trip report and notes)

C. PRIORITIES FOR THE PERIOD 21 JULY – 20 OCTOBER 2002:

1. Participate in design activities for the FHA follow on project in September – October.
2. Coordinate and supervise WARP Ambassadors' AIDS Fund activities, including field visits and telephone conferences.
3. Brief and orient new PLP staff and develop a team building exercise.
4. Continue activities with Embassy country team members – Peace Corps, DoD, PD, etc...
5. Coordinate and develop activities with CDC.
6. Begin FHA close out activities.
7. Coordinate and supervise field support activities.
8. Supervise and monitor CAs activities and hold 3rd FHA Portfolio Review.

Attachments

Attachment #1

FHA COOPERATION WITH CDC'S RETRO-CI PROJECT

A. Background

The Project RETRO-CI is a collaboration between the Ministry of Health in Cote d'Ivoire and CDC with support from the Institute of Tropical Medicine in Antwerp, Belgium. Established in 1988, the project has focused on basic research on HIV1 and HIV2. Since 2000, in addition to its mandate for basic research, through CDC's Global AIDS Program (GAP), RETRO-CI has begun expanding activities in the areas of HIV/AIDS prevention, and care and services to people living with AIDS (PLWA). Currently, RETRO-CI's orientation is both to basic research, including preparations to field test a preventive HIV vaccine, and operational public health programs in Cote d'Ivoire. Plans are being made to develop a regional focus in the future.

Among the accomplishments of the Retro-CI project one must note the establishment of a worldclass laboratory, capable of training in rapid testing and capacity to do very sophisticated analyzes; studies showing that co-trimoxazole prophylaxis reduces hospitalizations among HIV and TB co-infected persons and trial of short-course antenatal zidovudine showing substantial reduction in mother-to-child transmission of HIV.

The Clinique de Confiance, which was funded by the Belgium government and received technical assistance for the Institute of Tropical Medicine, is one very successful example of how the RETRO-CI research setting combined with a strong service component focusing on vulnerable groups, can result in dramatic declines of HIV/STD through increased condom use. A study of activities was conducted from 1992 to 1998. Female sex workers were invited to attend the Clinique de Confiance, where they were counseled, interviewed, clinically examined during their first visit and tested for STD and HIV infection. Among female sex workers in Abidjan, there was a trend toward shorter duration of sex work, higher prices, and more condom use. Among sex workers attending Clinique de Confiance for the first time, significant declines were found in the prevalence of HIV infection (from 89 to 32%), gonorrhea (from 33 to 11%), genital ulcers (from 21 to 4%), and syphilis (from 21 to 2%). The increase in condom use (from 10% to 90%) and the decline in prevalence of HIV infection and other STI may well have resulted from the prevention campaign for female sex workers carried out by the Clinique de Confiance.

B. RETRO-CI and FHA

When CDC received support for its Global AIDS Project (GAP) to strengthen HIV prevention, care and capacity building in Cote d'Ivoire, they turned to FHI, then setting up an office in Abidjan, as part of the FHA Project, in September 2000. An allocation of \$600,000 to the

centrally funded FHI/IMPACT project was made for activities in FY01. Due to the difficult political situation in Cote d'Ivoire at that time, and management issues, it was only in summer 2001 that it was possible to plan activities with those funds. They focused on strengthening VCT in Cote d'Ivoire, including reopening the CIPS/Espoir VCT Center in Abidjan and developing another new VCT center in San-Pedro, as well as conducting a Behavior Surveillance Survey (BSS), and preparing and holding a regional conference on dual protection, now scheduled for summer 2002.

GAP also allocated \$675,000 to other FHA partners for FY02 activities:

1. \$150,000 to Tulane University to assist RETRO-CI in strengthening its monitoring and evaluation, and \$150,000 for community based programs with Project Hope, managed through Tulane.
2. \$100,000 to PSI/FHA for the PSAMAO project to focus on activities on the major transport axes.
3. \$75,000 to JHPIEGO to expand STI services along the PSAMAO routes.
4. \$200,000 to the DELIVER project to help RETRO-CI improve logistics and supplies management.

An Interagency Agreement (IAA) was developed between FHA and CDC to implement FHA partner activities. However, unlike the initial FY01 allocation of funds to FHI/IMPACT, these four agreements were not handled through centrally funded agreements. This created a lot of work for the FHA project, and especially for USAID/Dakar's Procurement Office.

In FY03 GAP support is also being planned with FHA partners using FY02 funds. These FY03 activities, totalling \$1.21 million, will be done through the IAA mechanism, using the following centrally funded projects: AIDSMARK for PSI/CI and PSI/FHA, and IMPACT for FHI. Activities will focus on:

1. PSI/CI and PSI/FHA (\$700,000) for:
 - a. Promotion and marketing of VCT services through a mass media campaign.
 - b. To produce an English version of "Amah Djah-Foule, Part II"
 - c. Produce a dramatic telefilm addressing MTCT issues and a documentary on people living with HIV/AIDS in Cote d'Ivoire.
 - d. Further PSAMAO activities (\$100,000 of the total).
2. FHI (\$400,000)
Maintaining two VCT sites: CIPS, and San-Pedro (\$350,000), and \$50,000 for small grants and support for NGOs, including developing specialized clinics for sex workers similar to the very successful Clinique de Confiance, which is shown in the video, "Amah Djah-Foule". The video and its follow-on second part are being given broad regional dissemination through FHA's program with PSI.

FHI has also offered technical assistance to Retro-CI for a VCT center being established in Port Bouet, just outside of Abidjan. Collaboration might include assistance with counselor training and materials to establish consistency of approaches in VCT.

Although CDC-FHI/IMPACT collaboration in Cote d'Ivoire will only support two VCT centers, these are expected to be models, both for the expansion of VCT activities in Cote d'Ivoire and in the region. CIPS/Espoir, the first VCT center in Cote d'Ivoire and the region, is located centrally in Plateau, Abidjan. It has already played an important role in training VCT specialists throughout the region. The San-Pedro VCT center will provide access to groups coming from the region's largest slum, and will develop approaches to reaching high-risk populations which may be generalized to other poor urban communities in the region.

Supporting two functioning model VCT centers allows FHI to have "a place at the table" for VCT in Cote d'Ivoire since what is developed in the two centers can serve as models. They can also serve as demonstration centers, since they can be shown to the increasing numbers of partners and potential donors who want to do more both in Côte d'Ivoire and other countries of the region, in this important area. Already members of the French Cooperation, which will spend \$2 million this year on VCT activities, are discussing how they might use FHI counselor training approaches and materials FHI developed to assure VCT quality in centers run by the MOH which they have been assisting (one in Bouaké, another in Korhogo and 3-4 more to be opened this year).

Surveys to establish accurate estimates of HIV seroprevalence

With support from USAID/Mali, the 2000 Demographic and Health Survey (DHS), conducted with management and technical assistance by MACRO, included a HIV seroprevalence module. This allowed estimates of HIV seroprevalence for men and women in the reproductive ages at national, regional and other major geographical levels, and by socio-economic characteristics. CDC played a major role in training, supervision, analysis, quality control and other technical aspects involved in carrying out the module.

Discussions with RETRO-CI (Dr. Marie Laga and Dr. Monica Nolan) indicate strong interest in a similar collaboration on the next Cote d'Ivoire DHS, scheduled for 2003. An enlarged sample (n=10,000) might be done to allow sero-prevalence estimates for each of Cote d'Ivoire's ten regions. New laboratory techniques are currently being validated and may be able to differentiate recent infections from long standing ones. This could be used to determine when people in the sample had been infected by HIV, thereby describing the recent course of the epidemic.

Dr. Stefan Wiktor, GAP Chief, Surveillance, Evaluation, and Infrastructure Development Branch at CDC Atlanta, noted that GAP also is interested in expanding collaboration with USAID and MACRO for surveys in other countries of the West Africa region. FHA plans a DHS survey in Burkina in 2003 and possibly Cameroon. A sero-prevalence module would be included and collaboration with GAP and RETRO-CI developed.

Training in Epidemiology and the development of a regional network

FHA has supported training at RETRO-CI's yearly three-week Epidemiology courses for participants from other countries of the region since 1996. Around 30 participants from the

region have been trained. In addition, a network of regional epidemiologists has developed to share information, data and analysis.

Monitoring and Evaluation

Tulane University, a partner in FHA, used support from GAP to hire a full time staff person to help Retro-CI develop monitoring plans for their current GAP activities. Workshops and meetings have helped strengthen Retro-CI capacity. In addition, Tulane has been helping a key Retro-CI local partner, the recently created Ministry of AIDS (MLS), to organize their M&E. This included providing computer equipment, developing programs, training local staff, and workshops to plan activities and strengthen skills. The Tulane M&E adviser divides his time equally between MLS and Retro-CI.

In addition to strengthening M&E in CI, a regional workshop was held in February 2002 in Dakar in collaboration with CDC, USAID/FHA and MEASURE-Evaluation. Around 140 participants from the region attended, including RETRO-CI staff and representatives from the MOH and MLS in Cote d'Ivoire.

Dissemination

At the request of Ambassador Arlene Render, before the end of 2002, FHA and Retro-Ci will prepare a publication of about 10 pages focusing on what the USG is doing to fight the AIDS epidemic in the CI and the region. Suggested topics to date include short pieces on the visit of Secretary of State Tommy Thompson to Cote d'Ivoire, collaborative efforts of Retro-CI and FHA to promote VCT and prevention of mother to child transmission, the PASAMO project, some examples of media used by FHA partners in creating AIDS awareness, FHA's regional approach, collaboration with Peace Corps and other country team partners, etc.

Future directions

Thanks to RETRO-CI/FHA collaboration, especially with partners PSI, JHPIEGO, Tulane and FHI, FY03 should see the expansion of VCT activities in Côte d'Ivoire, improvement in PSAMAO activities on the migratory routes here and into other countries of the region, enlarging successful activities with high risk populations such as sex workers and youth, conducting DHS with seroprevalence modules in Côte d'Ivoire and Burkina Faso, and improved HIV/AIDS monitoring and evaluation activities. However, all of these activities could usefully be continued and expanded regionally in the future. Therefore, it is proposed that the WARP SO5 follow-on project to FHA consider continuing to work with CDC in the following key areas:

1. VCT:

After supporting two model VCT centers in FY 02-03 (CIPS/Espoir in Abidjan and another in San-Pedro) through FHI, launching a national VCT promotion campaign with PSI, and collaborating with other partners (French and Belgium Cooperation, European Union, CARE, MOH) interested in opening at least 15 centers by the end of 2004, USAID might work with RETRO-CI to apply lessons learned in Côte d'Ivoire to other countries of the region. In addition, on-going discussions with the World Bank, the European Union and other donors, should lead to a major expansion of VCT in Côte d'Ivoire in 2004-2005.

2. **Prevention of Mother to Child Transmission (PMTCT) of HIV/AIDS:**
Given successful joint efforts by FHA, FHI and RETRO-CI at donor coordination, sharing of technical resources, joint planning and collaboration in regard to an expanding program of VCT services, it would be useful to use the same approach to improve coordination for PMTCT activities in Côte d'Ivoire. Approaches to community mobilization, providing basic services and counselling to both those seropositive and seronegative, developing linkage to comprehensive social and medical care, monitoring and evaluation, use of operations research to develop, test and generalize the best models of service, etc. are similar for both services. There is overlap of populations concerned. For example, partners of seropositive mothers need to be directed to VCT services. Approaches to collaboration are currently being explored in 2002-03 and might be continued into the next project since a great deal of funding is expected to go into PMTCT. FHA's experience in increasing effective interventions might play a role in improving PMTCT here in Côte d'Ivoire and throughout the region. There is currently considerable dissatisfaction with what is being done to date. Part of the problem is lack of coordination and communication among partners. This is a strong point of the FHA project.
3. **Surveys:**
USAID should work with RETRO-CI on the development, implementation and dissemination of the 2003 Côte d'Ivoire and Burkina Faso DHS surveys. Work is planned until the end of the FHA project. This could usefully be continued in 2004 especially in regard to the dissemination of the results of the HIV/AIDS seroprevalence modules, but also the HIV/AIDS module which provides data useful to programming and prevention activities (i.e. on condom sales and preferences, attitudes toward HIV testing, changes in behavior and attitude to avoid the epidemic, etc.). Collaboration in carrying DHS surveys in other countries of the region might be planned for 2004-2008.
4. **Monitoring and Evaluation, Training and Capacity Building:**
USAID might continue support for key HIV/AIDS monitoring and evaluation personnel it identifies in countries throughout the region. The regional workshop in Dakar with MEASURE Evaluation was a successful activity and deserves follow-on.
5. **Training in Epidemiology:**
Similarly, FHA could usefully continue to help identify and support regional candidates to attend the yearly three-week RETRO-CI epidemiology training courses. The network of epidemiologists recently set-up, should be reinforced. Specialized, advanced training on topics concerning operations research, monitoring and evaluation, use of surveys and census data, etc. could be developed jointly by FHA and RETRO-CI.
6. **Regional PSAMAO activities:**
USAID, RETRO-CI and other donors and partners might ensure that all the transport routes of West Africa have access to activities of the type being currently provided by PSAMAO in selected areas. Successful elements of both programs might be incorporated in this approach. For example increasing access for sex workers to facilities like The Clinique de Confiance. These activities might be monitored using geographical information systems (GIS) and other IT techniques which USAID has supported in other projects and programs in Africa.

7. Focus on high-risk populations:

USAID and RETRO-CI might continue collaborating in working with high-risk populations, such as the planned collaboration to expand clinics for sex workers in Côte d'Ivoire. During the last year of FHA, FHI will work with local NGOs and RETRO-CI to improve services for sex workers San-Pedro, and will reinforce activities of an existing clinic in Yopougon to better meet the needs of sex workers. These approaches could become models and generalized throughout the region. Other special populations where USAID and RETRO-CI are developing initiatives include working with NGO associations of persons living with AIDS, youth groups, women, mobilizing artists to combat AIDS (i.e. Amah Djah-Foule, Part II; SIDA dans la Cité III, etc.), and possibly work with the military in Côte d'Ivoire and other countries of the region (i.e. Togo, Mauritania, where FHA has initiatives on going).

8. Dissemination of Applied and Operations research findings:

As Retro-CI staff begins implementing action program, which provide services, it will be important to document results, especially those using new and innovative approaches. More attention will be needed concerning cost and sustainability issues and micro studies in specific health centers or communities will need to be placed in a broader context using national surveys, census data, and other studies. The follow-on project to FHA might develop collaboration for these kinds of activities. There has already been discussion of how Cornell's SAGA project might begin long term collaboration in Côte d'Ivoire, and possibly other countries of the region, to study community acceptance and demand for VCT and behavior change as assess to services expand.

Attachment #2

Note to Felix and Don First round of calls, 21 June 2002

Don, Felix,

To follow-up on your guidance and suggestions during your visit to Abidjan Thursday and Friday 6 and 7 June to discuss ways of improving communications and activities related to the West Africa Ambassadors' AIDS Fund, we have done the following:

1. I discussed next steps with Jacqueline, Claudia, Richard Steen and Jeanne Rideout, JHPIEGO's Team Leader, Monday 17 June upon my return from the SOTA in Nairobi. We decided to meet Thursday 20 June at the FHA/MU office to begin calling Embassy staff involved in the Fund. Jacqueline and I sent messages or called several embassies representatives before the scheduled Thursday calls and got their agreement. Our team of ten spent two and one half hours, from 9:00 until 11:30 trying to reach representatives in Mauritania, the Gambia, Burkina Faso, Cape Verde, Liberia, and Chad on Thursday. The later two appeared to be unreachable due to technical difficulties; repeated calls yielded only busy signals. The representatives in Cape Verde and Burkina Faso were out of office. We were able to talk to Oumar M'Bareck in Mauritania for an hour and Wendy Maroun-Brewster in the Gambia for twenty minutes. Notes on those conversations are being prepared with suggestions for possible follow-up. We plan to try to call Niger, Cape Verde, Liberia, Chad again next Friday 28 June at 09:00. Jacqueline has follow-up calls to Gambia (Friday 21 June) and Chad and Cape Verde as soon as she can reach people. Claudia will contact Liberia.
2. The following "Questions for Ambassadors' AIDS Fund coordinator" are being used in the telephone conversations:
 1. Are there questions or issues you would like to discuss concerning the implementation of the Fund? If so, what are they?
 2. Are there questions or issues you would like to discuss concerning other USAID activities in your country? If so, what are they?
 3. Are there any other things you would like to discuss?
 4. When can we call again?

Jacqueline also prepared a note on possible issues for each country which was useful in discussions.

3. Visits for activities in countries receiving Funds scheduled for the next three months (June-August) include:
 - a. Richard Steen and one other FHI staff travel to Mauritania Saturday 22 until Friday 28 June 2002
 - b. Claudia will visit Mauritania from July 7

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- c. Jacqueline and Claudia suggest that Liberia and Cape Verde bring teams here to Abidjan to finish proposals as soon as possible
 - d. Sophie and Ignace travel to Niger for training from 6 July
 - e. JHPIEGO is planning travelling to Chad in August
 - f. I will visit Togo (discussed with the DCM Friday morning, who noted that the Ambassador would be available) possibly with Richard Steen and other CA reps in August.
4. I met with the new Côte d'Ivoire (CI) Embassy staff person in charge of Fund activities, Maureen O'Neill, on 18 June. We agreed that CI would not need to be involved in the telephone calls since FHA has frequent communication with both Maureen and the Ambassador. In addition, major activities in CI are scheduled for the first quarter of FY03. Those initiated already are either completed or on track. I will introduce her to CAs at their office next Wednesday afternoon 26 June.
5. Ambassador Jimmy Kolker requested that I visit Ouagadougou to discuss progress with Fund activities as well as our FHA program. I'll go Sunday evening 30 June and return early morning Wednesday 3 July.
6. Since July will be a very busy month for FHA with design activities and leaves, we plan to call Embassies as a group again in August. We are following up with an appropriate team on a country by country basis, according needs.

Cc: Carleene Dei, WARP Director
FHA/CAs

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**Discussion with Oumar M'Bareck, US Embassy Democracy and Development
Coordinator, Mauritania, FHA/MU and CAs 20 June 2002.**

We discussed a fairly broad range of issues with Oumar including:

1. Coming FHI visits by Richard Steen and one other FHI staff. They will leave Saturday 22 June. After discussing various issues we got a final "ahlan wa sahan" and the TDY is go.
2. Ambassador Funds activities. The Embassy in Mauritania would like to receive a cable from the WARP director noting that \$75,000 is allocated to Mauritania from the FY02 Ambassadors' AIDS Funding as initially indicated. The Embassy team was unhappy to learn that only a \$25,000 tranche was being discussed for FY02. They felt this was not honoring the WARP commitment. I said I would request agreement from the WARP Director. I noted that problems in spending funds in this FY have prompted us to think about reducing allocations. However, if Mauritania is able to develop good projects and the mechanisms to disburse funds, we should be able to assure \$75,000 funding, as initially agreed. Claudia will travel to Mauritania 7 July to assist in preparing work plans for activities the Embassy would like to carry out with \$75,000.
3. Oumar wanted to know WARP plans for the second round of grants. I proposed to discuss this issue with senior management staff and get back to him on this.
4. We discussed use of PVO's working in Mauritania as possible organizations for implementing activities rather than only FHA CAs. I noted that we are doing this in other countries, for example CRS and World Relief are getting grants in Burkina Faso. An umbrella NGO is being selected to implement the \$75,000 grant in the Gambia. We would be glad to explore this possibility in Mauritania. Claudia proposed to follow-up with Oumar during her visit in July.
5. Oumar said he would appreciate receiving monthly Ambassadors' Fund financial reports for Mauritania. We agreed, noting that we could send each country both a financial and activity report every month since PSI has been and will continue to prepare these for the 11 countries currently participating in the program.
6. Oumar asked if the Dakar USAID mission could assist Mauritania in developing and implementing HIV/AIDS prevention activities with WARP financial support. I thought this would be possible since USAID is interested in "twinning", whereby neighbouring USAID missions work directly with non-presence countries to assist them.

We concluded by noting the innovative nature of the West Africa Ambassadors' AIDS Fund, and expressing our firm commitment to avoid past misunderstandings and problems by better, more frequent communication and efforts by all parties to make this activity work in the struggle to prevent and mitigate the HIV/AIDS epidemic in this region.

FHA/CAs will call and visit Oumar and the Ambassador in the weeks ahead, and the FHA/MU will follow-up with the CTO and WARP Director as noted above.

**Conversation with Wendy Maroun-Brewster,
US Embassy Programs' Coordinator, The Gambia**

We had a shorter conversation with Wendy--about 20 minutes. She noted that the TDY by Dr. Shasha and the team went very well and that the Embassy was quite pleased with the activities being developed. I suggested that a cable from the Ambassador to that effect would be appreciated. Follow-up steps include:

1. Sending final drafts of proposals to the Embassy next week,
2. Selecting an NGO to serve as umbrella organization. Jacqueline was going to call again to sort out this last part on Friday 21 June.

Conversation with DCM Bill Fitzgerald US Embassy , Togo

I talked with Bill Fitzgerald, the DCM at the Togo Embassy Friday 21 June. The Embassy was officially closed, but Bill was around and available so we discussed activities. He suggested that my visiting in August would be welcome. The Ambassador would be back from home leave 5 August and PSI staff would be available. Richard Steen, FHI, is interested in visiting as well and perhaps other FHA/CA representatives.

