



**Technical Advisors in AIDS and Child Survival Program (TAACS)
2002-2003 Annual Report**

**Contract # HRN-C-00-98-00006-00 (TAACS III)
Contract # GPH-C-00-01-00006-00 (TAACS IV)**

August 1, 2002– July 31, 2003

OVERALL CONTRACT PERFORMANCE

The overarching theme of the twelfth year of the CEDPA TAACS program could be summed up in a word: change. In addition to the changes in the destination and source of the TAACS cadre (e.g., field v. headquarters, health v. education, internal transfers v. outside hires), the composition of the CEDPA TAACS Team, and to some extent its structure, has evolved. These changes reflect the maturation and growth of the TAACS program and have led to refinements in both CEDPA's recruitment approach and its program management style.

The total number of TAACS increased by only two this contract year, belying the number of movements into, out of, or within the TAACS program itself. At the start of the contract year, the TAACS program was experiencing its busiest recruitment period to date, with fifteen positions in the hiring or recruitment phase. During the course of this year, CEDPA had fourteen new hires, eleven TAACS left the program, and six TAACS transferred from one position to another within the program. These transfers, along with the marked increase in TAACS leaving the program for other opportunities, has created an interesting challenge for the program in terms of personnel recruitment and management. In an effort to respond to this challenge, a TAACS-specific transfer policy was developed to address the issues surrounding TAACS transfers. The policy provides clear guidance to the TAACS and USAID supervisors (both potential and current) regarding the issues specific to intra-TAACS program transfers.

On the program management side, significant progress has been made in the development and deployment of TACOMIS¹, the program's web-enabled management system. After an intense period of design, Version 1.0 of TACOMIS was delivered to CEDPA in March 2003. Since March, the TAACS Team has been making numerous refinements to the system and inputting a tremendous amount of historical data. The TAACS Team is currently preparing for TACOMIS' deployment to its USAID counterparts in August 2003.

The TAACS Team and CEDPA's leadership continue to be pleased with our positive working relationship with the contract CTO, Bob Emrey, and our USAID liaison, Dale Gibb as well as the support received from senior managers both in the Global Health Bureau and the Human Capacity Development Office of the Economic Growth, Agriculture and Trade Bureau. We feel that such a cooperative and constructive relationship is the foundation of the program's long-term success.

¹ TACOMIS = Technical Assistance Contracts Online Management Information System

PERSONNEL

Start of Contract

During this contract year, CEDPA placed the following nineteen individuals:

Estelle Quain	Started August 7, 2002, as the HIV/AIDS Human Capacity and Health Development Technical Advisor, GH/OHA (TAACS IV).
Jim Griffin	Started August 19, 2002 as the Reproductive Health Advisor for Training and Performance Improvement, GH/PRH/SDI (TAACS III).
Pamela Allen	Started September 3, 2002 as the Basic Education Advisor, USAID/Ghana (TAACS III).
Cornelia Davis	Started September 26, 2002 as the Senior Technical Advisor for Tuberculosis and HIV/AIDS, REDSO/ESA (Nairobi) (TAACS III).
Susan Bacheller	Started November 4, 2002 as the Tuberculosis Team Leader, GH/HIDN/ID (TAACS III).
Alan Bornbusch	Started December 16, 2002 as the Contraceptive Security Advisor Team Leader, GH/PRH/CSL (TAACS IV).
Vijitha Eyango	Started January 22, 2003 as Asia/Near East Basic Education Advisor in the ANE Bureau (TAACS IV).
Samia Altaf	Started January 28, 2003 as the Population, Health and Nutrition Advisor, USAID/Pakistan (TAACS III).
Lindsay Stewart	Started February 3, 2003 as the Senior HIV/AIDS and Family Planning Advisor, LAC/RSD-PHN (TAACS III).
Mitch Kirby	Started February 10, 2003 as the Regional Basic Education Advisor, REDSO/ESA (Nairobi) (TAACS IV). Mr. Kirby is working from the Africa Bureau in Washington until the Ambassador provides clearance for his posting to Nairobi.
Jim Allman	Started April 1, 2003 as the HIV/AIDS Reproductive and Child Health Advisor, USAID/Tanzania (TAACS IV).
Christine Sow	Started April 1, 2003 as the Senior Public Health Program Advisor, USAID/Mali (TAACS IV).
Peg Marshall	Started April 4, 2003 as the Public Health Advisor, LAC/RSD-PHN (TAACS III).

Amy Cunningham Started April 17, 2003 as the HIV/AIDS Senior Policy Advisor, USAID/Uganda (TAACS IV).

Nancy Lowenthal Started May 5, 2003 as the HIV/AIDS Social Marketing Advisor, GH/OHA (TAACS IV).

Cathy Thompson Started July 1, 2003 as the Asia/Near East Regional Specialist in the ANE Bureau (TAACS III).

Isabel Stout Started July 1, 2003 as the Health and Population Technical Advisor, USAID/Guatemala (TAACS III).

Peggy Meites Started July 11, 2003 as the Senior Population, Health and Nutrition Strategy Planning Advisor, GH/RCS (TAACS III).

Tim Clary Started July 11, 2003 as the HIV/AIDS and Reproductive Health Senior Policy and Technical Advisor, USAID/Ukraine (TAACS III).

Selected Candidates

As of July 31, 2003, the following five finalist candidates have been selected and are in the course of completing the hiring and placement process (security clearance, medical clearance and salary agreement):

Alice Morton Selected as the Senior Advisor for HIV/AIDS, USAID/Haiti (TAACS III). Ms. Morton's start date will be the first week of August 2003, pending medical clearance for her and her dependent.

Matthew Friedman Selected by USAID/RDM-Asia (Bangkok) as the Senior Reproductive Health Program Advisor (TAACS III). Mr. Friedman will start on August 4, 2003.

Susan McKinney Selected as Senior Technical Advisor for Immunization, Research Utilization and Technology Development and Introduction, GH/HIDN/MCH (TAACS III). Ms. McKinney's anticipated start date is August 25, 2003.

Anne Peniston Selected as Senior Health Advisor, USAID/Nepal (TAACS III). Ms. Peniston's anticipated start date is August 28, 2003.

Kristin Cooney Selected as Senior Technical Advisor, USAID/WARP (Accra) (TAACS III). Ms. Cooney will start mid-September 2003, pending medical clearance for her and her dependents.

Recruitment Underway

Recruitment is underway, as of July 31, 2003, for the following eight TAACS positions:

Basic Education Field Advisor, EGAT/HCD
Education Advisor, USAID/J-CAR (Kingston)
Education Advisor, EGAT/ED
Senior Reproductive Health Program Advisor, GH/PRH/SDI
HIV/AIDS Multisectoral Team Leader, USAID/Zambia
Prevention of Mother to Child Transmission and Tuberculosis Team Leader, USAID/Nigeria
HIV/AIDS Senior Policy and Technical Advisor, USAID/Mozambique
Program Coordinator, USAID/Bangladesh

Positions On Hold or Cancelled

CEDPA had one position cancelled this year at the request of a Mission, one position "transformed" from a US-based program-specific position to an overseas-based regional position, and one position placed on hold. Details are as follows:

Infectious Diseases and HIV/AIDS Advisor, USAID/India: CEDPA originally received the scope of work for this position in August 2001. The Mission conducted interviews but none of the candidates were deemed suitable. After six additional months of recruitment, the position was put on hold in June 2002. In March 2003, the Mission decided to cancel the position and transfer all unspent obligations to its existing TAACS position (currently held by Massee Bateman).

Teacher Training Advisor, LAC/RSD: CEDPA originally received the scope of work for this position in September 2001. A total of five candidates were interviewed and the position was offered to three of the interviewees, each of whom declined. After the last individual declined, the USAID hiring manager asked that the position be placed on hold while a decision was made to change the position's SOW and/or location. In February 2003, a revised SOW was received; it is now the Education Advisor, USAID/J-CAR (Kingston) position currently in recruitment.

Senior Program Officer, GH/OHA: the scope of work for this position was received in March 2003. Four candidates were interviewed by USAID and a finalist was selected. During salary negotiations with the candidate in June 2003, the USAID hiring manager asked CEDPA to place the position on hold while the Office of HIV/AIDS explores using an alternative hiring mechanism.

Contract Renewals and Extensions

At USAID's request, CEDPA renewed or extended the contracts of the following 23 TAACS:

Alan Getson	Renewal for two years to September 30, 2004
John Novak	Renewal for two years to October 31, 2004
Patricia Stephenson	Renewal for two years to October 31, 2004
Mildred Howard	Renewal for two years to January 25, 2005
Rebecca Adams	Renewal for two years to December 7, 2004
Ellyn Ogden	Renewal for two years to December 31, 2004

Dale Gibb	Renewal for two years to January 31, 2005
Janet Hayman	Renewal for two years to February 24, 2005
Melinda Wilson	Renewal for two years to June 10, 2005
David Bruns	Renewal for two years to August 14, 2005
Melinda Taylor	Renewal for two years to June 30, 2005
Shelagh O'Rourke	Renewal for two years to September 22, 2005
Sarah Harbison	Renewal for two years to August 30, 2005
Ed Malloy	Renewal for two years to May 31, 2005
Lizzie Range	Renewal for two years to June 3, 2005
Brad Barker	Renewal for two years to September 4, 2005
Tara Lewing	Renewal for two years to May 14, 2005
Deborah Lans	Renewal for two years to May 31, 2005
Michele Ward-Brent	Renewal for two years to August 28, 2005
Mary Ellen Stanton	Renewal for two years to June 30, 2005
Tim Meinke	Renewal for two years to July 8, 2005
Janis Timberlake	Extended for one year to August 26, 2004
Barbara Sow	Extended for one year to July 8, 2004

Completion of Tour/Resignations

CEDPA had an unprecedented number of TAACS migrate away from the program this year. Details of the eleven completions and resignations in this contract year are below:

- Karen Cavanaugh, the Health Policy Advisor for GH/HN, resigned effective August 9, 2002 to become a USAID direct hire.
- Roger Dixon, the Health Programs Manager for Hurricane Reconstruction for LAC/RSD-PHN, completed his contract on September 30, 2002.
- Danielle Roziewski, the Basic Education Advisor, USAID/Nicaragua, completed her contract on September 30, 2002 after three years with the TAACS program.
- Willa Pressman, the EE/NIS Regional Coordinator for GH/POP/FPS, resigned effective October 4, 2002 to become a USAID direct hire.
- Judith Timyan, the Senior Population, Health and Nutrition Technical Advisor for USAID/Haiti, resigned effective November 15, 2002 to accept a position in the Dominican Republic.
- Alan Getson, the Senior HIV/AIDS Advisor for GH/OHA, resigned effective December 31, 2002 to enjoy a 'second' retirement.
- Ann Dykstra, Girls and Women's Basic Education Advisor, EGAT/WID, completed her tour on February 4, 2003.
- Steve Landry, Senior Policy and Partnership Advisor resigned April 18, 2003. He was with the TAACS program for a total of seven years, first as the Vaccine Advisor in the Bureau for Global Health and then as the Senior Policy and Partnership Advisor with the same bureau.
- Ed Scholl, HIV/AIDS and Child Survival Advisor, USAID/Guatemala, resigned June 9, 2003, after five years with the CEDPA TAACS program.
- Lizzie Range, Outreach Coordinator, IT/Private Sector, resigned July 11, 2003, shortly after her two-year anniversary.

- Carol Jenkins, the Mekong Regional HIV/AIDS and Infectious Diseases Advisor, resigned July 15, 2003, two months short of her two-year mark with the CEDPA TAACS program.

Transfers and the CEDPA TAACS Transfer Policy

On February 7, 2003, the TAACS Transfer Policy was distributed to all TAACS and our USAID counterparts (Attachment 2). A product of extensive discussions with the CTO and USAID program management, the transfer policy reflects a gathering in one place of emerging policies and practices as well as existing CEDPA and USAID policies that pertain to intra-program transfers. The TAACS program felt that such a policy was essential in light of the growing number of intra-program transfers – six in this contract year alone. The TAACS Team welcomes feedback on the policy and will seek to maintain the currency of the policy as the program continues to evolve. Details of the six transfers are as follows:

- Estelle Quain formally transferred from her position as the Senior Training Technical Advisor, GH/POP to the HIV/AIDS Human Capacity and Health Development Technical Advisor, GH/OHA on August 7, 2002. Estelle was in her former position for three years before joining the Office of HIV/AIDS at the request of USAID.
- Susan Bacheller transferred after 18 months as the Regional Infectious Diseases Senior Advisor, LAC Bureau to the Tuberculosis Team Leader, GH/HIDN/ID on November 4, 2003.
- Mitch Kirby transferred after more than a year from his position of Education Policy Advisor, AFR/SD/HCD to Regional Basic Education Advisor, REDSO/ESA on February 10, 2003.
- Jim Allman completed his contract at USAID/WARP (Abidjan) on March 31, 2003. He subsequently assumed the position of HIV/AIDS Reproductive and Child Health Advisor, USAID/Tanzania, on April 1, 2003.
- Cathy Thompson completed her contract on June 30, 2003 as the HIV/AIDS and Infectious Diseases Advisor after four years with USAID/Nepal. She subsequently assumed the position of Asia and the Near East Regional Specialist with the ANE Bureau on July 1, 2003.
- Matt Friedman accepted the position of Senior Advisor for HIV/AIDS at USAID/RDM-Asia and will start on August 4, 2003. Matt is transferring from USAID/Bangladesh where he was the Senior Population and Health Advisor for four years.

Performance Appraisals

In June 2003, the TAACS program distributed guidance on performance appraisals to all the current TAACS and their supervisors (Attachment 3). This guidance addresses three main problems with performance appraisal submissions observed by the TAACS program over time: content, quality and timeliness. This guidance provides TAACS and their supervisors clear information about CEDPA's expectations regarding their performance appraisals. The performance appraisal guidance also includes a change in policy regarding the retroactivity of annual merit increases. CEDPA encourages feedback from TAACS and their supervisors regarding this guidance.

ADMINISTRATIVE SUPPORT

At the beginning of this contract year, CEDPA was providing administrative support for 60 TAACS (48 PHN and 12 Education). At the end of the fourth quarter of this contract year, CEDPA was providing administrative support to 62 TAACS (52 PHN and 10 Education), a net increase of two over the course of the year. CEDPA is completing the hiring process or actively recruiting for an additional thirteen positions which, assuming no dropouts, would mean a total of 75 active positions under the CEDPA TAACS program.

Travel

In response to comments and suggestions solicited from TAACS through the program's annual travel questionnaire, and encouragement from the CEDPA TAACS program, CEDPA adopted a competitive multi-vendor travel system on April 1, 2003. Two travel agents, Diplomat Travel Services and Executive Travel Associates, were chosen through a competitive procurement process to provide full travel services to CEDPA and the TAACS program. CEDPA feels that this change will better serve the TAACS program's travel needs at a greater cost savings to CEDPA and USAID. In the four months of this system's operation, informal feedback from our travelers has been uniformly positive. The TAACS program expects to conduct a formal travel survey in the Fall 2003 to measure the system's efficacy.

TAACS Newsletter

The fourth edition of the CEDPA TAACS newsletter, *Connect*, was distributed in December 2002. This issue featured articles by Cathy Thompson and David Hausner. The TAACS Team anticipates that the next *Connect* will be issued in late August 2003, with articles written by several current TAACS.

The second CEDPA TAACS "Update" flyer was sent to all TAACS on January 31, 2003. 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. A third Update will be issued as the need arises.

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 18 desktop computers, eight laptop computers and five 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. 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 been working with the TAACS Team on the conceptualization, development and maintenance of the TAACS online management system, code named TACOMIS. 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 and the TAACS Team are preparing to launch TACOMIS to the TAACS program managers at USAID.

Training

The TAACS program conducted its semi-annual training course, "Essential Training for PHN and Education Technical Advisors" twice this contract year (October 2002 and April 2003). A total of 58 participants attended from a wide variety of USAID hiring mechanisms including TAACS, Fellows, Foreign Service Nationals, US direct hires, contractor employees, CASUs, and New Entry Professionals. In addition to representing a variety of hiring mechanisms, these participants came from diverse specialties and placements, testifying to the popularity and efficacy of the training course. John Pielemeier, the former TAACS Program Director, facilitated the courses, both of which received excellent evaluation results. Evaluation results from both training courses are included as Attachments 4 and 5. Because of the course's ever-growing popularity and necessity, CEDPA has scheduled another training course for early December 2003.

Obligations

Under TAACS III, CEDPA received four contract amendments from August 1, 2002 to July 31, 2003. The total value of these amendments was \$5,982,965, bringing the cumulative funds obligated into TAACS III to \$44,833,420, or 73 percent of the total value of the contract. During the same time period, CEDPA received four contract amendments under TAACS IV. The total value of these amendments was \$2,174,174, bringing the cumulative funds obligated into TAACS IV to \$2,799,174, or 9 percent of the total value of the contract.

Personnel Changes

During the last contract year, the CEDPA TAACS Team experienced personnel restructuring and growth. With the new organization of the team came personnel changes; this contract year, three new staff members joined the team. Bob Chase assumed the position of Program Director in August 2002. He brought with him relevant experiences with USAID, in 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. In November 2002, Helen Farinella joined the TAACS program as its Human Resources Manager. Prior to joining CEDPA, Helen worked at USAID/South Africa as a Contracting Specialist, focusing on USPSC contracts.

The last addition to the TAACS Team was Carmelia Macfoy. Carmelia joined the team as the Program Associate in March 2003, replacing Heather Staley who resigned the previous month. With Heather's departure, the TAACS Team took a close look at its current structure and growing backstopping responsibilities. This self-examination led the TAACS program to partially restructure its backstopping team to better meet the needs of the ever-growing TAACS

cadre. The new structure consists of a Program Manager, a Senior Program Associate, a Program Associate and a part-time Associate dedicated to the financial transactions and administrative paperwork directly generated by the TAACS. A temporary Associate has been retained to experiment with this new position, and structure before committing to a permanent hire position.

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. TAACS Transfer Policy
3. TAACS Performance Appraisal Guidance
4. Training Course Assessment – October 2002 (without attachments)
5. Training Course Assessment – April 2003 (without attachments)
6. TAACS III Level of Effort Report
7. TAACS Newsletter (Fall 2002)
8. Travel Report (for May-July 2003 only)
9. WDSG Report (for May-July 2003 only)
10. Health Advisors Individuals Reports (for May-July 2003 only)
11. Education Advisors Individual Reports (for May-July 2003 only)

Summary Table TAACS III

H/E	Advisor	Location	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	7-Dec-98	n/a	6-Dec-04	
E	Allen, Pamela	Ghana	3-Sep-02	n/a	2-Sep-04	
H	Allman, James	Madagascar	1-Oct-94	1-Oct-98	31-Mar-01	Complete
H	Allman, James	Cote D'Ivoire/Regional	1-Apr-01	n/a	31-Mar-03	Complete
H	Altaf, Samia	Pakistan	28-Jan-03	n/a	27-Jan-05	
E	Alvarez, Benjamin	EGAT/HCD	13-Nov-01	n/a	12-Nov-03	
H	Bacheller, Susan	LAC/RSD-PHN	26-Jun-01	n/a	3-Nov-02	Complete
H	Bacheller, Susan	GH/HIDN/ID	4-Nov-02	n/a	3-Nov-04	
H	Barker, Brad	Senegal	5-Sep-01	n/a	4-Sep-05	
H	Bateman, O. Masee	India	22-Jan-02	n/a	21-Jan-04	
E	Bruns, David	Uganda	15-Aug-01	n/a	14-Aug-05	
H	Cavanaugh, Karen	LAC/RSD-PHN	8-Sep-97	8-Jan-99	9-Apr-00	Complete
H	Cavanaugh, Karen	GH/HN	10-Apr-00	n/a	9-Aug-02	Complete
H	Clary, Timothy	Ukraine	11-Jul-03	n/a	10-Jul-05	
H	Clements, Andrew	ANE/SPOTS	1-Aug-01	n/a	31-Jul-05	
H	Cook, Gary	ANE/SPOTS	2-Aug-99	n/a	1-Aug-05	
H	Davis, Cornelia	REDSO/ESA	26-Sep-02	n/a	25-Sep-04	
H	Dixon, Roger	LAC/RSD-PHN	17-Jul-00	n/a	30-Sep-02	Complete
E	Dykstra, Anne	EGAT/WID	5-Feb-01	n/a	5-Feb-03	Complete
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	1-May-99	n/a	3-Aug-03	Complete
H	Friedman, Matthew	Thailand	4-Aug-03	n/a	3-Aug-05	
E	Gagne, Bernard	Benin	19-May-00	n/a	2-Aug-00	Complete
H	Getson, Alan	GH/OHA	1-Oct-96	1-Oct-99	31-Dec-02	Complete
H	Gibb, Dale	GH/HIDN	29-Jul-91	1-Mar-01	31-Jan-05	
H	Griffin, James	GH/PRH/SDI	19-Aug-02	n/a	18-Aug-04	
H	Halperin, Daniel	GH/OHA/TLR	31-Aug-01	n/a	30-Aug-03	
H	Halpert, Peter	Guinea	14-Jul-95	14-Jan-99	3-Dec-99	Complete
H	Harbison, Sarah	GH/PRH/RTU	1-Sep-96	1-Jan-01	31-Aug-05	
E	Hatch, John	EGAT/HCD	1-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-05	
H	Howard, Mildred	Egypt	28-Jan-01	n/a	27-Jan-05	
H	Jenkins, Carol	Cambodia/Regional	15-Oct-01	n/a	15-Jul-03	Complete
H	Jennings, Jerry	GH/OHA/TLR	11-Mar-02	n/a	10-Mar-04	
E	Kirby, Mitch	AFR/SD/HRD	1-Oct-01	n/a	9-Feb-03	Complete
H	Landry, Steve	GH/HN/Policy	1-Apr-96	31-Dec-98	2-Mar-00	Complete
H	Landry, Steve	GH/HIDN/MCH	3-Mar-00	n/a	18-Apr-03	Complete
H	Lans, Deborah	GH/HIDN/MCH	1-Jun-01	n/a	31-May-05	
H	Lazell, Kirk	Namibia	15-Sep-00	n/a	14-Sep-04	

Summary Table TAACS III

H/E	Advisor	Location	Start Date with CEDPA	Start on TAACS III	End of Contract	Comments
H	Lewing, Tara	GH/PRH	15-May-95	15-Jan-99	14-May-05	
E	Malloy, Ed	EGAT/HCD	1-Jun-99	n/a	31-May-05	
H	Marshall, Peg	LAC/RSD-PHN	4-Apr-03	n/a	3-Apr-05	
H	Meinke, Tim	GH/PBO/SPB	9-Jul-01	n/a	8-Jul-05	
H	Meites, Peggy	GH/FPS	11-Jul-03	n/a	10-Jul-05	
H	Milani, Tara	Russia	3-Jul-02	n/a	2-Jul-04	
H	Nolan, Nancy	Haiti	18-Sep-98	n/a	17-Sep-00	Complete
H	Norton, Maureen	GH/PRH/SDI	8-Sep-99	n/a	7-Sep-03	
H	Novak, John	GH/OHA/SPER	1-Nov-96	1-Nov-98	31-Oct-04	
H	Ogden, Elyn	GH/HIDN/MCH	2-Jan-97	2-Jan-99	31-Dec-04	
H	O'Rourke, Shelagh	Nigeria	24-Sep-01	n/a	23-Sep-05	
H	Pressman, Willa	GH/POP/FPS	8-Feb-99	n/a	4-Oct-02	Complete
H	Quain, Estelle	GH/OHA	1-Sep-99	n/a	6-Aug-02	Complete
E	Rambaud, Marylee	EGAT/WID	4-Jan-99	n/a	14-Jan-00	Complete
E	Range, Elizabeth	EGAT/HCD	4-Jun-01	n/a	11-Jul-03	Complete
E	Roziewski, Danielle	Nicaragua	1-Sep-99	n/a	30-Sep-02	Complete
H	Scholl, Ed	Guatemala	10-Jun-98	1-Mar-01	9-Jun-03	Complete
H	Seligman, Barbara	GH/PRH/PEC	10-Jul-00	n/a	9-Jul-04	
H	Shelley, Karen	Zambia	7-Jun-99	n/a	6-Jun-04	
H	Sonnichsen, Cheryl	Kenya	20-Nov-00	n/a	19-Nov-04	
H	Sow, Barbara	Senegal	1-Feb-99	n/a	8-Jul-01	Complete
H	Sow, Barbara	Rwanda	9-Jul-01	n/a	8-Jul-04	
H	Stanton, Mary Ellen	GH/HIDN/MCH	1-Jul-99	n/a	30-Jun-05	
H	Stephenson, Patricia	GH/HN/NMH	1-Nov-00	n/a	31-Oct-04	
H	Stewart, Lindsay	LAC/RSD-PHN	3-Feb-03	n/a	2-Feb-05	
H	Stout, Isabel	Guatemala	6-Jul-03	n/a	5-Jul-05	
E	Taylor, Melinda	Nigeria	23-Apr-01	n/a	30-Jun-05	
H	Terrell, Stanley	Guatemala/Regional	26-Jan-96	1-Oct-99	30-Jun-04	
H	Thompson, Catherine	Nepal	1-May-99	n/a	30-Jun-03	Complete
H	Thompson, Catherine	GH/RCS	1-Jul-03	n/a	30-Jun-05	
H	Timberlake, Janis	Tanzania	26-Aug-96	26-Apr-99	25-Aug-04	
H	Timyan, Judith	Haiti	31-Aug-01	n/a	15-Nov-02	Complete
H	Trostle, Murray	GH/HIDN/MCH	18-Aug-99	n/a	17-Aug-03	
H	Wainwright, Emily	GH/HIDN/ID	15-Oct-01	n/a	14-Oct-03	
E	Ward-Brent, Michelle	Egypt	29-Aug-99	n/a	28-Aug-05	
E	Warren, Marion	Haiti	1-Sep-99	n/a	31-Aug-02	Complete
H	Wilson, Melinda	South Africa	11-Jun-01	n/a	10-Jun-05	
H	Wright, Susan	Morocco (GH/PRH/FPS)	3-Oct-98	n/a	2-Oct-04	

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Summary Table TAAcS/IV

H/E	Advisor	Location	Start Date with CEDPA	End of Contract	Comments
H	Allman, James	Tanzania	1-Apr-03	31-Mar-05	
H	Bornbusch, Alan	GH/PRH/CSL	16-Dec-02	15-Dec-04	
H	Cunningham, Amy	Uganda	17-Apr-03	16-Apr-05	
E	Eyango, Vijigha	ANE	22-Jan-03	21-Jan-05	
H	Kerrigan, Monica	Indonesia	10-May-02	9-May-04	
E	Kirby, Mitch	REDSO/ESA	10-Feb-03	9-Feb-05	
H	Lowenthal, Nancy	GH/OHA	5-May-03	4-May-05	
H	Quain, Estelle	GH/OHA	7-Aug-02	6-Aug-04	
H	Sow, Christine	Mali	1-Apr-03	31-Mar-05	

Guidance Regarding Position Transfers within the TAACS Program

Purpose

Alongside the growth of the health/population and education programs in USAID, the TAACS program has grown rapidly in recent years. . As a consequence there are now a fairly substantial number of TAACS working in USAID, many of whom have worked there for several years. Given these developments, coupled with a shift in program and regional/country priorities, it is not surprising that CEDPA has begun to see an increase in the movement of TAACS between assignments. This policy guidance is designed to provide relevant advice to TAACS and to TAACS supervisors, current or prospective, as to both broad program expectations and the likely treatment by CEDPA and USAID of individual transfer cases, specifically including salary and benefit expectations.