Attachment #3

Note to Felix and Don

Second round of calls, 28 June 2002

Don, Felix,

Since we weren't too successful in reaching all the Embassies when we tried last Friday morning, 21 June, we got together again this morning to attempt to reach Ambassadors representatives working with us on the WARP Ambassadors' AIDS Fund. Results of these calls and other activities this week include:

1. To attempt to complete calls to all Embassies participating in WARP Ambassadors' AIDS Fund activities, Jacqueline, Sophie and Jeanne came to FHA/MU office Friday 28 June 2002 at 9.00-10:45 to attempt to make calls. We were unable to reach Liberia and Chad, inspite of many attempts. Guinea Bissau and Cape Verde were difficult due to bad connections. However, we had good discussions with the following:
 - A. **Cameroon**, where Gladys Viban, US Embassy, PA, informed us that activities are on track and moving along well. (see Charles Zouzoua's report of recent FHI TDY).
 - B. **Chad**, with Marty Surface, Health Unit, where there may be some delays since the focal point in the Embassy, Leslie McBride has taken leave and apparently not designated someone to take over in his absence. Jacqueline is following-up on this.
 - C. **Guinea Bissau**, with Josiane Yaquibou, PSI, who informed us that they are awaiting input from Sara Holtz, who Jacqueline will contact to continue to move things along. Jocelyne will be on leave and suggests a group call the end of August.
 - D. **Cape Verde**, with Maria Brito, who informed us that they would try to move on a/ getting the Ambassadors' OK this morning on the proposal and b/ sending the curriculum to JHPIEGO, which will need to be revised and c/ arranging things so that the JHPIEGO consultant can come for training. Maria will be on leave and suggests we contact her again the end of August.

Given technical problems in reaching **Niger** and **Liberia** from here by phone, and the fact that e-mail does work with one key contacts there, we will probably have to rely on that for communications.

2. Discussions with Claudia Vondrasek and numerous e-mails with Dr. Adams Lincoln in the course of the week, as well as meetings with UNAIDS staff working on Liberia projects and Liberia AIDS Program Coordinator, Mrs. Sara Beysolow-Nyanti lead to planning a workshop in Abidjan 3-6 July to finalize the Ambassadors' AIDS Fund proposal and work plan. Claudia will organize this with five key participants, including Dr. Adams Lincoln. I will meet with the group after my return from Burkina, Friday 5 July.
3. I began planning a TDY to Togo in mid-August to meet with The Ambassador and project staff there.

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I received a summary report from Norine Jowell, Policy Project, on their "Regional HIV/AIDS Program for Southern Africa (RHAP): Support for Ambassadors' Activities in Non Presence countries" and a series of other reports from Michele Russell, USAID, which I am currently reviewing. They may provide ideas and lessons learned which we might profit from in our next phrase of activities with Ambassadors in West Africa.

**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
WEST AFRICA REGIONAL PROGRAM (WARP)**

TDY TRIP REPORT FORM FOR WARP STAFF USE

Traveler	Sos/SPO	Country (ies)	Arrival Date	Departure Date	Days
Jim Allman	SO5	KENYA	6/9/02	6/15/02	7

Trip was requested by:		Title of Activity/Activities Supported
<input type="checkbox"/>	Mission	Attend PHN SOTA
<input type="checkbox"/>	Non-presence country Ambassador	
<input type="checkbox"/>	AID/W	
<input type="checkbox"/>	PVO or NGO	
<input type="checkbox"/>	Regional Government Organizations	
<input type="checkbox"/>	Private Sector Organizations	
<input checked="" type="checkbox"/>	Other (s)	

Purpose of TDY				
<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Implementation	<input checked="" type="checkbox"/> Linkages
<input type="checkbox"/>	Policy Analysis	<input type="checkbox"/>	Monitoring and Evaluation	<input checked="" type="checkbox"/> Networking
<input type="checkbox"/>	Program Development	<input checked="" type="checkbox"/>	Education & Training	<input type="checkbox"/> Contracting
<input type="checkbox"/>	Donor Coordination	<input type="checkbox"/>	Other (explain):	
End Users				
<input type="checkbox"/>	USAID Bilateral Mission(s):	<input type="checkbox"/>	African Organizations:	<input type="checkbox"/> Donors:
<input type="checkbox"/>	AID/W Bureaus:	<input type="checkbox"/>	Private Sector Orgs:	<input type="checkbox"/> NGOs & PVOs:
<input type="checkbox"/>	Host Country Gov't:	<input type="checkbox"/>	NGO Networks:	<input type="checkbox"/> Non-Presence Countries:
<input type="checkbox"/>	Other (explain):			
Results				
<input checked="" type="checkbox"/>	Strategies, SOs programs and activities planned/developed			
<input checked="" type="checkbox"/>	Assessments, studies or M/E related activities completed			
<input type="checkbox"/>	Frameworks/SOs/indicators developed or modified			
<input type="checkbox"/>	Build Capacity			
<input type="checkbox"/>	Build consensus			
<input type="checkbox"/>	Conference/Seminar/Workshop/Working Group/Meetings planned for			
<input type="checkbox"/>	Conference/Seminar/Workshop/Working Group/Meetings attended to:			
<input checked="" type="checkbox"/>	Network			
<input checked="" type="checkbox"/>	Discuss program options, actions, assessments, implementation, or problems			
<input checked="" type="checkbox"/>	Plan future activities or program direction			
Comments (work with end-users):				

Please complete TDY Trip Report Summary on the next page (brief background, detailed results, next steps, people contacted, etc). If a more comprehensive report was prepared, please attach as an Annex.

The SOTA was really very useful in learning about USAID's new directions in HIV/AIDS including helping us understand new reporting requirements, approaches to partners, etc. In addition, the updates on malaria, EPI and interventions such as the prevention of mother to child transmission of HIV, were very helpful. It was very useful to have discussions with both leading USAID/Washington people and colleagues in the field. We spent a lot of time with SO5 and Washington staff preparing for the design work.

FHA PEACE CORPS COLLABORATION

Background

FHA's Management Unit and CA partners are collaborating on a range of activities with the Peace Corps here in Cote d'Ivoire and in an increasing number of countries in the West Africa region. Plans are currently being made to enlarge cooperation to all countries of West Africa where PCVs are working, and to develop a regional approach to HIV/AIDS work, reproductive health, child survival and other development activities so that things which work well in one country (for training, BCC and IEC, community mobilization, etc.) can be used in other countries where and when appropriate.

CURRENT PEACE CORPS-FHA COOPERATION

1. Training volunteers (pre-service, in-service, and special workshops)

All Volunteers HIV/AIDS Conference in November 2001:

FHA partners participated in the All Volunteers Conference, "Un avenir sans le SIDA", in November 2001 by making various presentations, serving as resource people, and meeting informally with volunteers interested in pursuing specific activities. The FHA technical director, Dr. Willy Shasha, met with the PCV team preparing the workshop several times, provided materials and suggestions, and did a presentation at the conference. The FHA manager and various CA partners also provided input. The Conference evaluation decided that it would be good to draw on the materials prepared for the All Volunteers Conference to create a one-week training module to be used in all PCV in-service trainings. This module was developed and used for training the group of 40 health and environment trainees who arrived in January 2002. Their week long AIDS training was held in Feb 2002 as part of their in-service training course with some input from FHA staff.

Youth campaign:

The Center for the Communications Programs (CCP), The Johns Hopkins University, a component of the FHA project is developing a multimedia youth campaign in Côte d'Ivoire and Burkina Faso. Peace Corps Volunteers (PCVs) from both countries were invited to participate in the Message Design/Materials Development Workshop held in Grand-Bassam March 4-10, 2002. PCVs will be participating in both the development of the campaign materials as well as organizing the local campaign activities – regular planning and carrying out of community mobilization activities, distribution of campaign materials, mobilizing crowds for the caravan/road show in nearby towns, etc. The caravan and community activities will begin in July in ten cities in Côte d'Ivoire (Port-Bouët, Yopougon, Daloa, Bouaké, Korhogo, San-Pedro, Abengourou, Toumodi, Man, Bondoukou) and eleven cities in Burkina Faso. They will run for six months.

STI/HIV/Message Guides:

The STI/HIV/AIDS Message Guide, developed by CCP, is being made available to all PCVs in West Africa. Currently, PC-CI is looking for a time when PCVs active in the HIV Team and the PCV leaders can come to Abidjan for a three-day orientation to using the guide. Guides will be made available to PCV counterparts, too. A written request is all FHA needs to provide additional copies of the guide.

A meeting was held with Sangone Mboup, PC HIV/AIDS Coordinator based in Dakar, to discuss using the STI/HIV/AIDS Message Guide throughout French-speaking Africa as a tool to improve the messages that volunteers are developing at the community level, and in local languages. We expect to organize the needed training and distribution of materials in collaboration with him.

2. Special activities

a. AIDS Quilt

Vicky Lambert, a third year Peace Corps volunteer working with USAID's partner, Family Health International, developed a program in fall 2001 to encourage those who have lost a loved one, colleague, or friend, to provide a commemorative offering on a piece of cloth. The offerings made were sewn together before 1 December 2001 in the form of a "Cote d'Ivoire AIDS names quilt" (Pagne NZASSA, in the local language). This was presented as part of international AIDS day activities to the President of the Republic. An additional ceremony was held bringing together NGOs, health and government people, the Peace Corps, USAID and a broad range of partners concerned with the AIDS epidemic. The AIDS Quilt was taken to the International African AIDS conference in Ouagadougou December 2001 and began a tour of Côte d'Ivoire in April 2002. It traveled to major cities of the country with community mobilization for consciousness raising activities organized for each. A final stop was at the President's home village near Gagnoa. This project, and numerous others done by USAID, RETRO-CI, Peace Corps, PAS with many other partners are leading to mobilization of a broad range of people---from the President and his First Lady, who is increasingly active in the fight against the epidemic, to people at the grassroots, in rural and urban areas throughout the country. The US Embassy and country team members participate and provide support to important activities like these in conjunction with a broad range of NGOs, religious groups, and government and private sector organizations.

b. IEC materials

IEC materials have been made available to PCVs over the years. At one point, Ruth Mota, PC Washington, managed the reproduction of IEC and audio materials for dissemination throughout French-speaking Africa and Haiti. This should be investigated again, as the dissemination activity happened in 1999. Currently FHA's CCP provides IEC materials upon written request from PCVs. Perhaps this could be better organized so that materials can be included in the kits developed by PC, and distributed to PCVs during pre-service training.

c. Girl's education camp support

As part of the West Africa Ambassadors' AIDS Fund, CCP will provide support during FY03 to PC-CI for two Girl's Education Camps to be held using materials developed during the Youth Campaign. These provide messages on how to postpone the onset of sexual relations, or how to negotiate condom use for those who are already sexually active.

d. **AIDS day bike rides** were conducted in conjunction with FHA partners in Burkina Faso, Niger and Mali in 2002.

Replication in other countries

One of the benefits of the activities with FHA and Peace Corps Volunteers in Côte d'Ivoire has been the possibility of replicating the interventions in other African countries. For example, the Youth Campaign will also take place in Burkina Faso. PCVs there will play an active role in mobilizing communities, distributing materials and getting crowds to the road show performances throughout Burkina Faso.

The STI/HIV/AIDS Message Guide has been sent to Niger and Burkina Faso and orientation workshops for the guide were held in May and June 2002, respectively. Together with the HIV/AIDS Coordinator for Peace Corps, other opportunities to collaborate are being identified throughout the West Africa region, during the last year of the FHA project.

3. Volunteers and ex-volunteers working with FHA partners

A very successful placement of a third-year PCV at the FHI office in 2001 has led to discussions for additional PCVs to be placed with other FHA partners. Beginning in summer 2000 Merle Rubine, who has strong communications/production background, will work with CCP/FHA. She began by participating at a radio variety show development workshop May 6-10, 2002.

- In Cote d'Ivoire, a second year PCV has been recently assigned to the project in Yamoussoukro to help run a youth center which is co-funded by KfW and Shell-CI. His primary responsibility will be to get documentation and help disseminate it for the Centre de Documentation.

- In Cameroon, two Peace Corps Volunteers are involved in Adolescent Reproductive Health and work with the project. One has been in Maroua for a year and started a peer education program there. She will also start a weekly youth radio show. The volunteer in Bamenda, who started in April 2002, is starting an English language version of the "100% Jeune" newspaper.

- In Togo, the FHA project used to have a well-developed community based distribution (CBD) network with Peace Corps Volunteers. The project was abandoned two years ago due to lack of funding. Peace Corps and the project are currently discussing the re-establishment of the CDB network as well as having a PCV coordinating this network. Another area of collaboration the FHA project and the PC are currently exploring is the possibility to use volunteers to help strengthen local PLWHA NGOs. In Togo, these groups are weak and disorganized. PC is trying to devise a way whereby volunteers could be assigned to each of the larger of these NGOs to shore up their administrative capacity and their ability to expand.

- In Burkina Faso, the project has worked with a third year PCV, based in the FHA office, whose main job is to use the PCV network to help with community-based activities. The PCV put together a simple training module and has a budget for giving small grants to PCVs who want to do activities such as "animations" and training. She will likely be replaced by another former PCV soon, as a paid employee, since she is about to return to the US.

PSI/CI has recently recruited a former PCV who just finished her service a few months ago to work with its NGO in Abidjan to strengthen management and program activities.

Future Directions in the WARP SO5 Project beginning in October 2003

Many of the projects currently being carried out by FHA and its partners with the PC CI and in other countries could be usefully continued under the future WARP SO5 project. These include support for training PCVs, making available BCC/IEC materials, involvement of volunteers in WARP supported projects, such as the Ambassadors' AIDS Fund, etc. In addition, possible new activities might include:

1. Provide financial support to the centrally funded USAID-Peace Corps Small Projects Assistance (SPA) program.

Under a central agreement between USAID and the Peace Corps, USAID currently provides funds for Small Project Assistance (SPA) in Côte d'Ivoire and other countries of West Africa. WARP might increase funding to SPA for community mobilization activities related to HIV/AIDS. Small projects might focus on helping communities increase awareness of HIV/AIDS, assist those infected or affected by AIDS, strengthen NGO response to the epidemic to support home-based care, encourage voluntary counseling and testing, etc. PCV would be expected to manage the small grants and ensure that funds are well spent and local capacity is strengthened.

2. Explore mechanisms, such as The Ambassadors' AIDS Fund, whereby PCVs can get support for projects focusing on felt local needs.

**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
WEST AFRICA REGIONAL PROGRAM (WARP)**

TDY TRIP REPORT FORM FOR WARP STAFF USE

Traveler	SOs/SPO	Country (ies)	Arrival Date	Departure Date	Days
Jim Allman	SO5	Burkina Faso	6/30/02	7/03/02	3
Trip was requested by:		Title of Activity/Activities Supported			
Mission		Discuss FHA project activities, MNH and others, and the WARP Ambassadors' AIDS fund.			
Non-presence country Ambassador					
AID/W					
PVO or NGO					
Regional Government Organizations					
Private Sector Organizations					
<input checked="" type="checkbox"/> Other (s)					
Purpose of TDY					
<input checked="" type="checkbox"/>	Strategic Planning	Implementation	Linkages		
	Policy Analysis	Monitoring and Evaluation	Networking		
	Program Development	Education & Training	Contracting		
	Donor Coordination	Other (explain):			
End Users					
	USAID Bilateral Mission(s):	African Organizations:	Donors:		
	AID/W Bureaus:	Private Sector Orgs:	NGOs & PVOs:		
	Host Country Gov't:	NGO Networks:	Non-Presence Countries:		
Other (explain):					
Results					
<input checked="" type="checkbox"/>	Strategies, SOs programs and activities planned/developed				
	Assessments, studies or M/E related activities completed				
	Frameworks/SOs/indicators developed or modified				
	Build Capacity				
	Build consensus				
	Conference/Seminar/Workshop/Working Group/Meetings planned for				
	Conference/Seminar/Workshop/Working Group/Meetings attended to:				
	Network				
	Discuss program options, actions, assessments, implementation, or problems				
	Plan future activities or program direction				
Comments (work with end-users):					

Please complete TDY Trip Report Summary on the next page (brief background, detailed results, next steps, people contacted, etc). If a more comprehensive report was prepared, please attach as an Annex.

Please complete TDY Trip Report Summary on the next page (brief background, detailed results, next steps, people contacted, etc). If a more comprehensive report was prepared, please attach as an Annex.

See attached (1) minutes of the meeting with Ambassador Jimmy Kolker, US Ambassador to Burkina Faso, (2) note to Mohamed Ayad on Burkina DHS 2003, and (3) message to Baya.

Minutes of the meeting with Ambassador Jimmy Kolker
US Ambassador to Burkina Faso, 1st July 2002

Ambassadors' AIDS Fund

I met with Ambassador Kolker Monday 1 July at the Embassy. In addition to discussing FHA project activities, MNH and others, we focused our discussion on the WARP Ambassadors' AIDS fund. This included both reviewing activities being supported in Burkina Faso and my getting his views on future directions and broader issues. As documented in recent e-mails between Jacqueline Devine, the Ambassador, and various implementing partners in Burkina Faso (CRS, Word Relief, PSI), activities supported by the Fund have begun, are on track, and the Ambassador is "satisfied". He felt that relying on US PVOs based in Burkina Faso was a good way to get things he wanted to support (VCT, support to PLWHA, work with local NGOs, etc.) functioning quickly. Concerning future directions, he agreed that it would be good to get ideas from Ambassadors before launching a second round; for the first round he, and he believes others, did not feel that the Fund was sufficiently focused on trying to meet their needs. The selection process was not clear, there was too much reliance on CAs USAID usually works with, there was insufficient efforts to encourage local NGOs, there was not enough flexibility in allowing Ambassadors support for their priority activities, etc.

I mentioned a few differences between the implementation of the WARP Fund and that of USAID's Southern Africa program, specifically:

1. One CA, the Policy project of the Futures' Group Int'l, manages and implements the Fund in Southern Africa. He thought this might be a good way for WARP to do things in the future.
2. The Embassies in Southern Africa each receive a fixed maximum of \$ 100,000. He suggested that funding should be related to interest in and ability to use the funds, like the Ambassadors' Shelf Help fund. He did not believe some non-presence countries (those that did not have FHA offices) should be given preference in the WARP program. Criteria for support might be better spelled out.
3. The Embassies in Southern Africa received training in project proposal preparation and the local NGOs selected for projects had their management capacity upgraded. He noted that Self-Help Funds could not be used for training and wondered if WARP funds should be. He believes that support for local NGOs to provide concrete services and materials to their communities should be a priority.

Since both he and Chris Palmer are leaving, The Ambassador said the DCM, M. Sorenson, would handle Fund activities in the months ahead. He could respond to a call or provide information until the new Ambassador, Tony Holmes, arrives, probably around Labor Day.

Seroprevalence module... Burkina-DHS

Mohamed,

I was able to follow-up on the points you suggested I look into while I was in Ouaga 1 & 2 July. I met with François Ilboudo, INSD, Monday to discuss the 2003 DHS. He had already begun discussions with donors and government health people concerning adding an HIV seroprevalence module to the next DHS. The following day, Dr. Nebie, SFPS Representative, and I met with the CNLS/IST (Drs. Tiendrébéogo and Bazié). The day before, they had discussed the usefulness of including the HIV seroprevalence module with key donors and partners (WHO, UNICEF, UNFPA, UNAIDS, WB, etc.). All agreed it would be a good idea. The CNLS looks forward to your return visit to work out details. Issues to discuss will include:

1. **Where to do the lab work?** There is a newly created national reference lab in Ouaga but it lacks experience. Perhaps the Centre Muraz in Bobo, which is interested in participating and which receives French support, might be better. We should see if we can get RETRO-CI involved.
2. **The size of the sample.** As in Côte d'Ivoire, the government wants a survey which will provide province level estimates for key indicators including HIV. There are now 13 provinces, although several people thought that the 10 provinces that existed before recent subdivision would be sufficient. Still, this would entail a sample of around 8-10,000 HH.
3. **Vehicles.** Burkina has received quite a few recently from the UN but thought must be given to making them available for several months to the survey.
4. **Other donor partners to finance local costs.** The World Bank is active and might be the first to approach.
5. **Ethics committee clearance.** At an UERD workshop organized by Baya Banza on urban development of Ouaga which Dr. Nebié and I attended Tuesday morning, we talked with a doctor involved in the "groupe de réflexion" to set up an ethics committee for Ministry of Health. Since it isn't established yet, attention to getting the proper approval for doing the HIV seroprevalence module will need attention. Maybe CNLS approval would be sufficient. Dr. Nebié could advise on this and help you during your next visit to Burkina. When will that be? Hope we get to see you in Abidjan this time.
6. Given the recent discussions on **the importance of male circumcision in limiting the spread of the HIV epidemic**, it would probably be good to add a few questions on this in the surveys which will be done in West Africa. For example, for men, "have you been circumcised? [if, yes] where? At a health center, during an initiation ceremony, by a traditional practitioner, etc.) when? At birth, or how old were you? If not circumcised, would you be interested in being circumcised?
Has MACRO done any work in this regard?

7. Finally, Dr. Nebié and I met with Dr. Hacén, WHO, and his team. He reconfirmed the **strong interest in Burkina in doing the DHS with a HIV seroprevalence module and having a large sample.** He also noted WHO interest in participating in preparation of the survey, for example, in the design of the questionnaire.
8. **CNLS noted the need to think about regional dissemination of data if a broad survey is done.** It would be good to keep this in mind in planning activities and to develop an approach to national and regional dissemination similar to what was done in Madagascar.

Attachment 6-3

Note to Baya Banza, UERD, Ouagadougou

Baya,

Thanks for the invitation to attend the workshop on "Observatoire de Ouagadougou et secteurs sociaux de base", 2-3 July. You certainly had a very good group and the program was quite interesting. Sorry I could not stay longer on Tuesday, nor return for the second day's session.

I appreciated your taking time to discuss your proposal to the "Making cities work" project, and the very interesting documentation you left at my hotel--UERD santé, éducation, habit, a Ouagadougou, Ouaga Focus. I read the 25 issues with great interest on my way back to Abidjan. Many of your areas of research overlap and complement what the USAID project (FHA/SFPS) is trying to do. In addition, we will suggest MACRO contact your team for input into the 2003 DHS, which will provide complementary data to many of the issues your team will focus on.

Concerning the Making Cities work proposal, my understanding is that Washington must give the green light for funding before the WARP office can move forward. We await their response. Decisions on our involvement are handled by Mr. Felix Awantang at USAID/Dakar's office. Our team here in Abidjan can help with technical issues, monitoring and evaluation, etc.

Thanks again for your assistance during my mission to Ouaga this week. I look forward meeting you again soon. Get in touch if you happen to be in Abidjan.

Best wishes, Jim Allman

TAACS Quarterly Report April 23 - July 22, 2002
Susan Bacheller, LAC/RSD-PHN

During this reporting period I focused my work on planning and preparation for extension of the Antimicrobial Resistance (AMR) initiative and the new Amazon Malaria Initiative (AMI). I also made progress toward reaching a consensus with CDC and PAHO on the AMI performance-monitoring plan. I participated in several activities to support USAID missions in the field, and assisted the LAC Program office in determining priority countries and funding levels for FY02 ID activities. Finally, I served as Acting LAC-PHN team leader in the absence of Carol Dabbs.

Major activities for this period:

1. **Initiative Management:** During this reporting period I worked closely with AMI grantee (PAHO) and cooperating agencies (CDC) to establish targets in the AMI draft performance-monitoring-plan. I also facilitated AMI and AMR initiative steering committee meetings, which resulted in the selection of priority activities for FY02 - FY03. I reviewed draft Scopes of Work for the amendment to the PAHO infectious diseases grant, and prepared the Activity Approval documents and Initial Environmental Evaluations for the AMI and AMR initiatives. I organized meetings with new AMI partners (MSH-RPM Plus and United States Pharmacopeia) to discuss new activities, and held discussions with CDC and EHP II regarding new FY02 activities to address TB and dengue.
2. **Support to Missions:** I provided consistent, timely and high quality technical support to USAID missions. I assisted USAID/Mexico in review of Scopes of Work for a PAHO grant for TB in that country, and reviewed and commented on mission RFA for TB. I was a member of the evaluation team for the USAID/Peru VIGIA program, under which I conducted site visits and interviews with key informants, drafted sections of the evaluation report, and provided a debriefing to USAID/Peru and partners. Finally, I provided follow up to USAID/Haiti to assist them in the effort to help the Government of Haiti to prepare a proposal to the Global Drug Facility (for anti-TB drugs), and orientation of new GDO in USAID/Brazil with respect to the role of the RSD office and PHN team. Finally, as member of the Brazil, Mexico and Colombia country teams, I provided comments on and participated in the review of mission annual reports. I also reviewed and commented on the new USAID/Brazil 5-year health strategic objective.
3. **Budgetary and strategic guidance to LAC:** I provided strategic recommendations regarding allocation of the FY0e and FY04 LAC infectious diseases funding within the Child Survival and Health accounts.
4. **Training and Skills Development:** I obtained required training in the Agency Pro Docs program (for preparing grant awards and amendments). I also attended the following technical programs: The International Seminar on Malaria in Peru

in April; sub-regional workshop on Multi-Drug Resistant TB in Mexico in May; TB sessions at the Global Health Council in Washington in May; the World Congress on TB in Washington, DC in June.

5. **Technical leadership:** I represented USAID LAC at the regional STOP TB meeting in Santa Cruz, Bolivia and gave a presentation at that meeting. I also participated in the development of a Global Bureau strategy for TB, and provided input on development of an Infectious Diseases web site for USAID.
6. **LAC Team:** I reviewed and commented on revisions to the LAC regional PHN strategic framework, including the intermediate results and illustrative activities under all health initiatives.
7. **Acting Team Leader:** I served as the acting team leader for Carol Dabbs from June 17 - July 8. During that time I was responsible for leading the PHN team in preparation of the Activity Approval Document that describes plans for activities and programming, and is required for obligation of FY 02 funding. I also ensured that teamwork progressed, and that taskers were responded to in a timely fashion. I followed up on personnel issues, and provided budget plans for obligation of Field support funding. I also attended the PAHO general council meeting.

Quarterly Report 4/21/02 – 7/20/02
Brad Barker, MPH MBA
TAACS/Senegal

Major Activities Planned for the Period:

Malaria Prevention & Control

- Launch NetMark Bednet Program
- Commence IPT with SP pilot test in five Districts
- Finalize quality of anti-malarial drugs assessment and recommendations for follow-up

Tuberculosis

- Implement workplan to support the National TB Program and identify two Advisors
- Finalize Annual Program Statement (APS) to fund PVOs to conduct community-based DOTS activities.

Neo-Natal Mortality

- Continue ongoing KAP study and commence training of health care providers in two Districts.

Integrated Management of Childhood Illnesses (IMCI)

- Train additional health care providers
- Determine how and where IMCI-C activities will commence in 2002
- Conduct a dissemination workshop on the IMCI tracer drugs assessment and commence implementation of recommendations

Integrated and Community-Based IEC/BCC Activities

- Finalize a training curriculum for community-based health promoters and commence training
- Finalize the regulatory framework for the official status recognition of Community Health Committees and Associations of Community-Based Health Promoters
- Determine how these activities will be supervised and evaluated

Micro-nutrients

- Conduct national micro-nutrient day, that includes vitamin A distribution
- Ensure the effective inclusion of post-partum vitamin A within our Reproductive Health package of services

- Lobby the new World Bank project to address the issues of micronutrient supplementation in Senegal.

Expanded Program on Immunization

- Implement in USAID/Senegal's 15 Districts the national strategy to strengthen routine EPI and for Measles control
- Continue to train vaccinators and distribute recently arrived cold chain equipment

STI/AIDS

- Inaugurate an additional VCT center in Thies
- Initiate an AIDS HotLine
- Conduct an assessment to determine why fewer commercial sex workers register for STI services
- Determine a policy and budget for greater use of female condoms
- Find a way to expand STI/AIDS educational activities within Muslim schools

Reproductive Health (RH) & Family Planning (FP)

- Ensure that a complete package of pre- and post-natal services (as described in the RH policy statement) are available in all USAID/Senegal supported Districts
- Train additional health care providers in family planning techniques
- Explore the possibility of providing Depo Provera via a network of private providers

Major Accomplishment of the Period

Malaria Prevention & Control

Preparations were completed for the official launch of the NetMark Bednet Program, scheduled for August 8.

The commencement of the IPT with SP pilot test was delayed pending results of two studies and the launch of the National Malaria Campaign. USAID/Senegal will support this pilot test in six Districts and UNICEF will conduct a similar experiment in additional Districts.

A consensus was reached to target pregnant women who attend antenatal clinics with subsidized bednets.

USAID is waiting for the quality of anti-malarial drugs study to be completed prior to implementing a plan to strengthen the National Laboratory to conduct ongoing drug quality testing.

Tuberculosis

A workplan and budget was developed to support the National TB Program. This plan, as well as the costs of two Advisors will be funded via the International TB Union. The MoU between the National Program and the Union is being finalized.

An Annual Program Statement (APS) to fund PVOs to conduct community-based DOTS activities was finalized and announced.

Neo-Natal Mortality

The KAP study to better understand mothers' behavior is on going and the curriculum for the training and trainers as well as clinical and community-level personnel was finalized. Training of trainers will commence in September.

Integrated Management of Childhood Illnesses (IMCI)

A cadre of trainers and dozens of nurses were trained in clinical IMCI. IMCI will be implemented in all 15 USAID-supported Districts this year. Community IMCI will begin in three of these Districts this year. A dissemination workshop on an IMCI tracer drugs assessment was conducted and the GoS requested USAID/BASICS to commence a study on the community management of ARI antibiotics.

Integrated and Community-Based IEC/BCC Activities

A training curriculum for community-based health promoters that incorporates essential reproductive health, child survival and HIV/AIDS messages was finalized. A document to describe the steps for organizing and establish the legal recognition of Associations of Community-Based Health Promoters was prepared.

Micro-nutrients

National micronutrient days were conducted. Post-partum vitamin A was added to the Reproductive Health package of services as it was added to the routine child survival activities.

USAID continues to lobby the MoH such that the World Bank nutrition project take the lead on the issue of micronutrient supplementation in Senegal.

Expanded Program on Immunization

Recently arrived cold chain equipment was provided to the MoH and is being distributed. USAID/Senegal committed \$150,000 to fund the NIDs in USAID's 15 Health Districts.

STI/AIDS

A Voluntary Counseling and Testing (VCT) center was inaugurated in Thies, making this the fourth such facility in Senegal. The terms of reference and recruitment for the person charged to manage the AIDS HotLine was completed. USAID submitted a draft proposal to AID/W to use female condoms as a way to encourage commercial sex workers to register and follow regular STI testing and treatment. This was preliminarily approved and USAID will work with local partners to implement this intervention.

Reproductive Health (RH) & Family Planning (FP)

A full package of RH interventions to be provided through public health facilities in all USAID/Senegal supported Districts was developed and approved. Dozens of nurses were re-trained in basic family planning methods. An inventory of private providers operating in all 15 USAID-supported Districts was completed and discussions are underway to encourage these providers to include family planning services. An assessment to evaluate the ability and willingness of private providers in Dakar to stock and provide condoms, oral contraceptives and eventually injectables was agreed to as was a proposal to expand the number of Districts where Community Based Distribution of contraceptives is practiced.

Major Activities for the Next Period

Malaria Prevention & Control

- Implement the NetMark Bednet Program
- Commence IPT with SP pilot test in six Districts
- Modify the current policy for targeting subsidized ITNs to be used almost exclusively for pregnant women attending ANC.
- Commence the qualitative research study around women's perceptions of IPT and SP.

Tuberculosis

- Implement workplan to support the National TB Program and put in place two Advisors
- Select and fund PVOs to conduct community-based DOTS activities, via the APS mechanism.

Neo-Natal Mortality

- Continue ongoing KAP study and train a cadre of trainers as well as District-level health providers.

Integrated Management of Childhood Illnesses (IMCI)

- Train the nurses in all health posts within the USAID-support Districts in IMCI.
- Commence IMCI-C activities and particularly a pilot test of community management of ARI antibiotics.

- Commence an assessment/study on community management of anti-malarials.

Integrated and Community-Based IEC/BCC Activities

- Commence training of community-based health promotion agents organized around agents' associations.

Expanded Program on Immunization

- Plan and be prepared to implement National Immunization Days (NID) in USAID/Senegal's 15 Districts.

STI/AIDS

- Initiate an AIDS HotLine
- Conduct an assessment to determine why fewer commercial sex workers register for STI services
- Determine a policy and budget for greater use of female condoms as a way to motivate commercial sex workers to register and follow STI testing and treatment.
- Commence a dialogue to address the issue of mother-to-child transmission and the relationship between ANC services, HIV testing and prevention.

Reproductive Health (RH) & Family Planning (FP)

- Train additional health care providers in family planning techniques.
- Explore the possibility of providing Depo Provera via a network of private providers in Dakar and in the 15 Districts.
- Explore the possibilities of promoting IUD as a contraceptive method over Norplant and as a way of meeting unmet demand within USAID's budget constraint.

Quarterly Report 21 April 2002 – 20 July 2002
O. Masee Bateman
USAID/India

Main Activities and Achievements

Overview of the Quarter

During this quarter substantial progress was made on pending logistical and administrative arrangements related to getting settled into this new position. Activity rapidly developed in all areas of my work. This progress was slowed somewhat by an "authorized departure" from New Delhi such that I was absent from New Delhi from 5 June through 5 August.

1. Logistical and Administrative Arrangements

- Sea shipment/HHE arrived, cleared customs, duty paid, delivered to house (LOE 4 days).
- Agreement reached to get diplomatic passports and apply for A&T status through the embassy to get limited diplomatic privileges in India (LOE 2 days).
- Ongoing discussions of establishing a "funding site" in USAID to cover local expenses in India. USAID has not been able to establish such a site and the "suspense deposit account for O. Masee Bateman" set up with an advance of my personal funds serves the need of USAID to have a funding site, but is complex and potentially perilous in terms of reimbursements (LOE 2 days).

Pending actions: Obtain A&T status with the US Embassy in New Delhi, obtain visas in the diplomatic passports (LOE 1 day). CEDPA is drafting an email to address some issues with the current internal fund site arrangement, ongoing discussions required to sort out the funding site business (LOE 2 days/quarter).

2. Achievements by Work Objective

See the attached AEF form. Work objectives fall into four categories:

- A. Increase the child health impact of USAID Title II food programs (CARE/INHP II)
 - i. Memoranda of Understanding and workplans developed between CARE and CA's for organization of the provision of essential technical assistance to improve the child health focus and impact of INHP II. Technical

assistance provided in Vitamin A delivery, immunizations, neonatal health, nutrition, behavior change programming.

- ii. Neonatal health operations research plan developed with JHU and CARE.
- iii. Nutrition operations research planning initiated with CARE, BASICS, and JHU.
- iv. Collaboration between CARE and EHP to address key issues in child health among the urban poor (in urban blocks of INHP) initiated in Jharkhand and Agra.

B. Lead the mission in the implementation of the USAID urban health activity

- i. Continued liaison with RUDO on urban health, orientation of the new EHP country representative and team formation with PHN/RUDO/EHP.
- ii. Urban health program initiated in Indore (MP)
- iii. Urban health program initiated in collaboration with CARE and private sector partners (TATA's) in Jamshedpur (Jharkhand). Discussion on other activities in Jharkhand initiated.
- iv. National reviews of urban child health conditions and urban health programs initiated.
- v. Coordination with ANE bureau to get urban health on the agenda of the SOTA course to be held in Cambodia in October.

C. Technical leadership established in the health and child survival arena in India (inside and outside of USAID).

- i. Contributed to Jharkhand and Uttarhanchal program design efforts.
- ii. Contributed to planning for expanding child health services in polio "hot spots" for a broader approach to polio eradication in India. This includes discussions with the GOI, UNICEF, WHO, CORE group and individual NGO's.
- iii. Participated as a TAG member in the annual WHO/SEARO WS&S TAG meeting in Delhi in May.
- iv. Became an SO3 (Disaster Response) team member in the OSD.

v. Worked with IndiaCLEN, INCLEN, JHU, ICMR and others on developing Indo-US Scientific cooperation. Initiated three new collaborations between US groups and IndiaCLEN

D. The Child Health team within PHN Office and Mission is established and effective.

i. Participated in PHN office reorganization planning.

ii. Pending reorganization of the PHN office, I am the only dedicated child health team member.

~~Quarterly Report~~ (May - July 2002)

Andrew Clements, Infectious Disease TAACS, USAID/Asia and Near East (ANE) Bureau

1. ANE Regional HIV/AIDS and Infectious Disease Program

- With colleagues in ANE and the Bureau for Global Health (GH), finalized the allocation of FY2002 regional funds for HIV/AIDS and infectious diseases.
- Assisted in preparing documents to notify Congress on the use of regional HIV/AIDS funds in new, non-presence countries in the ANE region.
- Worked with colleagues in GH to develop new infectious disease activities (e.g. surveillance of drug resistance and review of drug-quality information).

2. Technical assistance to missions/countries

- Assisted missions/country teams in reviewing proposals related to infectious diseases, including TB in India and malaria in Afghanistan.
- Contributed to the planning of new TB activities in Pakistan and the preparation of the Congressional Notification and a briefing document for the Mission Director.
- As the ANE/PHN backstop for the Philippines mission, drafted the response to a Congressional inquiry regarding the justification of Child Survival and Population funding levels for USAID/Philippines.
- Briefed USAID and State Department staff on issues related to HIV/AIDS and infectious diseases prior to their assignments in Burma, Cambodia, and Philippines.
- Discussed current mission programs and future plans with PHN staff from USAID missions in India and Indonesia.

3. Technical assistance to USAID/W

- Provided input for the TB and Antimicrobial Resistance sessions for the State of the Art training for PHN officers in the ANE and Europe and Eurasia regions.
- Prepared and presented two sessions ("What Every PHN Officer Needs to Know about Drug Resistance" and "Multi-Drug Resistant Malaria: A Mekong Delta Case Study") as part of a training series on antimicrobial resistance for USAID staff.
- Assisted GH in reviewing antimicrobial-resistance proposals.
- As a member of the USAID/Washington Antimicrobial Resistance (AMR) Working Group, updated and distributed a compilation of all AMR activities funded by GH.
- Provided input on content and documents for the updating of the Agency's ID website.

~~Quarterly Report~~ (August - October 2002): Nothing definite as of July 22, 2002.

Quarterly Report for Gary Cook
TAACS Advisor
Asia Near East Bureau
April 21 to July 22, 2002

This is the 12th quarterly report for the Senior Health Policy Advisor in the ANE Bureau. Designing health portfolios for new programs in Afghanistan and Pakistan again dominated the quarter. In addition, the TAACS was asked to coordinate the allocation of the ANE Bureau's Other Vulnerable Children funds. Planning for the SOTA continued. Details follow:

Afghanistan:

- Continued to develop the obligation plan for FY '02 \$6.5 million in IDA funds and \$2.0 million in child survival funds. At this point all funds have been programmed, obligated, and implementation has begun.
- Began the process along with the Afghanistan JPPT to program an expected \$15 to 20 million in FY '02 supplemental and \$10 million in FY '03 funding.
- Recruited and fielded the first health officer at USAID/Afghanistan. Recruited Ellen Lynch and arranged for her acceptance by the Afghanistan Task Force. She is now completing her second month and is an excellent health officer. We now conduct weekly phone meetings to review progress and discuss issues.
- Continue to dialogue with other donors, agencies and USG entities active and interested in Afghanistan health sector. Helped plan and participated in the first USG consultation on Afghanistan including representatives of HHS, CDC, State, and Peace Corps. We have maintained dialogue by establishing working groups on mental health and water/sanitation.
- Served as main point of contact between USAID/W and our primary contractor, Management Sciences for Health. MSH has hit the ground running and has numerous staff on the ground in Afghanistan in addition to those in Boston and Washington. Under a \$5.0 million workplan they provide TA to help re-establish a defunct Ministry of Public Health, increase delivery of primary health care services through NGOs (capacity building and a grants program), and conduct a nation-wide survey of health facilities, equipment and personnel using GPS technology.
- Briefed the new Mission Director, Craig Buck, on the health portfolio and relevant issues and opportunities.
- Track the nutritional status through a number of assessments and surveys. Participate in the discussion of interventions, including fortification of wheat and salt.
- Help prepare documentation as needed to strategize, characterize and publicize the health portfolio.
- During this period, the Afghanistan Task Force dissolved and the work has been integrated in to the ANE Bureau. I participate in the new Afghanistan team with the DAA, Jim Kundar, the Desk Officer, Jeanne Pryor, other new staff from the

task force and other technical officers. Meetings were initially daily and are now every Monday, Wednesday and Friday.

- Prepare for my upcoming visit to Afghanistan where I will represent USAID on the second multi-donor health mission to Afghanistan. This will be for two weeks in late July. The purpose will be to consult with the Government of Afghanistan, other donors and service providers to help make major decisions on the re-establishment of health services and institutions.

Pakistan:

- Continue to expand and develop the obligation plan for the new health sector assistance in Pakistan. This includes developing and refining the obligation plan in conjunction with the JPPT. Budget includes \$5.0 million in FY '02 CSH funds and up to \$5.0 million in core funds from Population, Infectious Diseases and TB.
- Continue to network with partners for the future program including other donors, cooperating agencies (especially Catalyst), stakeholders and PVOs.
- Recruited and interviewed a new TAACS to be the first health advisor at the new USAID mission. We hope to offer the position to the top candidate before the quarter is over so security clearance can begin.
- Briefed the new mission director, Mark Ward, and prepared him for his one week TDY.
- Continued to plan for the MCH consultation to be held in Islamabad in December of this year. This will be a gathering of Pakistani stakeholders, scientists and service delivery specialists to determine the state of MCH and FP services and plan out future steps for all. It will be an excellent opportunity for USAID to hear from the stakeholders as USAID begins to develop its longer-term strategy for the sector. Brokered a funding arrangement that will permit the consultation to take place with minimal workload to USAID and convenience to those making in-country arrangements.
- Reviewed the concept papers of the three PVOs (AKF, TAF, and Save the Children) that would like to receive USAID support for service delivery. Provided feedback for improvement.
- Guided the planning process and beginning of implementation of all the cooperating agencies. As a result, despite the security issues that prevent travel to Pakistan, activities are going forward in a number of areas. This includes FHI's work in HIV/AIDS, MEASURE's work in health information systems development, PRB's plans for conducting a two week course on getting research results to policy makers, and DELIVER's plans to improve the contraceptive logistics system.

Yemen:

- Developed an obligation plan for the FY '02 supplemental funding of \$2.5 million. This will consist of a lead cooperating agency and three subordinate technical cooperating agencies.
- Preparing to review the proposals for the \$10.0 million community-based RFA that went out this period.

- Preparing for a TDY to Yemen early next quarter to help launch the new community-based program and pave the way for the arrival of the new GH Bureau project staff.

Other Vulnerable Children” funds:

- This year a new directive exists in the Child Survival and Health account. The “other vulnerable children” directive demonstrates Congress’ desire to reach pockets of children who are at particular risk of being overlooked, such as disabled, broken families, and street kids. Our Bureau was allocated \$6.0 million in FY ’02. I prodded PPC to convene a group from all geographic bureaus to decide on a process for allocating these funds to the missions. As a result, I succeeded in getting a process accepted similar to the one used for the Victims of Torture fund. This involves inviting proposals from missions, confirming that the proposals meet the funding criteria and getting the funds to the missions.
- I sent out the invitation and guidelines for proposals to the missions, received 17 proposals from 8 missions totaling \$14 million. I convened and chaired a meeting of representatives from the appropriate bureaus, drew a conclusion on which missions to fund (and how much.) The messages went out to the missions on schedule indicating which proposals will be funded and providing technical feedback on the proposals. The ANE bureau is the only one that has reached conclusions on which proposals to fund. The other two bureaus have not even invited proposals from the missions yet.
- We expect that the funds will be allowed to the missions yet this quarter, allowing them to obligate the funds this fiscal year and begin implementation.

Planning for the ANE/E&E State of the Art course and PHN Officer meeting:

- Due to hostilities between Pakistan and India and the subsequent evacuation of personnel from USAID/India, we decided not to hold the SOTA in Delhi as planned in October.
- I led a process of assessing alternative sites, vetting options with the concerned parties and deciding to hold the SOTA in Siem Reap, Cambodia. This will not have security issues, will be convenient for PHN officers from both ANE and E&E, and will be less expensive for all concerned.
- Continue to refine the curriculum/ schedule for the SOTA. Each session has a coordinator who is developing the presentation and arranging speakers.

Other activities:

- Provided major input and revisions to the FY ’04 Bureau Program Planning Statement (BPBS).
- Served as acting Team Leader in ANE/PHN during the absence of the Team Leader on leave and TDY.
- Consulted with Bureau staff on the launching of a new health program in Laos. Participated in the process of developing a decision memo on options to consider funding.