General Policy

TAACS are CEDPA employees and are hired for specific assignments within USAID and for a specific (two-year) initial duration, often with one or more renewals of a further two-year period. USAID and CEDPA share the objective of insuring the highest possible utilization and productivity of the skills and talents represented by this group both individually and collectively. One practice for enhancing this objective is to reinforce the policy that individual TAACS are expected to stay in their post of assignment for at least their full contracted duration, and often for extended periods. This policy and practice recognizes that it usually takes an extended learning period for an employee to reach maximum effectiveness. It also acknowledges that, particularly with overseas assignments, substantial investments may have been made with USAID funds to establish the TAACS in that specific place.

It is also recognized, however, that the above policy may not always be in either USAID's or TAACS' best interests. Transfers can be of an involuntary or a voluntary nature. Involuntary transfers are defined as having been triggered by factors outside of the control or influence of the individual TAACS. These may include transfers initially triggered by a country emergency which necessitates the evacuation of some or all of the staff working on the USAID program; other causes of involuntary transfers may include a particularly significant and fast occurring program shift or a reorganization that alters work assignments among or between different Bureaus, Offices, or Missions. In such cases the TAACS program backstopping staff both in CEDPA and USAID will seek to facilitate a placement that uses their talents. It is understood in all such cases, however, that (a) there are no guarantees of ongoing employment (the TAACS program is not "career-oriented"), and that (b) as a general matter, the affected TAACS will be expected to undergo the normal competitive process for any new position.

On the other hand, voluntary transfers -the focus of this guidance message- take place at the initiation of the individual TAACS. Such transfers will always take place on the basis of the prescribed competitive process, and should normally occur at, or within two months of the end of the agreed contractual period. (The CEDPA TAACS staff which undertakes the recruitment process for new positions will flag for special discussion with USAID management any transfer application from a current TAACS which would

involve a deviation from this timetable were the applicant to be successful.) Moreover, under most circumstances the TAACS seeking a change of assignment should have discussed this interest and intent with their current supervisor. This discussion should occur in the context of the annual performance review, but just as plausibly, whenever the nature of the current assignment alters, or the changing career objectives or lifestyle needs of the TAACS may dictate. (Note that it may take as long as six months to re-fill an overseas TAACS post so such situations dictate an especially early timetable). Good human resource planning suggests there should be few surprises.

Salary and Benefit Considerations

If a TAACS is successful in competing for an alternative assignment, the issue of salary adjustment may arise. The fundamental, governing factor in such cases is the fact that by dint of longstanding contractual agreements with USAID, for purposes of salary determination a "rank/salary in person" basis (much like the Foreign Service) is utilized rather than a "rank/salary in position" basis (like General Service positions). Thus, for example, the fact that the new position may have previously been advertised (illustratively) for a GS -15 incumbent, or occupied by an FS-I, or even a higher paid TAACS, is irrelevant. (It is also for this reason that when TAACS assignments are advertised there is no salary level announced, and that USAID hiring managers are not authorized to discuss salary in the process of selection). In a word, the strong presumption in the case of transfers is that there will be no alteration in salary, either up or down, at the time of transfer; transfers are "salary neutral."

Similarly, to anticipate the expected queries, the following guidance may be helpful: there is no special consideration given to the fact that TAACS moving from overseas stations to USAID/Washington will lose out on the often generous allowances they may have previously received; nor will they receive any DC locality pay. The rare individual TAACS working in a USAID Mission and who is approved for transfer before completing his/her contracted period of duty should also be aware of possible negative impacts on Home Leave and R&R policies that would have otherwise pertained. TAACS who transfer also are reminded that a new six-month probation period commences at the start of any new assignment, but that the benefits they may have accrued as a prior CEDPA employee (e.g.; leave; pension plan) are retained as long as there is no break in service.

It may yet be argued, however, that the new TAACS assignment is significantly more complex and responsible (e.g.; wider technical or geographic scope; more demanding representational responsibilities; purveyors of breaking-edge science or practice; larger budgets and scope of supervision; etc.) than the previous assignment and thus warrants an increase in pay. If the CTO of the TAACS program is prepared to assert in writing that this is the case and to support a corresponding salary increase, an exception to the above policy can be made. CEDPA personnel policy, governing in this case, is prepared to acknowledge "promotions" up to a level of 10 percent. Note in this regard that the amount of any regular, annual merit based salary increase from CEDPA based on a performance evaluation will not be considered in this promotion equation. Any such

salary increase is considered earned on the basis of prior work performance, irrespective of future assignment, and shall become effective as of the TAACS anniversary date.

CEDPA and USAID management will be further guided in making decisions to whether and how much of any promotion by reference to the following additional factors:

- The point at which the individual TAACS is in his/her current assignment at the time of proposed transfer (e.g.; if the TAACS sees through his/her full agreed contract period then the change in scope of duties noted above would govern, whereas if the TAACS has sought a new position well before the completion of an agreed assignment period, this would have a substantial downward effect);
- The amount and timing of salary increases in the recent past; e.g., if a TAACS salary history were to indicate one or more particularly large increases upon or just before becoming a TAACS, this could have a depressing effect on the size of any increase; and
- Although this pertains to very few TAACS, no TAACS salary, whether for transfer/promotion or annual increase is permitted to exceed the current statutory maximum (ES 6 equivalent).

Performance Evaluations

We want to share with TAACS and their supervisors our observations borne of experience over the last several months in receiving and reviewing Performance Appraisals, as well as some small changes in the way we implement this facet of our personnel relationship.

Content and Quality

Performance appraisals (Pas) submitted by TAACS supervisors over recent months continue to vary widely in terms of their thoroughness, insightfulness, and candor. Some are excellent; a few are perfunctory; most huddle around the mid-range. Those on which more time and care have been taken obviously capitalize on the opportunity to reinforce strong behaviors; they also call attention to job-related skills, knowledge, and attitudes that may need more attention and enhancement, including possible training. In these cases, it is usually fair to assume that both work output and working relationships profit from this extra care. Careful PAs also make it easier for CEDPA to make discriminating judgments in establishing annual salary adjustments.

In the weaker cases, on the other hand, the principal shortcomings we noticed include:

- the overall ratings tend to cluster at the end that reads "walks on water;" those evaluations that are more constructively critical are more likely to foster long term enhancement of performance (Not that we don't share the belief that overall this group "leads the curve").
- there is often not sufficient written evidence to support and justify the high "markings;" the narrative statements are often sparse, and in the worst cases are little more than activity descriptions without analysis or qualitative judgment. (Unfortunately, this is also often true of the TAACS own statement of performance that is either at the beginning of the evaluation or included as an attachment).
- only infrequently do we see a rendition of specific objectives and outputs over the next rating period that demonstrates both collaborative planning between TAACS and supervisor as well as a solid basis for subsequent performance accountability.
- even less frequently do we see recommendations with respect to formal training or other forms of skill enhancement.

Hopefully, in the future all TAACS and supervisors will put in the extra effort and these appraisals will prove more useful for all concerned. Both individual TAACS and their supervisors may have noticed over recent months that in my own summary comments on the PA I usually make reference to the quality of the relationship between the TAACS and our own backstop office here at CEDPA. This notation is derived from our collective experience over the preceding months with respect to such things as the timeliness, completeness, and accuracy of both pre and post travel documentation, the quality and timeliness of quarterly reports, and the general responsiveness and mutual respect that characterize the relationship. In most cases, we are happy to report that these

relationships are quite positive, not necessarily uncritical, but at least constructive and courteous.

All TAACS should understand that while annual salary increases awarded by CEDPA are based predominantly on the ratings by the USAID supervisor, the percentage increase may be tweaked up or down based on two factors noted in paragraphs above: the quality of the written justification; and the quality of the working relationship as perceived by this office.

Timing

All TAACS are reminded of the need to prepare for their PA session some two months in advance of their anniversary date as a TAACS, and then three additional times up to that date. Supervisors receive the first and last of these reminders as well. We usually then provide about a month before starting to send additional reminders. We are pleased to report that at least half of all TAACS and their supervisors manage to complete and submit the evaluations by that time. Most of the balance come within a few weeks after that and we are grateful since we know that travel and vacation schedules, not to mention frantic work schedules and changing supervisors, can slow this process down, particularly for those of you overseas. However, despite continued reminders there are always a few that continue to drag on. We are therefore instituting the policy of providing a maximum three-month grace period for their receipt. After that point, TAACS will forfeit the retroactivity of their annual merit increase.

Probation

The TAACS Director will be informally contacting both TAACS and their supervisors within the weeks before the completion of their first six months as a TAACS to get a better sense of how things are going and to anticipate and provide aid in any transition difficulties that may otherwise be revealed in the first formal PA. Supervisors are also now being asked in that process to explicitly recommend for or against removal from probationary status.

We thank you for your understanding of and responsiveness to these observations and changes; nobody loves making out performance appraisals, but we all know how important they are to effective program management. Any TAACS or supervisor wishing to explore these matters further, either as a general matter or a specific case, should write or call Bob Chase. Moreover, we invite your suggestions for further changes in the form, timing, or implementation of the performance appraisal system. While these are largely dictated by consistency with overall CEDPA practices, as you can see from the above, some accommodations are always possible.

EVALUATION OF TAACS TRAINING COURSE October 21-25, 2002

I. Background

The October 21-25 course – Essential Training for PHN and Education Technical Officers – provided training for 27 participants consisting of four TAACS, nine Fellows, one Foreign Service National (FSN), two US Direct Hires, four Contract Employees, four CASUs, two New Entry Professionals (NEPs), and one USAID-JICA Exchange Fellow. Two-three other technical personnel "dropped in" to attend two-three discrete sessions of the course. All but one of the participants were PHN technical officers. The exception was one Education TAACS. An unusually small portion of the participants served in overseas missions, although two others were preparing for eventual overseas assignments.

The course ran smoothly with no logistical problems. The announcement of the course and participant selection were carried out on a timely basis. Participant attendance of course sessions was exceptionally good, with 20-25 participants attending all sessions, including the Friday sessions. Two participants, however, did not attend 20-40 percent of the course sessions.

The speakers for the course were chosen based on their past performance and their past participant evaluations. Two of the intended speakers could not carry out their speaking obligations due to last minute problems (Gary Cook due to a serious fall two days before his Monday presentation, and Jeff Malick due to a death in his family). In both cases, course facilitator John Pielemeier substituted for these presenters, and conducted these sessions using some materials provided by the absent speakers.

This course evaluation is based upon: (a) participant evaluation forms completed by 23 participants; (b) comments provided by participants during the "wrap up" session at the end of the course; and (c) the evaluation by the course facilitator. The participant evaluation form requested participants to provide rankings (from 1-10) on the *Content* and on the *Speaker Effectiveness* for each presentation. Additional detailed comments on both content and speaker effectiveness were also encouraged.

II. Evaluation Results

The overall program ranking for the course is provided in response to the last question on the evaluation form: "Please rate the overall usefulness of the training course in preparing you for the work you are going to be doing (or in assisting you with the work that you are currently doing)." The course score was 9.09, possibly the best overall rating for the course during the past seven years. 14 of 23 participants rating the course a "10" and 75 percent rating the course either a "9" or "10." The low score was one "6" provided by the lone Education participant. Four participants rated the course at "7." Of these, at least three seem to be very recent newcomers to USAID and they provided almost no substantive comments on the remainder of the evaluation form. The fourth wrote several times that the course seemed to assume (incorrectly, she felt) that technical officers would have to spend most of their time as administrative and financial managers, rather than using their technical skills.

Comments by several participants during the wrap up sessions compared this TAACS course favorably to other USAID training courses they had attended (namely, the NEP course and the CTO course). Typical comments included "I feel so much better prepared to work with USAID;" "The course was excellent, with excellent pre-preparation, keeping sessions on schedule, with clear materials, excellent logistics support and good food;" and "I will highly recommend you to my colleagues." The major criticism voiced by several participants was that the course was too didactic and should incorporate a greater mix of "problem-solving" and "hands-on" teaching methodologies.

Most of the participants completed Part II of the evaluation form and had some suggestions on ways to improve the overall course. These comments are summarized below in relation to (a) Course curriculum and structure; (b) Training methodology; (c) Speakers; (d) Logistics; (e) the course binder; and (f) the course participants. The evaluation rating scores for each individual presentation are found in the annex to this report.

- a. **Course curriculum and structure:** Most participants were very pleased with the course curriculum. Almost two-thirds of respondents (14 of 23) did not identify any subject areas that should receive less attention. Similarly, no subject area was singled out as an area that should receive a great deal more attention. The course mix, therefore, seems to be about right from the participant perspective. Several participants praised the "Icebreaker" session and encouraged CEDPA to include more "white time" in the course so participants could learn informally from each other. A few complemented the availability of the course facilitator each morning between 8:30 and 9:00 when "I could ask questions I didn't want to raise before the full class" and the course facilitator filled in lacunae or reinforced points in the prior day's presentations. Participants found some unnecessary repetition in discussion of the budget cycle and the congressional cycle; one usefully recommended that the budget session occur prior to the group's visit to Capitol Hill.

Comments on specific sessions showed an ambivalence regarding the procurement session. Four participants indicated that it was the most useful session, while 3 others felt it had been allocated too much time in the schedule (a full morning). Some participants suggested that the "Meetings, Bloody Meetings" video, shown in an optional session, be extended into a full session with greater discussion of the video's key points in relation to USAID. The only major timing problem identified was the time available to the WID presenter late Monday afternoon. Her time was sharply reduced due to the prior session going beyond schedule and the 4:30 timing of the reception. The course facilitator takes full responsibility for this problem.

Most participants felt that the amount of material covered in the week-long course was "a lot, but worth it" or "great, just right." Many felt that the sessions were interesting and effective and that enough time was provided by speakers for Q&A. Negative comments about the stress of the week-long course were less numerous than in previous course evaluations.

- b. **Training methodology:** This topic generated the largest number of participant comments. Most participants felt that the course methodology mix was relatively good, but focused too heavily on didactic, lecture-type presentations. Although most presenters encouraged questions during these presentations, back-to-back lecture-type presentations (on Monday); or longer lecture type presentations (procurement) were criticized. Most, but not all participants encouraged more "hands on", "case study" or "problem-solving" teaching techniques within the course mix. Some, however, clearly stated that they would NOT prefer more "case study" or "small group" sessions, so views on this subject are far from unanimous. Several participants cited the Pielemeier/Freeman "Problems of Implementation" session as a model for other sessions and encouraged that these sessions be structured around a set of "real-life problems" to be "solved." Finally, several participants said they valued the panel approach used during several lunch hours.

The above comments were also reflected in the overall scores given for each session in this course: the highest scores were given by participants to three non-lecture sessions: (1) the visit to Capitol Hill, (2) informal Q&A with a senior USAID official, and (3) the Problems of Implementation problem solving session.

- c. **Speakers:** Most participants were pleased with the experience, knowledge and frankness of the USAID speakers who volunteered to help with this course. They also valued the opportunity to meet with these senior officers and to learn how the speakers might be contacted in the future. A few general comments regarding the speakers included:
- Teach the speakers to do "energizing" activities or at a minimum to give the participants a chance to stand up and stretch periodically.
 - Consider a session where current TAACS and current Fellows would talk to their respective participant cohorts and explain practical issues they had confronted during their initial year as a TAACS or Fellow; and
 - Attempt to find time to provide training/presentation skills to some poorly ranked speakers (e.g., Tom Leonhardt's two hour "tips for trainers" workshop given last year).
- d. **Logistics:** The comments on course logistics were overwhelmingly positive. Heather Staley, Susan Masse and Emily Taylor-Norris were highly praised for their hard work and helpful support. Participants applauded the course facilitator for keeping the course on schedule and felt it was very well organized. Several thanked CEDPA for adequate availability of telephones, computers and Internet access during the course. The only negative logistic comments were that (1) the chairs are much too hard for a five day course of this nature and (2) some of the handouts were hard to read (e.g., too gray). CEDPA is happy to report that all of the chairs in the training room were replaced with new, more cushioned ones in November 2002.

- e. **The Course Binder:** Many speakers made greater reference to items in the binder than in past courses; and more presentation materials were provided by speakers in time for inclusion in the binder. Nevertheless, several participants would have liked the speakers or course facilitator to link each presentation to binder materials at the beginning of each session. Other suggestions for the binder included:
- Review the binder contents more thoroughly on Day 1;
 - Place labels on binder dividers to indicate the session name;
 - Link the organization of the binder materials for the Implementation Tools session to the speaker's presentation;
 - Improve the quality of some PowerPoint presentations (especially the Procurement PowerPoint presentation which was confusing and had misspellings);
 - Materials in the binder should be more "self-explanatory" (e.g., with clear headings to indicate their purpose in the binder and their possible use once the course is over); and
 - Provide a list of often-used USAID acronyms.
- f. **The course participants:** Several participants remarked on the wide diversity of prior experience and knowledge among the 27 participants. It was suggested that a "pre-test" be given to ensure that all participants had a minimum level of experience to benefit from the course. Others encouraged USAID and CEDPA to include more field staff and FSNs to make the course better known in overseas missions. Most participants were very pleased to meet new colleagues and valued their opportunity to learn from more experienced officers or to become aware of how a different region or bureau might address a problem common to all.

The one Education technical officer felt that much of the course content had no or marginal relevance to her work. She also suggested (correctly) that health officers should be more exposed to USAID education strategies and priorities and that the training course try to breakdown the barriers between the two technical sectors. (n.b. Because this officer applied to the course only in the final week before the course, CEDPA had not anticipated the need to include more education speakers and education examples in the course curriculum).

III. Key Issues for the Future

a. **The number of training courses per year:**

Currently, CEDPA conducts two courses per year at very little cost to USAID. Demand for this course could be easily expanded beyond its primary audience of TAACS and fellows. The course would be appropriate for new health FSNs and PSCs or the course could simply be made mandatory for "all PHN officers" at very little additional cost to USAID.

b. **Selection of participants for the training course:**

Ideally a minimum level of USAID experience and knowledge should be used to for participant selection. Past course evaluations demonstrate that technical officers benefit significantly more from the course if they have a minimum of three months of USAID work experience prior to attending the course. As the evaluations for this course indicate, new hires and Pal-Tech contract personnel are less ready to benefit from the course than other PHN officers.

c. **Education Officers:**

USAID may want to consider a separate course for Education TAACS, PSCs and FSNs: As the USAID education sector grows, a course designed specifically for that sector should be considered. Speakers and binder materials could be tailored to the specific needs of the education officers. Mixing health and education speakers and materials dilutes the course impact for both types of technical personnel.

d. **Training methodology:**

The current course structure receives very positive comments in participant evaluations. Nevertheless, a less didactic approach might provide better long-term learning results. Restructuring the course in this direction cannot be done without significant time devoted to curriculum development and the training of speakers to use a more interactive training methodology. The key issue is whether USAID is willing to invest the resources for CEDPA to develop this training methodology for future courses and to work with speakers to ensure its proper use in course presentations.

e. **Training for marginal presenters:**

This evaluation and the previous course evaluation (January 2002) identified many of the same speakers as those who either need to improve their speaking/presenting skills or need to be replaced. Last year, CEDPA was able to provide a very modest level of training (2 hours) for presenters who volunteered to attend the training session. Tom Leonhardt, a highly regarded trainer, provided this session.

A more responsible approach would be for USAID to provide CEDPA with specific funding to organize a coherent, cohesive set of speaker training interventions so that each marginal speaker is given individual attention in improving his/her skills. The very noticeable improvement of the quality of the Field Support session is an example. The presenters made changes in their presentation style and presentation content after receiving advice from Mr. Leonhardt and the course facilitator. This session, which teaches very practical skills, is now consistently rated by participants as one of the best course sessions.

EVALUATION OF THE TAACS TRAINING COURSE April 7-11, 2003

I. Background

The April 7-11, 2003 course – Essential Training for PHN and Education Technical Officers – provided training for a record number of 31 participants. They consisted of five TAACS, seven New Entry Professionals (NEPs), twelve Fellows, two CASUs, three Contract Employees (Pal-Tech) and two CEDPA TAACS staff. Several other technical personnel, including several previous course participants "dropped in" to attend two-three discrete sessions of the course. All of the participants were PHN technical officers, with no education technical officers nominated for this class. Travel restrictions related to the war with Iraq reduced the number of participants serving in overseas missions to only three (India, Pakistan and Eritrea).

Once again, the course ran on schedule with no logistical problems (one participant described the course as "beautifully smooth training"). The announcement of the course and participant selection were carried out on a timely basis. Demand for the course was very high and not all training requests could be accommodated even after 2-3 participant cancellations due to travel restrictions.

Participant attendance of course sessions was generally good, with at least 20-25 participants attending all sessions. About half of the NEPS attended the full course and half attended sporadically, avoiding sessions that they had previously covered in their initial NEP training.

The speakers for the course were once again chosen based on their past performance as assessed by previous participant evaluations and by the course facilitator.

This course evaluation is based upon: (a) participant evaluation forms completed by 22 participants; (b) comments provided by participants during the "wrap up" session at the end of the course; and (c) the evaluation by the course facilitator. The participant evaluation form requested participants to provide rankings (from 1-10) on the *Content* and on the *Speaker Effectiveness* for each presentation. Additional detailed comments on both content and speaker effectiveness were also encouraged.

II. Evaluation Results

The overall program ranking for the course is provided in response to the last question on the evaluation form: "Please rate the overall usefulness of the training course in preparing you for the work you are going to be doing (or in assisting you with the work that you are currently doing)." The course score was 8.57, which is an "average" grade for the 12 courses that CEDPA has conducted since 1995. Half of the participants ranked the course as either a "9" or "10." All but three participants gave the course a grade of "8" or higher.

The vast majority of comments made by participants at the wrap-up session and in the evaluation form were very positive and quite similar to previous course comments. They included: "I

learned tons;" "I feel much more competent and able;" "the course demystified AID for me;" "a great experience;" "the course and materials presented provide an excellent and concise briefing for our work;" "I learned what I expected and what I was told I would be taught."

Some compared this TAACS course favorably to other USAID training courses they had attended (namely, the NEP course).

Most of the participants completed Part II of the evaluation form and had some suggestions on ways to improve the overall course. These comments are summarized below in relation to (a) course curriculum and structure; (b) training methodology; (c) speakers; (d) logistics; (e) the course binder; and (f) the course participants.

- a. **Course curriculum and structure:** Most participants were very pleased with the course curriculum and no major changes were suggested. Approximately one-third of respondents (7 of 22) did not identify any subject areas that should receive less attention. Four participants singled out Financial Management to receive more attention. A few participants suggested less course emphasis on implementation tools and implementation problem solving. 18 participants said that the amount of information presented was either "fine" or "heavy, but manageable."

Several steps had been taken to respond to comments from the previous course:

- The repetition identified on discussion of the budget cycle and the congressional cycle was successfully eliminated. Also the "View from the Hill" session was rescheduled after the participants had attended the budget modules.
- A "boring" first day of largely didactic presentations on USAID's structure and functions was replaced by a single interactive session with very strong speakers.
- All speakers were encouraged to use more interactive training techniques as part of their presentations; and many did so.
- One promising speaker, evaluated negatively after the previous course, received special tutoring on presentation techniques.

Several participants indicated that they appreciated the constant availability of the course facilitator to augment the content of sessions, provide relevant "pearls" to illustrate key points, demonstrate the linkage between concepts introduced in separate sessions and clarify difficult concepts. In addition, they indicated appreciation for his "follow-up/Q&A" sessions early each morning before the formal course began.

- a. **Training methodology:** Most participants felt that the course methodology mix was "fine" (8) or "good" (5), a significant improvement over the past course. CEDPA's efforts to encourage speakers to use more interactive techniques bore fruit. Major small group or interactive exercises were included, at least once, in each of the five days of the program.

The above comments were also reflected in the overall scores given for each session in this course. As in the past, two non-lecture sessions received the highest scores for the

week: (1) the visit to Capitol Hill and (2) informal Q&A with a senior USAID official. At the same time, however, these very interactive sessions were NOT rated among the "most useful" training sessions, which were Procurement, Financial Management, Budget and Strategic Planning.

- c. **Speakers:** Most participants were pleased with the experience, knowledge and frankness of the USAID speakers who volunteered to help with this course and they realized the "speakers have been vetted." Several participants noted the value of meeting these senior officers and learning how the speakers might be contacted in the future. A few general comments regarding the speakers included:
- Use timelines to explain processes.
 - Try to use more "health-specific" examples in presentations and provide "Bureau for Global Health" models or documents as illustrations.

As noted earlier, the positive benefits of a few hours of "one-to-one" speaker coaching were once again borne out by the major improvements in the Procurement presentation where a previously marginal speaker was assessed as "by far the best presenter in the course so far," "superb," "very clear presentation and slides."

- d. **Logistics:** The comments on course logistics were overwhelmingly positive. CEDPA TAACS staffers, Carmelia Macfoy and Susan Masse, were highly praised for their hard work, helpful support and "great attention to detail." CEDPA chose not to hire a "temp" to support this course. This put more pressure on Carmelia, Susan and other TAACS staff who helped as needed (Jen Bonetti, Helen Farinella, Bob Chase), but the cost savings were appropriate.

Participants congratulated the course facilitator for "excellent time management," keeping each session on or close to schedule, and ending the day by 4:30 pm. A few participants voiced complaints calling for more "work-free lunches" and a training site closer to a metro. Several thanked CEDPA for adequate availability of telephones, computers and Internet access during the course. CEDPA's new chairs and flexible overhead lighting made the class setting more comfortable than in past courses.

- e. **The Course Binder:** CEDPA made a special effort to provide a much more concise, "minimalist" binder for this course. Participants were encouraged to find the course materials and models on the TAACS technical website, including what was provided in the course binder.

Almost all participants thought that the binder was "excellent" (8) or "fine" (5). Suggestions for improvements of the binder included ensuring that PowerPoint copies and handouts are (a) not cluttered- with no more than 3 slides per page; (b) consistently white, without gray shading; and (c) have room for the participant to write notes.

In addition, one participant urged CEDPA to provide the Technical Website materials to each participant (and especially to overseas participants) on a CD-ROM for easy access.

- e. **The course participants:** Several participants remarked on the wide diversity of prior experience and knowledge among the 31 participants. It was evident that several "newcomers" to USAID had major difficulties in absorbing course content; while those participants with as little as three months of USAID experience could be fully engaged in the substance of the course. Several suggested that a "pre-test" be given to ensure that all participants had a minimum level of experience to benefit from the course. They encouraged CEDPA and USAID to be strict in limiting the course to individuals who had a minimum of 2-3 months of prior USAID experience. Prior experience with development work is also a valuable prerequisite for the course.

Some participants encouraged USAID and CEDPA to include more USAID field staff and FSNs among the course participants and to make special efforts to advertise the course to USAID missions. Some suggested a longer-time horizon for advertising the course. Most participants said they learned a great deal from their new participant colleagues and valued their opportunity to learn from more experienced officers or to become aware of how a different region or bureau might address a problem common to all.

Both of the two most experienced participants (4-8 years in USAID in various capacities) told the course facilitator that they were surprised that they found the course to be very relevant and useful to them. Both said they would highly recommend it to their more senior non-direct hire peers.

III. Key Issues for the Future

- a. **The number of training courses per year** (*repeated issue from the last training course evaluation*):

Currently, CEDPA conducts two courses per year at very little cost to USAID. Demand for this course could be easily expanded beyond its primary audience of TAACS and fellows. The course also would be appropriate for new health FSNs and PSCs as well as non-direct hires.

- b. **Selection of participants for the training course** (*repeated issue from the last training course evaluation*):

Ideally a minimum level of USAID experience and knowledge (some development experience) should be used as strict participant selection criteria. Past course evaluations demonstrate that technical officers benefit significantly more from the course if they have a minimum of three months of USAID work experience prior to attending the course.

- d. **Training methodology:**

One major participant recommendation was to consider establishing a single programmatic thread that would be used for practical group work and used in examples throughout the week. One, or ideally, two health-specific Strategic Objectives (one for BGH, the second for field missions) would be followed from the point of initiation through activity implementation and evaluation. Restructuring the course in this direction would require a block of time for curriculum design and a second block of time to train speakers on how to best use the new materials. The key issue is whether USAID is willing to invest the resources for CEDPA to develop this training methodology for future courses.

CEDPA also feels that the participants, and the course itself, would benefit if a modest amount of pre-course materials were made 'required reading' before attending the course. This would ensure that each participant would have a baseline familiarity with key issues, concepts and structures.

- e. **Training for marginal presenters** (*repeated issue from the last training course evaluation*):

Each evaluation identifies speakers who either need to improve their speaking/presenting skills or need to be replaced. Prior to the two previous courses, CEDPA was able to provide a very modest level of training (2 hours) for presenters who volunteered to attend a two-hour training session. A highly regarded trainer led this session at highly reduced cost to CEDPA.

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

August 1998 - July 2003

Advisor	Start Date	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Jul-03	Annual Total	Project Total
Wright	10/03/98	0.875	0.805	0.753	0.508	0.263	0.488	0.777	0.875	0.788	0.842	0.817		7.79	2.80
Novak	11/01/98	0.613	0.805	0.831	0.674	0.875	0.671	0.788	0.760	0.700	0.875	0.596		8.19	2.70
Adams	12/07/98	0.796	0.831	0.788	0.683	0.875	0.685	0.788	0.875	0.831	0.875	0.788		8.81	2.70
Ogden	01/02/99	0.551	0.831	0.831	0.814	0.875	0.773	0.788	0.876	0.875	0.875	0.831		8.92	2.70
Lewing	01/15/99	0.604	0.753	0.700	0.796	0.735	0.613	0.744	0.662	0.809	0.788	0.705		7.91	2.70
Hayman	01/24/99	0.875	0.744	0.875	0.700	0.875	0.773	0.831	0.875	0.875	0.722	0.831		8.98	2.70
Sow	03/01/99	0.438	0.875	0.788	0.814	0.788	0.627	0.831	0.875	0.831	0.788	0.831		8.48	2.70
Timberlake	04/25/99	0.088	0.831	0.875	0.805	0.700	0.525	0.831	0.875	0.738	0.583	0.831		7.66	2.70
Friedman	05/01/99	0.874	0.744	0.744	0.805	0.613	0.656	0.744	0.875	0.744	0.831	0.831		8.46	2.70
Thompson	05/01/99	0.656	0.726	0.543	0.849	0.875	0.722	0.788	0.656	0.569	0.875	0.831		8.09	2.70
Malloy	06/01/99	0.700	0.656	0.700	0.700	0.700	0.656	0.350	0.700	0.700	0.700	0.700		7.26	2.70
Shelley	06/07/99	0.438	0.788	0.831	0.700	0.875	0.668	0.831	0.831	0.744	0.788	0.678		8.17	2.70
Stanton	06/30/99	0.875	0.831	0.543	0.814	0.875	0.740	0.831	0.875	0.831	0.640	0.875		8.73	2.70
Cook	08/02/99	0.875	0.691	0.788	0.805	0.875	0.656	0.744	0.782	0.875	0.831	0.831		8.75	2.70
Trostle	08/18/99	0.831	0.875	0.831	0.525	0.788	0.773	0.788	0.831	0.831	0.875	0.788		8.74	2.70
Fox	08/19/99	0.656	0.831	0.656	0.814	0.788	0.648	0.788	0.831	0.831	0.831	0.788		8.46	2.70
Ward Brent	08/29/99	0.700	0.770	0.788	0.770	0.788	0.598	0.744	0.831	0.809	0.815	0.770		8.38	2.70
Harblson	09/01/99	0.875	0.831	0.831	0.788	0.788	0.656	0.788	0.875	0.875	0.788	0.700		8.79	2.70
Norton	09/08/99	0.788	0.595	0.831	0.683	0.875	0.671	0.788	0.875	0.875	0.858	0.864		8.70	2.70
Terrell	10/01/99	0.805	0.823	0.788	0.814	0.858	0.394	0.733	0.870	0.656	0.809	0.607		8.16	2.70
Hatch	01/01/00	0.875	0.788	0.831	0.525	0.875	0.638	0.350	0.875	0.875	0.853	0.768		8.25	2.70
Seligman	07/10/00	0.525	0.744	0.831	0.726	0.875	0.685	0.831	0.777	0.809	0.788	0.875		8.47	2.70
Lazell	09/15/00	0.858	0.875	0.831	0.814	0.875	0.715	0.831	0.875	0.831	0.744	0.788		9.04	2.70
Stephenson	11/01/00	0.823	0.814	0.831	0.788	0.875	0.493	0.782	0.394	0.831	0.875	0.831		8.34	2.70
Sonnichsen	11/20/00	0.875	0.691	0.831	0.770	0.735	0.744	0.831	0.875	0.864	0.875	0.788		8.88	2.70
Howard	01/28/01	0.919	0.831	0.438	0.814	0.350	0.584	0.656	0.875	0.875	0.525	0.793		7.66	2.70
Scholl	03/01/01	0.831	0.814	0.796	0.788	0.875	0.515	0.793	0.788	0.557	0.788	0.634		8.18	2.70
Gibb	03/01/01	0.805	0.263	0.831	0.761	0.525	0.744	0.804	0.875	0.826	0.788	0.831		8.05	2.70
Taylor	04/23/01	0.875	0.875	0.788	0.849	0.875	0.466	0.700	0.875	0.788	0.788	0.831		8.71	2.70
Lans	06/01/01	0.875	0.831	0.831	0.788	0.875	0.744	0.875	0.875	0.875	0.875	0.831		9.28	2.70
Range	06/04/01	0.788	0.656	0.831	0.709	0.866	0.759	0.678	0.875	0.875	0.788	0.656		8.48	2.70
Wilson	06/11/01	0.875	0.875	0.875	0.849	0.875	0.802	0.875	0.831	0.831	0.788	0.875		9.35	2.70
Bachelor	06/26/01	0.639	0.831	0.858	0.753	0.875	0.704	0.782	0.875	0.875	0.831	0.826		8.85	2.70
Meinke	07/09/01	0.875	0.735	0.735	0.770	0.875	0.773	0.788	0.831	0.831	0.837	0.831		8.88	2.70
Clements	08/01/01	0.849	0.683	0.831	0.744	0.875	0.598	0.809	0.809	0.739	0.875	0.788		8.60	2.70

part of time spent on T II

TAACS III - Level of Effort (HRN-C-00-98-00006-00)
August 1998 - July 2003

Advisor	Start Date	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Jul-03	Annual Total	Project Total	
Bruns	08/15/01	0.350	0.831	0.788	0.595	0.875	0.234	0.788	0.875	0.788	0.831	0.831		7.78	16.40	
Halperin	08/31/01	0.683	0.788	0.875	0.718	0.788	0.755	0.788	0.831	0.678	0.853	0.831		8.59	16.65	
Barker	09/05/01	0.875	0.788	0.831	0.814	0.875	0.773	0.831	0.875	0.875	0.875	0.831		9.24	18.35	
O'Rourke	09/24/01	0.875	0.875	0.656	0.621	0.875	0.759	0.875	0.875	0.831	0.481	0.875		8.60	16.12	
Jenkins	10/15/01	0.875	0.438	0.831	0.875	0.875	0.656	0.875	0.875	0.875	0.875	0.875		8.93	16.90	
Wainwright	10/15/01	0.875	0.831	0.831	0.788	0.875	0.685	0.788	0.646	0.831	0.875	0.831		8.86	16.17	
Alvarez	11/13/01	0.858	0.831	0.814	0.761	0.875	0.525	0.744	0.875	0.831	0.875	0.744		8.73	15.25	
Abeyta-Behnke	11/27/01	0.875	0.875	0.875	0.875	0.875	0.766	0.875	0.875	0.438	0.788	0.788		8.90	14.86	
Bateman	01/22/02	0.831	0.788	0.700	0.700	0.770	0.773	0.831	0.700	0.557	0.853	0.820		8.32	12.90	
Hausner	01/24/02	0.875	0.831	0.744	0.700	0.875	0.379	0.831	0.875	0.492	0.875	0.788		8.26	12.96	
Jennings	03/11/02	0.875	0.823	0.831	0.849	0.875	0.715	0.788	0.875	0.875	0.656	0.689		8.85	12.74	
Kerrigan	05/10/02	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.875	0.788	0.875	0.831		9.49	10.24	
Milani	07/03/02	0.875	0.831	0.831	0.761	0.700	0.569	0.831	0.788	0.656	0.656	0.700		8.20	8.94	
Griffin	08/19/02	0.219	0.788	0.831	0.788	0.875	0.690	0.744	0.771	0.744	0.864	0.788		8.10	8.10	
Allen	09/03/02		0.613	0.875	0.849	0.788	0.715	0.438	0.831	0.831	0.831	0.536		7.31	7.31	
Davis	09/26/02		0.219	0.875	0.875	0.875	0.729	0.831	0.875	0.700	0.678	0.744		7.40	7.40	
Altaf	01/28/03						0.394	0.875	0.875	0.831	0.875	0.875		4.73	4.73	
Stewart	02/03/03							0.569	0.853	0.875	0.875	0.788		3.96	3.96	
Marshall	04/04/03									0.788	0.788	0.700				
Nolan	09/07/98													0.00	20.00	contract ended 8/15/00
Rambaud	01/04/99													0.00	10.78	contract ended 1/7/00
Halben	01/14/99													0.00	59.40	contract ended 12/3/99
Elyemezian	07/20/99													0.00	21.89	contract ended 10/12/01
Gagne	05/19/00													0.00	3.22	contract ended 8/31/00
Cavanaugh	01/08/99													0.00	35.41	resigned 8/9/02
Quain	09/01/99	0.875												0.88	29.10	switched to T IV 8/7/02
Warren	08/30/99	0.738												0.79	27.93	resigned 8/30/02
Pressman	02/08/98	0.656	0.831											1.49	35.90	resigned 10/4/02
Dixon	07/17/00	0.860	0.778	0.210										1.85	20.42	contract ended 9/30/02
Rozewski	09/01/99	0.669	0.738	0.114										1.47	28.51	contract ended 9/30/02
Timson	08/31/01	0.525	0.788	0.700	0.325									2.54	10.70	resigned 11/15/02
Gelson	09/30/99	0.875	0.669	0.831	0.788	0.875								3.04	26.65	resigned 12/31/02
Dykstra	02/05/01	0.709	0.733	0.270	0.700	0.665	0.666							4.25	13.06	completed 2/4/03
Kimby	10/01/01	0.875	0.831	0.831	0.770	0.875	0.302	0.875						5.88	14.05	switched to TIV 2/9/03
Allman	10/01/98	0.994	0.831	0.831	0.686	0.875	0.360	0.788	0.831					5.49	42.74	switched to TIV 4/1/03
Landry	12/31/98	0.525	0.831	0.831	0.814	0.875	0.728	0.788	0.875	0.744				7.01	42.97	resigned 4/18/03
Total Advisors														476.24	1731.24	
Director			0.297	0.511	1.315	0.191	0.585	0.648	0.615	0.615	0.607	0.610		6.00	24.08	
Manager		0.738	0.976	1.002	1.464	1.055	1.429	1.477	1.750	1.572	1.71	0.81		13.98	43.10	
Associate		2.588	2.835	2.881	3.551	1.530	2.071	1.964	2.048	2.357	1.66	2.49		25.98	63.94	
WDSG		0.279	0.119	0.40	0.251	0.323	0.177	0.104	0.151	0.131	0.2144	0.093	0.256	2.50	18.95	
Other								0.00			0.01	0.01		0.01	0.64	
Subtotal														48.47	145.70	
Total LOE (10.5 person months)														524.71	1879.94	

TAACS Contract LOE:	3052.0
Basic + Option A + Option B	

CONNECT

A Newsletter for the CEDPA TAACS Community

TAACS Training Course

Heather Staley, Program Associate, CEDPA

From October 21-25, 2002, the TAACS program conducted its semiannual training course, "Essential Training for PHN and Education Technical Advisors." This one-week course provided new TAACS, Fellows, PSCs and other technical officers working in USAID offices and Missions an orientation to USAID's organization and operations, programming system, and the implementation

skills needed by technical officers working in the Agency.



October 2002 Training Course Participants.

CEDPA hosted 27 participants from a variety of employment mechanisms, including TAACS, Fellows, foreign service nationals, US direct hires, new entry professionals and several

contractors. In addition to representing a wide

variety of hiring mechanisms, these participants held a broad array of specialties and placements, testifying to the popularity and efficacy of the training course. Because of the course's ever-growing popularity and need, CEDPA has been asked by USAID to schedule another for the first quarter of 2003.

John Pielemeier, the former CEDPA TAACS Director, facilitated the course. The course brought together a wealth of institutional knowledge and information provided by speakers who have been involved with USAID for many years. The recent reorganization of USAID, and specifically the Bureau of Global Health, was also addressed in the sessions to inform the participants of new and evolving challenges. Some of the topics discussed in the course included Managing for Results and

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Welcome from the New Director, Bob Chase

I have been on this new job for only a few weeks but already there are three insights about my new situation which, while not novel or earthmoving, are sufficiently acute to prompt me to share them with my new TAACS colleagues. In a word, I am deeply impressed:

◆ with the quality and performance of the TAACS staff, their contribution to USAID objectives, and the high regard in which they are held by USAID senior management;

◆ by both the proven utility of the policies and procedures that govern management of the CEDPA TAACS program, and the commitment, professionalism, and caring attitude of the TAACS team here in CEDPA. (Since I inherited both, I can feel free to say this.) I also note that staff quality can only be further enhanced by the recent engagement of Helen Farinella, our new HR Manager (see "Transitions" column); and,



◆ by the new challenges and opportunities that USAID faces, across the board, but nowhere more poignantly than in the sectors of Health and Education where the TAACS program is so deeply engaged. Those of us who recently spent a week together in the TAACS training course for new staff in these sectors, in addition to learning how to make the bureaucracy better work for us rather than against us, could not help but be struck by the changing environment; the reorganization of the Agency and of the newly established Bureau for Global Health; the new programmatic directions led by Administration priorities and fed by White House and Congressional focus on these two sectors; the new initiatives in the realm of "partnerships;" and the potential for even more significant changes to be wrought by the President's Millennium Challenge Account.

I didn't take this assignment with a mandate to bring about major changes. Our mission remains to find and hire the very best available technical expertise to meet Agency needs, and then to provide a system of continuous support that enables those people--you--to work as productively as possible. Evaluations, and conventional



CEDPA is a non-profit international organization whose mission is to empower women at all levels of society to be full partners in development.

TAACS Team

Program Director: Bob Chase
Program Manager: Susan Masse
HR Manager: Helen Farinella
Program Associates: Jennifer Bonetti
Heather Staley
HR Associate: Bernadette Cooper

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Notes from Nepal

Cathy Thompson, HIV/AIDS and Infectious Diseases Advisor, USAID/Nepal

Greetings from Nepal! I have been the TAACS in Nepal since May 1999 and would like to take this opportunity to share some exciting programmatic experiences.

HIV/AIDS - Nepal is in the midst of a concentrated HIV/AIDS epidemic with greater than five percent prevalence in intravenous drug users (68 percent), female sex workers in Kathmandu (16 percent) and men who migrate to Mumbai India (9 percent). USAID/Nepal developed a five-year strategy last December, which helped to bring Nepal to an Intensive Focus country status with USAID. This new status increased Nepal's funding to address the epidemic. At the same time the Government of Nepal has finished its five-year strategy, which will be funded by the government and a multi-donor coordinated effort. The USAID strategy will be a subset of that strategy.

2002 is being proclaimed HIV/AIDS awareness year by the GON, and USAID has worked with the MOH to develop an advocacy campaign with our implementing partners Family Health International and Population Services International. The campaign was launched during the World Cup on television with ads featuring Nepal celebrities talking about HIV/AIDS with the slogan - *HIV/AIDS lets talk about it*. It also included a person living with HIV/AIDS. The campaign has now moved to the newspapers and billboards.

Infectious Diseases - Nepal also has a vector borne disease problem with Japanese encephalitis, malaria and kala-azar. Along with our country program, our implementing partner Environmental Health Project is working on a regional program with Bangladesh, Bhutan, India and Nepal. Working closely with the regional WHO office, a series of meetings are being held to standardize surveillance, laboratory diagnosis,

treatment protocols and drug efficacy. It is painstaking and slow work coordinating efforts in four countries but there are some results - countries are sharing protocols and outbreak information. They also are beginning to make some standardized guidelines.



The last meeting was held in Bhutan to review and begin to standardize

surveillance. The meeting was successful with some concrete actions to be taken by each country with technical advice from WHO/SEARO, USAID, EHP and AFRIMS (Armed Forces Medical Research Unit in Thailand). Bhutan itself was truly magnificent - breathtakingly beautiful, pollution free, clean and friendly. I recommend a visit if you ever get the chance!

The USAID/Nepal health program also covers family planning, maternal and child health and now the latest program to work with children impacted by the Maoist insurgency.

Thank you for giving me the opportunity to share the Nepal programs. - Nameste

The Bangladesh, Bhutan, India and Nepal Network for Vector-borne Diseases:

The BBIN Network was developed to coordinate inter-country cross-border issues on malaria, kala-azar, Japanese encephalitis and other vector-borne diseases.

This network emphasizes sharing of information on regional trends, including the prevalence and incidence of infectious diseases and anti microbial resistance. A website to share information can be found at www.bbin.org.

Transitions

Joining...

Pamela Allen joined the TAACS program as the Basic Education Advisor for USAID/Ghana in August 2002. Pamela's field experience includes management and technical assistance to development projects and trainings in Nepal, India, Egypt, Russia, Madagascar, Botswana and Ghana. Pamela served as the first Country Representative for the Johns Hopkins University/Population Communication Services in Nepal, where she established the office and a multimedia research and development program to promote basic reproductive health. Pamela subsequently served as a Senior Technical Advisor on the MEASURE (Monitoring and Evaluation to Assess and Use Results) Framework, within the Policy and Evaluation Division of the PHN Center of USAID/Washington. She has conducted primary (K-12) education policy research and analysis at the Center for Policy Studies in Education at Florida State University, where she also set up peer counseling pilot programs in Tallahassee public schools. She holds a PhD in Mass Communication with an emphasis on Development Information, Education, and Communication (IEC). She recently moved to Accra, Ghana with her husband, Howard Williams, who is the Peace Corps/Ghana Country Director. Prior to joining CEDPA, Pamela consulted in basic and girls' education projects in Ghana and continues to practice Traditional Chinese Medicine, her "other career" for the past few years.