To: Heather Staley
From Roger A. Dixon
Subject: Quarterly Activity Report for the period 04/21/02 to 7/20/02.

During this time period my activities were concentrated in three major areas:

1. Managing the Hurricane Reconstruction Project. During this quarter, I traveled to Haiti and the Dominican Republic to review progress being made in the Project and to work out follow-on support from the Missions in these countries. We have secured funding from Regional, Sub-regional, USAID Missions and national governments that should ensure the continuance of the project to allow sufficient time that they may become institutionalized at the country level.
2. Managing the IMCI Initiative. Activities involved developing an extension for the Project that will carry through FY 03 and FY 04. The extension will incorporate an additional partner, the CORE Group, in addition to the current partners, PAHO and BASICS II. Planning meetings were held with the current partners to develop an adequate technical base for the extension.
3. PHN Team Activities. Worked on the Activities Approval Document that is required in order to obligate the funding for the LAC health Initiatives and performed other duties relative to the extension of the PHN SO such as revising the Schedule for PAHO Grants.

The USAID logo consists of the word "USAID" in a bold, sans-serif font, enclosed within a black rectangular border.

US AGENCY FOR
INTERNATIONAL
DEVELOPMENT

July 22, 2002

To: Susan Masse
From: Elizabeth Fox
Subject: Quarterly Report- April 22, 2002 – July 22, 2002

1. I continue to manage the CHANGE cooperative agreement and work with CHANGE staff on workplans, budgets, and activities. This quarter I worked extensively in the CHANGE mid-term evaluation.
2. I worked with Richard Greene on taskers and worked closely with LPA, backstopping the UNGASS for Children in NYC.
3. I managed the Inter-Agency Agreement with VOA, including reporting and training on Polio, HIV/AIDS, and AMR and the design of a new activity for Afghanistan.
4. As representative of the Office of Health and Nutrition, I finalized the award of the new Global Communications project.
5. I continued the management of TASC, negotiations with GC, awards of several new SOWs, and other steps leading to the procurement of TASC2.
6. As county coordinator for Peru, I organized the Peru Senior Review on June 6 and the USAID meeting with the Peruvian Minister of Health, June 26/27.
7. May 20-24, TDY to Greensboro NC for leadership training at the Center for Creative Leadership
8. May 31, TDY NYC to meet with Rockefeller on capacity building activities for communication for development and social change.
9. June 13-14, TDY to NYC, to manage USAID/Rockefeller meeting on lessons learned from the Polio Eradication Initiative for capacity building in Communication for development and social change.
10. Continued work on the re-design and specifically the communications aspects of the new MEASURE project

QUARTERLY TAACS REPORT
(April 2002 to July 2002)
Matthew Friedman*
USAID/Dhaka

A. INTRODUCTION:

My major responsibilities in USAID/Dhaka consisted of 6 different portfolios including logistics, HIV/AIDS, Maternal Mortality Reduction, adolescent reproductive health, girl trafficking, voluntary surgical contraception and social marketing.

B. ACTIVITIES COMPLETED:

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

- Worked with DELIVER/Washington and their local office to carry out a National Launch event for Contraceptive Security. This event was well attended by GOB officials, donor and NGO representatives, etc. Based on the outcome, a series of recommendations were drafted in order to address the contraceptive security problem in Bangladesh. From this, a three-year workplan will be developed.
- Negotiated and put in place plans for a three-day workshop that will include all those working in the ARH sector. The purpose of this event is to get all of the partners to work on a combined ARH strategy that is managed under a single umbrella.
- Worked with an FHI and local partners to create a five-year HIV/AIDS strategy for USAID/Dhaka.
- Continued providing support to SMC to carry out a complete reorganization of their company. This included helping to gain board approval for a new organigram, staffing structure and benefits plan.
- Participated in a five-day visit to Washington to brief both STATE and USAID persons on the work being done in Bangladesh related to the trafficking sector. This included a meeting with the USAID Administrator himself. (June 2002).
- Further revised the Engenderhealth plan to jumpstart the overall sterilization program in Bangladesh. This included expanding a successful pilot activity from two to eight districts.
- Helped develop a comprehensive communications campaign for the National Anti-Trafficking program. This includes working with a range of organizations to get them to buy into a unified plan under a single umbrella.

C. ACTIVITIES FOR NEXT QUARTER

The major activities for the next quarter are as follows:

- Manage the process of putting in place the contraceptive security recommendations made at the launch event;
- Continue working with the procurement teams to ensure that the GOB provides the agreed upon contraceptives to the social marketing program (e.g. condoms, etc.);
- Work with USAID/Washington to get their inputs into our HIV/AIDS strategy;
- Continue developing collaborative relationships with donor/NGO/gov counterparts for ARH, HIV/AIDS, logistics, sterilization and social marketing; and
- Continue helping ATSEC operationalize their communications campaign.

MEMORANDUM

TO: Susan Masse, CEDPA

FROM: Alan V. Getson, USAID



SUBJECT: Activity Report, Period Ending 6/30/02

DATE: July 22, 2002

Agency Reorganization - I've continued to assist the newly formed Office of HIV/AIDS transition from a division to an office. This work has involved meeting with the acting division chiefs to work out new programmatic relationships, clarify roles and responsibilities of the new division leadership and develop/clarify administrative systems being developed for the new office. This work also has involved assisting with a move of all office staff to a new location in the near future. I've also assisted with the development of new position descriptions for senior office managers.

DOD-USAID Coordination - Work on DOD collaboration has continued. I participated in a conference organized by the Woodrow Wilson Center on HIV/AIDS and the uniformed services. Also during this period several coordination issues developed with DOD programs in Nigeria and Ethiopia requiring my intervention. In both countries, USAID has had HIV/AIDS activities in place with host country militaries before DOD funding became available. There were some communications difficulties in both countries between the USDAO and USAID. Once the problem was identified both the Embassy and USAID were able to put in place a committee structure that will promote closer collaboration between both the DOD and USAID HIV/AIDS programs.

Unsolicited Proposals - We've received several more unsolicited proposals during this reporting period and this has required continued follow-up on my part. Work continues on trying to develop a more systematic approach to these proposals but we don't yet have such a system in place. A significant amount of time has been spent in reviewing these proposals submitted to the HIV/AIDS Office for funding.

2004 Budget Work - We currently are planning our 2004 Bureau Program Plan and Budget Submission (BPBS). This year I've taken the lead in preparing this for the HIV/AIDS. This has involved participating in many budget planning meetings and drafting all of the budget tables and narratives for this submission. This is significant because we are requesting a sizable increase in our 2004 HIV/AIDS GH HIV/AIDS budget and this has required the preparation of a special justification for such a large increase. This justification is linked to our recently approved operational plan for scaling up our global HIV/AIDS program.

HIV/AIDS Program Operations - As I noted in the last report, my work with this office is shifting to that of a senior program officer and as such much time has been spent carrying out this new assignment. This work has involved serving as a clearing horse for all program documents (Interagency agreements, Congressional notifications, obligating documents, etc). Essentially I have become the in-house authority on whether we are following all our USAID rules and regulations in the development of these documents. Given the large volume of program documents prepared by this office, this work has taken a large amount of my time during this reporting period.

AIDSMARK CTO Responsibilities - The office needed to assign the existing AIDSMARK CTO to other responsibilities, so I have agreed to serve as the CTO for AIDSMARK as I was doing before my absence from work last year. This will involve fairly routine oversight of the AIDSMARK activity but will absorb a large portion of my time over this next reporting period. The AIDSMARK activity is expanding into new program areas such as MTCT and this will require more effort from the CTO until these new activities are in place.

TAACS Quarterly Report, April 23, 2002--July 29, 2002
Dale Gibb

Staff Changes -- With the departure of Laura McHugh at the end of May, Steve Mandolesi has assumed the bulk of her responsibilities. He has been transferred to the new Professional Development and Management Support Unit, and the TAACS Project, including the CEDPA contract will be transferred there by the end of the fiscal year. As noted before, the CEDPA TAACS CTO and I plan to serve as advisors to that group.

TAACS--What is probably the final legislative version of the appropriations language for the Foreign Assistance Act for FY 03 was just received. While authorized levels for TAACS and Population TAACS appear to be steady, if not slightly increased, the requested increase for education TAACS was not provided. We will be working with the Human Capacity Development Office on plans to handle this since the increase was a critical part of their plans to meet education needs in Africa and carry out Presidential initiatives.

In the meantime, we have been able to recruit additional TAACS this year since expenditures were substantially lower against the authorized level than expected, due to delays in recruitment and travel, to some degree the wake of September 11. Recruitment is on-going for 8 new TAACS. Documentation to extend the Project Authority for TAACS was presented to the Sector Council and is in clearance. Actions have begun on extending the TAACS PASA.

Health and Child Survival Fellows -- Most of the administrative responsibility for the Fellows program has been transferred to Steve Mandolesi. I continue to handle overall questions of policy and priorities.

Africa Bureau PASA

As a part of the Agency mandated consolidation of projects, it was determined that the Africa Bureau PASA with Health and Human Services would be expanded to serve the entire Agency. After extended negotiations on the subject with the Africa Bureau, a draft of the expanded PASA was developed and is in OP for completion by September 30, at which time the PASA will be transferred to the Bureau for Global Health for administration for the Agency.

UNICEF

We helped coordinate the preparation of briefing materials and presentations for the UN General Assembly (UNGASS) on Children, and prepared the delegation for the Annual Meeting of the UNICEF Executive Board in June. To help the office handle the extraordinary press and communications requirements facing us regularly now, we have adapted the scope of work for the communications consultant hired for the UNGASS to a longer term basis, and developed a Policy and Communications unit under which he/she will work. This unit will handle Congressional and other taskers and well as international organization and conference documentation, as a part of the HIDN Front Office mandate and under my general coordination.

World Health Organization -- We prepared Dr. Jim Heiby to participate in the World Health Assembly and the one-day Executive Board following the Assembly. We have also held a follow-up meeting on the Bilateral Technical Consultation held in March and met with several WHO officials on issues discussed there. Most recently, representatives from the WHO Office of Emergency and Humanitarian Action and from the Eastern Mediterranean Regional Office responsible for Afghanistan met with us to discuss priorities and program needs. We have also met with Derrick Deane, our primary coordinator at WHO on follow-up from the March meeting and on our view on the Meets of Interested Parties (MIPS) scheduled for October. We will be sending a specific message back to WHO on these views at an appropriate time.

Afghanistan -- I helped in liaison work to get the WHO proposal for assistance in malaria funded and am now working with them on the WHO Health Information System proposal.

Haiti -- We help a review of the Annual Performance Plan and provided feedback to the Mission. We are now engaged in another such review with Regional Bureau management, especially to clarify the need to assure that any additional AIDS or ID funding is additional to the OYB. The fact that these earmarks have not been additional has had a very detrimental impact on other mission development efforts, including child survival and family planning. We are also preparing a mini-senior review on Haiti to take place on August 19. We have also meet with the UN Foundation regarding their exciting plans for work in Haiti with the Mission and PAHO on reducing maternal mortality.

An initial survey on Maternal Mortality has been completed by Catalyst with the report to be provided by the end of July.

Vietnam -- The Alternate Country Coordinator and I met with the World Bank Vietnam representative to discuss on going and planned loans, and the status of health activities. We will be briefing the Country Team on these shortly.

Retreat -- I worked with two colleagues on plans for an Office Retreat which took place on July 23 and 25. The initial Senior Team retreat focused on means of improving the "office framework" for communications and project implementation. The larger retreat addressed questions such as the impact of the Global Initiatives on our work, ways of improving flagships and our ways of working with them, and the need to assure we are actually development human capacity in the development world. Committees have been formed in each area to continue the work. I have been asked to coordinate one on communications and improving the conditions of our work.

QUARTERLY ACTIVITY REPORT FOR THE PERIOD **APRIL 22, 2002** through **JULY 21, 2002** FOR SARAH HARBISON

■ **As acting Team Leader of the Operations Research team:**

Responsibility for management 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 LAC and Africa regions with the Associate Directors, 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.

- Responsibility for Development of the new strategy for the five-year follow-on to Frontiers.
- As acting Deputy Chief of the Research Division, assisted the Chief of the Division in management, budgeting, staffing, and general leadership responsibilities.
- 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. Monitored the implementation of project activities, analyzed pipeline data and assisted in the development of the budget request for FY 2002 funds.
- Participated in the Bureau-wide adolescent working group.
- Participated extensively in the PAC working group, including 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.
- Served as the Research Division Liaison to the Youthnet project; participated in project planning meetings, and the Research agenda development meeting.

David Hausner, TAACS Cambodia
Quarterly Report
April 23, 2002 – July 22, 2002

Overview:

During this quarter, we at the Office of Public Health in the USAID mission in Cambodia have been steeped in strategic planning and review of partner workplans. We have also been in transition as the former Acting Office Chief David Piet departed in April, Acting Office Chief N. Paljor took the helm through June and the new Office Chief Mark White arrived. During this quarter, many major decisions were on hold until Mark arrived, but we have now entered into a climate of stability and things should go much more smoothly henceforth.

Major Accomplishments of the period:

1. Document Review.

I have continued to review the many documents produced by USAID Cambodia, USAID Washington, partner agencies, Cambodian government agencies, and others relevant to my technical field. Becoming oriented to this job and to USAID is a full time task in addition to my daily routine.

2. Attended the International Conference.

I attended the International AIDS Conference in Barcelona. This is one of the most important conferences for people working in the HIV/AIDS sub-sector and is held every two years. During the conference, I learned much about the state of the art on HIV prevention and care, especially on the prevention of parent to child transmission of HIV, voluntary counseling and testing for HIV, gender issues related to HIV transmission and care for people with HIV/AIDS, and issues of human rights and empowerment for sex workers and transgenders who are at risk of becoming infected with HIV – among other things. One of the most important issues coming out of the conference this year is that it is time for us to stop making the distinction between prevention of, and treatment for HIV infections. There is much overlap between the work that needs to be accomplished in both prevention and treatment of HIV infection. We need to begin thinking and acting in terms of a comprehensive HIV program, including the continuum of HIV prevention and treatment.

3. Facilitated Strategic Planning Working Group for HIV/AIDS/ID.

USAID/OPH/Cambodia went through a process with partners to develop a three-year strategic plan. This process began during the last quarter and finished this quarter. I was the facilitator for the working group on HIV/AIDS and infectious diseases. The goal of the working group was to develop broad programmatic strategies, following USAID's results framework. Continuing from the work of last quarter when we determined the results of the strategy and developed a list of activities to achieve those results, we worked as a group to pare down the lists of results and activities that could actually be implemented and achieved. Working in such a large group, encouraging participation from all, this was a very tedious process that may not be advisable in the future. OPH will attempt to evaluate this

participatory and collaborative process in the near future to help us understand the successes and lessons learned of engaging in this type of strategic planning exercise.

During this quarter, we began the development of the indicators for the strategy, decided on our geographic priorities within Cambodia. We also got CAs started in discussions with each other on how they can work together collaboratively to provide comprehensive, complete coverage to selected Operational Districts (OD) in the geographic priority areas.

4. Reviewed workplans from partner CAs.

CAs produced three-year workplans and submitted them to OPH during this quarter. The OPH team reviewed the workplans and prepared feedback letters for the partners. Each member of our team was responsible for three workplans and then in a group, we went through a formal review process that allowed all of us to give feedback to the partners. I drafted letters, incorporating the comments from the other team members for two of the CAs and helped substantially with the editing of two others.

5. Participated in partner CA presentations of revised workplans (on-going).

Following OPH's letters asking CAs for clarifications and revisions, partner CAs provided OPH (some are still providing) with revised workplans and presented those workplans to us orally. I participated with the rest of the OPH team to again provide feedback, ask questions, and motivate the CAs to push the envelope for their proposals for the next three years.

6. Drafted USAID/OPH/Cambodia's HIV/AIDS Programming Framework.

With the start of our new office chief, Mark White, we have been looking closely at the three-year interim strategic plan for the USAID/C mission. Since most of our funds for the next few years are earmarked for HIV, there is a desire to have our strategy emphasize HIV/AIDS programming. In that light, I drafted the HIV/AIDS programming framework for OPH. The document describes the possible programs we would like to see implemented in Cambodia to affect HIV prevention and care and support. To date, this is a working document and will undergo further revision and additions. OPH staff, along with the regional HIV/AIDS advisor and the ANE HIV/AIDS advisor from USAID/Washington, have looked at the document and given their feedback, which I incorporated into the document. I expect there to be continued feedback over the next few weeks. Additionally, the OPH will be adding sections to the document that will highlight what partners have been working on for HIV/AIDS programs and what they propose to do in their new workplans. Thus, we will be able to identify the programming gaps and attempt to either pare down our implementation desires, or fill the gaps.

7. Field Visits.

During this quarter, I made three field visits. The first was in Takeo province to see the implementation of a faith-based HIV care and support project at one of the Wats (Pagoda – Buddhist temple) in the area. The second was to Kampong Cham province where I made a speech at the launch of the condom distribution program for the military in that province. The third was to two sites near Phnom Penh, accompanying Gordon West, the Deputy Director of the ANE Bureau and former Mission Director for USAID/C. The first site was a naval base where our CA is implementing peer education and HIV prevention activities

among the naval men. The second was an organizations that provides care and support for children affected by HIV/AIDS, including running an orphanage as well as work in the community around the orphanage.

Upcoming Priorities:

With the flux of leadership in the USAID/C OPH, the fact that I have only been here for half of one year, and the fact that since being here, we have been in the midst of strategic planning with our partners, my role in the office has been somewhat ambiguous. With the new office chief, Mark White, now in place I expect that my role will become clearer in the very near future. Once funding decisions are decided in the coming weeks/months, I will be managing some of the HIV/AIDS CAs. In the next few weeks, I will continue to participate in the review process for CA workplans to get them finalized and off to our contracting officer. I will also continue to work on the HIV/AIDS programming framework with inputs from the rest of the team, to help guide us in our implementation of the rapid scale up HIV/AIDS program. The SOTA will be held in Cambodia, and I look forward to attending that in the month of October. Finally, I hope to make the opportunity to get out into the field more during this quarter.

Janet M. Hayman, TAACS, USAID/REDSO

Quarterly Report for April 21- July 20, 2002

Major activities in this quarter included a TDY visit to Zimbabwe to review PACT's activities with Post-Test Clubs, continued work with partners on REDSO-funded projects, and taking part in the REDSO partners' meeting and the USAID/PHN SOTA. I was also a member of the interview teams for two proposed FSN positions, one being the HIV/AIDS Advisor. I took family leave in July.

Work with partners on REDSO-funded projects was a major feature of this quarter. This included coordinating with CAFS and RATN on the Training Needs Assessment, focusing on planning for the training of consultants for the in-country studies. I represented REDSO at the first session of that training. This quarter the Commonwealth Regional Community Health Secretariat (CRHCS), implemented two policy studies, one on Voluntary Counseling and Testing and one on adolescent reproductive health (ARH) in relation to HIV/AIDS and Reproductive Health. Planning continued with IMPACT for the August regional meeting of Faith-Based Organizations. An introductory meeting for the ARH consultants was held in Nairobi in June. The Regional Centre for Quality of Health Care held a very successful workshop in Jinja for four country teams to share experiences on setting up and managing quality VCT services, which I attended.

My one week TDY to Zimbabwe resulted in a draft report on the strengths and weaknesses of the current Post-Test Clubs (PTCs) and options for the future. The report will be finalized in the next quarter.

At the SOTA in June, I chaired a session on Mother to Child Transmission; at the Partners' Meeting I worked as one of the group facilitators for the sessions on PHN's Performance Monitoring Plan. I also represented REDSO at the World Bank's MAP meeting in June for national HIV/AIDS program managers and a brief dinner presentation on behalf of USAID. Finally, I held a initial meeting with the UNAIDS Representative in Kenya to discuss how we could bring together regional donors based in Nairobi; we agreed to hold an informal meeting in September with these donors to explore better ways to share information.

TDY/Travel

May 11-18: TDY to USAID/Zimbabwe to review the progress of PACT's Post-Test Clubs
May 19-22: Travel to Jinja, Uganda to attend a RCQHC workshop on Setting Up and Managing Quality VCT Services for HIV/AIDS

Additional Activities

Apr.22-24: REDSO Partners' Meeting at the Windsor Hotel, Nairobi
Apr.26: REDSO/CRHCS/SARA meeting to review programming
Apr.27: Meeting with CRHCS, POLICY, SARA and consultants to work on ARH Policy Review
Apr.30: Meeting with Joe Deering of POLICY II to discuss workplans and budget
May 6: Met with Jane Harriot of FHI/IMPACT for briefing on Uganda Post-Test Clubs
May 28, June 3: Interviews for REDSO/PHN FSN position for HIV/AIDS Advisor
May 30: Interviews for FSN position for Health Care Finance Advisor
June 10-16: PHN SOTA meeting at Windsor Hotel
June 12: Attended and spoke at opening of CAFS/RATN TNA training for consultants
June 18-20: Represented USAID at World Bank MAP meeting at Windsor Hotel and made presentation
June 21: Met with Nicola Brennan, Irish Aid, to discuss regional programs
June 24-28: Acting Chief of PHN Unit
June 25: Introductory meeting with International Federation of the Red Cross
June 27: Discussions with Warren Naamara, UNAIDS, to plan meeting of regional donors
June 28: Meeting with Gil Cripps and Regional Logistics Initiative to discuss planned training for Logistics management of HIV/AIDS-related commodities

Quarterly Report : April 21 to July 20, 2002

Submitted by Carol Jenkins, TAACS, Regional ANE HIV Advisor, Phnom Pen

Between April 24 and 28th, I spent a week in Bangkok for the UN Cluster Group Meeting, took a trip to Mae Sot on the Burmese border, and had a brief informal meeting with FHI. This work was intended to develop USAID funding for Thailand in collaboration with the UN Cluster Group Meetings, an effort coordinated by UNAIDS to help develop a comprehensive program for Thailand. Four clusters were identified as needing special attention, of which I participated in those on drugs, youth and MSM. Following this a trip to the Mae Sao Clinic in Mae Sot was conducted where there is considerable potential for working with Burmese migrants.

Between May 7th and 11th, a short trip to Burma was conducted during which I visited the MSF (Holland) clinics near Yangon. These represent some of the finest interventions yet seen in Burma and also warrant support. I also attended the 2 -day UN Task Force on Mobility and Vulnerability to HIV meeting where considerable networking and discussions took place with government and UN personnel concerned with migrant issues. My own task in this effort will be to foster the development of models that incorporate migration.

May 11-15th, I attended the Behavioral Surveillance Surveys (BSS) Summit in Bangkok and presented on training for BSS as well as on how to give feedback to participants; served as rapporteur on sampling session. This was an intensive workshop and entailed considerable writing.

From May 16th to June 1st, I worked at collecting the data to produce a Best Practice Case Study on Bandhu, a well-conducted Male Sexual Health Program in Bangladesh. I interviewed numerous government, NGO and UN personnel regarding this project, analyzed raw data and presented the findings to the Bandhu staff. Several problems were found in the BSS sampling that were reported to FHI and the USAID mission in Bangladesh.

Between June 15 to June 21st I attended the Public Health Conference entitled "Meeting the Public Health Challenges in the 21st Century" in Beirut, sponsored by WHO and the World Bank. Dr. Piot addressed the large group of health and finance ministers, mainly from the Arab states, and emphasized that no society is immune from HIV. I presented the Bank's technical strategy on HIV for the region.

Following the Beirut meeting, I proceeded to Burma in response to a request from USAID that we communicate regarding our program plans with members of a team from Japan (JICA). I also met with the CDC assessment team.

Between June 30-July 4, in Bangkok, I met with [personnel from the Policy Project, PSI, ARC, Empower, FHI, and finally, UNAIDS. These meetings were intended to clarify the funding levels they could expect and the type of work needed. Briefed Jack Chow, Deputy Asst Secretary of State, on USAID's programs in Asia.

From July 5th to 13th, I attended the international AIDS conference in Barcelona. There I presented a paper, a poster, chaired two sessions and attended several valuable special

meetings. These were with the editorial board of the journal AIDS and with UNAIDS/WHO regarding sex workers' concerns for representation.

From July 14th to 16th attended the UN Task Force meeting in Kuala Lumpur on Drugs and HIV Vulnerability. There I presented on disposal of injecting equipment.

From July 13 to 20, worked with mission team in Cambodia to review the work plans submitted by the CAs.

ACCOMPLISHMENTS:

Authored the Report to Congress on the International AIDS Vaccine Initiative (IAVI).

Represented USAID at the first meeting of the African AIDS Vaccine Program. Following the meeting, visited the Pretoria mission to de-brief them on the meeting and discuss vaccine initiatives. Trip report prepared for supervisor.

Attended the Microbicides 2002 International Conference, the HIV Vaccine Trials Network meeting, and the Fifth Annual Conference on Vaccine Research meeting to stay abreast of current developments in the fields of microbicides and vaccines and to meet collaborators/key individuals in the field. Prepared trip reports for supervisor.

Represented the Office of HIV/AIDS at the Wellcome Trust meeting on “A Global Alliance for Diagnostics Development”. Prepared trip report for supervisor on USAID role in the meeting’s goal of improved diagnostic tools for sexually transmitted infections in developing countries.

Represented the Office of HIV/AIDS at meetings with personnel from the USAID Division of Research, Technology and Utilization Division, Bureau for Global Health to participate in proposal reviews and funding decisions related to USAID funded microbicide research initiatives.

Coordinated International AIDS Vaccine Initiative (IAVI) activities with USAID.

Established financial and programmatic reporting requirements and received first financial report.

Represented USAID at the IAVI presentation on Capitol Hill.

Accompanied IAVI’s President, Dr. Seth Berkley, to a meeting with Dr. Anne Peterson, Assistant Administrator, Bureau for Global Health.

Established a working connection between IAVI’s Communications Director and her counterpart in the Office of HIV/AIDS.

Assisted in IAVI’s attendance at the Spring 2002 meeting of the SO4 Implementation Working Group.

Authored briefing paper for Secretary O’Neil’s visit to Uganda on IAVI’s efforts in Uganda.

Prepared a response to Congresswoman Barbara Lee and Congresswoman Diane Watson regarding Project Lifeline Foundation, and attended a meeting coordinated by USAID Legislative Affairs with Mr. Jim Chitty, Executive Director, Project Lifeline Foundation.

Participated in the Office of HIV/AIDS review of HIV/AIDS country strategies for Nepal, Indonesia, India, and the Central Asian Republics.

Gave a presentation to the USAID HIV Expanded Response Implementation Group entitled “HIV vaccines: Background and Update”.

Represented the Research Division at a meeting with PKC company representatives to discuss their HIV/AIDS Management Coupler, and followed-up on their requests.

Maintained current literature review and provided pertinent articles to others in the Office of HIV/AIDS.

QUARTERLY REPORT - 5/01/02-7/31/02

- Project Management HealthTech IV Cooperative Agreement: As CTO for HealthTech IV, I continued my routine activities as CTO for USAID's HealthTech project. In addition, I went to Seattle (July 22-25) with Steve Landry for our bi-annual HealthTech meeting. During this meeting, I met with the entire HealthTech team to review progress, issues, and discuss upcoming strategy.
- Project Management for Fogarty International Center (FIC) TB Grant: As CTO for FIC's grant, I have been working with HIV/AIDS Division to determine USAID's future support for the grant. In addition, I served for two days on an NIH Fogarty International Center's Grant Review Technical Panel their International Clinical, Operational, and Health Services Research Training Award for AIDS and Tuberculosis (ICOHRTA-AIDS/TB) Program (June 24-25, 2002)
- Project Management for Vaccine Fund Grant: As CTO for the Vaccine Fund, I have been working for all three months with OP and GC to develop a grant mechanism for USAID's FY02 contribution to GAVI through the Vaccine Fund.
- Child Health Research (CHR) Project Design: I have been working for the past two months with the CHR staff as part of the committee to help draft their new project.
- Mexico Country Coordinator – In July, I became the country coordinator for USAID/Mexico health activities and have been working closely with the USAID/Mexico Mission, particularly on issues related to their TB activities.
- I arranged for several meetings with various members of the IUATLD (on my way to the Third Advanced Vaccinology Course -- see below) to discuss a variety of issues related to TB control in a number of countries, as well as issues related to global activities. (Paris, France)
- I met on May 31st with Mark Perkins in WHO in Geneva to discuss WHO/TDR progress regarding TDR's TB Diagnostics Initiative. Mark Perkins and I also discussed TDR's plans regarding their support for the development or introduction of diagnostics for other diseases, including STDs, malaria, schistosomiasis and leishmaniasis. I work with WHO/TDR on work related HealthTech's diagnostics portfolio. In addition, because I am responsible for developing USAID's TB research strategy, I work with WHO/TDR as a partner in developing TB diagnostics.
- I participated in the Third Advanced Vaccinology Course, Les Pensieres, Veyrier-du-Lac, France. This was a two-week course for scientists and decision-makers involved in vaccine development, in the elaboration of new vaccination strategies or in policy decisions related to the introduction of new vaccines in public health programs, at the national or international level. It covered an overview from the field, from immunology to vaccine development and clinical trials and the social, economic, political and ethical issues of vaccination. June 3-14, 2002

- I served on the Organizing Committee for the 4th World TB Congress which involved reviewing abstracts submitted for the meeting and finalizing the meeting agenda. (May 2002)
- I attended an international Course on MDR TB in Santa Cruz de la Sierra, BOLIVIA, July 9-10, 2002
- I have been responsible in GH for developing the USAID Strategy for TB control in Pakistan. This has involved working closely with USAID's partners: the Pakistan National TB Program manager, the WHO/EMRO representative, and members of the IUATLD. This strategy has been vetted with many groups in USAID including ANE and GH Bureaus, and the Pakistan Working Group.

C. Kirk Lazell, TAACS, Namibia

Quarterly Report

04/20/01 to 7/21/02

Major activities planned for coming period:

1. SO 5:

Participate with JHU/CCP in Production and Acting workshops; Review proposal and finalize negotiations with YouthNet for youth intervention; Serve on radio Script Review committee; Working with JHU/CCP and private sector to develop community activities to complement radio program; Develop annual work plan with FHI and develop plan of action for MPC program implementation; Train new HIV/AIDS Specialist;

2. HIV/AIDS Crosscutting activities:

Work with SO4 and UNAM researchers to finalize Gender Study on Impact of HIV/AIDS; Continue participating on HIV/AIDS website competition committee with SO2; Working with JHU/CCP and the Namibia Chamber of Commerce and Industry field Daimler-Chrysler executive for dinner with Namibian CEOs and workshop with other decision makers.

Major Accomplishments of the period:

SO 5:

Working with JHU/CCP in partnership with the Ministry of Foreign Affairs, Information and Broadcasting and UNICEF facilitated and participated in a workshop to develop a National HIV/AIDS Communications Strategy for Namibia; Participated with JHU/CCP in a radio script writing workshop for a 26 episode radio variety show with the University of Namibia and community stakeholders; Initiated contacts in the private sector to develop community activities in conjunction with radio program; Fielded a 3 person team from YouthNet to develop a comprehensive strategy for youth; Attended the PHN Officers All Africa Conference in Kenya and presented the Namibian experience regarding partnering and leveraging in a low resource environment; Attended the 2002 AIDS Conference in Barcelona, where USAID/Namibia was represented in a poster session, an oral report and a panel presentation; In partnership with RUDO Pretoria office, prepared a proposal to obtain funding from Making Cities Work initiative and was successful in obtaining a \$50K grant for a regional MPC center; Conducted a workshop for Ongwediva municipal officials and community stakeholders to develop a consensus on the proposed Multi-purpose Center; Facilitated and supported the reprinting of an HIV/AIDS poetry book (5100 copies) by Namibian youth for use by the Ministry of Basic Education, Sports and Culture during its HIV/AIDS Awareness Week and in the classroom; Prepared scope of work, advertised and reviewed 55 applications for HIV/AIDS specialist position, fielded selection committee, interviewed and nominated a candidate for position; Continued working with the CDC on planning its program in Namibia; and Participated in the inaugural MoHSS sponsored VCT committee meeting to define how to move forward with the development of VCT centers in Namibia.

Crosscutting Activities: Met with Education SO2 and UNICEF to review UNICEF's proposal for funding development of HIV/AIDS age appropriate curriculum development for 10-14 year olds, provision of materials and creating HIV Clubs in schools; Helped prepare funding documents for \$100K funding grant to UNICEF by SO2; Working with the RHAP requested that PSI recast its proposal and budget for cross border activities in Namibia to more fully conform with USAID/Namibia's program; Continued to participate on committee for HIV/AIDS website competition for secondary schools jointly funded by SO2 and HIV/AIDS team; Worked closely with Democracy SO4 team leader to review scope of work, identify researchers at UNAM and review the details of their proposal for study on Gender and Impact of HIV/AIDS.

Tara Lewing
Quarterly Report
July 26, 2002

During this reporting period I have been plagued with computer problems that began well over a month ago and continue today. I have gone without a computer on some days and over the last month have gone without access to critical databases on my own system forcing me to find time on other computers in order to get my work done. I believe that some of the delay is because I was caught between USAID's IRM and CEDPA's computer contractor who were trying to determine how to support the computer needs of TAACS here in Washington. The new TAACS administrator has been helpful in trying to resolve my problems. The trouble began when I tried to use a new computer that was delivered to me while I was on maternity leave last fall. I suspect the final resolution will be that I will use a loaner computer over the next several months until the Agency upgrades to Windows 2000, but I won't be sure until the problem is fully resolved.

The activities I have tried to focus on over the reporting period are as follows.

Budget—The Office of Population has finalized our budget and I am working with our program staff to ensure funds are obligated to the appropriate contracts/cooperative agreements. This includes ensuring that last minute priorities are funded as necessary. We successfully completed another round of coding the budget for the Bureau for Global Health, that is, an annual exercise required by the Budget Office. I manage the data collection and submission on behalf of the office. I also provided input to the annual Bureau Budget Submission, drafting a section on issues, developing definitions of terms to be used in the submission, and providing graphic presentations of data.

Field Support—I continue to support the administration of field support funds, moving the money from Missions to requested contracts/cooperative agreements and responding to Mission inquiries regarding the obligation of their funding. This activity was most negatively impacted by my computer problem as I still can not access the necessary systems from my desktop. We have also launched yet another review of the field support process to determine how to improve the system, with expectations that inefficiencies will be identified and recommendations will be provided that can be implemented in order to reduce the burden on Global Health Bureau staff and ultimately on CAs. Though the Bureau for Global Health requested the review, it is being implemented by a contractor for the Management Bureau. We had several meetings with the contractor and have reviewed and commented on several versions of their proposed workplan for the review.

Project Management—During this reporting period the project I co-manage gave a presentation of their activities to the senior management in the Bureau. Since this presentation, I've worked with the project staff to respond to clarifications requested by senior management. We have made great progress in revising and implementing our financial management systems, and launched a new version of one system during this

period. This new launch required critical analysis of the business practices within our program functions in order to ensure the system supports staff appropriately. Since we launched the new version in the middle of the fiscal year, there have been a significant number of bugs to identify and work out. This work will continue for the remainder of the fiscal year. Another activity has been reviewing the expenditure data we collect from CAs and Missions. We made several major revisions to the system this year and are now determining the best way to organize and present the data, especially the newer health and HIV/AIDS expenditure data. We anticipate publication of these data early in the fall provided management agrees on the appropriate uses of these data.

Other activities:

I participated in a follow-up session to the Senior Staff retreat that was held during the last reporting period. This session focused on how we were doing in accomplishing the actions we committed to at the retreat.

I had several sessions with the visiting PHN officer (deputy) from Zambia during her TDY here in the U.S. We reviewed plans for the upcoming development of a new country strategy and plans to begin the design of new country programs.

Several colleagues here have worked on an analysis of bilateral programming in Missions and the use of central contracts/agreements by Missions in the health sector. I worked with these colleagues to review, organize and evaluate the data so that we could better analyze what we had. We are also making recommendations on how we may gather better data to support similar, future analyses.

TAACS Quarterly Report
(April 21, 2001 – July 19, 2002)
Tim Meinke

JAPAN

Negotiated and developed the following USAID-Japan Partnership for Global Health. This was signed on June 11, 2002 and represents the first and most progressive US-Japan partnership following the US-Japan Common Agenda. This overall framework outlines work over the past quarter (and earlier!), the focus and process of how we will collaborate in PHN in the future and represents detailed discussions and planning on each element highlighted:

USAID-Japan Partnership for Global Health

For more than a decade Japan and the U.S. have been working closely together to improve global health. Since the early 1990s, the U.S. and Japan worked closely to harmonize policies in the sector and develop complementary programs and projects in more than thirty countries. A good example of our global leadership in this area is the strong support from President Bush and Prime Minister Koizumi for the Global Fund for AIDS, TB and Malaria: a global coalition designed to address key health concerns in a meaningful way. Building upon these successes and our growing partnership, and following the 2000 G8 Kyushu Okinawa Summit, Japan and the U.S. began looking at ways to strengthen this important collaboration. Still further, from autumn of 2001, we began a comprehensive review of our work together in an effort to improve the efficiencies in our collaboration and reinforce our collective impact. This partnership set out below highlights the importance of collaboration, reaffirms our desire to work together, and proposes steps designed to raise the collaborative impact of our development assistance policies and programs.

Vision

The goal of our work together is to improve the Population, Health and Nutrition (PHN) status of people in developing countries, based on the understanding that through synergy we can have the greatest beneficial impact. We will accomplish this through our joint promotion and support of appropriate PHN policies, services and practices in host countries. In this regard, we recognize that host country ownership is critical, and host country goals and interests – both public and private – serve as the foundation of our collaboration. We will work to maximize the impact of our work in the PHN sector by increasing the level of consultation and collaboration in the planning, implementation and evaluation of programs and projects at the global, regional and country levels.

Both sides strongly support global health activities through a variety of programs in many countries. USAID's strategy, for example, seeks to stabilize world population and to protect human health through programs in maternal and child health, HIV/AIDS, family planning and reproductive health, infectious diseases, environmental health, nutrition and other life-saving areas. The Government of Japan has focused on population/reproductive health, primary health care and community health development. Additionally, the Okinawa Infectious Disease Initiative of 2000 has proven Japan's even stronger commitment to fighting HIV/AIDS, tuberculosis, malaria and other parasitic diseases, and other infectious diseases.

Increasingly, global health challenges are too large for any single government, agency, or organization to confront alone. Our mutual successes have been achieved through close collaboration and partnership with the people and governments of assisted countries, other donors, private voluntary organizations, universities, and private sectors. We will continue to forge such alliances and support key international efforts. Our renewed cooperation under the overall U.S.-Japan partnership for development aims at better meeting today's health challenges in a measurable manner. Key elements of this vision of collaboration include:

- Strengthening communication and dialogue at the field level
- Encouraging and supporting field-driven collaboration
- Improving communication between headquarters
- Identifying key areas of mutual interest
- Improving speed and efficiency throughout the planning to implementation cycles on both sides
- Involving each other in the early stages of planning
- Sharing development objectives and harmonizing relevant strategies
- Strengthening Japan-U.S. leadership in the sector among all stakeholders
- Increasing participation of civil society in U.S.-Japan collaboration
- Documenting successes and lessons learned for future reference and for publication as appropriate

Strategic Approach

Based on an ever-growing intersection between our programs and policies in this sector, the following outlines some of the key approaches both sides will adopt to improve our collective performance:

Field-driven Collaboration – With host country ownership a key to our successful partnership, a field-centered approach will enable close cooperation and strategic input among those with the greatest knowledge and understanding of host country needs and interests. Thus, both sides will work to respond favorably and quickly where possible and within existing budgets to collaborative proposals from the field. In order to streamline the collaboration process in the field and improve the impact of collaboration, both sides will: 1) assure an adequate number of PHN staff in the field to assist collaboration; 2) name one or more persons to be point(s) of contact in key field offices (embassies, JICA, JBIC and USAID) for collaboration; and 3) encourage field offices to jointly develop an action plan and matrix with a timeline for interventions, duly respecting ownership of the host government, other partners and communities.

Strategic Planning - Both sides will: 1) encourage strategic communication and collaboration in the field through early joint planning and programming, especially through Japan's integrated annual Needs Assessments; 2) promote short-term staff exchanges among field offices and headquarters; and 3) continue to carry out joint Project Formulation Missions as well as encourage participation on each other's more focused missions. Both sides will share schedules of missions and work to synchronize field visits from headquarters where appropriate. In addition, both sides will actively encourage the identification of opportunities for more focused collaboration in key areas of interest (see

below), particularly involving personnel exchange and other technical staff as collaboration advisors.

Management Support – Recognizing the importance of follow-up and to ensure close communication, both sides will name one or more persons in headquarters to be point(s) of contact for tracking the progress of the collaboration identified in this Partnership. In addition, the USAID-JICA personnel exchange will continue to be a focal point for information sharing and support for collaboration, especially for the field. Both sides will endeavor to reduce the management burden of cooperation by focusing on larger scale activities reaching a wider population and replicating and/or scaling up successful projects wherever possible. Both sides will facilitate timely decision-making by headquarters (where necessary) for projects/programs developed at the field level and proposed by local partners and ensure the implementation of confirmed field-developed matrices.

Communication, Information Sharing and Knowledge Management - Both sides will work to strengthen communication at both central and field levels. Each side will encourage site visits and meetings in the field and in headquarters as well as regular consultations between health experts in key areas. Both sides will work to deepen the understanding on the aid programs and schemes of the other side, to develop a platform to save and share success stories and lessons learned, and to widely disseminate this information among field offices and headquarters and where appropriate to publicize the results of our collaboration. The use of IT will be explored where appropriate.

Monitoring & Evaluation -- Both sides will work to monitor progress and impact of our collaboration and to help measure progress towards achieving the International Development Goals and other global development targets. In PHN, these include: 1) reducing child mortality; 2) improving maternal health; and 3) combating HIV/AIDS, malaria and other diseases. In that regard, both sides will collaborate on monitoring and evaluation issues (including data gathering through Demographic and Health Surveys and other surveillance tools) and address quality assurance in our programs and projects.

Multisectoral/Integrated Approach – Both sides will work to adopt multisectoral and comprehensive approaches to achieve greater impact on global health. Examples could include linking Population and Environment activities or Infectious Diseases and Information Technology.

International Fora and Global Alliances – Both sides will work to actively collaborate, participate and contribute to relevant international and in-country policy and technical meetings and coalitions based on our shared goals and priorities. Both sides will work to support and utilize global partnerships and mechanisms to reduce the administrative burden on developing countries.

Areas of Interest

Global Health Issues – Recognizing the diverse possibilities of collaboration in the PHN sector, the following are provided as examples of areas of strong interest on both sides. Again, priority will be given to jointly developed field driven proposals and need not fall under this illustrative list. Field missions are encouraged to discuss collaborative

possibilities with each other, host country and other development partners and submit proposals to headquarters. Key areas of joint interest include:

- HIV/AIDS
- Tuberculosis
- Malaria and other parasitic diseases
- Other Infectious Diseases
- Polio/EPI
- Micronutrients/Nutrition
- Reproductive Health/Family Planning
- Maternal and Child Health

Next Steps

Recognizing the vast needs in the developing world, changing circumstances and evolving programs, Japan and USAID will work to expedite action based on the above aspects of this partnership. Both sides will work to develop a comprehensive action plan from which we will work and review this partnership on a regular basis and update it as needed.

WORLD BANK

- Continue to facilitate PHN meetings between Bank and GH staff. Further developing process of identifying countries of overlap and potential collaboration.
- Continue to coordinate on countries of concern as they arrive and facilitate communication between stakeholders. Inviting Bank and USED staff for informal dialogues with GH staff.
- Continuing 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).
- Participating in discussions and forums on Afghanistan and providing information on USAID activities as well as those of other donors and groups.
- Coordinate as part of USG's Early Project Notification system (EPN) and disseminate/reply as appropriate.
- Tracking and managing staff secondment to the Bank (DELIVER). Developed and leading recruitment process for Senior Health Specialist (Reproductive Health) World Bank Liaison.
- Updating and maintaining a database of active and pipeline HNP projects (country, title, description, loan amount, applicable dates, contact information, etc). Disseminating to field missions, country teams, TDYers and appropriate persons along with the relevant guidelines and recommendations where appropriate.