Helen Farinella joined the CEDPA TAACS Team in November 2002 as the Human Resources Manager. She spent the last 6 1/2 years in South Africa, where she worked as a Contracting Specialist with USAID/Pretoria and was the Contracting Officer for US and

local technical consultants. Her experience prior to USAID is with the United Nations Secretariat in New York, the United Nations Interim Force in Lebanon and the United Nations Environment

Program in Nairobi, Kenya. Having worked in development in the past, she is happy that she can again continue to do this with CEDPA. She has two middle school sons and they keep her busy when she is out of the office. Helen has a BA in Business Administration from the University of Kent in the UK and an advance degree in Business and Office Administration from Pitmans Central College, London, UK.

Jim Griffin brings more than 15 years of training and performance improvement to the TAACS program. Prior to completing a two-year Population Leadership Program Fellowship in the Communication, Management and Training Division in USAID's Office of Population, Jim lived in Thailand and Bangladesh where he was Engenderhealth's Asia Regional Training Advisor. Jim graduated from the Columbia University School of Public Health in 1983, and was a Peace Corps Volunteer in Sierra Leone in the late 1970s and early 1980s.

As the Biomedical Research Specialist in the Office of HIV/AIDS at USAID/Washington.

Gerald (Jerry) Jennings provides leadership and technical guidance on scientific and regulatory issues surrounding biotechnology and HIV prevention issues, specifically vaccine and microbicide research and development. Prior to coming to CEDPA and USAID, Jerry was in the U.S. Army conducting and supervising infectious disease research at the U.S. Navy overseas laboratory in Jakarta, Indonesia and at Fort Detrick; mostly recently working on policy issues in the Office of the Assistant Secretary of Defense for Health Affairs. He holds a DVM from the University of Missouri-Columbia, and a PhD in microbiology from the Uniformed Services University of the Health Sciences, Bethesda, MD.



Tara Milani joined CEDPA in July 2002 as a TAACS overseeing maternal and child health initiatives for USAID/Russia. She joins the TAACS program with thirteen years of public health experience designing, implementing, and



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evaluating maternal child health, nutrition, primary health care, and reproductive health projects. She served as Project Coordinator at the Massachusetts State Department of Public Health for eight years coordinating the provision of maternal child health and nutrition services and activities targeting the ethnically diverse populations. Prior to joining USAID/Russia, for the last six years Tara worked in the Caucasus, mainly the Republic of Azerbaijan, managing the implementation of various United States and/or UN funded health projects including reproductive health, family planning, primary health care, and health education/communication initiatives. Tara is a Registered Dietitian and holds a BS in Nutrition and Food Sciences and a MPH.

Stephen Mandolesi began as the USAID Program Administrator in March 2002. He graduated from Stonehill College in 1997 with a



BA in Health Care Administration and Political Science. Prior to joining USAID, he worked for five years in the Boston area as an analyst/liaison for a PPO, an HMO, a physician's organization and a hospital giving him a broad perspective of the national healthcare arena. In 2001 Steve completed his MPH from Boston University's School of Public Health, where he majored in Health Services and Finance.

Heather Staley joined the CEDPA TAACS Team as a Program Associate in June 2002, after graduating from George Washington University with an MA in International Development. During her Master's program, Heather studied in Mexico and focused on natural resource conflicts in developing countries. Prior to working with CEDPA, she held a research position at the United States Institute of Peace, where she focused on Latin American indigenous rights and ethnography. She also has worked in the microcredit field, engaged in urban service delivery research with the World Bank, and continues to hold an interest in urban geography and public health.



Leaving...

After a year and a half with CEDPA's TAACS Team as a Program Associate, **Jennifer Antilla** left CEDPA in mid May 2002. After spending some time on R&R, she began graduate school at the School of Public Health at UNC Chapel Hill. Over the next two years, she will be pursuing her MPH from the Department of Health Behavior and Health Education. Jennifer hopes to return to the Washington area during the summer of 2003 to complete her practicum in the field of international health. According to Jennifer, "The program is as challenging as I expected, though in different ways than anticipated. I'm planning on going to the Global Health Conference in May and hope to see some TAACS there!"



For the last five years, **Karen Cavanaugh** contributed greatly to the TAACS program, first as a Technical Advisor for the PHN Team in the Regional and Sustainable Development Office in the Latin America and the Caribbean Bureau, and then as the Health Policy Advisor in the Health and Nutrition Office of the Global Health Bureau. In early August 2002, Karen left the TAACS program to join the USAID civil service, continuing her good work in the Health and Nutrition Office. She can be reached at kcavanaugh@usaid.gov.

Liz Coleman, Human Resources Manager for the TAACS Program, left in June 2002 to accept a position as a Recruiter with Deloitte Touche Tohmatsu Emerging Markets, Ltd, an international development consulting firm. In this role, she provides recruiting support to Deloitte's offices in Washington, DC; Guelph, Canada; London, UK and Brussels, Belgium. If you would like to contact Liz, please email ecoleman@deloitte.com.

Roger Dixon, the Health Program Manager for Hurricane Reconstruction in LAC/RSD-PHN, left his position in September 2002 after 2 1/3 years with the TAACS program. He has since relocated

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Cambodia and HIV/AIDS: A First Hand Account

David Hausner, Senior HIV/AIDS and Maternal Child Health Advisor, USAID/Cambodia

David Hausner joined USAID/Cambodia in January 2002 as the Senior HIV/AIDS and Maternal Child Health Advisor. Since his arrival at the Mission, David has focused his energies on becoming thoroughly familiar with the Mission's health portfolios and Cambodia on a whole. You can reach David at dhausner@usaid.gov.

The current estimated HIV prevalence rate in Cambodia is 2.8 percent, the highest known prevalence rate in Asia. It is estimated that approximately one-third of the annual, new infections will occur in children. As a result of these developments, Cambodia has been designated a Rapid Scale-up country for HIV programs by USAID. We have a lot of work to do, as the following first hand account attests:

Recently I visited one of the organizations funded by USAID/Cambodia, a local NGO named the Khmer HIV/AIDS NGO Alliance (KHANA), which is associated with the International HIV/AIDS Alliance based in London. At this particular field site, KHANA subgrants to another, smaller local NGO that works with children affected by HIV/AIDS. This NGO manages an orphanage with children of whom most are AIDS orphans. They provide social support, schooling and skills training for these children who are shunned by society and kept from the regular public schools. The youngest ward of the orphanage was five days old, a baby girl just abandoned at the hospital by a mother who has HIV and believed (incorrectly) that her baby must be infected. The oldest child in the orphanage is 17 years old and hopes one day to be a teacher.

In addition to supporting and managing the orphanage, this NGO works with families affected by AIDS in the surrounding communities. Similar to the orphanage, the NGO tries to support the children in attending school, provide economic support, teach income generation skills, provide

home-based care, and educate about HIV prevention. I was fortunate to be taken to the home of one family that they work with – a house somewhat typical of its community. Like most traditional houses in Cambodia, it is built on stilts to keep out evil spirits – not to mention the dirt and critters of the earth below and the floodwaters of the nearby Ton Le Sap and Mekong Rivers during the rainy season. As is the custom, I removed my shoes and climbed the rickety stairs. The floor of the house is made of bamboo sticks, the walls of woven palm leaf thatch, and the roof of corrugated steel. The roof is obviously in need of repair as there were many holes that must make

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Stepping Up the War on HIV/AIDS: USAID's Global Targets for 2007

- Reduce HIV prevalence rates among 15- to 24-year olds by 50 percent in high prevalence countries;
- Ensure that at least 25 percent of HIV-infected mothers in high-prevalence countries have access to interventions to reduce HIV transmission to their infants;
- Help local institutions provide basic care and psychosocial support services to at least 25 percent of HIV-infected persons and provide community support services to at least 25 percent of children affected by AIDS in high prevalence countries;
- Maintain prevalence below 1 percent among 15- to 49-year-olds in low-prevalence countries.

For more information, please see www.usaid.gov/pop_health/aids/News/expandedresponsefactsheet.html

the rainy season, now upon us, somewhat uncomfortable.

There is only one room to the house, although partitions are made from curtain-like cloth strung across the room. These curtains can be drawn as necessary when privacy is needed. There are no beds in the house. All members of the family sleep on mats that are laid out onto the floor in the evening, as the single living room/dining room is converted to a bedroom. Mosquito nets were strung up on the walls for use in the evening and throughout the night. This is fortunate, as malaria is highly endemic in Cambodia. There is no electricity, running water, glass windows, or doors. The kitchen consists of an open fire in one corner of the house on which water can be boiled to cook rice, and meals are cooked with wood fire smoke billowing throughout the house.



The members of this family consisted of the two grandparents and nine grandchildren. The daughter of the grandparents was the mother of five of the children. The daughter's husband's "second wife" was the mother of the other four children. Although it is not legal to have two wives in Cambodia, and it is not explicitly

acceptable for men to have mistresses, most people turn a blind eye when it happens and it is not un-common. All three parents had AIDS and died. The two youngest children are infected with HIV.

The grandfather and grandmother looked very old and tired and obviously malnourished. The grandmother had already suffered a stroke. The only income in the family comes when the grandfather is well enough to go to the city to beg. He is able to collect about 1,000 Riel, the equivalent of about \$0.25 per day when he begs, making a potential monthly amount of \$7.50. That is well below the teachers' salary of \$25 a month and the provincial medical doctor's salary of \$30 per month. Of course, teachers and doctors are able to earn additional money with private practice. To supplement the family's cash income, the oldest two boys go down to the Mekong and Tonle Sap Rivers to dig for crabs. This, they cook with rice and oil provided to them from the World Food Programme via the NGO that I was visiting. All in all, the family has very little food.

It was close to noon when I visited their home. That morning, I was in a rush to get my kids out the door to their respective schools and I did not have time for breakfast. I stood there in this family's home, feeling very hungry and very ashamed for feeling that way. The images of the faces of the children and the grandparents are burned into my mind. The knowledge that there are many, many other families out there just like this one leaves my heart very heavy, but reminds me of why I am here.

In spite of the dire situation of this family, these nine children are lucky to have grandparents willing to take them in and take care of them the best they can. Many children are not so lucky, such as the five-day-old baby girl and the other children in the orphanage. Yet, what will happen to these children when their grandparents pass away? It is inevitable and will probably happen long before all nine are old enough to feed themselves. Throughout Cambodia and the world, this is what AIDS is doing to families.

Transitions, continued from page 5

to Highland City, Utah. While with USAID he was responsible for the health components of the Hurricane Reconstruction Project and the IMCI Initiative. In Utah he is teaching graduate courses on public health and public administration at Brigham Young University.

After five and a half years with the TAACS program, **Laura McHugh** 'retired' in May 2002 and moved to Fredericksburg VA. There she is pursuing a Master's degree in occupational therapy. We will miss Laura's dedication, professionalism and humor, but wish her the best of luck with her graduate studies.

After three and a half years with the TAACS program, **John Pielemeier** bid "adieu" to CEDPA at the end of May 2002. During his tenure at CEDPA, John oversaw the program's growth from 18 to 66 TAACS -- and the hiring of most of our current TAACS. John will be missed greatly as his contributions to the TAACS Team have been invaluable. As for the future, in his own words..."I plan to continue doing consultancies in the environment and health fields as well as in strategic planning and program/project evaluation. To keep close at home, I'll also be pursuing other part time opportunities with various organizations, possibly related to longer term research or program evaluation issues." If you would like to contact John, please write him at jpielemeie@aol.com.

Willa Pressman left the TAACS program in early October 2002 to become a USAID direct hire. For the last three and a half years, Willa served as the Europe and Eurasia Coordinator for the Office of Population in the Global Health Bureau. In her own words, Willa writes "The TAACS mechanism was perfect for me. It carries the authority of a direct hire government position (with signing authority and ability to represent the U.S. Government). However, it also had the flexibility to travel as the need arose. For my position I needed the ability to pick up and travel to assist a mission with little lead-time. The CEDPA administrative systems were easily accessed and flexible. The CEDPA staff was always helpful and

supportive. THANKS !!!" Willa will be missed for her humor and most importantly, the professionalism she brought to the program. She can be reached at wpressman@usaid.gov.

For the past three years, **Danielle Roziewski** served as the Education Team Leader for USAID/Nicaragua. Dani's primary responsibility was to manage the mission's flagship education project, BASE II, which focuses on improving children's access to quality primary education. BASE II is based upon the Escuela Nueva methodology from Colombia — emphasizing active/student-centered learning, teachers as facilitators, and parent/community participation in 170 "Model Schools" nationwide. The Ministry of Education is so impressed with the improvements in model schools that it has decided to gradually replicate the approach in thousands of other public schools. Financing for replication of USAID's pilot should be provided by the World Bank under the Education for All (EFA) Fast-Track Initiative.



Since the end of Dani's TAACS contract coincides with the end of her partner's assignment at the U.S. Embassy/Managua, they are both moving to Tegucigalpa, Honduras for three years. She will also continue to make beaded jewelry and badge holders — a hobby which has turned into a little microempresa. Check out Dani's website at www.beadaring.com, and contact her at droziewski@hotmail.com.

After three years of service as the Education Policy Advisor for USAID/Haiti, **Marion Warren** returned to her family in Virginia in August 2002. During her time at the Mission, Marion participated in all aspects of the Mission's education program and oversaw much of its development, including the Education 2010 program. We wish Marion well in her future endeavors.

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What's going on at CEDPA?



The U.S. Ambassador to Nigeria, Howard Jeter, and USAID/Nigeria Director Dawn Liberi officially launched Partnerships for Advocacy and Civic

Empowerment (PACE), a new USAID-funded civil society assistance project, in Abuja, Nigeria on September 19, 2002. The PACE project is a collaborative effort led by CEDPA/Nigeria with support from the International Human Rights Law Group (IHRLG) and the Institute for Democracy in South Africa (IDASA). PACE aims to strengthen the capacity of civil society organizations in seven states of Nigeria to foster democratic processes and good governance; promote fundamental human rights; and manage and transform conflict while enhancing women's participation in decision making at all levels of society. Priority areas for the project over the next two years include examining electoral processes, constitutional reform, transparency and accountability, and peace building.

To successfully lead the PACE project, CEDPA/Nigeria will tap its over 25 years of experience in capacity building and methodologies designed to increase the participation of women in civil society. CEDPA/Nigeria also will draw from its six years of democracy and governance experience in Nigeria, which has yielded tremendously successful results. Some of CEDPA/Nigeria's longtime partners, including COWAN, the Church of Christ in Nigeria and the International Federation of Women Lawyers Rivers State Chapter, will participate in the implementation of the new civil society initiative.

Malian peer educators working against the practice of female genital cutting (FGC) met with Mali's Prime Minister in a nationally televised

interview in October to address the harmfulness of the practice. Now in their second year of annual advocacy presentations for top government representatives, the peer educators were thrilled to be provided with an opportunity to meet with one of Mali's highest ranking government officials to discuss this important issue.

In collaboration with Population Action International (PAI), CEDPA/Mali and the Mali Health and Population Pivot Group have completed the third year of a five-year PAI-funded strategy to eliminate the practice of FGC in Mali. Working closely with Mali's National Committee for the Elimination of Harmful Practices under the Ministry of Women, Children and the Family, as well as with the Ministry of Health and the Ministry of Education, the partners have implemented their activities over the past three years through a highly trained corps of youth peer educator advocates who work at every level of society.

The project has recently garnered the support of Muslim youth organizations and has completed a pilot curriculum on FGC for use in the Malian school system. Under the upcoming fourth year of PAI funding, the partners expect to validate the curriculum and test it in the public school system, complete a third annual advocacy event for national level parliamentarians, and widely disseminate existing Ministry of Health decrees banning the practice of FGC by government health workers.

A recent impact assessment study on CEDPA/India's Better Life Options Program (BLP) for Adolescent Boys has found its activities to be highly effective. Post-program questionnaires and focus group discussions reveal that the boys' information levels, awareness levels,

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communication abilities and decision-making skills have shown a marked improvement. The participating boys are now more aware of facts regarding puberty, reproductive health, family planning, HIV/AIDS and other related topics. The boys also display an increased sense of responsibility toward family members, especially mothers and sisters, and are increasingly more sensitive to gender issues.

CEDPA/India's successful BLP for Adolescent Girls was developed more than a decade ago to empower girls to make better life choices. While implementing the girls program, it was realized that women's empowerment could only be possible and sustainable if male support was included in the process. In response, CEDPA/India developed a similar program for boys in 2001. The impact study was conducted to assess the knowledge levels and attitudes of participating boys before and after taking part in the program.

CEDPA is pleased to announce the appointment of **Rosann Wisman as Vice President of Programs**.

Rosann has already made invaluable contributions to CEDPA in her role as Senior Advisor to the President, which she has held since October 2001. Rosann has over 25 years of experience working in reproductive health



care and organizational management and leadership. She served as chief executive officer of two U.S. Planned Parenthood affiliates, including 14 years as CEO of Planned Parenthood of Metropolitan Washington. Rosann led a highly visible advocacy program and testified frequently on family planning and reproductive rights issues before congressional committees and state legislative bodies. Immediately prior to joining CEDPA, Rosann worked with Population Action International in Tokyo.

Continued from page 1

Understanding the System and Strategic Objectives; How the USAID Structure Functions; The View From the Hill; Coordination with Donors, Foundations and the Private Sector; Budget and the Budget Cycle; Evaluation; Procurement; and Ethics and Conflict of Interest, among others.

The course was not all work; a reception in the beginning of the week as well as a dinner party hosted by CEDPA's President, Peggy Curlin, provided opportunities for participants to get to know each other better as well as to get to know CEDPA staff. These informal events also provided the opportunity for participants to discuss the course material and ask candid questions about USAID. Participants gave overall high marks in the course evaluations, and many followed up with emails indicating their pleasure with their week spent at CEDPA. For information concerning the next training course, please contact Heather Staley at hstaley@cedpa.org.

A Closer Look at the CEDPA TAACS Program



As of Fall 2002...

- 30 TAACS are based in Washington
- There are 28 TAACS working in 22 countries in the following regions:
 - 15 in Africa
 - 9 in Asia and the Near East
 - 3 in Latin America and the Caribbean
 - 1 in Europe and Eurasia
- 64 percent of all TAACS are female
- 19 percent of TAACS work in Education; 45 percent of Education TAACS are male
- 55 percent of current TAACS have been part of the CEDPA TAACS program for more than two years; 22 percent have been with the program for four or more years

Transitioning...



On November 4, Susan Bacheller assumed the position of Tuberculosis Team Leader, Office of Health, Infectious Disease and Nutrition, Infectious Disease Division, Bureau for Global Health. Previously, Susan was the Regional Infectious Diseases Senior Advisor for the Population, Health and Nutrition Team, Office of Regional and Sustainable Development in the Latin America and Caribbean Bureau.

In early August 2002, Estelle Quain accepted the position of HIV/AIDS Human Capacity and Health Systems Development Technical Advisor with the Office of HIV/AIDS. For the last three years, Estelle was the Senior Training Technical Advisor in the former Communication, Management and Training Division of the Bureau for Global Health.

We wish both Susan and Estelle well in their new positions.

Make a Difference. . . Become a TAACS!



CEDPA is actively recruiting for several TAACS positions. All TAACS must be US citizens who can be approved for high level US Government security clearance. Assignments are for two years; renewals and extensions are possible. Strong candidates are mid-to senior-level technical experts with extensive experience in their respective fields. Current TAACS openings include:

- ◆ HIV/AIDS Senior Policy and Technical Advisor, USAID/Uganda
- ◆ HIV/AIDS Social Marketing Advisor, Implementation Support Division, Office of HIV/AIDS, Global Health Bureau, USAID
- ◆ Infectious Diseases Advisor, USAID/Ukraine
- ◆ Public Health Advisor, Population Health and Nutrition Team, Office of Regional and Sustainable Development, Bureau for Latin America and the Caribbean, USAID

Position descriptions for the above openings can be found at www.cedpa.org/about/ad2.htm. Interested individuals can also sign up to receive job postings via email on this website.

Please contact Helen Farinella, TAACS Human Resources Manager, at taacsjobs@cedpa.org for more information.

Welcome Note, continued from page 2

wisdom, suggest we do this well. But as I hope the comments above also suggest, the demands of the "development workplace" are changing rapidly, and we who are charged with the management of the TAACS program want to be sure we make whatever adaptations are



Bob, in the first months of his new directorship, reaching out to similar programs. Seen here speaking with Paul Seaton, Director of the Johns Hopkins Health and Child Survival Fellows Program.

necessary to better serve the Agency and those of you in the program. Your advice, guidance, and yes, criticism, will be necessary to insure we stay nimble and responsive. Please don't ever hesitate.

And on a more personal note, my predecessor John Pielemeier assured me that one of the most gratifying dimensions of the job would be to get to know better, both professionally and personally, the unusually talented and dedicated people who comprise our service group. The truth of that observation is already clear to me. I hope you will help me find occasions to explore the proposition more fully.

Bob Chase

cedpa

1400 16th Street NW
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20036

Celebrating 26 years of women's global leadership.