Other

- Continue to participate on Donor Coordination Working Groups
- Continue to participate on the Vietnam Country Team
- Assisting/participating in WSSD preparations (primarily as they relate to Japan).

**Quarterly Report
Maureen Norton**

4/21/02 -5/1/02

- CATALYST Quarterly Review
- Egypt Annual Review
- Neonatal Working Group
- PAC Working Group
- Pakistan Team Meeting

5/1/02- 6/1/02

- CATALYST Birthspacing Champions Meeting
- Pakistan Team Meetings
- Neonatal Working Group
- CATALYST ongoing meetings
- Personnel meetings
- served as Acting Division Chief for about six weeks

6/1/02-7/20/02

- CATALYST Birthspacing Champions Meeting
- Pakistan Team Meetings
- Neonatal Working Group
- CATALYST ongoing meetings
- Personnel meetings
- served as Acting Division Chief for two weeks

**Quarterly Report for John Novak
(May – July/02)**

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

- (1) Serving as the regional coordinator for HIV/AIDS programs in the LAC and the E&E regions

- (2) Managing the implementation of the new M&E system for the Agency's "Expanded Response" (to HIV/AIDS). USAID/Washington is implementing an expanded M&E system to report on "Expanded Response" activities and is providing technical assistance to the Agency's 27 priority country/regional programs to improve reporting systems at the country level. The Agency has established a coordinated technical database at USAID headquarters in Washington, where information from priority country programs will be collected, analyzed and made available to all operating units in the Agency. This technical database has three components: the sentinel surveillance database managed by the Bureau of the Census (BuCen), a national HIV/AIDS survey database managed by the Demographic & Health Survey (DHS+) Project, and the USAID Expanded Response Reporting Database managed by the Synergy Project.

The national HIV/AIDS survey database was initiated during this quarter. USAID is the primary funder for this initiative but the database is also supported by CDC, UNAIDS, WHO and UNICEF. The database is designed to be global in scope, covering all countries for which HIV/AIDS indicators are available.

- (3) Traveled to the following countries/conferences:

Geneva, Switzerland (July 4, 2002): To participate in a one-day Monitoring, Evaluation & Reporting (MER) working group meeting to review the draft Monitoring & Evaluation Plan for HIV/AIDS programs for the Global Fund to fight AIDS, Tuberculosis and Malaria.

Barcelona, Spain (July 5-6, 2002): To participate in the UNAIDS/USAID/CDC/WHO sponsored workshop to develop global standards for Second Generation Surveillance Systems for HIV/AIDS.

Barcelona, Spain (July 7-12, 2002): To attend the 14th International AIDS Conference.

Shelagh O'Rourke, TAACS Nigeria
Quarterly Report
May 1- July 31, 2002

Major Accomplishments of the quarter:

1. General Support of SO3 & SO4
 - OD/Team Building Consultancy: Supervised a Development Associates consultant's work for a GDO organizational development and team building retreat and initial team building work with the implementing partners.
 - Mapping Exercise: Supported a two-person team that continued the mapping begun under the MEDS Assessment and included all GDO activities and IPs.
 - Kano and Lagos state meetings: Implemented all GDO IP meetings in the two states.
 - Meetings with OICI & SWAAN: Worked with the two organizations to identify points of potential collaboration, e.g. SWAAN doing HIV/AIDS training for OICI and OICI providing vocational counseling for PLWA.
 - SOTA Training: Attended weeklong session in Nairobi and met with various AID/W staff and staff from other missions on topics of mutual interest. Prepared trip report for PHN team.

2. Support for HIV/AIDS IRs
 - International XIV AIDS Meeting: Attended the meeting in Barcelona in July and met with AID/W and various IP headquarters personnel.
 - Finalization of HIV/AIDS Strategic Assessment Report: Provided oversight and input to the finalization of this report.
 - Unsolicited Proposals: Chaired the panel for one unsolicited proposal for Mission funding and provided input on another for AID/W funding.
 - Female Sex Workers Documentation: Based on an Assessment Report recommendation, organized a day-long session to document where and what actors in this field are doing and the lessons learned.
 - OVC Documentation: Drafted initial SOW for this assessment that will begin in September and made contact with AID/W and micro-credit consultant who will join assessment team.
 - Initiation of Regular IP Meetings: Started regular meetings with all HIV/AIDS IPs that include minutes with action steps.

- Liaison with DOL: Worked with the Department of Labor and AED representatives to create plan for communication and collaboration between the two USG agencies.
- Initiation of Private Sector Initiative: Worked with AID/W to plan consultation of private sector advisor who will initiate advocacy with private sector companies such as Coca-Cola and Shell Oil.

Major Activities Planned for Next Quarter:

1. General SO and Mission Support
 - Strategy Initiation: Participate in two week Price, Waterhouse process that will initiate new Mission strategy.
 - Greater integration with CS and RH/FP: Work with assessment teams to determine ways for better integration of HIV/AIDS activities into other PHN interventions.
 - JICA/USAID MOU: Follow up on status of MOU with JICA colleagues.
 - GDO OD Follow up: Work with Education colleagues to finalize memo of understanding between OICI and SWAAN.
 - OD Exercise: Work with consultant to plan support to IPs during August trip and work with GDO on conflict resolution and reporting formats during trip after that.
 - Mapping Exercise: Supervise finalization of this report.
2. HIV/AIDS Support
 - FY 2003 Budget: Begin process to identify activities and projects for funding under increased funding level for FY2003. Must be activities and projects that have potential to segue into new Mission strategy.
 - New Strategy: Prepare draft of Concept Paper.
 - Private Sector Initiative: Bring together actors in all private sector initiatives including the companies, unions, etc.
 - Follow up Actions to HIV/AIDS Strategic Assessment: The following activities must be undertaken before the design of the new 5 year strategy:
 - a. Female Sex Workers Planning Meeting: Follow up on documentation from meeting that included participants from DfiD funded projects that work with FSW as well as USAID funded projects and NACA representatives.
 - b. Documentation of OVC lessons learned and best practices: Assist in the documentation of lessons learned in Africare and CEDPA

projects in terms of capacity building, promoting the rights of OVCs caregivers, community involvement, and IGA and microcredit.

- c. Behavior Change Interventions Impact Assessment: On hold for next quarter but needs SOW finalized.
- Unsolicited Proposal: Move the Solidarity Center unsolicited proposal to the negotiation stage with Contracts Officer. If negotiated and signed, work with Solidarity Center on project start up.
 - Supervisory Field Trips: Visits are planned to Lagos, Abia and Kano.
 - Follow up on Action Memo to Create USG HIV/AIDS Coordinating Committee: Stimulate interest in follow through on Action Memo. Visit with new DOL/AED project.
 - Creation of Media Committee: Participate in the creation of this committee to stimulate communication and coordination and void further duplication of efforts.

Ellyn W. Ogden

Quarterly Report
April – June 2002

1. Preparation of grants to WHO, UNICEF and CORE; oversee polio directive allocations in collaboration with regional bureaus and missions.
2. Oversee drafting of the FY 2001 Report to Congress on Polio Eradication
3. Revise action memos and other correspondence
4. Shared documents from USAID Projects with others per requests.
5. Developed budgets and activities for USAID Central projects working in PEI: QAP; PHR+, VOA, JHU, New IAA for JHU with CDC.
6. Worked with PHNI and USAID staff to organize and conduct a workshop on a) revising USAID's polio results framework and b) strengthening the links between polio and EPI. Chaired the 2 day workshop.
7. Interviewed by an external review team: CORE
8. Briefed VOA staff on Nigeria status
9. Met with CHANGE Staff to discuss communications capacity building lessons learned from polio
10. Spoke at Press Briefing at National Press Club on Polio Eradication _ Global Status Update.
11. Worked with PPC and CDC on drafting briefer for G8 / NEPAD meeting
12. Met with WHO EURO staff to discuss routine EPI and Polio
13. Organized a briefing for EPI /Polio Manager for India, Dr. Sarkar.
14. Wrote talking points for Anne Petersen talk at Rotary Event on Capitol Hill
15. Met with VOA to discuss polio and other health reporting – strategy session
16. Met with PCI/India to discuss sub-grant
17. Participated in Rotary Capitol Hill Event
18. Observed Afghanistan NIDs
19. Met with polio team in Islamabad: UNICEF, WHO, JICA
20. Participated in a 3 day annual meeting on communication for polio and EPI sponsored by UNICEF NY
21. Participated in a 1 day meeting on communication capacity building learning from polio – Rockefeller Foundation, NY
22. Briefed HHS staff on Afghanistan trip
23. Met with USAID India staff to strategize and discuss grant proposals.
24. Represented USAID at the European Region Certification of Polio-Free Status in Copenhagen. Participated in press conference. Gave speech at signing ceremony.
25. Met with QAP to review status of validation plan for polio containment.
26. Briefed USAID staff participating in a meeting of immunologists to determine potential for screening patients with immunodeficiency disorders for polio persistent excretion.
27. Met with UNICEF Country rep for Afghanistan in Washington.

QUARTERLY REPORT
FOR THE PERIOD APRIL 21, 2002 THROUGH JULY 20, 2002
FOR ESTELLE QUAIN

- **Deputy Chief, Communications, Management and Training Division**
 - Participate in planning/strategy meetings for development of Service Delivery Improvement Division and transition of CMT projects to this division
 - Participate in performance reviews of CMT Division staff
 - Assist in transitioning staff from CMT to Service Delivery Improvement Division and Policy, Evaluation and Communication Division

- **Senior Technical Advisor to the Management and Leadership Development Project**
 - Review and provide feedback on the Year 3 project workplan
 - Assist project to increase field support by 220% in FY 02
 - Attend Service Delivery Improvement Division meetings to help transition this project to this new division
 - Provide feedback to the LAC Health Sector Reform Initiative and the project's role in it

- **Co-Team Leader, HIV/AIDS Human Capacity Development (HCD) Initiative**
 - Secure \$625,000 in FY 02 HIV/AIDS core funds for JHPIEGO and M&L Projects
 - Manage CAs HCD Technical Advisory Group and lead the development of a working framework for HCD
 - Co-design and facilitate 2-day pre-conference satellite workshop on HCD with World Bank Institute and UNAIDS at International AIDS Conference in Barcelona
 - Coordinate with UNAIDS on final development of Program Acceleration Funds guidelines
 - Coordinate HCD activities with CDC, UNAIDS and the World Bank Institute
 - Provide feedback on working paper on HCD to UNAIDS consultant
 - Co-lead design of HIV/AIDS training program for New Entry Professionals
 - Participate on HIV/AIDS team for support to the LAC Region

- **Member of Peru Country Team**
 - Participate in meetings with Minister of Health and brief his team on USAID's population program in Peru

- **Member of the Executive Committee of the Interagency Gender Working Group (IGWG)**
- Participate in TAG Meetings

Quarterly Report
April-June, 2002
Elizabeth Range

- 1) Facilitated relationship between dot-ORG and Intel, where dot-ORG will work with Intel's computer clubhouse program to design strategies for sustainability and collaborative learning projects in South Africa and Brazil.
- 2) Developed proposal for 6 activities in the ANE region for Alliance funding which includes:

USAID/Morocco/Tunisia/Algeria: Training program for 50,000 disadvantaged women to attend Cisco Network Academies.

USAID Jordan/Lebanon/Gaza/WB: Teacher training program and collaborative learning between the countries with Intel and Noor-Hussein Foundation.

USAID Bangladesh/Thailand: Intensive training for University professors, and modifications of IT curriculum with Oracle. Match currently unclear.

USAID/Sri Lanka: Creation of a "peace bridge" between the north and south, with the World Bank, WorldView Foundation, and the ICT cluster business group which USAID has been assisting for the past year.

USAID/Nepal: Supporting educational content on HIV/AIDS with Worldspace, UNDP, UN Foundation.

USAID Vietnam/Cambodia: Support of education and training with IBM.

Meetings:

IBM (2), Cisco, India Mission (3), NGO office, opening of Computer Clubhouse in NYC (Intel), Harvard, CID, MIT Media Lab, Oracle (2), IDB/environment, Schlumberger, Bangladesh, OAS, Uganda mission, Intel (2), HP (7) re microfinance, Museum of Science, Worldspace (3), Grameen Technology, Qualcomm, Sesame Street (3).

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ACTIVITIES REPORT FOR EDWARD SCHOLL, GUATEMALA TAACS
Period: April 22, - July 20, 2002

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

I. ACTIVITIES AND RESULTS

1. *Results Package Coordinator/CTO Functions*

During the period, I continued my functions as Private Sector Results Package Coordinator and Cognizant Technical Officer (CTO) for our Cooperative Agreements with APROFAM, IPROFASA and John Snow Research and Training Institute/Pro-Redes Project. During the period I also prepared MAARDS for the incremental funding of both the APROFAM and Pro-Redes Agreements.

Besides routine monitoring of the Pro-Redes Agreement, during this quarter I approved the selection of NGO network subgrant recipients, following many meetings and discussions on the criteria and process of selection. For APROFAM, I solicited and obtained USAID/W approval for APROFAM's purchase of computer equipment and software, as the proposed procurement exceeded \$100,000.

Besides managing these Cooperative Agreements, I oversaw all aspects of our field support activities under the centrally funded FRONTIERS Project with the Population Council, the Management and Leadership (M&L) Project of Management Sciences for Health, the Centers for Disease Control and Prevention (CDC) for our Maternal-Child Health Survey (ENSMI) work and our technical assistance to the Instituto Nacional de Estadística (INE) through MEASURE/Bureau of the Census (BUCEN). The most labor-intensive of these activities during the past quarter was the ENSMI survey and negotiations with INE to keep the survey on schedule. I organized a second meeting with the Minister of Economy, the USAID Director and the UNFPA Representative to attempt to resolve implementation problems. Unfortunately, the Minister of Economy (that oversees INE) chose to withhold any further logistical support on behalf of the survey, as well as take back vehicles previously loaned in support of the survey. Recently I have been meeting with other donors to ascertain what additional funding they may be able to provide given the budget shortfall exacerbated by INE's decision.

2. *Modification of Pro-Redes Agreement*

During this period I worked closely with the Pro-Redes Chief of Party and representatives of the URC Calidad en Salud Project on identifying the training needs of SIAS NGOs. The need for additional training became evident following the adoption by the Ministry of Health of a new community-based strategy entitled Integrated Attention of the Mother and Child at the Community Level. Given the need for training SIAS NGOs in this methodology, I wrote a revised Program Description for Pro-Redes and oversaw the issuance of an RFA. Subsequent to receipt of JSI's

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application, I chaired the technical review panel and worked with the Regional Agreement Officer on the resulting amendment to the Cooperative Agreement. The amendment was signed in June and raised the Total Estimated Amount of the Agreement by \$800,000.

3. *Management Contract Update*

In the absence of the SO Team Leader, I prepared the SO Management Contract Update for the Director's signature. This update reflects changes to our planned FY 2002 obligations.

4. *Preparation of SO Budget and Monitoring of Partner Expenses*

Throughout the quarter I updated the SO budget and obligation schedule. I also monitored and updated tables indicating the amount of USAID and counterpart funds expended by each of our partners, as well as their pipelines and burn rates.

5. *Absence of SO Team Leader*

During the home leave absence of the SO Team Leader and Chief of the Office of Health and Education (OHE), I was acting OHE Chief during the month of May and acting SO Team Leader for the months of May and June.

6. *Participation in Review Panel*

During the past quarter I participated in the selection panel for a USPSC position for the Education SO Team.

7. *Family Planning Talks*

This quarter I accepted two invitations to speak to groups about family planning methods. The first was to a group of high school students at Colegio Maya and the second was to employees of the U.S. Embassy at the invitation of the Embassy nurse.

II. PLANS FOR NEXT QUARTER

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

- Prepare Project Assistance Completion Report for the Population Council Cooperative Agreement;
- Oversee remaining obligations of FY 2002 funds;
- Assist SO Team Leader in drafting 2004-08 SO Strategy;
- Monitor fieldwork of Maternal Child Health Survey;
- Take home leave from July 3-August 10.

Barbara Seligman: Quarterly Report, April 1– June 30, 2002

Accomplishments over the period

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 3-4 briefings per month on MCP with PHNOs, CAs, evaluation teams and USAID/Washington staff, including OHIV staff.
- Met regularly with GC to get updates on agreement modifications and to share questions concerning MCP.

Tiahrt Amendment

- Prepared third biannual report on implementation of the Tiahrt Amendment. LPA has requested that we no longer be required to prepare the report.
- Routinely fielded questions related to Tiahrt implementation.

Guidelines on the Use of Population Funds

- Worked with PPC to finalize Agency clearance of the Guidelines on the Use of Population Funds.
- Fielded questions from Missions and USAID/W staff about the Guidance.

Kemp-Kasten

- Provided briefing materials and reference information relevant to previous Kemp-Kasten determinations concerning the UNFPA to colleagues in State/PRM and GC.
- Identified contacts in China and references concerning the China family planning program for the State Department team convened to collect information relevant to Kemp-Kasten.
- Briefed the State Department team on USAID's policies and practices to ensure voluntarism and protect against abuse and coercion.

Legislative

- Prepared questions and answers in preparation for and following Hill testimony and briefings, and related to language in the supplemental funding bill.

UN-related Work

- Prepared position papers and statements for and served on the US delegation to the annual meeting of the UNFPA executive board held in Geneva.
- Organized joint statement of WEOG countries on evaluation in population/reproductive health programs.

- Briefed and organized briefings for the new DAA for State/PRM on USAID's family planning and HIV/AIDS activities.

Country Coordination

- Worked with PHN Director to prepare Bangladesh Senior Review.

Other

- Continued to participate in PAC, outreach and donor coordination working groups.
- Continued country coordinator support to Bangladesh Mission.
- Serve on design team for Commercial and Private Sector Approaches.
- Organized panel on resources for population/reproductive health for APHA 2002.

TO: Jennifer Bonetti
CEDPA

DATE: 26 July 2002

FROM: Cheryl Sönnichsen
TAACS
USAID/Kenya, Office of Population and Health (OPH)

SUBJ: QUARTERLY REPORT: MAY to JULY 20, 2002

Miss Universe visits Kenya! The newly crowned Miss Universe (from Russia) visited Kenya to learn about AIDS in Kenya and to promote the International AIDS Candlelight Memorial, sponsored by the Global Health Council. She was briefed by the National AIDS Control Council (NACC). USAID/OPH staff briefed Miss Universe on the USAID program and attended two dinners in her honor. During her visit, Miss Universe met with representatives from WOFAK (Women Fighting AIDS in Kenya), visited Kibera, a slum just outside of Nairobi, and met with several AIDS families, and visited the Maasai AIDS Prevention Network. Her entourage were visibly moved by the levels of poverty in Kenya.

New Presidential initiative to prevent mother to child transmission (PMCT) of HIV/AIDS President Bush announced a new \$500 million International Mother to Child HIV Prevention Initiative that seeks to prevent the transmission of HIV/AIDS from mothers to infants and to improve health care delivery in Africa and the Caribbean. Through a combination of improving care and drug treatment, and building the healthcare delivery capacity, this new effort is expected to reach up to one million women annually and reduce mother to child transmission by forty percent within five years or less in twelve African countries and the Caribbean. This Initiative will complement the efforts of the Global Fund to Fight AIDS, Tuberculosis and Malaria, and represents the next essential step in the global struggle against AIDS. Kenya is one of ten countries designated as a focus country for PMTCT efforts. Others include Botswana, Cote d'Ivoire, Mozambique, Guyana, Ethiopia, Rwanda, South Africa, Uganda, and Haiti.

Mission strategic objective synergy Following up from the last quarterly report's description of activities, the Democracy and Governance (DG) and Population and Health offices, together with their cooperating agencies, State University of NY and POLICY, met on June 18th to review activities undertaken so far and to brainstorm on new activities. The discussions identified two activities focusing on the new parliament: the first is to produce a briefing packet focusing on three key policy issues in HIV/AIDS for all parliamentary committees. This activity is anticipated to take place in March/April 2003. The second activity is to hold an HIV/AIDS conference for the new MPs on HIV/AIDS issues and bring in a provocative speaker from Uganda to raise their awareness of the key HIV/AIDS issues. The other activity that was discussed is the need to co-opt and train a key journalist/columnist, with significant reading in Kenyan newspapers (e.g. the Sunday Nation), on HIV/AIDS. This idea will be followed up with the Media Coalition on HIV/AIDS and a new AID/W funded activity coming soon to Kenya, Internews.

Joint AIDS Program Review (JAPR) Government of Kenya (GOK), donors, NGOs and other stakeholders carried out a Joint AIDS Program Review of the national HIV/AIDS program managed by the National AIDS Control Council (NACC.) This had been planned to avoid individual donors taking the time of the NACC staff to evaluate their own programs over time. Reports were produced by five technical working groups participating in the JAPR, including USAID/K staff, USAID/W staff from the HIV/AIDS Office, and representatives from the Policy Project and Family Health International. The conclusion was that there had to be stronger leadership from NACC; a greater commitment to multi-sectoral efforts; and a commitment by donors to ensure that their activities responded to the priorities of the National Strategic Plan for HIV/AIDS. The JAPR was the first exercise of its kind, and will be repeated on a yearly basis to assess the progress of Kenya's fight against HIV/AIDS. It follows some of the aspects of a sector-wide approach, without emphasizing "basket" or common funding. Rather, a joint commitment to Kenya's strategies, goals and priorities in AIDS prevention, care and support was reiterated. A draft memorandum of understanding, spelling out commitments to coordination of activities under NACC's leadership, is being prepared.

Luncheon with Chief Executives of Coca Cola and General Motors The USAID Mission Director and OPH held a luncheon for FHI staff and the Chief Executive Officers of Coca Cola and General Motors. The objective of the lunch meeting was to explore how to popularize the involvement of companies in HIV and AIDS activities within the workplaces and to identify the areas of need for technical assistance. Workplace HIV and AIDS activities were broadly discussed with both General Motors and Coca Cola sharing their experiences. There was general consensus that the companies can do much more than they are doing currently in the area of HIV and AIDS. It was also noted that the friendliness of the work environment - the acceptability of having HIV-positive persons in the workforce, lack of stigma, job security not dependent on HIV status - affected how well company-initiated HIV and AIDS activities were perceived by the employees.

Among the issues discussed was the need to (i) enlist the support of top management, (ii) disseminate HIV/AIDS information at the workplace, and (iii) provide technical assistance in VCT counselor training and rapid testing. The recommendation was to initiate an award system (e.g. the star system) in which companies will be competing to win the awards depending on how far and well they have implemented HIV and AIDS activities in the workplaces. The system would need to offer both recognition and be competitive and be institutionalized through an already existing body such as the Kenya Association of Manufacturers or the Private Sector Business Council. Family Health International would initiate the process by enlisting a few companies and progressively opening the system to other companies. "Next steps" include FHI developing a strategy that will be discussed with USAID and the human resource managers/HIV/AIDS coordinators of both companies.

Meeting on ARVs for US Mission staff OPH met with American embassy, CDC and other staff to discuss the introduction of ARVs (anti-retroviral drugs) to Mission staff and their families. It was decided that all mission Foreign Service National staff and their families as listed on their insurance policies will be eligible for ARV treatment. They will be referred to St. Mary's Hospital on Langata Road (subject to the agreement of the person in charge) where CDC has already started a pilot project on provision of ARVs and where it was felt the services provided are equivalent to any of the private hospitals in Nairobi. The

embassy medical unit will write Fr. Bill at St. Mary's to seek concurrence, and MED and CDC will put together a framework for a cable.

The XIV International AIDS conference in Barcelona The conference was attended by three staff members from OPH. USG-supported activities were well represented in oral sessions, poster exhibits, senior lectures and satellite sessions. Areas seen as key to shaping the future of the epidemic included political leadership and commitment, stigma reduction, adequate funding (estimated by UNAIDS at \$10 billion), access to treatment, formation of coalitions to negotiate for price reductions, prophylaxis for the treatment of opportunistic infections such as TB and continued prevention activities. Researchers provided little hope of developing an effective AIDS vaccine in the near future. The next conference will take place in Bangkok in 2004.

MARY ELLEN STANTON
QUARTERLY REPORT
APRIL 1 – JUNE 30, 2002

MATERNAL HEALTH TEAM (Team Leader for Strategic Objective #2)

- Assisted team member in technical discussions to start Postpartum Hemorrhage Special Initiative, identify cooperating agencies and two countries, and make initial budget allocations
- Notified cooperating agencies of S02 budget allocations
- Met with visiting group of Russians to describe our global maternal health program
- Assisted AFR and ANE/E&E bureaus to develop plans for SOTA courses
- Assisted LAC bureau in new AAD design for maternal health
- Reviewed applications for the White Ribbon Campaign contest sponsored by the Global Health Council and made presentation to one of the winners at the GHC meeting
- Reviewed FRONTIERS proposal for antenatal care research
- Organized Maternal Health Technical Series presentations
- Provided technical review for PRB document on Maternal Disabilities
- Met with NGO Networks to discuss future housing of the White Ribbon Campaign
- Developed presentation on maternal health and made two briefings to Hill staffers
- Reviewed LAC response to PAHO maternal mortality resolution

SUPPORT TO THE FIELD

Afghanistan (Country Coordinator)

- Continued USG consultation meetings with staff from the Office of the Secretary of HHS and assisted with the establishment and running of technical working groups for Mental Health and water and Sanitation
- Conducted weekly team meetings
- Held weekly conference calls with USAID PHN Officer stationed in Kabul
- Met with various groups including MSH, PSI, WHO Complex Emergencies, JHU Center for International Emergencies, World Bank, Civil Affairs, Harvard University, Loma Linda University, Eastern Mennonite University, University of Nebraska, 9/11 Survivors, American Refugee International, Vice of America, Aga Khan Foundation, CDC, JICA and UNICEF
- Provided comments for the Afghanistan country wide Resource Assessment Survey
- Wrote justification for public health approach in USAID programming in Afghanistan
- Briefed new mission director on health issues

Pakistan (Team Member)

- Met with The Asia Foundation, Aga Khan Foundation and Save the Children representatives regarding health activities in the country
- Participated in team meetings
- Assisted in planning for a maternal and neonatal conference in Pakistan

WORLD HEALTH ORGANIZATION GRANTS (Cognizant Technical Officer)

- Received informal update via telephone on progress of activities under the grant
- Spoke with DG's deputy regarding possible plans for a donor meeting

UNICEF GRANT (Cognizant Technical Officer) no action this quarter

UNFPA GRANT (Cognizant Technical Officer)

- Informed UNFPA of need to delay on decision for grant amendment

IMPACT

- Worked with WHO and World Bank to identify housing for the American arm of the IMMPACT project
- Worked with OP and program staff to come to agreement on procurement mechanism and plan for University of Aberdeen
- Drafted Sole Source Justification for University of Aberdeen procurement

TASK FORCES/WORKING GROUPS

Post Abortion Care (PAC) Working Group

- Participated in working group meetings to decide on plans for strategy development

Malaria in Pregnancy Working Group

- Participated in a working group meeting

Neonatal Working Group (Co-Team leader)

- Participated in working group meetings
- Identified collaborating partners and made budget allocations for the Newborn Special Initiative
- Assisted Ghana PHN Officer in writing SOW for consultant to do a Newborn Assessment and in identifying MEDS to organize the work

CONTINUING EDUCATION (4 days)

- Attended ACNM Annual Meeting on various topics related to maternal and newborn health, STDs, midwifery and quality assurance

PRESENTATION

- "Nurturing Models of Safe Motherhood," ACNM Annual Meeting, Atlanta, May 29, 2002

OTHER

- Participated in staff, senior staff and Sector Council meetings
- Participated on technical panel to review proposals for major HIDN procurement
- Participated in MEASURE and Child Health Research redesign teams and discussion regarding MEDS redesign
- Developed SOW for JHU fellow for Maternal and Neonatal Health Advisor
- Was appointed to and attended first meeting of the American College of Nurse Midwives, Division of Accreditation, Board of Review

QUARTERLY REPORT

4-21-02 to 7-22-02

PATRICIA STEPHENSON, Sc.D.

I. Maternal Neonatal Health Program

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

- a. Reviewed the technical proposal for the one-year extension of the MNH program.
- b. Participated in work planning meetings in Baltimore and finalized approval for the workplan.

II. Zambia Country Backstop

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

- a. Participated in planning the steps involved in the redesign of the HPN bilateral program.
- b. Traveled to Zambia to participate in the health sector review and assessment and helped draft the report that will become part of the concept paper for the new country strategic plan.
- c. Organized special meetings of the technical backstop team in G Bureau to plan for the health sector review.
- d. Organized summer coverage for the mission.

III. Team Activities – Strategic Objective 2

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

- a. Began planning the work and timeline for the redesign of the maternal health flagship program.
- b. Participated in the budget finalization/ funding obligation process.
- c.

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. Continued work with the Afghanistan country teams to develop plans for short- medium- and long-term assistance to these countries.

- c. Was seconded to UNICEF/Kabul for the month of April to assist in an assessment/planning and program design team for safe motherhood in Afghanistan.
- d. Presented the findings of this assessment in a Congressional brown bag presentation and a presentation within USAID to the G Bureau, ANE and the Central Asian Task Force.
- e. Programmed funding to MNH to develop curricula for midwives and auxiliary midwives in Afghanistan. Reviewed the technical proposal with USAID/Kabul and USAID/W to finalize technical direction and funding levels. The work will be co-funded by UNICEF.
- f. Continued work on the Afghanistan country team to refine priorities and partners, review proposals, plan for supplemental funding. Reviewed MoPH Policy documents and strategy papers. Provided input to USAID strategy papers for recovery and reconstruction.
- g. Assisted LPA in drafting the administrator's speech for GHC.
- h. Continued to meet with partners interested in working in Afghanistan.
- i. 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. Much activity is now focused on Haiti around issues of donor coordination that may lead to a proposal to the UN Foundation for matching funds.
- j. Continued to participate on the transition team of the Partnership for Safe Motherhood and Newborn Health.
- k. Attended meetings of the Malaria Action Coalition steering committee as the CTO for MNH and responsible for oversight of malaria in pregnancy activities carried out by the MNH program.
- l. Attended LAMM reporting out at PAHO

V. Training

- a. None this quarter.

Stanley S. Terrell

Quarterly Report
April - June 2002

July 18, 2002

USAID/G-CAP
Regional HIV/AIDS Program

Summary of activities:

SOT Leader for SO 8: Enhanced C. American Capacity to Respond the HIV/AIDS Crisis

- Visited bilateral missions in Honduras, El Salvador, Managua and Guatemala to discuss implications of new Agency HIV/AIDS operational plan (released April 22) and its implications for regional strategy development.
- Completed a new draft Strategic Plan and circulated to missions and AID/W.
- Traveled to Washington to discuss the revised strategic plan with relevant AID/W bureaus.
- Met with Synergy Project to plan TA for CONCASIDA III and negotiate visits for evaluating the Action SIDA community programming methodology and developing the (Activity Approval Document) AAD for a Comprehensive Care activity.
- Participated in the UNAIDS-sponsored meeting to develop a regional task force to promote stronger political commitment to HIV/AIDS in the region. Assisted in editing the final documents.
- Participated in Guatemalan UNAIDS Expanded Theme Group.
- Participated in regional workshop in San Salvador for analyzing the data from the PASCA multi-site seroprevalence and behavioral surveillance study.
- Participated in the World Bank exercise to develop a model for "Optimizing the Allocation of Resources Among HIV Prevention Interventions in Honduras".
- Participated in meeting in Tegucigalpa to review Interamerican Development Bank Study on the Garifuna and Miskitos.
- Maintained ongoing contact with CAs on program implementation.

- Met with the Regional Inspector General's Office (RIG) as part of their Risk Assessment Evaluation.
- Site visits to Accion SIDA sites in Honduras (Tornabé and Puerto Cortes), El Salvador (La Gotera) and Guatemala (Puerto Barrios)

General Office

- Integrated a new FSN – 12 Technical Advisor into the HIV/AIDS team.
- Fully obligated all FY 02 HIV/AIDS funds by June 30 as per the request of AID/W.

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

April 22 - July 21, 2002

During this quarter I continued to backstop the HIV/AIDS and ID program for USAID Nepal.

April

- No real issues to report

May

- Travel to Bhutan May 16 - 23 to participate in a regional ID meeting to standardize surveillance for malaria, kala-azar and Japanese Encephalitis. The participating countries included: Bhutan, Bangladesh, India and Nepal. The workshop was done with the EHP II and WHO SEARO.
- Travel to the US to attend the Global Health Council Conference and also met with partners and with USAID/W. Traveled May 25 - June 3.

June

- USAID/W sent back comments on the USAID 5-Year HIV/AIDS Strategy. Nepal was the first country to be reviewed. The document was rewritten and submitted back to USAID/W for final approval.
- Participated in the USAID CTO course on Assistance - June 17 - 21

July 1 - 22

- R&R travel to the US July 11 - August 3rd.
- The travel to the Barcelona HIV/AIDS conference was canceled.

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.

Travel plans - see attached form:

July 14 - August 2 - R&R in the US.

October 6 - 19 - Travel to Cambodia to attend the ANE SOTA followed by the HIV/AIDS Workshop. These dates may change by a few days and I may not attend the entire session.

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**Quarterly Report
Janis Timberlake
Team Leader NGO Health Program
TAACS/USAID-Tanzania**

April 21, 2002- July 20, 2002

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. Additionally, I now serve as office deputy for SO1. With the expansion of USAID's Health and Population program efforts, significant coordination is required to ensure synergies are forged with other SO 1 team members responsible for Policy and Behavior Change linkages within out program.

Present key components of the Voluntary Sector Health 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:

CARE has finished it first year of operation with significant contributions to increasing the role of voluntary sector contributions at the district level. The focus of management activities during this period were:

- ◆ Continued technical guidance and support to the CARE team to integrate a strategic "Best Practices" Framework for grant implementation in HIV/AIDS, Maternal and Child Health, and Family Planning.
- ◆ Finalization of identification of "niche areas" for VSHP grantee.

- ◆ Co-facilitation of a three day Synergy workshop with over 40 donor, government and NGO partners working in Reproductive and Child Health and HIV/AIDS.
- ◆ Field visits to CARE grants recipients.
- ◆ Quarterly Review of CARE Program Implementation.
- ◆ Monthly management meetings with CARE Team.
- ◆ Pipeline review and projections of CARE VSHP program implementation.
- ◆ Participation in selection committee for expatriate technical position under program.
- ◆ Meetings with Johns Hopkins University technical assistance.
- ◆ U.S. Ambassador to Tanzania visit to CARE grantees in Iringa.
- ◆ Performed pipeline review of program finances.

PSI- Social Marketing Program:

- Continued collaboration with Population Fellow in her Management of PSI-Social Marketing Program for condoms (male and female) and oral contraceptive pills.

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

- Supervised mission project management specialist in management of AFRICARE cooperative agreement
- Participated AFRICARE quarterly review.

AMREF- Expansion of Voluntary Counseling and Testing:

This quarter, a significant amount of time was devoted to assisting AMREF in developing its social marketing approach for VCT. As this is a new approach with limited experience world wide to draw upon, it has placed significant demands on the program.

- Monthly management meetings with AMREF VCT Team Leader.
- Weekly task force review meetings for social marketing campaign.
- Coordination of review amended program description to expand VCT sites and training role under AMREF VCT cooperative agreement.
- Site visits to new site openings.
- Performed pipe-line review and projection of AMREF program

Other Related Activities

- Provided strategic technical and management support to Tanzania AIDS Commission (TACAIDS) in defining the way forward for a District Response for HIV/AIDS. Provide continued management to Management Sciences for Health for their continued input into TACAIDS definition of district processes.
- Represent SO1 on expanded Democracy and Governance SO3. Provided leadership for defining complementary role/activities of PACT 's activities, vis-a vis VSHP program at the district level.

- Provide strategic leadership to SO1 planning for use of increased funding in HIV/AIDS.
- Lead design of future Care and Support related initiatives.
- Provide leadership to Mission for definition of mission wide HIV/AIDS strategy
- Co-manage mission's work site HIV/AIDS peer education program with Executive Officer
- Participated in Nairobi SOTA conference for HIV/AIDS (June 9-12)
- Participated in finalization of SO 1's performance monitoring plan
- Participated in Mission cultural diversity training.

-QUARTERLY REPORT
April 21 – July 20, 2002

Judith Timyan, TAACS
USAID Haiti

HIV/AIDS:

- 1) **Global Fund to Fight AIDS, Tuberculosis and Malaria.** I continued to work with the HIV/AIDS Coordination Unit in the MOH and with the NGO partners who are preparing the management structure to be used for the implementation of the \$65 million five-year award that Haiti will receive from the GFATM. Since the vast majority of the funding will be implemented through NGOs (94%) and most of these NGOs are already recipients of USAID funding in HIV/AIDS, I am now working with each of these organizations to reevaluate USAID's role in their overall programming. For instance, few of these NGOs have the human capacity at senior management and technical levels to effectively absorb the extra funding. We will thus reorient some of the USAID funding for institutional strengthening.
- 2) **Behavioral Surveillance Survey.** I continued to lead the interagency BSS working group in discussions of the sampling plan and the questionnaire for the HIV/AIDS BSS that is to take place later this year. Final agreement was reached on the scope of the survey: male and female youth 15 – 24 years, commercial sex workers, men who have sex with men, mobile population (truck/bus drivers, market women), and uniformed men in a national sample. The BSS sampling plan will be coordinated with the HIV seroprevalence sampling plan, so that data from the two surveys can be triangulated for more insightful analysis in what is known as "second generation surveillance." The survey will be co-funded by USAID, UNFPA, UNICEF, and PAHO/WHO; FHI/Impact will carry out the survey with local partners Child Health Institute and CERA (Center for Research and Action.)
- 3) **HIV Seroprevalence Survey.** I formed a Technical Committee for the National HIV Seroprevalence Survey composed of epidemiologists from the MOH and the leading NGO research institutions that will be carrying out the survey later this year with funding from USAID and CDC. We had a series of meetings to discuss the protocol and the sampling plan. CDC will be providing technical assistance in the revision of the protocol and in the supervision of the data collection.
- 4) **CDC Global AIDS Program start-up.** I worked with the CDC GAP regional office in Port of Spain, Trinidad to manage their start-up activities in preparation for installing a CDC GAP office in Haiti. They will be housed in USAID's Health Office. I assisted with the preparation and publishing of the job descriptions for two local hires: a medical epidemiologist and a head secretary. I worked with GHESKIO, the local HIV/AIDS reference laboratory, to prepare lists of equipment and supplies that CDC will procure immediately and with the ICASS procurement office for the CDC office furniture and computers. I was the control officer for a one-week visit of

a CDC team here to work on the start-up of their Haiti program. We met with the MOH on the next steps for getting the National Reference Laboratory up and running and for setting up the sentinel surveillance system for HIV. We also met with GHESKIO to plan for a study on alternative HIV rapid tests.

- 5) **National VCT Network Project.** I continued to work with the Steering Committee of the VCT Network Project which has now completed the needs assessments of all but one of the 10 health departments in terms of space renovation and equipment for the implementation of the VCT centers. There will be a total of 14 public sector regional hospitals that will be targeted as reference centers to provide the VCT services, including full services for the prevention of mother-to-child transmission. USAID will fund limited renovations for each center and laboratory equipment to allow rapid testing of HIV and syphilis, the contracting of three additional health providers per hospital (doctor, nurse/counselor, laboratory technician), training in clinical, counseling, laboratory and management aspects of running a quality VCT center, on-going supervision and quality control.
- 6) **National norms and protocols for HIV testing, counseling and running VCT centers.** As part of USAID's HIV/AIDS strategy that I designed earlier in the year, FHI/Impact was requested to provide technical assistance to the MOH and partner NGOs in revising and finalizing the national norms and protocols for HIV testing, counseling and implementation and quality assurance of VCT centers. I worked with the FHI consultant, Ms. Ramata Ouattara, that spent came twice and spent a total of four weeks finalizing the HIV pre and post-test counseling guidelines, training materials and participants' handbook, as well as the guidelines for quality assurance in VCT.
- 7) **International AIDS Congress.** I attended the Barcelona Congress and, in addition to being part of that highly stimulating and inspiring event, managed to schedule and hold a number of productive meetings with partners. I met with the senior management of FHI/Impact to better explain the complex set of activities that the FHI/Haiti office is implementing in support of USAID's AIDS strategy. I met with USAID/W, JHPIEGO, AIDSMARK, FHI, MSH, and POZ on the possibility of Haiti being a site for pilot programming in male circumcision. The decision of that meeting was to put off until a further date a male circumcision pilot project – the timing is not right for this year. I met with USAID counterparts from the Dominican Republic and the DR's Presidential Commission on AIDS (COPRESIDA) on the organization of a bi-national meeting on coordinating AIDS programming in both countries. I also participated in the USAID/W meeting on the upcoming Presidential Initiative for the Prevention of Mother to Child Transmission of HIV/AIDS and in the meeting held by BGH/OHA for the USAID field staff. I had a one-on-one with the new director of the OHA, Connie Carrino. I attended Secretary Tommy Thompson's meeting with the ministers of health from the countries targeted for the first round of funding from the Presidential Initiative and provided translation services in that meeting for the Haiti Minister of Health. (I was then asked to provide translation

services for the Minister of Health of Rwanda at the USAID press conference on the launching of the 3-Country ARV Treatment Pilot Project.)

Maternal Health

- 1) **Interagency Committee on Maternal Health.** I set up a data base for coordinating activities funded by the various bilateral and multilateral donors in maternal health. We now know who is investing in which aspects (renovation, equipment and supplies, training, IEC material and campaigns, supervision, research) of maternal health and where. There had been in the past a number of instances where lack of coordination had resulted in duplication of efforts and thus wasted funding. Now each agency will be able to better program their funds.
- 2) **National Strategic Plan.** One of the initiatives of the interagency committee was to encourage the MOH to initiate a process to write a 5-year national strategic plan for the reduction of maternal mortality. We wrote a concept paper for the process and submitted it to the MOH. USAID took on the responsibility for the first step, namely to conduct a situation analysis, document and project review and come up with recommendations for the outline of the national strategy. I wrote the scope of work for a 4-person consultant mission to come to Haiti to do this work, worked with the Catalyst Project to identify appropriate candidates, and was the control officer for the 3-week consultant mission to Haiti in June. The team included highly-qualified professionals in national health systems networks, obstetric services, reproductive health, health care financing, community mobilization, and safe motherhood programming. One of the consultants was arranged for between myself and a fellow TAACS in Morocco to implement an effective South-South technical partnership.

Another consultant was hired to assure a clearly articulated gender focus to the national strategy. The strategy development process continues with weekly meetings of a technical committee to formulate a draft document that will be circulated for comments before a national workshop in September to validate and finalize the strategy.

Cross-border, island-wide initiatives.

- 1) **Island wide condom social marketing.** I attended a meeting at USAID Santo Domingo on planning for the expansion into the DR of the Haiti PANTE brand condom social marketing activities. PANTE condoms have been smuggled for years into the DR and are a popular brand in the motels, brothels and bars in that country. Attempts to stop the illegal cross-border sales have not slowed down the smuggling. In addition, the USAID supported contraceptive social marketing program of PROFAMIL in the DR has not been successful in marketing a condom or HIV/AIDS prevention. The strategy now is to expand the PSI-run PANTE program into the DR so that PANTE can be sold and promoted legally there, for the HIV/AIDS marketing niche.

- 2) **Trafficking of Haitian children to the DR.** The concept paper that I helped write in March for submission to USAID/W for funding from a new earmark in Trafficking in Persons was successful. USAID/Haiti was awarded \$500,000 to be divided into two segments: \$250,000 to address the issue of child labor and abuse within Haiti (the "restavek" issue) and \$250,000 to be channeled through UNICEF DR to address the issue of Haitian children being shipped to the DR to work in plantations, in street commerce, in begging rings and in the resort hotel sector. I attended a meeting at USAID DR on strategy design and activity planning for this program.
- 3) **HIV/AIDS.** I attended a workshop in Boca Chica, DR to which were invited MOH representatives, municipal authorities, NGOs and donor agencies from both countries to discuss coordination of efforts in MTCT clinical services, community services for people living with AIDS, prevention efforts with commercial sex workers and programs with youth on both sides of the border.