TAACS TRAVEL REPORT

Advisor	Fare	Destination and Dates of Travel	Cost Center	Business	Travel
				Class/ Economy	Agent
Adams, Rebecca	\$52.00	Austin, TX Fee (Apr 27-May 3)	2311432000	Economy	Executive
Adams, Rebecca	\$578.50	Austin, TX (Apr 27-May 3)	2311432000	Economy	Executive
Adams, Rebecca	\$1,107.40	Managua (June 17-21)	2311432000	Economy	Executive
Adams, Rebecca	\$160.00	Managua (June 17-21) Fee	2311432000	Economy	Executive
Alvarez, Benjamin	\$2,494.16	Hamburg (June 13-23)	2311434200	Economy	Diplomat
Alvarez, Benjamin	\$38.00	Hamburg (June 13-23) Fee	2311434200	Economy	Diplomat
Bacheller, Susan	\$887.30	Santo Domingo (May 7-17)	2311434600	Economy	Executive
Bacheller, Susan	\$90.00	Fee for Santo Domingo (May 7-17)	2311434600	Economy	Executive
Bacheller, Susan	\$233.50	Boston (June 8-9)	2311434600	Economy	Executive
Bacheller, Susan	\$105.00	Boston (June 8-9) Fee	2311434600	Economy	Executive
Bacheller, Susan	\$105.00	New York (June 30 - July 2) Fee	2311434600	Economy	Executive
Bacheller, Susan	\$233.50	New York (June 30 - July 2)	2311434600	Economy	Executive
Bacheller, Susan	\$200.00	Brasilia (July 13-26) Fee	2311434600	Economy	Executive
Bacheller, Susan	\$2,620.40	Brasilia (July 13-26)	2311434600	Economy	Executive
Bacheller, Susan	\$160.00	Quito (July 6-12) Fee	2311434600	Economy	Executive
Bacheller, Susan	\$2,215.02	Quito (July 6-12)	2311434600	Economy	Executive
Bacheller, Susan	\$2,379.40	Rio de Janeiro/Brasilia/Sao Paulo - Brazil (July 13-25)	2311434600	Economy	Executive
Bacheller, Susan	\$160.00	Rio de Janeiro/Brasilia/Sao Paulo (July 13-25) - Brazil Fee	2311434600	Economy	Executive
Bombusch, Alan	\$295.85	NY (Apr 6-8)	2311440100	Economy	Diplomat
Bombusch, Alan	\$32.00	NY (Apr 6-8) Fee	2311440100	Economy	Diplomat
Bombusch, Alan	\$304.00	New York (Apr 30)	2311440100	Economy	Diplomat
Bombusch, Alan	\$35.00	Fee for New York (Apr 30)	2311440100	Economy	Diplomat
Bombusch, Alan	\$2,599.08	Brussels (May 12 - 16)	2311440100	Economy	Diplomat
Bombusch, Alan	\$38.00	Fee for Brussels (May 12 - 16)	2311440100	Economy	Diplomat
Bombusch, Alan	\$1,148.00	Seattle (June 2-4)	2311440100	Economy	Diplomat
Bombusch, Alan	\$32.00	Seattle (June 2-4) Fee	2311440100	Economy	Diplomat
Bombusch, Alan	\$304.00	New York (June 19-20)	2311440100	Economy	Diplomat
Bombusch, Alan	\$35.00	New York (June 19-20) Fee	2311440100	Economy	Diplomat
Clary, Tim	\$1,633.80	Kiev, Ukraine (July 11-12)	2311437051	Economy	Diplomat
Clary, Tim	\$38.00	Kiev, Ukraine Fee (July 11-12)	2311437051	Economy	Diplomat
Cook, Gary	\$5,881.97	Kuwait (May 20-June 4)	2311432100	Business	Diplomat
Cunningham, Amy	\$1,776.40	Entebbe, Uganda (August 13-15)	2311448040	Economy	Executive
Cunningham, Amy	\$160.00	Entebbe, Uganda (Augst 13-15) Fee	2311448040	Economy	Executive
Fox, Elizabeth	\$160.00	Geneva, Switzerland (Aug 31-Sep 6)	2311431500	Economy	Executive
Fox, Elizabeth	\$1,767.70	Geneva, Switzerland (Aug 31-Sep 6)	2311431500	Economy	Executive
Eyango, Vijitha	\$38.00	Colombo, Sri Lanka (June 26-Jul 22) Fee	2311440400	Business	Diplomat
Eyango, Vijitha	\$5,401.14	Colombo, Sri Lanka (June 26-Jul 22)	2311440400	Business	Diplomat
Gibb, Dale	\$1,796.72	Geneva (May 25-June 1)	2311431100	Economy	Diplomat
Gibb, Dale	\$38.00	Fee for Geneva (May 25-June 1)	2311431100	Economy	Diplomat
Halperin, Daniel	\$8,515.40	Uganda/Kenya/Zambia/South Africa (July 6-23)	2311433600	Business	Diplomat
Halperin, Daniel	\$38.00	Uganda/Kenya/Zambia/South Africa (July 6-23) Fee	2311433600	Business	Diplomat
Hatch, John	\$750.60	Port au Prince, Haiti (July 14-24)	2311432900	Economy	Diplomat
Hatch, John	\$32.00	Port au Prince, Haiti (July 14-24) Fee	2311432900	Economy	Diplomat
Jennings, Gerald	\$1,178.00	Atlanta (Apr 15-17)	2311434300	Economy	Diplomat
Jennings, Gerald	\$32.00	Atlanta (Apr 15-17) Fee	2311434300	Economy	Diplomat
Jennings, Gerald	\$3,190.06	Capetown (June 1-7)	2311434300	Economy	Diplomat
Jennings, Gerald	\$38.00	Capetown (June 1-7) Fee	2311434300	Economy	Diplomat
Jennings, Gerald	\$4,087.50	Entebbe (June 14-25)	2311434300	Economy	Diplomat
Jennings, Gerald	\$38.00	Entebbe (June 14-25) Fee	2311434300	Economy	Diplomat
Jennings, Gerald	\$2,618.62	Geneva (June 28-July 3)	2311434300	Economy	Diplomat
Jennings, Gerald	\$38.00	Geneva (June 28-July 3) Fee	2311434300	Economy	Diplomat
Jennings, Gerald	\$3,573.55	Phnom Penh, Cambodia (July 6-8)	2311434300	Economy	Diplomat
Jennings, Gerald	\$38.00	Phnom Penh, Cambodia (July 6-8) Fee	2311434300	Economy	Diplomat
Kerrigan, Monica	\$200.00	Fee for Jakarta (May 4-29)	2311448017	Business	Executive
Kerrigan, Monica	\$2,836.40	Jakarta (May 4-29)	2311448017	Business	Executive
Kerrigan, Monica	\$90.00	Jakarta, Indonesia Fee (June 23-25)	2311448017	Economy	Executive
Kerrigan, Monica	\$967.90	Jakarta, Indonesia (June 23-25)	2311448017	Economy	Executive
Kerrigan, Monica (Husband Sons)	\$640.00	Jakarta (July 23-24) Fee for family travel	2311448017	Economy	Executive
Kerrigan, Monica (Whitney Brian)	\$1,022.60	Jakarta (July 23-24)	2311448017	Economy	Executive

Advisor	Fare	Destination and Dates of Travel	Cost Center	Business Class/ Economy	Travel Agent
Kerrigan, Monica (Whitney Christopher)	\$1,348.60	Jakarta (July 23-24)	2311448017	Economy	Executive
Kerrigan, Monica (Whitney Connor)	\$1,022.60	Jakarta (July 23-24)	2311448017	Economy	Executive
Kerrigan, Monica (Whitney Sean)	\$1,022.60	Jakarta (July 23-24)	2311448017	Economy	Executive
Lans, Deborah	\$160.00	Fee for Geneva (May 14-18)	2311431200	Economy	Executive
Lans, Deborah	\$2,623.40	Geneva (May 14-18)	2311431200	Economy	Executive
Lans, Deborah	\$6,077.30	Geneva, Switzerland (July 6-10)	2311431200	Economy	Executive
Lans, Deborah	\$200.00	Geneva, Switzerland (July 6-10) Fee	2311431200	Economy	Executive
Marshall, Peg	\$887.30	Santo Domingo (May 6-10)	2311434000	Economy	Diplomat
Marshall, Peg	\$32.00	Fee for Santo Domingo (May 6-10)	2311434000	Economy	Diplomat
Marshall, Peg	\$2,346.00	Santa Cruz, Bolivia/Managua, Nicaragua (June 7-26)	2311434000	Economy	Diplomat
Marshall, Peg	\$38.00	Santa Cruz, Bolivia/Managua, Nicaragua (June 7-26) Fee	2311434000	Economy	Diplomat
Meinke, Tim	\$321.50	Boston (June 18-22)	2311433800	Economy	Executive
Meinke, Tim	\$30.00	Boston (June 18-22) Fee	2311433800	Economy	Executive
Meinke, Tim	\$45.00	Boston (June 18-22) Fee	2311433800	Economy	Executive
Morton, Alice	\$373.00	Port au Prince, Haiti (Jul 26)	2311437280	Economy	Diplomat
Morton, Alice	\$50.00	Port au Prince, Haiti (Jul 26) Fee	2311440400	Economy	Diplomat
Morton, Alice	\$2,757.16	Washington, DC (July 12-15)	2311440400	Economy	Diplomat
Morton, Alice	\$76.00	Washington, DC (July 12-15) Fee	2311440400	Economy	Diplomat
Morton, Alice (Luidgi Morton)	\$287.00	Port au Prince, Haiti (Jul 26)	2311437280	Economy	Diplomat
Morton, Alice (Luidgi Morton)	\$2,089.16	Washington, DC (July 12-15)	2311440400	Economy	Diplomat
Norton, Maureen	\$200.00	Fee Frankfurt/Geneva/Budapest (May 16-24)	2311432400	Economy	Executive
Norton, Maureen	\$1,907.70	Frankfurt/Geneva/Budapest (May 16-24)	2311432400	Economy	Executive
Norton, Maureen	\$862.90	Guatemala City (June 6-12)	2311432400	Economy	Executive
Norton, Maureen	\$90.00	Guatemala City (June 6-12) Fee	2311432400	Economy	Executive
Novak, John	\$45.00	Fee for Atlanta (May 5-7)	2311431700	Economy	Executive
Novak, John	\$394.00	Atlanta (May 5-7)	2311431700	Economy	Executive
Novak, John	\$160.00	Fee for Geneva (July 27-30)	2311431700	Economy	Executive
Novak, John	\$2,562.40	Geneva (July 27-30)	2311431700	Economy	Executive
Ogden, Eilyn	\$6,083.50	Geneva (Apr 22-26)	2311431700	Business	Executive
Ogden, Eilyn	\$160.00	Geneva (Apr 22-26) Fee	2311431700	Business	Executive
Ogden, Eilyn	\$5,257.00	Frankfurt-Cairo (Apr 23-26) Geneva	2311431700	Business	Executive
Ogden, Eilyn	\$200.00	Frankfurt-Cairo-Frankfurt DC (Apr 23-Jun 26) Fee	2311431700	Business	Executive
Ogden, Eilyn	\$180.00	Fee for Islamabad (May 12 -18)	2311431800	Business	Executive
Ogden, Eilyn	\$5,496.00	Islamabad (May 12-18)	2311431800	Business	Executive
Ogden, Eilyn	\$238.50	New York (June 2-5)	2311431800	Business	Executive
Ogden, Eilyn	\$45.00	New York (June 2-5) Fee	2311431800	Business	Executive
Ogden, Eilyn	\$60.00	New York (June 2-5) Fee	2311431800	Business	Executive
Ogden, Eilyn	\$220.00	Nepal, Thailand, Japan (June 21-July 1) Fee	2311431800	Business	Executive
Ogden, Eilyn	\$7,506.50	Nepal, Thailand, Japan (June 21-July 1)	2311431800	Business	Executive
Ogden, Eilyn	\$280.00	Delhi/Switzerland/Pakistan (July 9-30) Fee	2311431800	Business	Executive
Ogden, Eilyn	\$7,882.60	Delhi/Switzerland/Pakistan (July 9-30)	2311431800	Business	Executive
Robinson, Sarah	\$160.00	Geneva, Switzerland (Aug 16-22)	2311431500	Economy	Executive
Robinson, Sarah	\$2,594.10	Geneva, Switzerland (Aug 16-22)	2311431500	Economy	Executive
Seligman, Barbara	\$75.00	Fee for Minneapolis, MN (Apr 30-May 2)	2311431400	Economy	Executive
Seligman, Barbara	\$1,180.00	Minneapolis, MN (Apr 30 - May 2)	2311431400	Economy	Executive
Seligman, Barbara	\$228.00	New York (June 15-18)	2311431400	Economy	Executive
Seligman, Barbara	\$45.00	New York (June 15-18) Fee	2311431400	Economy	Executive
Seligman, Barbara	\$160.00	Dhaka, Bangladesh (July 10-21) Fee	2311431400	Economy	Executive
Seligman, Barbara	\$3,763.00	Dhaka, Bangladesh (July 10-21)	2311431400	Economy	Executive
Stanton, Mary Ellen	\$51.00	Fee for Palm Springs (May 31 - June 5)	2311432600	Economy	Executive
Stanton, Mary Ellen	\$576.00	Palm Springs (May 31 - June 5)	2311432600	Economy	Executive
Stanton, Mary Ellen	\$2,091.70	Santa Cruz/Bolivia (June 8-12)	2311432600	Economy	Executive
Stanton, Mary Ellen	\$160.00	Santa Cruz/Bolivia (June 8-12) Fee	2311432600	Economy	Executive
Stanton, Mary Ellen	\$240.00	Phnom Penh, Cambodia Fee (June 29 - July 12)	2311432600	Business	Executive
Stanton, Mary Ellen	\$4,407.90	Phnom Penh, Cambodia (June 29 - July 12)	2311432600	Business	Executive
Stewart, Lindsay	\$1,273.90	San Juan/San Domingo/Port au Prince (May 27-June 6)	2311434900	Economy	Diplomat
Stewart, Lindsay	\$38.00	Fee for San Juan/San Domingo/Port au Prince (May 27-June 6)	2311434900	Economy	Diplomat
Stout, Isabel	\$90.00	Guatemala City, Guatemala Fee (July 6 Travel to Post)	2311437171	Economy	Executive

Advisor	Fare	Destination and Dates of Travel	Cost Center	Business Class/ Economy	Travel Agent
Stout, Isabel	\$422.40	Guatemala City, Guatemala (July 6 Travel to Post)	2311437171	Economy	Executive
Taylor, Melinda	\$2,872.15	Washington, DC - Home Leave (June 14-21)	2311437031	Economy	Diplomat
Taylor, Melinda	\$2,872.15	Washington, DC - Home Leave (June 14-21) - John Chisholm	2311437031	Economy	Diplomat
Taylor, Melinda	\$2,195.95	Washington, DC - Home Leave (June 14-21) Aidan Chisholm	2311437031	Economy	Diplomat
Taylor, Melinda	\$2,195.95	Washington, DC - Home Leave (June 14-21) - Luke Chisholm	2311437031	Economy	Diplomat
Taylor, Melinda	\$2,195.95	Washington, DC - Home Leave (June 14-21) Dirk Chisholm	2311437031	Economy	Diplomat
Taylor, Melinda	\$125.00	Washington, DC - Home Leave (June 14-21) Fee	2311437031	Economy	Diplomat
Wainwright, Emily	\$160.00	Fee for Dubai (May 12-June 15)	2311434400	Economy	Executive
Wainwright, Emily	\$2,854.10	Dubai (May 12-June 15)	2311434400	Economy	Executive
Wright, Susan	\$45.00	Fee for Atlanta (May 7-8)	2311437065	Economy	Executive
Wright, Susan	\$159.00	Atlanta (May 7-8)	2311437065	Economy	Executive
Wright, Susan	\$160.00	Fee for Manila (May 18-28)	2311437065	Economy	Executive
Wright, Susan	\$1,590.90	Manila (May 18-28)	2311437065	Economy	Executive
Wright, Susan	\$160.00	Bamako, Mali Fee (July 19-August 2)	2311437065	Economy	Executive
Wright, Susan	\$3,074.60	Bamako, Mali (July 19-August 2)	2311437065	Economy	Executive

Total Trips - 69 Number of Business Class Trips - 11 Percent of Trips classified as Business - 15.9%

Region	Average Fare	Number of Trips
Africa	\$3,277	11
Asia and Near East	\$3,177	19
Europe	\$3,628	12
Latin America and the Caribbean	\$1,300	14
North America	\$454	13

	Diplomat Trips	Executive Trips	Total
Average Fee	\$44	\$137	\$105
Total fees paid	\$873	\$5,324	\$6,197
Average Fare	\$2,468	\$2,319	\$2,377
Total Fares	\$66,644	\$97,394	\$164,038
Fees as a Percent of Total Cost	1.3%	5.2%	3.6%

TAACSIH
WDSG QUARTERLY REPORT
(April 01 - June 30, 2003)

1.0 Introduction

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

2.0 Accomplishments

2.1. Procurement of Hardware/Software

During this period, WDSG purchased hardware equipment for the following positions:

- Senior Technical Advisor, WARP (Ghana): desktop, flat panel monitor, laptop and peripherals;
- Senior PHN Strategy Advisor, GH/RCS: desktop, standard monitor, laptop, and peripherals;
- Basic Education Field Advisor, G/ED: desktop, standard monitor (supervisor stated that they would use a recycled laptop);
- replacement cpu's were purchased, and delivered for Dale Gibb, Brad Barker, and John Novak;
- replacement portable printer, cartridges, and CDRW for Shelagh O'Rourke;
- replacement laptop, printer, monitor (flat panel) for Brad Barker.

The Senior Program Advisor, GH/OHA position was canceled and thus, the desktop, monitor, and laptop the supervisor requested were not purchased.

The supervisor for the position Education Advisor (J-CAR) was contacted regarding equipment needs; we have not heard back as of this writing.



Brad Barker's equipment, sans printer, was shipped to Senegal in May. The printer needs to be a 220 volt and had to be special ordered. It is scheduled to arrive in August.

2.2. Technical Assistance

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

- Mary Ellen Stanton's laptop had unauthorized software on it. She asked us to remove it to be in compliance with CEDPA's IT Policy. In addition, she is still having problems with the formatting on her printer. It's a MS Outlook problem and not much can be done. We downloaded additional drivers and problem seems temporarily solved;
- Daniel Halperin reported that his Outlook crashes. This is an ongoing problem due to the instability of Outlook, as well as other programs he has running. WDSG reloaded Outlook
- Murray Trostle reported "fan noise" on his desktop. We arranged for a site visit and used wire ties to hold back the drive cables from the cpu fan;
- Installed memory upgrade in Ellyn Ogden's laptop and gave her a tutorial on zipping files;
- provided toner cartridges for Mary Ellen Stanton, Shelagh O'Rourke, and RRB (2x).

3.0 Problems Encountered

No new problems were encountered this quarter. However, some of the same old problems kept popping up: problems with Outlook, cpu's crashing at the RRB due to imaging problems and/or age of the cpu.



***WDSG Quarterly Report
TAACS IV Contract #: GPH-C-00-01-00006-00
April 01 - June 30, 2003***

1.0 Introduction

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

2.0 Accomplishments

2.1. Procurement of Hardware/Software

Only one procurement occurred during this period. A desktop, flat panel monitor, printer, and peripherals were purchased for the HIV/AIDS Multisectoral Team Leader position in Zambia. Because the printer needs to be 220 volt, a special order was placed. There is a waiting list of up to three months for this type of printer. In addition, a new laptop was delivered to Vijitha Eyango, ANE.

Mitch Kirby has been contacted regarding equipment he may need when he relocates to Kenya for the Regional Senior Education Advisor position.

2.2 Technical Assistance

None this quarter.

2.3. TACOMIS

During this quarter major development work was completed on TACOMIS, and the application was put into production mode. Versions 1.0, 1.1, and 1.2 were completed, tested, and put up on the newly acquired and configured Dell production server at CEDPA HQ. The alpha test of version 1.3 was completed, and additional features identified. These will be completed and implemented during July 2003.



Redundant data and hardware backup procedures were designed and implemented. A software version control system was implemented to handle new version builds and hot fixes. A test procedure for new features was set up, allowing both CEDPA and WDSG staff to test and comment on features scheduled to be implemented before they are put on the live production server. WDSG has received timely and very excellent feedback from the CEDPA TAACS team in developing and refining new TACOMIS features. Without this close working relationship TACOMIS could not have been brought to its present stage of development.

TACOMIS is now a fully functional enterprise application which organizes, stores, and retrieves key information needed to manage the TAACS projects. Key modules that have been implemented include: COST CENTERS, HUMAN RESOURCES, FINANCE, TRAVEL, REPORTS, and ADMINISTRATION. The database has been populated with real data in each of these modules, and is in daily use by CEDPA personnel. A demonstration of version 1.3 is to be conducted for USAID personnel during the next quarter.

Future work on TACOMIS will include implementation of already identified and designed queries, tweaks to reports, completion of the public web interface (for users in the RRB and around the world), and documentation of the software, hardware, and security components of the system.

3.0 Problems Encountered

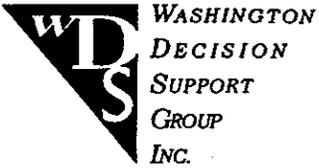
None.

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 and refinement of TACOMIS; programming and beta testing.

5.0 Expenditures and Level of Effort

See Appendix I.



4.0 Plans for Next Reporting Period

During the next reporting period (July 01 - September 30, 2003) WDSG plans the following activities:

- ▼ technical support as required for all TAACS III personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continued evaluation of existing hardware and replace as needed;
- ▼ 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;

Mary Ann Abeyta-Behnke TAACS Ethiopia

Quarterly Report

April 21, 2003 – July 20, 2003

Summary of Major Activities Implemented This Period:

1. IR 1 Child Survival

Participated in joint reviews of drought activities implemented by HPN partners.

2. IR2 Family Planning Reproductive Health

Conducted site visits to Tigray Region during the quarterly review of the Pathfinder Cooperative Agreement. Participated in a video conference on the integration of reproductive health and HIV/AIDS that was coordinated by the World Bank and USAID.

3. Overall SO Support

Participated in the HPN portfolio review and in representing the office at donor's meetings.

4. Cross-Cutting Activities of the Mission

Continued to assist in coordinating the HPN response to the emerging drought.

Major Accomplishments of the Period:

1. IR1 Child Survival

Reviewed status of activities in the three focus regions for the purpose of assessing vulnerable districts affected by the drought emergency and the type of assistance that could be provided for improving services.

2. IR2 Family Planning/Reproductive Health

Participated in the Pathfinder International's quarterly Executive Committee composed of members representing the Ministry of Health, HIV/AIDS, and the National Office of Population. The site selected for the meeting was Mekele in Tigray Region where we visited several community-based reproductive health programs operated by the Relief Society for Tigray. After visiting several sites, we met with the sub-grantee to offer feedback and recommendations for improving the program.

Helped organize the in-country presentation for the joint USAID/Washington and World Bank video conference on the linkages between reproductive health and HIV/AIDS. Eight countries, mostly from Africa, participated. Follow-up activities on lessons learned and sharing of experiences are planned.

Developed Terms of Reference for the first donors working group on population and reproductive health. The working group will report to the HPN Donor Forum.

Participated in the Tenth Anniversary of the Population Policy in Ethiopia. This consisted of three days of conferences and discussions with Ministers. The President of the country opened the meetings.

Reviewed the FHI questionnaire and protocol for conducting the contraceptive prevalence survey in HPN project sites in 2003; results will be reported in the HPN Annual Report. The survey meets our PMP requirements for monitoring the increase in the contraceptive prevalence rate.

Worked with three organizations who will be receiving funds from the Flex Fund (former PVO Networks) for expanding family planning programs. Requests had been made for five organizations, but due to costs, USAID/Washington selected three.

Requested assistance from the Deliver Project for determining the root causes of the current contraceptive shortage in the country. Two representatives from the Contraceptive Security Unit in the Office of Population and Reproductive Health will also participate in a rapid assessment of the contraceptive logistics problem.

Reviewed and approved a three day workshop with the Ministry of Health and other stakeholders on Contraceptive Security to be given next quarter.

Developed a position description for a Reproductive Health Advisor, Foreign Service National (FSN), and interviewed candidates. The selected individual will start work next quarter. Revised a position description for another FSN who will assist in reproductive health logistics.

3. IR3, HIV/AIDS

Participated in the Mission's HIV/AIDS summit with partners and stakeholders. The methodology used was positive inquiry, which builds on successes.

Developed three position descriptions for two personal services contractors and one FSN to assist the HIV/AIDS Officer.

4. IR4, Health Sector Reform

Nothing to report this quarter.

5. Overall SO Support

Assisted in coordinating a health response to the emergency drought situation that became focused in the Southern Nations and Nationalities People's Region. Worked closely with a Disaster Assistance Response Team consisting of advisors from USAID/Washington and the Centers for Disease Control to formulate an assessment of health conditions as they occurred. There were meningitis outbreaks and a malaria

epidemic that will reach its peak before the end of the year. Although rain is now plentiful, many of the farmers lack seeds for planting, which means there will be a continued reduction in food supply that may extend through next year.

Participated in the HPN portfolio review held in early May. All documents were prepared and submitted well in advance of the review.

Held several meetings with the Director of Planning at the MOH to explain the USAID bilateral budget for FY03 and the centrally funded projects working in Ethiopia. These meetings were in preparation for the amendment to the Strategic Objective Agreement between the two governments.

While the Chief of the HPN was on home-leave, I was Acting.

Major Activities Planned for July 22 – October 20, 2003

1. Participate in the contraceptive logistics assessment and contraceptive security stakeholders meeting.
2. Participate in the second portfolio review of 2003 to be held in early October.
3. Conduct a Lessons Learned workshop with the FP/RH partners.

Health Public Sector Team Leader, TAACS/Tanzania, Quarterly Report No.1
James Allman

Priorities for the Quarter 20 April- 20 July 2003

1. develop with the S/HPN work objectives and an activities plan for the first six months –April-Sept 2003,
2. familiarize myself with and get to know the Mission team, donor partners, MOH RHCS and ZTCs and other key partners,
3. begin work with key GOT and CA partners,
4. participate in the development of the Mission's RH, CS, ID assessments, and the overall Mission health strategy, including HIV/AIDS,
5. Conduct field visits and review documentation of program policies, activities, and results.

Results and Accomplishments

1. Work objectives were developed in conjunction with the Health Team leader, John Dunlop. After revisions, a final copy was sent to CEDPA 21 April.
2. I completed almost all the orientation visits and meetings with key partners
3. I began work with key GOT and CA partners
4. I participated in a broad range of Mission strategy and planning exercises. I took the lead in preparing an assessment of Mission activities in reproductive health, child survival and infectious diseases by organizing a month long TDY for 4 senior consultants.
5. I conducted field visits to Arusha, Iringa and participated in the PMTCT workshop in Cape Town in June. Trip reports are attached. In addition, I attended the Reproductive and Child Health Work planning and budget preparation workshop in Bagamoyo in June.

Priorities for the next quarter—21 July-20 November.

1. Complete performance assessment with supervisor for the first six month period, ending 30 Sept 2003 and develop new work objectives for 1Oct 2003-30 Sept 2004 period.
2. Do 3 day TDY to DC in Sept for briefing with key partners, and complete medical work recommended by examining physician when I did my physical in Dakar in preparation for my Tanzania assignment.
3. Take two week mandatory CTO training courses and IR training courses in Sept-October.
4. Continue strengthening public sector team and work with key CAs.
5. Assist in implementation of PMTCT and other HIV/AIDS activities
6. Work on data for Annual report, the Tanzania HIV/AIDS survey (THIS), and other data for decision making activities.

TAACS Quarterly Report April 22, 2003 – July 25, 2003
Susan Bacheller, BGH/HIDN/ID

Major activities for this period:

1. **TB Team Leadership and Organization:** Regular bi-weekly TB team meetings were held, agendas prepared ahead of time, and minutes documented. Two new technical advisors joined the team and one person departed. TB team responsibilities were reviewed and updated to address these changes in personnel.
2. **Guiding and Monitoring BGH TB programs:** The revised USAID Expanded Strategy for TB was shared with USAID missions and regional bureaus, and recommended revisions were incorporated into the document. The document is now ready for internal clearance. In preparation for a possible funding increase for USAID TB programs as a result of the Presidential Initiative for HIV/AIDS, TB and Malaria, I developed a document describing what USAID would accomplish in terms of country level impact and research with additional funding. Finally, I worked with another TB team member to develop ideas for USAID assistance in communications and advocacy. A draft workplan was prepared by the partner organization, and presented to USAID.
3. **Support to Missions:** I was a member of TB program evaluation teams in the Dominican Republic (May 2003) and Brazil (July 2003). I also participated in a health sector assessment team to Ecuador where I conducted an assessment of the TB situation and DOTS implementation. Reports were prepared and submitted for all of these missions. I also provided technical support in response to ad hoc questions from Angola and the LAC regional bureau.
4. **Program Management:** I led a technical review panel for new award, and accepted this responsibility on very short notice. This involved reviewing all the proposals, convening the technical review panel to discuss the proposals, preparing the team assessment for each proposal, and the preparation of the consensus document and trade off analysis. The new award will be instrumental in helping to provide technical assistance in TB to USAID field missions.
5. **Global Leadership:** I represented USAID/BGH at the STOP TB meeting for the Americas in the Dominican Republic in May 2003. I also gave a presentation on USAID's TB program at a training of TB consultants workshop in Cambridge, Massachusetts in June 2003.
6. **Reaching out to partners:** I met with The Global Alliance for TB Drug Development and the Open Society Institute in New York City, in July 2003. We discussed the challenges of new drug development, funding needs, and resource mobilization strategies. I also met with representatives of STOP TB to explore advocacy and communication strategies, and the Global TB Drug Facility.

Quarterly Report 4/21/03 – 7/20/03
Brad Barker, MPH MBA
TAACS/Senegal

Major Activities Planned for the Period:

Infectious Diseases

- Conduct a National Workshop on IPT w/ SP and dual therapy and obtain a consensus on expanding these interventions beyond the scope of the current research activity;
- Implement the APS for malaria and tuberculosis activities;
- Finalize the “voucher system” protocol and begin the intervention in three pilot districts;
- Recruit two Medical assistants and begin to implement the TB plan as developed with the International TB Union and AID/CDC.

Child Survival

- Complete the training of traditional birth attendants in newborn care and begin implementing the pilot approach to reducing neo-natal mortality at several sites in the Kebemer district;
- Have all nurses in USAID/SO3’s fifteen health districts trained in IMCI, have IMCI-C underway in several Districts and pursue the pilot test on the community management of cotrimoxazole.

STI/AIDS

- Restart the process of identifying the reasons why fewer commercial sex workers register and identify ways to increase the availability of female condoms and revisit the legal and regulatory environment dialogue to help clarify and effectively apply laws and regulations surrounding CSW;
- Reach a consensus on the expansion of MTCT activities into Districts outside of Dakar;
- Finalize and have approved USAID/Senegal’s AIDS Strategy;
- Develop an Alliance(s) with pharmaceutical firms, PVOs, the MoH and USAID.

Reproductive Health (RH) & Family Planning (FP)

- Implement the study to assess the constraints to increased demand for IUD in Thies;
- Evaluate and reach a decision as to whether an injectable contraceptive will or will not be added to the current social marketing program;
- Finalize the recommendations emanating from the National Symposium on Maternal Mortality and develop a plan to operationalize these recommendations.

Decentralized Health Care Planning & Financing

- Establish ARPV in local communities and commence training of local health promoters;
- Begin implementing reforms to establish or strengthen the functioning of local health committees, management committees and District level health interest groups.

Major Accomplishments of the Period

Infectious Diseases

- A National workshop on IPT with SP and combined therapy was held and a decision taken to implement IPT with SP for pregnant women and to adopt combined therapy as the first line treatment for malaria in all hospitals, health centers and posts nationwide;
- Grants were made to three USPVOs operating in Senegal to conduct community level malaria and tuberculosis activities;
- The protocol to pilot test a “voucher system” to reduce the price for pregnant women and children of ITN was finalized and will be applied in three Health Districts this malaria season;
- Two medical assistants were recruited to strengthen the capacity of the national TB program and a program of training of health providers was launched in USAID-assisted regions.

Child Survival

- A full range of providers from hospital clinicians to traditional birth attendants were trained in a revised newborn care package. A baseline knowledge and behavioral survey was completed and will serve to evaluate changes in knowledge and behavior related to the planned intervention;
- In collaboration with UNICEF, USAID advanced the pilot study of community management of pneumonia and the use of cotrimoxazole. This is complementary to other ongoing activities to expand C-IMCI.

STI/AIDS

- A decision was taken to suspend USAID’s involvement with regulatory issues surrounding commercial sex workers and to concentrate its efforts to inform key players about the epidemic and the importance of judicious application of current regulations; and, to improve STI case management for all at-risk groups;
- The National AIDS program increased to four the number of sites where eligible HIV positive persons can receive treatment with ARV. It is expected that by the end of this year, all Regional hospitals will be trained, equipped and supplied to ensure proper care and treatment of persons living with HIV. A complimentary

program to add PMTCT services is underway and will follow in the wake of the ARV network expansion;

- The USAID/Senegal's AIDS Strategy was approved by AID/W and is being applied;
- Preliminary discussions were held with government and private sector representatives in light of developing a Global Development Alliance (GDA) to complement the current national AIDS program. It was decided that this Alliance would be created following the development of a Annual Program Statement (APS) mechanism that would form the contractual basis for the Alliance.

Reproductive Health (RH) & Family Planning (FP)

- The protocol for a study to assess the constraints to increased demand for IUD in Thies was finalized and the study commenced;
- The recent National Reproductive Health conference recommended that an injectable contraceptive be added to the methods provided through the current social marketing program. USAID is awaiting the Minister of Health's approval of this recommendation before proceeding.
- The recommendations and short-term priorities emanating from the National Symposium on Reproductive Health were finalized and presented to the Minister of Health.

Decentralized Health Care Planning & Financing

- The concept of establishing Associations of Community Health Promoters in Health Districts supported by USAID was approved by the Ministry of Health and the implementation of this idea is underway;
- A revised Scope of Work and three-year budget was approved by USAID. Contractual negotiations are currently underway that will lead USAID to expand geographically and strengthen the structures and mechanisms put in place to effectively implement the decentralization policy in the health sector.

Major Activities for the Next Period

Infectious Diseases

- Begin the implementation of IPT w/ SP and Combined Therapy in USAID supported Districts;
- Implement the ITN voucher system pilot test in three Health Districts;
- Develop a new proposal from the Tuberculosis Program to the Global Fund.

Child Survival

- Continue to implement the neonatal care package training of providers and the knowledge and behavior change component of the peri- neonatal activity;
- Continue to train nurses in IMCI and expand IMCI-C activities, and in particular pursue the pilot test on the community management of pneumonia with cotrimoxazole.

STI/AIDS

- Begin a series of orientations and trainings of key law enforcement groups to help them better understand regulations related to commercial sex workers and the importance of their appropriate application;
- Determine ways and means to improve the quality and coverage of STI case management of at-risk groups, including commercial sex workers;
- In order to re-enforce the program to expand care for HIV-infected persons, reach an agreement with the MoH as to how USAID will expand the support it provides within the psycho-social and nutritional aspects of the program;
- Develop an Annual Program Statement in view of creating Global Development Alliances (GDA) to increase private sector funding and complement the national AIDS program.

Reproductive Health (RH) & Family Planning (FP)

- Conduct a study to assess demand and supply constraints to increased use of IUD in Thies and a study in view adding an injectable contraceptive to the social marketing activity;
- Concur on Action Plan and implement recommendations emanating from the National Symposium on Reproductive Health, particularly as it relates to expanded social marketing of contraceptives and IPT in pregnancy.

Decentralized Health Care Planning & Financing

- Establish as many Associations of Community Health Promoters (ARPV) as possible and commence training of Promoters;
- Complete the orientation to health and health planning/budgeting of newly enrolled Districts of Kaolack and Ziguinchor.

TAACS Quarterly Progress Report
4/21/03-7/20/03
Alan H. Bornbusch
GH/PRH/CSL

Work Objective 1: Promote, expand, and integrate contraceptive security concerns within the broader international community.

- Represented USAID and provided technical assistance to the Reproductive Health Supplies Task Team. The team – comprised of donor, UNFPA, World Bank, private sector, and developing country representatives – is tasked with developing a new international partnership for financing reproductive health supplies. I attended team meetings in Brussels and New York; consulted with key informants on global health alliances (eg, GAVI and GFATM); researched models for financing health commodities; co-authored a draft framework for a Reproductive Health Supplies Facility (RHSF); consulted with USAID senior staff on the framework; and advised task team on USAID views. Began discussions for consultancy to solicit inputs from commercial contraceptive manufacturers on RHSF concept.
- Represented USAID to the Supply Initiative, including attending a donors meeting in Seattle. Also provided technical guidance for USAID support to the Initiative through Deliver Project.
- Organized a “get acquainted” visit by Contraceptive Security Team to UNFPA (30 April).
- Helped draft US plenary statement for UNFPA Executive Board meeting (June).

Work Objective 2: Promote and strengthen USAID planning, programming, and implementation for contraceptive security.

- Provided technical guidance to global level activities, including revisions and testing of Strategic Pathway to Reproductive Health Commodity Security (SPARHCS) assessment tool; preparation of “Ready Lessons” briefs; and development of contraceptive security indicators.
- Initiated monthly meetings between the CS team and policy team from Deliver Project.
- Advised on design of national health account subanalysis for reproductive health by PHR+ project.

Work Objective 3: Promote and strengthen contraceptive security planning, programming, and implementation in USAID country programs.

- Provided technical guidance on regional contraceptive security activities, including: West Africa regional initiative for contraceptive security (provided technical inputs to a presentation for ECOWAS health ministers and met with Director General of the West Africa Health Organization); Latin America feasibility study for regional approaches to contraceptive security; CMS study of private sector supply options for Central America; Asia regional workshop for media advocacy.
- Led technical review by CS team of USAID Central America regional strategy.
- Provided technical backstopping on contraceptive program needs in Bangladesh and Jordan. Provided technical inputs to triennial review of Bangladesh PHN program.

Work Objective 4: Effective leadership and management provided to contraceptive security team.

- Participated in first Contraceptive Security Team retreat (held 23-24 April) to develop roles and responsibilities and team workplan and priorities.
- Helped develop more effective ways for team members to work together and for me to monitor workloads and performance and provide mentoring to junior team members.

Quarterly Report (May – Jul 2003)

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

1. ANE Regional HIV/AIDS and Infectious Disease Program

- Assisted in programming FY2003 regional infectious disease funds and, with implementing partners, initiated the development of work plans.
- Participated in interviewing candidates for the ANE Regional HIV/AIDS TAACS who will be posted in the USAID regional mission in Bangkok.
- Worked with USAID colleagues and one implementing partner to develop a plan to review regionally-funded activities that have been addressing multi-drug resistant malaria in Southeast Asia and develop specific indicators for use in monitoring the success of interventions.

2. Technical assistance to missions/countries

- Reviewed technical reports, mission strategies, and health proposals related to infectious diseases.
- Served as primary ANE/PHN backstop for Iraq, Indonesia, Philippines, and Thailand and secondary backstop for China, Laos, and Vietnam.
- Briefed USAID and State Department staff on issues related to HIV/AIDS and infectious diseases prior to their assignments in the ANE region.

3. Technical assistance to USAID/W

- Coordinated with implementing partners, other USG agencies, and other donors on health issues in Iraq.
- Prepared briefing documents on health in Iraq for USAID senior staff, Congress, and the White House.
- Organized meetings and debriefings with implementing partners to provide updates on health activities in Iraq for USAID staff.

Quarterly Travel Plans (August – October 2003): August 8-23 (Cambodia, India, Thailand): assist in planning of infectious disease activities in Cambodia, India, and along the Thailand/Burma border. (Note: this information was previously submitted in the last quarterly report, but the trip was subsequently delayed from May/June to August.)

Quarterly Report for Gary Cook
Senior Health Policy Advisor in ANE/TS
April 21 to July 21, 2003

This is the sixteenth quarterly report of my work as Senior Health Policy Advisor in the Asia Near East Bureau. At the end of this quarter I will have completed four years in the position. It has been a very satisfying position for me and I feel that I have made a contribution to the Agency's standing in improving global health, especially in the ANE Region. A memo from the ANE Bureau requesting a two year extension of my contract was signed by the USAID Chief of Staff on July 7, 2003. I look forward to the next two years of challenges.

During this period I continued to act as team leader for PHN in the ANE Bureau. Doug Heisler has departed the position as team leader for his new post as USAID Representative in Yemen; and Jed Meline is on home leave prior to taking up the position on August 7, 2003. As acting team leader I have coordinated the efforts of the MCH/FP advisor, the ID Advisor and the HIV/AIDS advisor as well as liaising with the ANE Bureau as a whole. Many activities continued in the launching of the health portfolios in Pakistan, Afghanistan and now in Iraq. I traveled to Kuwait and Iraq for two weeks during the quarter to oversee the launch of the new health contract and coordinate efforts with the new USAID mission in Iraq.

As acting PHN Team Leader in the Asia Near East Bureau:

- FY'03 CHS budget allocation process: Building on efforts in the past quarter, the FY'03 budget inched toward reality. Based on our recommendations, allotments of CSH and ESF funds were made to the missions of the regions. Missions are preparing for their bilateral obligations and notifying of their field support requirements.
- Participated in a panel at a two-day meeting at the World Bank on support to vulnerable children in the MENA region. The World Bank assembled teams from Morocco, Egypt, Jordan and Yemen to help design a major new effort in the region. They wanted advice from USAID and UNICEF on what programs we currently have and how we recommend they proceed. Provided a 15 minute PowerPoint presentation to a group of 70 experts from the region and the World Bank.
- Supported the USAID/Egypt health program by participating in the video conference between the Mission staff and the State Department. The State Department had numerous questions designed to have the health portfolio increase support to the Middle East Partnership Initiative (MEPI).
- Provided feedback and information to the Bureau for Global Health-sponsored team looking into the future of fellows and other non-direct hire staffing programs.
- Chaired the roundtable review of the PHN program of USAID/Bangladesh as part of the overall strategy review. Coordinated the discussion of major issues confronting the program resulting in a written analysis of the issues.

- Participated in the review of the USAID/Yemen strategy and provided input to the review, especially the health section.
- Provided the information required in the Bureau for the obligation of \$1.3 million in Program Design and Learning (PD&L) funding. PD&L is used to fund our non-direct hire health staff in the Bureau (2 TAACS and 2 fellows) as well as innovative, cutting edge activities that benefit the region as a whole.
- I continued to participate in the collection and presentation of data on the HIV/AIDS program throughout the Agency for the OMB. This is a high-profile and visible process demanding quick turnaround of data from the missions. The OMB requested highly detailed budgetary, baseline and target information which could only be found in the missions. I participated in a process led by the Office of HIV/AIDS and helped coordinate the response from ANE missions. The process continued during this quarter on target.
- Help to assure that our missions are adequately staffed with PHN officers:
 - Succeeded in getting approval of a health position in the IRG contract to support the Mission in Iraq from Washington. I have been recruiting to fill the position with a highly qualified officer.
 - Provided orientation for a newly recruited PSC to lead health efforts in USAID/Joran.
 - Helped recruit short term and long term health staff to provide coverage for the health program in USAID/Afghanistan. Also, attempting to recruit a long-term health officer to replace the current person when her term ends in December.
- Oriented an additional regional coordinator for our region from the Bureau for Global Health (Cathy Thompson). Also oriented several new country coordinators.
- Participated in the PHN Sector Council's new committee on Health and Complex Emergencies, which is still in its infancy.
- Oriented the new class of PHN NEPs to the Bureau and its priorities. Coordinated the rotation of three NEPs in our Bureau: Facilitation of the USAID/Bangladesh program week; support to the Regional Management Team (RMT) to Iraq; and analysis of maternal and neonatal health in counties of the region. Also met with individual NEPs about career planning and opportunities in the region.
- Provided feedback to USAID/Egypt on possible vulnerabilities to the Tiaht legislation involving voluntarism in family planning.
- Coordinated the dissemination of information about possible funding of high-tech IT programs in the health area. This resulted in the funding of an innovative program in Nepal involving the use of PDAs in surveys and data collection.
- Served as a member of the Maternal and Neonatal Health program design committee for the Bureau for Global Health. This will be the follow-on for the current MNH program.

Afghanistan:

- Oversaw the award of a large contract to Management Sciences for Health (MSH) for the Afghanistan health program: REACH. This \$133 million, three year program will improve the health care delivery capacity in Afghanistan and further US foreign policy objectives. The contract is now in effect and off to a good start.
- Continue the recruitment efforts for a replacement for the health officer.
- Oriented two officers from GH prior to their TDYs to Afghanistan to fill in for the Health Officer while she was on 2 months absence from post.
- Provided continuing financial guidance to the Mission and to ANE on program plans and requirements.
- Attempted to rationalize the allocation of infectious disease funding between malaria and TB. This resulted in the need for a team to visit Afghanistan in the next quarter.
- Consulted with Dr John Levinson at the request of Senator Kennedy's office and LPA. He came as a hostile NGO representative and left as an advocate of USAID's approach. He informed the Senator's office and LPA of his satisfaction with our meeting.
- Met with the REACH project director (Cross) and information officer (Wood) about program direction, reporting and information management.
- Introduced Peter Salama, UNICEF Health Chief in Afghanistan in a presentation at USAID on their success over the past 18 months and their collaborative efforts with USAID.

Iraq:

- Provide back-up for fellow TAACS, Andrew Clements on the ANE staff for support to the Iraq health program.
- Traveled to USAID/Iraq's Kuwait office for two weeks to support the launch of the health portfolio.
 - Organized a two-day launch conference for the Abt Contract, Health System Support Project. This is a \$44 million contract for a 12 month period. The foreign policy requirements that this project succeed are high.
 - Arrived before the chief of party and arranged for Mission staff (Dir, GDO, CO, Cont, Information Officer, etc. provide their messages and instructions to the contractor.
 - Convened chiefs of party of other related contracts so that coordination could take place. This included the Bechtel contract for construction, Creative Associates contract for education, RTI contract for community development and others.
 - Traveled courtesy of the First Marine Expeditionary Force (1MEF) to Al Kut and Al Hillah (Babil) in Iraq to meet with civil affairs staff and learn of their assessments of health facilities and local community contacts.
- Recruiting a health officer to be hired by IRG to backstop the program from Washington.

Pakistan:

- Continued to support the program, along with fellow TAACS, Maureen Norton. The health officer in the field, also a fellow TAACS is new to USAID and has asked for significant support.
- Reviewed the proposals in response to the Mission's RFA for social marketing. Award is imminent.

Gary Cook/April 10, 2003: ANE/SPOTS/gcook/CEDPA/15th quarterly report

CEDPA QUARTERLY REPORT APRIL 03- JULY 03
Cornelia E. Davis MD
Senior Technical Advisor, TB & HIV/AIDS, Kenya

A. Major Activities Planned

1. Many activities were planned for this second quarter, but the intervening Iraq War not only placed a complete hold on incoming TDYs and conferences to Nairobi, but due to increasing terrorist concerns in East & Southern Africa, also severely limited REDSO travel in the region. On May 16, 2003, a travel advisory was issued for Kenya, and voluntary authorized departure was issued for Embassy and other USG offices. There have now been two, not so voluntary departure drawdown of staff. We are hopeful that increased attention to security concerns by the Kenyan government will assist in getting the 2nd 30 day extension of the travel advisory lifted.
2. Most of the scheduled TDYs were cancelled by the Embassy. Dr Davis was not able to go to Nigeria to assist in development of the TB and TB/HIV strategy for their new ISP. Likewise, the Ambassador did not approve scheduled TDYs to DRC (to conduct monitoring and evaluation of their TB program) or Malawi (to assist in programming of ID funds since FY91 for TB activities. Although no TDY was done to Sudan, the continued refinement of the Sudan Health Transformation Design Package, and RFA criteria development took up a majority of my time. I was able to conduct one TDY to the 3rd WHO Global TB/HIV Working Group meeting in Montreux, Switzerland.

B. Major Accomplishments

3. REDSO/PHN received additional team members in March 03. An Education Advisor (currently working out of Washington due to restriction of further staff in Nairobi), a Victims of Torture/Displaced Person's advisor, and a HIV/AIDS regional advisor were added to the Health Team. The direct hire HIV/AIDS position was added to REDSO and new regional directives for the focus of regional offices on HIV were issued from Washington. This new directive caused major problems with incorporating HIV/AIDS into the current health strategic objective (SO) focus. The Health team went on a 3 day retreat to try and address issues pertaining to modifying the health SO, making two separate SOs, and addressing concerns related to capacity building with our African institutions. Progress was made in identifying ways to move our Partners to self sustaining agencies in 10 years. However no consensus could be reached regarding the need for separate SOs. This issue was deferred for a special team from AFR/SD, and O/HIV/AIDS to resolve.
4. Due to restrictions on travel, Dr Davis could not visit Nigeria and work with mission to develop the TB strategy. However, the strategy was needed and I worked virtually with the mission and the HIV/AIDS strategy team in Washington to develop the TB strategy. The TB strategy then was integrated HIV/AIDS and TB SO desired by the mission.

5. As REDSO health focal point for Sudan, the development of the Health Transformation design package, approval memo, and draft RFA has fallen under my task. Fully 60% of my time has been spent in meetings and writing/revising the design package and health section of the new ISP. The Sudan new ISP 2004-2006 was approved in Washington on June 10th. The health design package and approval memo is currently circulating for clearance by REDSO offices. The intent is still to issue a RFA before the end of the fiscal year to commit funds. SOWs for a US PSC/Health and a FSN/Health for Sudan were written.
6. A new activity placed on my workload was to assist REDSO O/NPC (Burundi) to program new infectious diseases and child survival funds received in their FY03 OYB. After review of the program and consultations, I worked with UNICEF/Burundi to develop a malaria and child survival proposal and assisted in the development of a MAARD. The documents are circulating for final clearance.
7. Dr Davis participated in the WHO Global TB/HIV Working Group meeting in Montreux, Switzerland. The meeting focused on progress made in the Africa and Asia for TB/HIV collaboration, presented new data on the need for TB programs to offer HIV testing as standard procedure for all TB patients, addressing the new reality of ARV therapy for HIV+ persons and the complex drug-drug reactions for TB drugs and ARVs, a new study showing 25% reduction in mortality for co-infected patients put on cotrimoxazole and TB drugs, and new options to reduce recurrence of TB in patients already treated.
8. Concrete progress has been made with NETMARK Regional Office in Pretoria after meetings with Halima Mwenesi PhD, Sr Policy and Research Advisor. Dr Davis explained the regional partners that REDSO worked with, and the need to move beyond regional meetings to achieve country results. We discussed the mutual interest of CRHCS and Netmark in establishing regional policies on taxes and tariffs. Netmark invited CRHCS to participate in a sub regional meeting in Zambia on ITNs where Dr Opined Achola participated. The outcome of the meeting was a specific proposal and work plan from Netmark to join forces to attack taxes and tariffs on ITNs in the region. The next step is to have an orientation meeting in Arusha between REDSO, Netmark, and CRHCS.
9. Strategic planning meeting was held between Chief TB, WHO/AFRO and Dr Chilunga Puta, ID Advisor RCQHC, and Dr Davis to discuss the Center's proposed collaborative study on quality issues and community based DOTS. At the end of the meeting, a work plan was developed that outlined the objectives, the three country sites, and dates for orientation to countries. Dr Puta was to finalize work plan and to draft a letter for AFRO to send to concerned countries.
10. The REDSO/PHN team received the superior unit work award from the Ambassador for outstanding work and output over the last year.