Representational and management activities

- 1) Under Ambassador Curran's initiative, I organized an interagency meeting of the ambassadorial level of all bilateral and multilateral donor agencies and their respective embassies to do a six-month assessment of progress made by the Interagency Group on HIV/AIDS, started by Ambassador Curran in August 2001.
- 2) I attended a meeting, along with USAID Director David Adams, with the ambassador of Taiwan to discuss possibilities of collaboration in the health field.
- 3) I chaired the May meeting of the Interagency Health Coordinating Committee, a monthly event with a rotating chair among the bilateral and multilateral donors, to share information, discuss issues and coordinate activities in all subsectors of the health sector. These meetings play an increasingly important role in a time when donor funding has dwindled in Haiti and scarce resources need to be well-programmed. The Committee grew out of Ambassador Curran's original initiative to mobilize donor support for HIV/AIDS. The HIV/AIDS meetings expanded into coordination meetings on all aspects of the health investments.
- 4) I led a working committee of the PHN team to revise the health portion of the Mission's Performance Monitoring Plan (PMP). This involved developing new indicators for the Strategic Objective level for SO3 as well as sub-IR indicators for each of the intermediate results.
- 5) I participated on the selection panel for the Mission's new Executive Officer, a USPSC position.
- 6) I participated in Mission-wide meetings to develop the Strategy Addendum to the USAID Haiti 2002 Annual Report that was presented to AID/W for a Mid-term Strategy Review.

Quarterly Report
April 21, 2002 - July 20, 2002
Murray Trostle, Dr. P.H., M.P.H.

July 17, 2002

Office of Health and Nutrition
Child Survival Division
USAID

Summary of major activities:

- CTO for the BASICS II Activity
 - Conducted management meetings with senior project staff
 - Reviewed and approved travel requests
 - Evaluated annual performance report
 - Provided technical leadership to the immunization technical focus group at BASICS II
 - Worked with the immunization staff at BASICS and UNICEF to develop a country specific measles plan for DR Congo
 - Reviewed design options for the BASICS follow-on project
 - Reviewed the BASICS financial situation with project staff
 - Developed a ceiling increase justification memo and conducted a financial analysis of the BASICS funding profile
- Team leader for the Infectious Disease Initiative Surveillance working group
 - Chaired a meeting with CDC, Healthtech project and PHRplus in Atlanta for the development of the Ghana surveillance project
 - Reviewed the PHRplus program in Tanzania and made technical determinations about its direction in the future
 - Managed the process of development of a grant to TEPHINET
 - Met with Africa Bureau staff to coordinate surveillance activities in the African Region.
 - Met with the Global Health Council to develop a briefing for Congressional staffers and Members of Congress on Infectious Disease Surveillance.
 - Attended the TEPHINET meeting in Madrid, Spain as the representative of USAID and held discussions with the Board of Directors and the TEPHINET country project managers concerning the future directions of the organization
 - Wrote the description of USAID's surveillance strategy for the USAID GHB Web site.
 - Reviewed a WHO proposal on surveillance and negotiated a funding arrangement for the next two years with WHO
 - Reviewed a WHO surveillance and response proposal for Afghanistan

- Senior immunization coordinator
 - Managed the BOOST initiative for the promotion of immunization programs with USAID missions.
 - I managed the ongoing development of "Immunization Essentials" by the MEDS Project, including reviewing drafts of the final document
 - Attended a meeting in New York between USAID and UNICEF on coordination of immunization activities between the two organizations
 - Represented USAID in the meetings of the Implementation Task Force of GAVI
 - Reviewed UNICEF's Immunization Plus program design
 - Reviewed a proposal for immunization support to Palestine
 - Interviewed candidates for a position to assist the immunization working group at USAID
 - Negotiated a common measles strategy with UNICEF

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

To: Susan Masse

From: Emily Wainwright
Senior Technical Advisor
Infectious Diseases and Environmental Health
USAID/W Bureau for Global Health

Date: July 22, 2002

Subject: Quarterly Report for 4/21/02 to 7/21/02

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ACCOMPLISHMENTS

I. SO5 WIDE ACTIVITIES

- Respond to multiple congressional taskers on USAID's Infectious Disease Program
- Assist with the orientation of Cheri Vincent the new SO5 Monitoring and Evaluation Specialist.
- Preparation of the Congressional Budget Justification for SO5
- Provide technical guidance to the Front Office in responding to legislation
- Provide guidance to the Global Health Council on the development of their Congressional Education Program.
- Assist with the development of the Infectious Disease component of the Africa SOTA Course and the development of the corresponding CD-Rom.
- Coordinate the TB and AMR session of the upcoming ANE/E&E SOTA to be held in Cambodia
- Research and report on possible leads for funding filariasis treatment and care programs
- Prepared the Infectious Disease section of the Nutrition Strategy that is being developed.
- Provide talking points for the Administrator on ID topics.

II. TUBERCULOSIS

TB Technical Assistance

Provide technical assistance to Regional Bureaus on the design and implementation of TB programs. Specifically,

- Provide on-going technical assistance in the design and implementation of a regional evaluation of TB programs in the E&E Region to be completed by October. Focus during this quarter has been on preparing the Kosovo and Ukraine component of these trips.
- Provide technical guidance in the development of a USAID funded program in Moldova.

TB Working Group

- Provide technical input in revising and expanding the Agency's TB strategy.

- Developing the communication strategy for Agency's TB strategy.
- Provide technical assistance in the development of promotion and educational materials regarding the Agency's TB activities
- Working with BHR and the CORE Group to develop a strategy for building PVO capability to implement TB programs as well as identify a role for PVOs in the Agency TB portfolio.

III. SURVEILLANCE

Surveillance Working Group

- Member of the Surveillance working group
- Finalizing the strategy and funding for the Global Bureau's Disease Surveillance Initiative FY02.
- Working with the Global Health Council on the design of a two part series on disease surveillance
- Developing a draft version of the Agency's Disease Surveillance website, soliciting input from members of the working group and the regional bureaus.

TEPHINET Epidemiology Training Grant

- Working with OP on the development of the grant
- Coordinate a pre-award audit

IV. SURVEILLANCE - PHRplus Infectious Disease Surveillance (IDS) Contract

- Service as Technical Advisor for project selection, design and implementation for IDS Activities
- Review Country Assistance Plans, annual work plans, Technical Directives and Monitoring & Evaluation plans for all IDS Activities
- Monitor Field Support for IDS
- Participate in quarterly project reviews
- Budget tracking and monitoring
- Daily technical assistance to multiple programs
- Assist in the management of the Tanzania Infectious Disease Surveillance Project including planning and participating in numerous technical and partner coordination meetings and conference calls
- Routine project monitoring of the Ghana Infectious Disease Surveillance Project. Attended partners meeting in Atlanta to look at next steps for the project and the technical coordination.
- Provide technical guidance in the development of the Global Leadership Agenda for the IDS portfolio including the development of a 5-year plan.
- Project Manager Georgia Immunization Health Information and Disease Surveillance Program:
 - Provide routine project monitoring and technical guidance to activities
 - Review sub-agreements for award under the agreement
 - Provide project updates to Mission and Regional Bureau
 - Track budget and pipelines
 - Coordinate upcoming partners meeting in Washington DC

- Project Manager E&E Regional Health Information and Disease Surveillance Project:
 - Provide routine project monitoring of WHO and PHRplus activities
 - Provide project updates to Mission and Regional Bureau
 - Track budget and pipelines
 - Coordinate partner activities and funding
 - Negotiate country selection and project design with USAID Missions

V. CTO for Armenia Vaccine Endowment with ANMF

- Working with USAID financial management office and ANMF to release funds
- Routine project monitoring of activities and budgets
- Prepare and distribute project updates for the mission and E&E/GH Bureaus
- Provide guidance to ANMF in negotiating a partnership with UNICEF for the procurement of vaccines

VI. MALARIA

- Develop malaria presentation for GH/AA
- Participate in Malaria planning meeting

VII. OTHER

- Provide technical assistance in the future technical and management directions for the Baltics Sea HIV/AIDS Regional Initiative
- Provide input on the reorganization regarding the E&E technical staff
- Assist GH/AA in the development of trip to review the S. Africa health portfolio as part of her activities during the World Summit for Sustainable Development
- Expenditure coding for the E&E Region
- Attend CTO Acquisition Training

Melinda Wilson, PhD
Senior Technical Advisor for AIDS and Reproductive Health
USAID/South Africa

QUARTERLY REPORT January – March, 2002

This quarter was exceptionally busy with visitors, though not from high levels and with coordination activities with the Embassy. Our new Health Attaché arrived to work in the Embassy and our new Ambassador has taken a keen interest in HIV/AIDS activities, stimulating increased communications with the Embassy and CDC.

Agreement Management:

Constant, regular management of the agreements with the Perinatal HIV/AIDS Research Unit, the Reproductive Health Research Unit, HopeWorldWide, and the Nelson Mandela Childrens Fund continues. Budgets and partnerships with all of these groups have undergone revision and improvement over this quarter.

Further progress has been made in reaching an agreement with the Right to Care and we are close to signature.

Regular contact is maintained with the Population Council, FHI, QAP, and Engender Health.

Numerous activities remain exciting and challenging. There are far too many to mention here.

New Health Strategic Plan Development:

Planning continues on this task using reviews and retreats to get the writing done.

Peer Education, routine meetings, field visits with visitors, and research studies continue to require significant attention.

Field Trips were made to meet with the Provincial Government in Kwa Zulu Natal, and to the Amy Biehl Foundation in George.

RIG Audit:

A performance audit by the RIG office was conducted in January and February. It was very thorough and required considerable time and attention.

Melinda Wilson, PhD
Senior Technical Advisor for AIDS and Reproductive Health
USAID/South Africa

QUARTERLY REPORT

April – June, 2002

Agreement Management:

The Right to Care agreement was signed at a ceremony at their offices. We are underway with ARV therapy.

Other agreements with local organizations and US based cooperating agencies required considerable time and effort during this period.

Performance Implementation Review:

Another PIR was conducted with the front office and the program office. As our HIV/AIDS budget increases, so does the amount of time it takes to report on commitments and the pipeline.

New Health Strategy Development:

Work continues. We were joined by Washington colleagues for this exercise, during this period.

VIP Visitors:

I played major roles in several VIP visits this quarter. Secretary Tommy Thompson and his party of about 20 people were impressed with a children's home and a hospice. I escorted 12 members of the War College to our PMTCT sites in Soweto, and they too were very impressed. I organized a trip for the Ambassador and his wife to Soweto. I was also site officer for Secretary O'Neil and Bono and their large party of VIPs and press. Bono kissed me.

Field Trips were made to Durban and Cape Town to work with government and NGO partners.

Considerable time has been spent on new initiatives, PMTCT, Global Fund, Millennium Fund, to name a few.

Susan Wright, TAACS Morocco
Quarterly Report

April 21, 2002 - July 20, 2002

Planned for the period:

- 1. Overall Sp07** Summary report of 30 years of collaboration between USAID and the MOH of Morocco finalized. Preparations for PAPPAM survey underway. Activity managers receive training in USAID procedures.
- 2. IR 7.1/PROGRESS** Maternity ward inaugurated in Tangiers. Roles and responsibilities of MOH provincial staff clarified in organizational chart and terms of reference for the different positions. Quality Assurance conference leads to further institutionalization of quality assurance in the MOH.
- 3. IR 7.2/Private sector reproductive health** Activities to reinforce GP provision of reproductive health care well underway in the three focus provinces. Ad campaign for IUDs aired. Oral Rehydration Salts graduated to the private sector. Opportunity to use DCA funds for private group practices explored.
- 4. CCT** Partner's meeting results in new linkages between grantees and across the different sectors. Unified reporting system adopted, including disaggregation of child survival funds, per USAID guidance. Audience research completed.
- 5. Other** Fortified flour launched in Morocco.

Activities/Accomplishments of the period:

Overall Sp07

I revised the Summary Report of 30 years of Collaboration between USAID and the MOH of Morocco, including the graphs and annexes. It is being assembled at Tulane University by the MEASURE Evaluation project. I will work closely with MEASURE over the next several months as they do the formatting and page layout, and begin the translation into French.

We continue to see delays in preparing the DHS/PAPPAM survey to be accomplished in 2002-2003, because of conflicting agendas of different departments in the Ministry of Health. We asked M. Ayad of Macro to return to Morocco in May to gain consensus of the different partners. In a general meeting with MOH directors we resolved a number of issues, but afterwards the Technical Director at the SEIS seemed to discount all decisions made at that meeting. Technically the survey is fully designed and the different stages are well defined. The budget is high but can be trimmed without sacrificing the quality of the survey for PAPPAM survey underway. We have authorized Macro to fund an initial purchase order for the SEIS to accomplish the sample preparations before the summer

holidays, but the SEIS still is finding pretexts to stall. At my request, the Director of Population has become personally involved in resolving this problem.

In FY 2003 the Mission will be designing a new country strategy to begin in 2004, a year earlier than expected. I am participating in initial design activities, particularly in my role as CCT coordinator. It has been made very clear by ANE that no health funding is planned for Morocco beyond 2003. I am working on ways to continue local initiatives in health, especially AIDS prevention, when there is no longer a health program objective.

Staff/office management of the program

I recently informed USAID/Morocco that due to my husband's new position in the US, I will be changing my residence to the US by the end of 2002. Because the main activities of SpO7 will end in 2003, the Mission and CEDPA agreed that it would not be feasible to replace me with a new TAACS advisor. The GDO will take on direct oversight of SpO7, with increased responsibilities of SpO7 activity managers for most actions. I am currently working with my supervisor to determine what tasks I could still accomplish as a TAACS once separated from post. These might include, for example, coming back to post to participate in an assessment of the CCT and then preparing the assessment report, working with MEASURE in the U.S. to finalize the Summary report on USAID/MOH collaboration, drafting the SpO7 and CCT portions of the Annual Report, and helping draft specific sections of the new Country Strategy if appropriate. I also want to help the MOH identify potential private US foundations or donors to continue specific program actions beyond SpO7. Even if I accomplish these tasks after leaving Morocco, there are likely to be funds remaining in the Morocco TAACS account. The Mission will be working with CEDPA to see what adjustments might be feasible.

During this quarter, the deputy team leader/IR 2 activity manager and the IR 1 activity manager for SpO7 received training in the US on USAID procedures, as part of their certification to become CTOs. Both individuals are highly competent program managers and will be able to carry out the critical actions needed to see SpO7 through, with the help of the GDO and other members of the team.

IR 7.1/PROGRESS

The main events I had expected to occur in this quarter under PROGRESS (Inauguration of the new maternity ward, QA conference) were postponed, mainly due to the unavailability of high-level officials, because of their preoccupation with upcoming elections. However, considerable progress was made in key elements of the 2002 workplan.

In June, a Safe Motherhood Conference was co-hosted by UNFPA and PROGRESS to present results of a Columbia University-sponsored assessment of emergency obstetric care in Morocco, with Dr. Deborah Maine. This forum was attended by health managers from all over Morocco. I was extremely impressed with their engagement and the quality of their interventions in group work and presentations. Clearly the two regions supported

under PROGRESS are playing a lead role in improving the quality of emergency obstetric care and in working out other aspects of reducing the risk of maternal death, including transport issues and community engagement. Meanwhile the equipping and renovation of maternity wards has been completed in the two regions, and training of vast numbers of maternity staff is well underway at all training sites.

The use of data is one of the management tools that the regions currently use best. In the SMD region, provincial teams developed monitoring plans for their respective activities and analyzed data for reporting on the indicators in these monitoring plans. As a result of this analysis, the teams made recommendations and propositions for new activities to be included in the 2003 workplan to improve program performance. In the TT region, provincial teams used a different approach based on analyzing data for each health district to identify under-performing sites and help them to improve their performance. In both cases, analysis of data by the teams led to decision making to improve performance.

Regional committees on STI/AIDS were formed under the leadership of the MOH in both regions. Several meetings have been held in both regions to discuss their strategic plans and to plan activities. In each region, the committees selected 3 NGO representatives to participate in the international conference on AIDS in Barcelona, with USAID funding. Initial AIDS activities are underway in coordination with other regional health activities. These include an anthropological study of high-risk behaviors in the SMD region, and a series of meetings with local partners to disseminate the AIDS strategy in the TT region.

IR 7.2/Private sector reproductive health.

Training for general practitioners, and IEC actions in target communities, are underway to reinforce private provision of reproductive health care in the three focus provinces of Errachidia, Beni Mellal and Meknes. In Rabat, contracts have been awarded for development of ads for injectables and airing of spots for IUDs, but because of funding problems these have not yet been undertaken.

Four very important meetings occurred during the quarter. At a program management unit meeting (PMU) in May, decisions were made on each element of the CMS program in Morocco. The development of a cursus for private GPs in family medicine was agreed to be a top priority. Future support for formation of group practices will be limited to dissemination of tools already developed, with a focus on students just leaving medical school. Quality Assurance tools and approaches will also be explored, mainly in the three focus provinces. Meanwhile the other reinforcement actions in the three provinces will continue, along with social marketing of contraceptives. These decisions were validated at an important meeting of the private sector health working group in June. Then in early July, I attended a meeting between CMS staff and the Dean of the School of Medicine in Marrakech at which they agreed on practical steps to introduce a curriculum in family medicine for private providers within the coming year. In addition, CMS organized a training session in Quality Assurance for GPs in the three focus provinces, which was

very well received. To support funding of group practices, DCA funds have been awarded to a banking guarantee agency in Morocco (Dar Ad Damane), that can be used for start-up loans for group medical practices.

Several problems with CMS became evident in the past quarter. The most important is an excessive burn rate, caused by the application of expatriate multipliers for two of the local staff members of CMS/Morocco. CMS/W informed us that they would soon run out of funds, despite having received the full amount originally agreed for this program. We have held a series of conversations with the USAID/W CTO to resolve this issue, which has affected local team morale and effectiveness meanwhile. The IR activity manager has done considerable research to determine how best to accomplish the critical tasks of IR 7.2 with the remaining funds available. We have proposed a restructuring of the local team (with no expatriate-level positions.) Our MOH counterpart has agreed that this is appropriate.

Cross Cutting Themes (CCT)

In April I became the coordinator for the CCT for the Mission. This is an innovative part of the Mission's strategy meant to increase the impact of our sector-specific programs, focused in one region. CCT activities include three grants to US PVOs for rural development efforts, and two activities that cut across the different sectors - audience research to develop a communications strategy, and improvement of local governance - in support of all our programs in the region.

The CCT partner's meeting organized in April allowed for new linkages between grantees. Each grantee agreed to use a new unified reporting system, including disaggregation of child survival funds, per USAID guidance. Their first quarterly reports in this new system are due in July.

The audience research to determine the attitudes and behaviors of people in the region where CCT is active, concerning health, education, water and income-earning activities, was completed and all documents have been received. The contractor presented key issues in each of these fields, ranging from lack of confidence in health providers, to economic and cultural barriers for education of girls, and a general lack of understanding of water issues in the region. Now the CCT must decide the best use of these results, whether in a communications campaign to raise awareness or as an internal tool to improve our performance in each of these sectors.

During the quarter I also wrote a brief concept paper for use of Other Vulnerable Children Funds by the grantees, but ANE was unable to fund these activities in Morocco. Now I am working with the GDO to develop pilot activities with the CCT grantees, for a new program to strengthen the ability of local elected officials to undertake partnerships with local NGOs for development projects.

Micronutrients

In May a signing ceremony was held by the Minister of Health and the President of the Federation of Millers, in the presence of the US Ambassador Margaret Tutwiler. This ceremony officially launched the systematic fortification of wheat flour with iron, B-vitamins and folic acid, throughout Morocco. USAID and its principal contractors in this effort, MOST and CMS, were thanked for our leadership in making this happen. A remarkable degree of mutual satisfaction and partnership was evident among the many people present at the ceremony. This fully sustainable intervention should have a substantial impact on maternal and child health by reducing anemia and malformations.

AIDS in Morocco

Since Morocco is a low prevalence country, we are "off the radar screen" for any USAID AIDS money, despite recent surges of AIDS funding. However, it is only a matter of time before this virus works its way past the initial phases of introduction and into the general population of Morocco, given high levels of sexually transmitted infections, unsafe behaviors clustered in distinct districts of the country, sexual tourism and other clear factors. Luckily there is a new spirit of frankness and partnership between local NGOs and the Ministry of Health to do serious prevention efforts in specific locations, and they have received funding from the Global Fund for this purpose. My goal is to obtain a modest amount of USAID funding to support their efforts, mainly through technical assistance from the AIDS Alliance. To this end I attended the pre-conference activities in Barcelona in early July. There I was able to talk with the new head of the AIDS division, and I am optimistic that some USAID support will be forthcoming.

Planned for the next quarter
(July 21, 2002- October 20, 2002):

1. **Overall Sp07 PAPPAM** survey initial activities underway. Management decisions taken to clarify responsibilities of myself, the GDO, and SpO7 managers after my departure from post.
2. **IR 7.1/PROGRESS AIDS** prevention activities underway in both regions. Maternity ward in Tangiers inaugurated. Management reforms undertaken to increase regional health performance.
3. **IR 7.2/Private sector reproductive health** Convention signed between CMS and the Marrakech School of Medicine, development of curriculum for family medicine begun. Physician training, IEC and QA activities taking place in the 3 provinces. Staffing and budget concerns resolved in the local office. Spots for promotion of injectable contraceptives prepared.
4. **CCT** Existing grants modified to include working with commune officials to strengthen local partnerships (MCW). Scope of work prepared and contractual steps taken for assessment of CCT efforts, in anticipation of new strategy design.
5. **Other** USAID provides AIDS funding for Morocco, through field support or any other mechanism. Technical specifications prepared for fortification of vegetable oil with Vitamins A and D. Fortified wheat flour on the market.