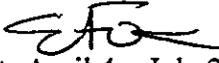
C. Major Activities Planned Next Quarter

10. In anticipation of the travel advisory being lifted in July, Dr Davis will try to re-schedule the TDYs to Malawi and DRC. It is also annual work plan time with our partners. I will attend the work plan meeting for RCQHC. Dr Davis will also provide TA to CRHCS in the development of their situational analysis on the status of TB/HIV collaboration in the region.



US AGENCY FOR
INTERNATIONAL
DEVELOPMENT

July 21, 2003

To: Susan Masse
From: Elizabeth Fox 
Subject: Quarterly Report- April 4 – July 20, 2003

1. I continue to manage the CHANGE cooperative agreement. This quarter CHANGE began a major program in Mozambique and entered into a new arrangement with the USAID Mission in El Salvador to extend programs in the areas of HIV/AIDS and dengue. CHANGE completed a new knowledge management strategic plan.
2. I continue to manage the BASICS II contract. This quarter I managed the PY04 Performance Evaluation Board.
3. I chaired the panel for a new IQC procurement in communications, media and press relations. I served on the panel for two other HIDN procurements.
4. I continued to work as the mentor for Adam Slote and Matthew Sattah.
5. I continue to manage the Inter-Agency Agreement with VOA. This quarter I wrote the IAA for FY04 and supervised the integration of the new technical areas – TB, Malaria and Family planning and reproductive health.
6. As county coordinator for Peru, I managed communications with the Mission and worked with Dick Martin on several matters including coordination with HHS.
7. I designed and directed a study of document management among four CAs. I analyzed the data and presented it to senior management. On the basis of their input, as part of an office wide cost containment effort, I drew up new document management guidelines for administrative and technical reports from USAID CAs.
8. I made presentations at the World Bank and at the InterAmerican Development Bank on the management of development communications programs.
9. June 2-6, CTO training, Acquisitions.

QUARTERLY TAACS REPORT
(April 2003 to July 2003)
Matthew Friedman
USAID/Dhaka

A. INTRODUCTION:

My major responsibilities in USAID/Dhaka consisted of 5 different portfolios including logistics (contraceptive security), HIV/AIDS, Maternal Mortality Reduction, adolescent reproductive health, human trafficking, and social marketing.

B. ACTIVITIES COMPLETED:

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

- Worked with the DELIVER office and SMC to develop a five year sustainability plan for the social marketing company. This included a white paper and a powerpoint presentation.
- Worked with BCCP to develop a comprehensive dissemination plan to ensure that the ARH toolkit can be used throughout Bangladesh.
- Completed the changes requested for the final version of the HIV/AIDS strategy for Bangladesh.
- Worked with SMC and the GOB to get censor approval for our HIV/AIDS cinema and TV spots. Helped to launch the TV spots.
- Worked to complete the child trafficking matrix and report.
- Completed the report for the adult trafficking matrix.
- Worked with SMC to help complete the work needed for their ORS factory.
- Continued providing on-going technical assistance to the 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:

- Continue managing 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 over the next four years (e.g. condoms, etc.);
- Continue developing collaborative relationships with donor/NGO/gov counterparts for ARH, HIV/AIDS, logistics, and social marketing;

- Continue helping ATSEC operationalize their anti-trafficking communications campaign; and
- Dissemination of the overall tools and prototypes developed within the USAID/Dhaka funded anti-trafficking program.

Dale Gibb, Senior Technical Advisor

TAACS Quarterly Report, January 17, 2003 through June 6, 2003

TAACS – We have been advised that the TAACS level for 2003 is \$13.5 million for health, a major reduction. While we can live with this level for 2003, the cumulative impact, if next years' level is the same or equal will be harmful for overall program effort. We are reviewing needs as well as continuing discussions on the Hill in support of an increased level. These discussions fit into an overall Agency review of staffing and non-direct hire mechanisms. Discussions are also underway in the Agency on compensation under no-direct hire mechanisms. These discussions will have an impact on practices under the CEDPA contract.

We have continued providing support to the CEDPA TAACS CTO in implementation of the contract, including development of the latest TAACS training session.

Health and Child Survival Fellows – An evaluation of the three Fellows programs has just been completed by an outside team. Their draft report is being reviewed by the fellows programs as well as by senior staff in USAID. The evaluation addressed possibilities of consolidation, cost-efficiencies and overall objectives of the fellows programs.

Africa Bureau PASA – to become the Global Health PASA – Final signature of the PASA has been delayed, pending approval of the Chief of Staff of the planned positions.

Transition of all of these mechanisms to the PDMS staff is a major step for the next two months, and dependent on hiring at least one more professional.

UNICEF – We prepared and cleared papers on Country Notes for the UNICEF Executive Board that took place in early June. Since the new HIDN Director was participating as the USAID member on the delegation for the first time, and this was the first time that the Country Notes were reviewed at this session, the Annual Meeting of UNICEF, additional time was spent preparing him for the meeting. My assistant, Chris Schaffer, staffed the delegation, helping on drafting of talking points for senior level meetings and meetings with regional directors of UNICEF.

In early May, we held a technical consultation with UNICEF focusing on follow-up to the Ottawa meeting on Child Survival hosted by the Canadian Development Agency and USAID which immediately preceded the Ottawa meeting on the Millenium Development Goals. The record of UNICEF-USAID Technical Consultation, which Chris Schaffer and I organized with UNICEF counterparts, is attached. The HIDN Milestones, previously sent to CEDPA, were a focus of the meeting, enabling us to explain to UNICEF our focus on specific program elements and results.

World Health Organization – Dr. Jim Heiby and I split attendance at the World Health Assembly, May 16-27, and then I participated in the U.S. delegation to the WHO

Executive Board. Both the Assembly and the Board are dealing with increasingly complicated issues in terms of pharmaceuticals, intellectual property rights, organ transplants and the need for standards and guidelines in this area, genomic research and its application to general health care, and health systems, including guidelines for outsourcing in health care.

The annual USAID-WHO Technical Consultation is schedule for August 25-26 at WHO in Geneva, for which preparations are underway in terms of an agenda involving issues for all parts of the Global Health Bureau.

At WHO's request, we arranged a briefing of senior USAID health and program officers on WHO's work in Iraq by WHO Executive Director David Nabarro, and Dr. Mohammed Jama, WHO's Deputy Regional Director for the Eastern Mediterranean.

HHS-USAID – We were successful finally in arranging a continuation of the detail of Dr. Al Bartlett, head of USAID's Strategic Objective in Child Survival, from HHS despite a strong push to recall him and 6 others assigned under the TAACS PASA. Negotiations continuing on retaining the others, all of whom are critical to USAID's programs.

Haiti – Besides meetings held with the Haiti PHN Officer in February, we have consulted regularly with the Mission to help in organization of the upcoming Haiti Health Summit which is designed to increase the level, effectiveness and impact of assistance provided to the Hatian health sector by individual U.S. citizens, private firms, and universities along with philanthropic, faith-based, non-governmental and Haitian Diaspora organizations. The meeting, strongly supported by the U.S. Ambassador to Haiti, will launch activities in celebration of Haiti's 200th anniversary in 2004.

Staffing --We have also been working to orient the new Pal-Tech person who is backstopping all of the non-direct hire mechanisms in terms of budgeting and logistics, pending assignment of another person.

**UNICEF-USAID Technical Consultation
Ronald Reagan Building
Washington D.C.
2.00- 5:30 p.m.**

Participants:

USAID

Richard Greene
Al Bartlett
Carol Dabbs
Hope Sukin
Dale Gibb
Chris Schaffer
Jill Mathis
Neal Brandes

Mary Ettling
Dennis Carroll
Murray Trostle
Jennifer Luna
John Borrazzo
Irene Koek
Mary Ellen Stanton

UNICEF

Cynthia McCaffrey
Lydia Piacentini
Rudy Knippenberg
Nancy Terreri
Genvieve Begkoyian
Pat Engle
Mark Young

Department of State

Sura Johnson

USAID and UNICEF met to discuss key potential areas of collaboration and focus issues in several activities within Child Survival, Maternal Health, and Malaria.

Richard Greene, Director, Office of Health, Infectious Diseases and Nutrition, USAID, opened the meeting by describing the background of and reasons for the recent meetings at Bellagio and Ottawa.

Child Survival

Revitalization of Child Survival

Child Survival has fallen off the map in terms of funding, program squeezing, implementation issues, and other factors. At the recent Ottawa meeting, USAID emphasized this point at the meeting, and pointed to four areas where improvements could be made:

1. Scaling up proven interventions at country level
2. Improvement of monitoring & evaluation in tracking coverage, equity and availability of resources
3. Better management of existing resources and coordination mechanisms
4. Cross-cutting approaches such as Health System strengthening

Other important actions that need to be taken are clearly identifying best buys in CS, identifying and advancing champions for CS, repositioning Child Health on the development agenda. An informal working group will be formed to pursue these efforts. UNICEF indicated its interest in participating in the group. The Lancet is publishing a series of articles on child health which are stimulating comment. Comments are being solicited from UNICEF, USAID and other groups for the fifth in the series.

Health Metrics

The Gates Foundation has offered support for a Health Metrics activity designed to strengthen health data systems and dissemination. A July 8 meeting, to include UNICEF, will discuss this important proposal. UNICEF and USAID will exchange views on this prior to the meeting.

UNICEF will support another round of country health surveys (MICS) from 2004-6. DHS surveys can be used to report data from some countries. The information collected can help track important trends in child survival as well as for other MDG areas.

UNICEF discussed its "Child Info" database as a tool useful in briefing decision makers. The group agreed on the need to bring to the Health Metrics meeting examples of country level improvement of data quality.

IMCI

The group discussed IMCI and its place in Child Health-- as a training tool, quality assurance approach, and/or a major programmatic strategy. UNICEF is taking a closer look at IMCI in 42 countries. This study will help define the future of IMCI within child health.

Child and Adolescent Health Strategy (CAH)

The group briefly discussed WHO's CAH strategy. There was some agreement that a specific Child Health strategy, based on the MDGs, could be useful, especially in helping ministries of health make their case. UNICEF's chief concern was the difficulty in defining a single CAH strategy with so many different regional factors to consider.

Community-Based Treatment of Pneumonia

Both USAID and UNICEF would like to accelerate the scaling up of community-based ARI treatment. UNICEF is working with Nepal, Pakistan and Honduras on programs, each of which has used a different approach. A key gap seems to be determining the intensity of interface with the family – e.g., the work of the community facilitator, the village health worker, etc. For this approach to expand, WHO needs to issue a strong policy statement, followed by supportive policies by country ministries of health. An inter-agency working group meeting on community based ARI treatment is scheduled for late June.

New Oral Rehydration Formula

A new formulation of ORS has been approved. Questions regarding the production and distribution of the new therapy will be addressed in a June inter-agency meeting. USAID is interested in working closely with UNICEF on the rollout of this improved product through both the private and public sectors.

Follow on Activities

- **A working group from the Ottawa meeting will be formed to further efforts in revitalizing Child Survival activities and repositioning Child Health. Both USAID and UNICEF will participate.**

- **UNICEF is looking into possible PR activities and written pieces based on the LANCET articles.**
- **UNICEF and USAID will work together to help redefine the role of IMCI within child health.**
- **UNICEF and USAID have a joint initiative on community based treatment of pneumonia that needs finalization. In addition, both parties will encourage WHO to issue a policy statement on this matter.**
- **We will work together on the rollout of the new ORS through both private and public sector channels.**

Malaria

USAID stressed the need to harmonize equity and sustainability in the Insecticide Treated Nets (ITN) Program, a principle underlying the Roll-back Malaria Strategy under which both USAID and UNICEF, as well as other partners are operating. A recent Lancet article authored by two UNICEF staff, entitled “Free Nets for All,” raised questions about UNICEF’s commitment to the sustainability part of the equation. UNICEF reiterated its commitment to the strategy, putting particular emphasis on the need for balance and that price not be a barrier to the target groups, pregnant women and children under 5. The group agreed to meet to discuss best practices at country level and to develop evidence-based policy.

Follow-on Activities:

- **UNICEF will organize a meeting in New York to discuss best practices in country level implementation.**

Hygiene and Sanitation

At the country level, UNICEF has integrated water/sanitation/hygiene into overall strategies through ECD task teams. 70% of countries have ECD Task Teams. Among other advantages, this allows improved geographic convergence and fully exploits WES (Water, Environment, and Sanitation) strengths in working at the community level.

There is a need for improved coordination between the child health and water/sanitation universes at the international policy level. UNICEF and USAID will look for opportunities to be supportive of such efforts.

Using common standards of evidence to push particular interventions is an important area for joint work by UNICEF and USAID in the wat/san/hygiene area.

Point-of-use water disinfection appears to be an intervention for which both UNICEF and USAID feel there is sufficient programmatic evidence to merit a major push, although there may remain opportunities to further scale-back technology as part of the scale-up.

For evidence-based interventions, we can use USAID projects to support both UNICEF and USAID field activities.

Follow-on Activities:

- **John Borrazzo, Vanessa Tobin to meet.**

- **Maternal Health**

USAID briefly presented its initiative in Active Management of Third Stage Labor, specifically post-partum hemorrhage (PPH), a program now in trial stages in Mali, Benin, Zambia and Ethiopia. The possibility of promoting use of Oxytocin for prevention of PPH, as stated in the Managing Complications in Pregnancy and Childbirth Manual, was discussed, as well as the need to explore means of proper storage for the drug, especially as its need expands. Both organizations stressed the need for evidence on experience in the wider use of oxytocin as well as misoprostol. These subjects will be explored in further meetings between USAID and UNICEF.

Dale Gibb, Senior Technical Advisor

Supplement to TAACS Quaterly Report, June 7, 2003 – July 10, 2003

TAACS – We have decided to proceed with an additional few high priority TAACS recruitments this FY since the obligation level for the year is within the TAACS authorized level. However, we have received word that the on-going mark-up for TAACS in the FAA legislation may even reduce the level, below the \$13.5 FY 03 level for Health TAACS. We have prepared justifications to restore the level to \$15.5 to meet urgent needs for HIV/AIDS and ID TAACS.

We have also prepared justifications for approval of the State Department for Diplomatic Passports for overseas resident TAACS. We expect approval of the request eventually given that such passports have been approved for all overseas resident PSCs.

Africa Bureau PASA – The Global Health PASA has now been approved. I am temporarily serving as the CTO for the PASA but expect the position to be filled by a new PDMS staff member soon. In the meantime, we are working with the Africa Bureau to fill a reproductive health position under the PASA and verifying whether we can now recruit for additional positions under the PASA.

HHS—HHS had earlier this year tried to reclaim all HHS employees detailed to USAID under whatever mechanism. Negotiating to reverse this effort has been a major effort for several of us. We have finally been successful, with an agreement reached between the Assistant Administrator for Global Health, Dr. Anne Peterson, and the head of the Office of Global Health Affairs, HHS, William Steiger, that the HHS TAACS will be extended as requested. We have agreed that the HHS and USAID people will work together to develop terms of reference for time-limited rotational details for use when further openings occur.

Legislation – Besides the question of the authorized TAACS level, we are working with LPA to assure that a provision which restricts the use of any FY 03 Child Survival/Infectious Disease funding for HHS agencies to a total of \$25 million for CDC is not included in FY 04 legislation. We are also in the midst of a process to obtain approval for the use of FY 02 funds to cover costs of HHS activities and personnel for which FY 03 CS/ID funds would have been used.

UNICEF- The UNICEF representative for Health and Nutrition in Afghanistan, Dr. Peter Salema, presented a superb report on activities in those fields over the past 18 months. While many challenges remain, progress has been substantial in immunization, and steps have been taken to address the extremely high rates of maternal mortality. USAID is working closely with UNICEF, the World Bank and the European Union to provide health services through NGOs on a province wide basis, a challenge given that NGOs have not normally been responsible for the broad range of health services on such a wide geographic basis. The need to evaluate and document progress and problems and learn from the experience in the different provinces was stressed by Dr. Salema as well as his audience.

World Health Organization -- We arranged a meeting with Derrick Deane, the US liaison for WHO, with USAID WHO team members on June 23 to discuss specific issues, a draft agenda for the August Technical Consultation, and expectations under WHO's new leadership. We are following up on issues and the agenda.

Haiti -- The Haiti Health Summit was reportedly a great success. Now, besides beginning steps to develop a new Mission Strategy, the mission is engaged in planning for a visit by USAID Administrator Natsios and the Assistant Administrator for the Latin America Bureau, at which time the launch of the President's Mother to Child HIV/AIDS Transmission will take place. Dr. Anne Peterson will also participate in the launch, to take place July 22nd. We will have a Haiti team meeting soon.

Staffing- We are working on a new staffing mechanism to employ the TAACS backstop responsible for budgeting and logistics. We also also beginning recruiting for the front-office Pal-Tech replacement for Chris Schaffer who will be leaving for graduate school soon.

Quarterly Report
21 April 2003-July 20/03
James Griffin

7/24/03

Office of Population & Reproductive Health
Service Delivery Improvement (SDI) Division
USAID

Summary of activities:

CTO for PRIME II and JHPIEGO/TRH

- Negotiating and approving final workplan for the TRH project
- Closing out TRH project
- Planning end of project conference for TRH

General Office

- Participating in re-design of the service project
- Participating in design of the HCD project.
- Co-editing an edition of ISPI journal.
- Assisting with the novation of the PRIME II agreement from UNC to IntraHealth

QUARTERLY ACTIVITY REPORT FOR THE PERIOD April 21, 2003 through July 20, 2003 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 review data from the Youth, Quality of Care and STI/Integration studies; monitored and provided technical assistance on country-specific projects; communicated with Missions; facilitated dissemination of the results of the capacity building assessment, and assisted Frontiers staff in utilizing the results of that assessment of development of a revised strategy; reviewed dissemination materials; 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.

- As acting Deputy Chief of the Research Division, assisted the Chief of the Division in management, budgeting, staffing, and general leadership responsibilities.
- Provided backstopping to the CTO for the Population Council Programmatic Grant with particular responsibility for social science research and Navrongo activities.
- Participated in the Bureau-wide adolescent working group.
- Participated extensively in the PAC working group.
- Represented USAID on the technical advisory group of the Social Science task force of the HRP program, WHO/RHR
- Prepared briefings for international donors, cooperating agencies, and other organizations on the Frontiers operations research project, and on opportunities for collaboration, and on major research results.
- Served as a peer reviewer for articles which had been submitted to several international population journals.
- Participated on the Bangladesh and Egypt 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 technical advisor for research to the Youthnet project; participated in project planning meetings and numerous strategy development meetings.

David Hausner, TAACS Cambodia
Quarterly Report
April 22, 2003 – July 21, 2003

Overview:

This quarter has been extremely busy with multiple VIP visits, reporting reviews, and field trips. A lot was accomplished during this quarter, ending in my taking leave for holiday and TDY in the US.

Major Accomplishments of the period:

1. Field Visits.

This quarter I made two field visits. The first was to the province of Koh Kong where I visited Smach Mean Chey Operational District, with a short stop at Srey Ambel OD. This trip enabled me to see the programs of two of our partners, CARE and Partners for Development (PFD). I am the CTO for PFD. Both CARE and PFD provide comprehensive MCH, Reproductive Health, HIV, and Health Systems Strengthening coverage to Koh Kong. Over the next three years, they plan to cover the entire province. CARE will work more with the health system at the health center level, and PFD will work with the communities to create demand for health services and link the clients to the health system. Koh Kong is one of the poorest and most remote provinces in Cambodia. It took seven hours on a dirt road to drive from Phnom Penh, including four river crossings by rickety car-ferries that were more reminiscent of wooden rafts floated on empty oil barrels. The province is coastal and on the border with Thailand. The health care system in KK is in extreme need of development. CARE had been established with small scale border projects in KK, while PFD is new to the province. The larger scale operations are also new for both CARE and PFD.

I visited both the PFD and CARE offices. I also went to a health center where CARE works to build capacity among the medical staff. The health center can only be reached by crossing the bay by boat. Then we crossed the bay again to a village where PFD has conducted PRA activities and begun to establish the Village Health Committee composed of Village Health Volunteers and Community-Based Distributors of contraceptives. Villagers in this community can only reach the health center by boat, which is a fairly expensive trip on the local scale. There is no other access to clinical health care. Next we crossed over the bay again to a village that is built up on stilts and boardwalks. The sanitation conditions of that community were horrible, and the village is known as the AIDS village. There are several households where PLWHA live. CARE provides home-based care to these families.

That afternoon we visited an orphanage for children affected by HIV/AIDS also supported by CARE. We also visited the provincial hospital. While the visit to the orphanage was heart-wrenching and inspiring, the visit to the provincial hospital was downright depressing. The hospital is a fairly large complex but obviously not used much. Inpatient rooms had to be unlocked for us to see, and when we looked in, it was difficult not to notice the layers of dirt and dust on everything and the cobwebs on all the walls and light fixtures. The hospital director who gave us the tour seemed not to care much about the hospital. She was rushing us along, obviously showing that we were interrupting her day. One exception to this neglect

at the hospital was the VCT center. This is a new center, only in existence for a month or two. Most notable, was that of the 90 or so clients who were tested for HIV at the center, about half were HIV-positive. While this figure is clearly not representative, it is still alarming.

The following day, we went by passenger speed boat for two hours along the coast of KK to a remote island village that has a health center. This health center serves the population of several islands – but the word serves must be taken lightly. CARE is in the process of starting work with that health center, but currently, there is little evidence of functionality. PFD will also begin work there building community structures and creating demand for services among the villagers. Although the health center has a laboratory, the lab technician received his training and his microscope from the national malaria program. He is therefore qualified to test for malaria. However, he is not qualified to test for TB and is under instructions not to use the malaria microscope to examine specimens for TB infection. Therefore, sputum for TB tests must be sent back to the provincial hospital to be tested. This means the sample has to go via the boat that only departs once per day for two hours back to the provincial capital. There it can be tested and after the requisite number of days, can be sent back. Then the patient, who may have come from another island to be tested, must return to the health center for his test result and DOTS treatment.

On my return to Phnom Penh, I visited the OD hospital in Srey Ambel OD, also in KK province. This hospital made the provincial hospital look good. These two hospitals are the worst I have seen in Cambodia. The OD hospital has a brand new, JICA funded TB ward. In it are a handful of patients who are all but being neglected in there. The ward was dirty, the bed mattresses only uncovered foam without sheets, and cobwebs were everywhere. The OD hospital director had to ask patients why and how long they were there. One patient with extra-pulmonary TB had been in the ward for two months with no improvement. He could barely talk. The rest of the hospital was half being used as a garage to house the ambulance that takes patients one hour away to the nearest functional hospital in a neighboring province. The rest of the hospital was locked up with no staff or patients in sight.

The second trip was to Kratie province where I visited PFD's activities in both Chhlong OD and Kratie OD. PFD has had a presence in Chhlong OD for almost two years with a centrally funded child survival project. Current expansion to Kratie OD and to include the health systems strengthening component at the health center level is underway. There is tremendous evidence of the impact PFD is having in Chhlong OD and I believe the work they are doing is very good. I visited several villages, witnessed training sessions of CBDs, VHVs, observed the PRA activities in one of the villages, and visited a health center receiving the support of PFD. I also visited the provincial hospital in Kratie town. This was one of the best hospitals I have seen in Cambodia. There is still room for improvement, but it was teeming with patients and staff, and it was clear that the Provincial Health Department Director was very interested and motivated to maintain and improve the quality of services in his province. Although there is much work to be done in Kratie, the contrast between Kratie and Koh Kong left me with the hope that it is indeed possible to see improvements in this country.

2. Participated in PMTCT expansion workshop.

The MOH, through a joint effort of the national MCH program and the national HIV/AIDS program is in the process of implementing an expansion of the pilot PMTCT program. The pilot had been implemented over one year in Phnom Penh and Battambang, and is now being expanded to 4 other provinces, primarily with UNICEF and French Corporation funding. USAID partners will support this program where there is overlap with technical assistance, training, and capacity building. This quarter, the MOH held the expansion workshop in which the guidelines for PMTCT expansion were disseminated to provincial health department staff and NGO staff. I played a role in the planning of this workshop and attended the event.

3. HIV/AIDS Strategy

This quarter saw the HIV/AIDS strategy get off to an external editor for finalization, and we are planning to submit the final draft to Washington within the next month.

4. Malaria.

Out of necessity due to a shortage of funding at the national level and the lateness of the Global Fund disbursements, I became much more involved with malaria control this quarter. Through a series of negotiations with the national Malaria program, with PFD, and within USAID/C, I was able to secure some funding for PFD to distribute bednets and implement community education and mobilization to prevent malaria in three provinces. The MAARD is currently in process. At the same time, I brought WHO, which receives substantial funding from USAID to support the national malaria program, to the USAID office to present their program. This was the first time WHO engaged in this sort of dialogue with USAID and we are now looking forward to further collaboration.

5. Reviewed Semi-annual Progress Reports.

Semi-annual progress reports were due in from partners during this quarter. I am CTO/program manager for FHI and PFD and therefore was responsible for reviewing those reports. After thoroughly reading and analyzing the results, achievements, and lessons learned for the first half of FY 2003, I met both CAs to discuss and get clarifications about their progress. The meetings were extremely useful for me and hopefully for the CAs as well. Additionally, I was able to discuss the upcoming workplans that were also due this quarter.

6. Reviewed Annual Workplans.

The annual workplans and detailed budgets have arrived in our office and I am currently engaged in reviewing them. I am planning to have this finished by next week, before I leave for my vacation/TDY in the US. I have already scheduled a meeting to discuss the workplan with PFD, for which it will be necessary to process the MAARD for incremental funding. FHI is funded through field support so the timing is not as crucial. I may have the workplan meeting upon my return in August or September as next week will be quite tight for scheduling.

7. VIP visits.

This quarter saw two VIP visitors. Secretary of State, General Colin Powell was here a couple of weeks ago. Although his visit was not specifically for USAID/OPH, we were all involved in making this a good visit to Cambodia for him. As a result of all our efforts to do so, the Sec-State has indicated that he was very pleased with his visit and with the mission. All eyes will be on Cambodia and the potential for getting more money may have been increased as a result of this successful visit.

The second visit is from Ann Peterson, AA for Global Health. Ann arrived yesterday and we presented to her the OPH program here in Cambodia. Currently she is out of Phnom Penh on field visits to Battambang and Siem Reap to see our programs. Again, all indications are that she is very pleased with what she has heard and will see, and that is good for our program. At a partners meeting attended by Ann, many of the partners expressed their concern about the shrinking child health budget at USAID/C. Ann reported that while she doesn't think we will be able to reduce that trend anytime soon, she is doing what she can behind the scenes to stress how important child health programs are.

8. Finalized programmatic indicators for reporting.

During this quarter, through a number of meetings with the OPH team, I helped to develop the list of indicators that our CAs will report to us. Although this has been an onerous process, I believe that the list we now have is a fair one.

Upcoming Priorities:

Next week, I will go to the US and be out of Phnom Penh for six weeks. During my trip, I will attend two training sessions: the first week of CTO training course and a supervision training course. If possible, I will also try to meet with several USAID and CA colleagues in DC. Upon my return, one of my top priorities will be to get to know and establish a relationship with the new key staff that will be joining PFD. I will attend a second team building workshop with the OPH team. I will also work with Darany Dou, who I supervise, to help her become more involved with program activities. Currently, most of her work centers around providing support to finance and budgeting activities for our office.

Janet M. Hayman, TAACS, USAID/REDSO

Quarterly Report for April 21- July 20, 2003

I spent a great deal of my time this quarter travelling, with five weeks on home leave, and 4.5 weeks on TDY. Other activities included continuing to orient Dr. Jeffrey Ashley, the new USAID direct hire HIV/AIDS director to the program and starting to plan for the development of a new HIV/AIDS strategy to guide the expansion of REDSO's HIV/AIDS activities as we scale-up to a much larger office, with expanded staff and a higher budget. These planning activities included meeting with partners and potential partners to explore possible future activities, such as support for expanded training and support for the Great Lakes Initiative on AIDS (GLIA). REDSO/PHN, with FHI, will now provide support to GLIA for staff to assist in developing the GLIA regional office.

Intensive planning continued with the Regional Centre for Quality of Health Care (RCQHC), FHI and AED for the regional BCC meeting and the BCC Compendium.

TDY assignments included participation in technical assistance teams to USAID Missions in Rwanda, South Africa and Tanzania. In Rwanda, I worked with Nancy McCharen of USAID/Washington on development draft concept papers for Procurement 2, the Access and Quality contract and for Procurement 3, a Cooperative Agreement to address issues of Demand. In South Africa, I joined the full six-person team in carrying out interviews with staff of the NMCF Goelama Project, and later travelled with a smaller team to Limpopo Province for a series of interviews with local NGOs and community-based organizations working with orphans and vulnerable children. During the short TDY in Tanzania, I took part in a series of meetings to discuss the future organization of the Mission's HIV/AIDS program and prepared draft Scopes of Work for components of the preparatory assessments for their HIV/AIDS strategy. I also took part in the REDSO/PHN retreat, leading the session on management procedures.

TDY/Travel

- April 22-25: Travel to Masai Mara, Kenya for REDSO/PHN retreat
- April 27-May 4: TDY to USAID/Rwanda as member of a team to develop concept papers for procurement instruments to implement of their new health strategy
- May 6-7: To RCQHC, Kampala, Uganda to plan for the implementation of the BCC Compendium activity
- May 10-18: TDY to USAID/South Africa to take part in an evaluation of their program with the Nelson Mandela Children's Fund Goelama Project
- May 18-21: TDY with USAID/Tanzania as part of HIV/AIDS strategy development team
- June 18-July 25: Home leave

Additional Activities

- May 6: Took part in REDSO/PHN activity review meeting
- May 8: Meeting with World Bank and REDSO's Somalia office on Somalia HIV/AIDS program
- May 9: Meeting with Emory University and Nursing Council of Kenya to discuss approaches to strengthening nurses' training in the region
- May 23: Meeting with World Bank team to discuss collaboration on Great Lakes Initiative on HIV/AIDS
- May 29: Attended BCC HIV/AIDS Task Force meeting at FHI to discuss planned regional BCC meeting
- June 3: REDSO Somalia activity review meeting
- June 10: Presentation by Regional AIDS Training Network of current programs and institutional status
- June 10: Meeting with World Bank team to discuss current programs
- June 16: FHI/Population presented proposed program to be funded by REDSO/PHN on integrating family planning and HIV/AIDS

Quarterly Report 7 : April 21st, 2002 to July 20th, 2003

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

During the last week of April, my main task was to prepare for the USAID/FHI joint trip to Papua New Guinea. Appointments were made, briefing papers assembled and a scope of work developed. Between May 4th and May 21st, we (Alemu Mammo, Neil Brenden and Graham Neilsen, of Family Health International and Billy Pick and myself of USAID) carried out an official visit to Papua New Guinea in order to introduce the plans for USAID funding of HIV activities for 2003. The trip was quite successful and subsequently, a framework as well as a work plan were developed for the available funding, \$750,000 per year for three years.

Much of June was spent packing, sorting documenting and backing up all files (both electronic and hard copy) for the HIV Regional Office. I attended a meeting in mid-June in Bangkok for all stakeholders in the USAID Yunnan Province, China program. During the latter part of June, allocations for the Fiscal Year 2003 were finalized.

Quarterly Report for period April 20 – July 20, 2003
Jerry Jennings, TAACS – Biomedical Research Specialist, USAID - Washington

ACCOMPLISHMENTS:

Additional duties assigned:

Selected to represent OH/A as USAID member on CDC team that conducted an in-country review of the CDC-Uganda HIV/AIDS program. The review team visited CDC/GAP-Uganda partners (many were also USAID partners, e.g. TASO, AIM, AIC), prepared a draft report (I personally wrote the sections on PTMCT, care and treatment of HIV/AIDS and OIs, and the Islamic Medical Association of Uganda – one of the implementing partners), and presented a debriefing of the team's finding and recommendations to CDC/GAP-Uganda members.

Co-chaired the Procurement Working Group that supports the USAID-HHS interagency Steering Committee for the President's initiative on Mother-to-Child Transmission of HIV. As part of that effort: held meetings and prepared minutes, presented information at the interagency Steering Committee meeting, worked with the USDA to gather information on infant formula, and participated in the Interagency/Field PMTCT Initiative meeting held in Cape Town, South Africa.

Attended the RPM Plus Drug Management training course.

Represented OH/A at the HIV/AIDS Department-WHO workshop on "Strategic Information for Anti-Retroviral Therapy Programmes".

Attended Division retreat.

Mission Support:

Conducted a review of in-country capability for HIV/AIDS treatment, care and support in Cambodia. Identified gaps and areas where USAID-Cambodia might have a comparative advantage to further efforts in this area in Cambodia. Exit presentation made and report provided to USAID-Cambodia.

Visited USAID-Uganda personnel and provided information on the CDC review team.

Reviewed HIV/AIDS strategies from G-CAP, Mexico, South Africa, Namibia, and Tanzania and provided comments to review committee.

Biomedical Research Accomplishments:

Wrote Report to Congress describing USAID HIV vaccines and microbicide efforts.

Wrote an article, "Microbicides and Vaccines to Prevent HIV Infections", for the TAACS newsletter.

Made a site visit to IAVI-Uganda laboratory/office.

Coordinated International AIDS Vaccine Initiative (IAVI) activities with USAID to ensure required reports were filed promptly, and coordinated USAID visit by Mollie Shields, VP for Development.

Updated the OH/A Issue Papers on Vaccines and Microbicides.

Wrote the technical paper on Vaccine Research and Development for the OH/A strategic planning meeting addressing the President's Initiatives.

Reviewed proposal for USAID/GDA entitled "Abuja Safe Blood Demonstration Project" and provided comments.

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 and to review interagency documents related to microbicides.

Represented the Office of HIV/AIDS at the Global Health Cross-Cutting Research Team meetings to enhance communication in research areas across the Global Health Bureau.

Maintained current literature review and provided pertinent articles to others in the OH/A.

Quarterly Report April -June 2003

MONICA KERRIGAN
Senior Technical Advisor
FP/RH/Decentralization Team Leader
USAID/Indonesia

I. Technical Advisor Role:

STARH—Family Planning Program

1. Facilitated a meeting to develop a comprehensive contraceptive security strategy with the STARH and Coalition for Healthy Indonesia.
2. Participated in the Indonesian OB/GYN meeting and discussed USAID's role in ensuring quality FP services and use of national guidelines to ensure quality and increase service access.
3. Met with key people at USAID/W and the Health Communication Partnership to share ideas and strengthen feedback regarding a Regional Contraceptive Security Workshop to be held in Oct/Nov in the Asia Region.

Maternal and Neonatal Health

1. Developed the Scope of Work for the MNH Technical Review to be carried out from August 25-September 5.
2. Met several times with key technical advisors from Saving Newborn Lives (Gates Funding Global Initiative) to discuss the possibility of future collaboration on neonatal health activities.
3. Participated in several meetings at the MOH and Global Bureau in Washington to identify funding to scale up a PPH intervention. Mission will receive ANE funding to continue to support this successful initiative.

MSH/Management and Leadership Program

1. Provided technical comments on their annual work plan and reports.
2. Facilitated a multi-sectoral meeting with several decentralization CAs working on policies and laws related to district health issues.

Coalition for Healthy Indonesia

1. Developed and submitted the scope of work for the continuation of the Coalition for Healthy Indonesia program at USAID/Indonesia from 2003-2005.
2. Provided feedback on their initial PMP and program description.
3. Working to collaborate with the BGH/Environment Office, Health Communication Partnership Program/BGH and World Bank to develop a successful hand washing initiative for Indonesia.

II. Donor Collaboration

Preliminary discussions with WHO, AUS-Aid and UNFPA on collaboration regarding key issues: Pre-service training for midwives, social mobilization to increase budgets for district health, and contraceptive security.

III. Supervision

Conducted the performance appraisals for 2 employees and provide regular mentoring and feedback on job performance issues.

IV. Professional Training

Participated in a two-week Advances in Health Communication Workshop sponsored by the Johns Hopkins University Center for Communication Programs. During this workshop I focused on enhancing my skills in the following areas:

- Expertise to Design a Health Communication Strategy
- Fundamentals of an effective Advocacy strategy
- How to Develop a Mutually Shared Vision with Several Partners

V. Potential Upcoming Regional or International Travel:

Regional Workshop on Contraceptive Security October 1-4—was supposed to be in Bali but due to security issues may be postponed or venue changed! Continue to travel to USAID program sites to oversee progress and identify successful achievements of program activities.

Deborah Lans
QUARTERLY REPORT - 4/21/03-7/20/03

- Project Management HealthTech IV Cooperative Agreement: As CTO for HealthTech IV, I continued my activities as CTO for USAID's HealthTech project. In addition, in May (in Seattle) I met with a subset of the HealthTech team to review progress, issues, and discuss upcoming strategy.
- Project Management for Vaccine Fund Grant: As CTO for the Vaccine Fund, I worked intensively for 2.5 months with GH and OP staff on obligating USAID FY03 funds to The Vaccine Fund.
- Project Management for the IUATLD Cooperative Agreement: As CTO for the new IUATLD cooperative agreement (projected to be awarded before Sept. 2003), I have been reviewing their unsolicited proposal and working with USAID's Office of Procurement and IUATLD staff to move this agreement forward.
- Project Management for "Accelerating the Control of Acute Respiratory Infections in Developing Countries by Vaccination" project. As CTO for this activity, I have been working with CDC, WHO and Johns Hopkins staff and the USAID/Uganda mission to develop a plan of activities for FY03 which will involve monitoring the impact of Hib conjugate vaccine in Uganda.
- Mexico Country Coordinator – As country coordinator, I have continued to closely work with the USAID/Mexico PHN team (usually bi-monthly telecons or meetings with staff when they are in DC) on getting their TB program finalized. In addition, during this Quarter, I participated in the review of the USAID/Mexico Mission Performance Plan, the HIV/AIDS strategy, and the CAM strategy.
- I participated in the course, "Improving Health Outcomes through Effective Pharmaceutical Management", sponsored by RPM and held in Arlington, VA from 28 April through 2 May.
- I participated in a Gates Foundation Global Health Diagnostics Meeting, held in Seattle 5-7 May, and wrote a report of the meeting for the Foundation.
- I represented USAID at a donors meeting regarding the "Sexually-Transmitted Diagnostics Initiative" in Geneva at TDR, 16-17 May.
- I represented USAID at the Malaria Task Force Meeting (in Bethesda) 12-13 June.
- I gave a presentation at a Stop TB Dots Expansion Working Group "Consultation on Primary Health Care Service Providers" in Uganda 2-4 July.

- I represented USAID at the Meeting of the Vaccines and Biologicals Strategic Advisory Group of Experts (SAGE) in Geneva at WHO, 7-9 July.
- While in Geneva in July, I had meetings with SDI and TBDI TDR staff to discuss progress and future activities regarding two areas (related to the development of rapid diagnostics for STIs and TB) being supported by USAID.
- During this period, I continued to work closely with the Pakistan National TB Program (NTP) regarding monitoring progress of activities supported by USAID and to plan for future activities. During this period, I worked closely with the NTP manager and other USAID key partners involved to make arrangements to implement the portion of USAID support that will focus on TB drug management activities. In addition, during this Quarter, I had planned to join a Joint Review of the TB control program in Pakistan, but was unable to attend due to travel restrictions.
- I have continue to be involved with various activities related to safe injection at USAID and have begun working closely with the Office of HIV/AIDS on this issue. This Quarter was marked by a series of meetings with interest groups outside of USAID. In addition, I am responsible for leading a review panel to review an unsolicited proposal focused on this area.

C. Kirk Lazell, TAACS, Namibia

Quarterly Report

04-21-03 to 07-20-03

Major activities planned for coming period:

SO 5:

Begin implementation of PMTCT activities under the Presidential initiative; finalize formation of cooperating agency and local partner PMTCT implementation team; working with JHU/HCP and other partners finalize tools and commence community based research for community network analysis and PMTCT baseline survey; field Rational Pharmaceutical Management Plus (RPM+) 3- person team for a pre-assessment visit in August; launch JHU/HCP UNAM 26 episode youth radio program; field joint USAID/CDC team to support USAID /CDC/Namibia efforts to write FY 2004 PMTCT Implementing Plan (IP); field OHA technical and program assistance for among other things PMTCT counseling and monitoring and evaluation; recruit staff for new HIV/AIDS Strategy (2 Fellows and 2 FSNs); support Embassy efforts for visit of Senator Frist Codel to Namibia in late August

HIV/AIDS Crosscutting activities:

Field OHA private sector technical assistance to work with private sector, SO 1 and HIV/AIDS cooperating partners to explore linkages for micro enterprise activities for HIV positive women and OVC and to obtain private sector commitment for community-based activities linked to youth radio program; continue to support the efforts of all other SOs to make HIV/AIDS a crosscutting theme in their new strategies.

Major Accomplishments of the period:

SO 5:

Wrote and finalized new USAID/Namibia HIV/AIDS Strategy for 2004-2010; successfully defended HIV/AIDS Strategy and supported the Mission Country Strategic Plan team in Washington; in partnership with the CDC finalized the PMTCT Initial Obligating Plan and effected its approval by the National PMTCT Steering Committee; participated in the PMTCT workshop in South Africa conducted by USAID, CDC and the White House Office of HIV/AIDS; obtained core funding for the fielding of the Elizabeth Glazer Pediatric AIDS Foundation (\$500K) cooperating partnership in PMTCT for local implementing partners and for the Rational Pharmaceutical Management Plus (\$300-500K) cooperating partnership to assist building the capacity of the Ministry of Health in its pharmaceutical and HIV/AIDS commodities management and logistics program.

Crosscutting Activities:

Worked with implementing cooperating partner FHI, SO2 and the Ministry of Basic Education to develop, design and budget a workplace intervention and a program of technical assistance and training to the Ministry's HIV/AIDS education unit.

Quarterly Report
Nancy Lowenthal
May 5 – July 30, 2003

I began work at USAID on May 5, 2003 at the Bureau of Global Health, Office of HIV/AIDS (OHA), in the Division of Implementation Support (IS). I am the Senior Social Marketing and Communication Advisor and the CTO for PSI/AIDSMARK. I have spent much of this quarter learning my job, including: reviewing the AIDSMARK project and files; catching up on outstanding AIDSMARK related paperwork; and, attending OHA meetings.

PSI/AIDSMARK:

Justification Memorandum to Raise the Funding Ceiling for PSI/AIDSMARK:

I prepared the justification memo to raise the AIDSMARK ceiling from \$165 million to \$335 million until 2005. The current project only has funds through 2003. Raising the ceiling requires approval for a non-competition extension of this project.

Briefing Memo and Meeting with the USAID Administrator:

I prepared a briefing memo for the USAID Administrator's meeting with PSI on July 15, 2003. I also attended the meeting as a note taker for Global Health. I prepared notes on the meeting; however, the official debriefing memo was prepared by Linda Morse, GH Deputy Director.

Obligation for Fiscal Year 2003:

I reviewed and prepared the proposed core and field support budget to obligate \$50 million to PSI/AIDSMARK for fiscal year 2003.

Establish Working Relationship with PSI:

I have established a working relationship with my colleagues at PSI/AIDSMARK. I am in daily direct contact with the AIDSMARK director and deputy director. Other key AIDSMARK staff are also in regular contact with me to advance the project activities

OHA Activities:

CTO Certification Course: Assistance and Acquisitions:

I took the two part CTO certification course on acquisitions and assistance from July 14-25, 2003 at the OFDA facility in Arlington, VA. I am now a certified CTO.

LPA Reporting Requirements:

I worked with the Legislative and Policy Affairs Office (LPA) to develop a standardized approval form for all USAID funded communications materials that cost over \$25,000. This form is currently being reviewed by colleagues in various offices at USAID before it will be finalized.

ABC Study:

I am working with staff in Global Health to provide technical and administrative oversight to the Abstinence, Be Faithful and Condom study to understand the implementation and results of these interventions in various countries in Africa and Asia.

OHA Strategy Development for Presidential HIV/AIDS Initiative:

On July 10, 2003, I participated in a one day OHA retreat to prepare the agency's response to House Resolution 1298 and other Presidential Initiatives on HIV/AIDS. Background preparation for this retreat included co-preparing a strategy paper on women's empowerment, male involvement, and gender-based and sexual violence and trafficking.

Global Health Meetings:

During the week of May 12-16, 2003, I was able to participate in both USAID's Open University and the Implementation Working Group meeting. These meetings provided me a comprehensive overview on important issues in Global Health. It also gave me a quick introduction to my colleagues work and that of the cooperating agencies.

Behavior Change Communication Working Group:

I am a member of the Behavior Change Communication Working Group in OHA. The goal of this group is to identify what communication strategies work in HIV/AIDS and how to replicate these strategies.

Routine OHA Meetings:

I regularly attend two bi-weekly meetings: general OHA staff meeting and IS staff meeting. I have also attended other meetings on USAID budget and finances and HIV/AIDS technical issues.

Other:

Orientation to CEDPA and OHA

May 5, 2003, CEDPA provide an orientation to CEDPA operations and procedures. On May 6, 2003, I had a brief orientation to the USAID OHA office.

Mozambique and South Africa HIV/AIDS Country Strategy Review:

I participated in the review of the USAID country strategies for Mozambique and South Africa. I reviewed the plans and attended the strategy meetings.

Issues:

Orientation to USAID Procedures:

During fiscal year 2004, I will be the activity manager for preparation of a new HIV/AIDS social marketing project. To prepare for this task, I hope to take the USAID course on Planning, Learning and Achieving in December 2003.

Security Clearance:

Due to my lack of security clearance, I can only work inside of USAID for a very limited number of hours per week. This restricted access to USAID impinges upon my ability to be effective and to establish myself as a member of the OHA/IS team.

MARGARET (PEG) MARSHALL
QUARTERLY REPORT
April 1- June 30, 2003

Hired as Senior Technical Advisor for MCH and ID in the Latin America Bureau
Start date: April 4, 2003

Trainings/Meetings Attended:

TAACS Essential Training for PHN and Education Technical Advisors, Course at CEDPA April 7-11
Orientation to Global Health: Population and RH, HIV/AIDS, HIDN, Regional Bureaus Time Management Seminar
MAQ Mini-University at USAID May 12th
Orientation session to PHN Strategy Development Process (assessments, strategy writing, USAID/W role in reviews) May 15th
TwoDay Method pilot studies presentation.
The IMMPACT Project (University of Aberdeen) and measurement issues in Maternal Mortality
Training on Maternal Mortality Reduction Model at the Policy Project, Futures.

Orientation to new job:

Multiple group and individual meetings with David Piet, Carol Dabbs, Susan Bacheller, Jennifer Luna, Mary Ettling, Susan Hill, Cecily Mango, Rebecca Adams, Ernest Rojas, James Heiby, Mary Ellen Stanton, Lindsey Stewart, and others.

TB Team (member)

Attended fortnightly staff meetings

Malaria Team (member)

Presented at special meeting to present LAC Amazon Malaria Project update to malaria team.

SUPPORT TO THE FIELD

Bolivia

Country team meeting with FSN in D.C.

LAC team meeting with FSN in D.C.

CAM Initiative

Input on drafts of the CAM strategy and attendance at multi-sectoral meeting for input on strategy.

IMCI CORE Concept Paper

Detailed feedback on several drafts of community-based concept paper and several meetings for same.

TASK FORCES/WORKING GROUPS

- Attended two day meeting of Amazon Malaria Initiative Steering Committee, PAHO
- Prepared USAID position paper on PAHO IMCI initiative for US response at PAHO Executive Council meeting.

TDYs

- May 6th through May 10th, STOP TB regional meeting in Santo Domingo, Dominican Republic hosted by PAHO
- June 7th through June 14th, Santa Cruz, Bolivia regional meeting on Skilled Attendants at Birth hosted by PAHO. Also made field visits to area TB, infection control, FP, and MCH programs.
- June 14th through June 25th, Granada, Nicaragua TB training course for National Program Managers by the International Union Against Tuberculosis and Lung Disease (IUATLD).

OTHER MEETINGS AND/OR WORK

PHN Sector Council Meeting

Regular LAC PHN staff meetings

NEPs orientation to LAC

Several meetings on dengue efforts within USAID to discuss future direction.

LAC PHN team meetings to start developing the new regional SO

Start to meet and work with partners on work plans for FY 03

Worked on devolving the Amazon Malaria Initiative (AMI) grant day to day management to the Peru mission.

Quarterly Report

April 2003-July 2003

Prepared by:
Tara Milani, TAACS – USAID/Russia

The new MCH Initiative:

As my main objective for this period, I concentrated on finalizing the design and development of the new follow-on Maternal and Child Health (MCH) Initiative. The process of getting the newly developed MCH Initiative's Statement of Work approved was finalized, and I was able to work with the Contracting Office to get the RFP completed and disseminated in May. I will be looking forward to the steps ahead leading up to the award and procurement of the project.

In pursuing the above I also dedicated a great deal of my time determining the funding mechanism that would be most suitable for the new initiative. Though the process took a little longer than I anticipated, it proceeded smoothly. In addition, I selected and proposed the members of the technical review committee for the MCH Initiative proposals. The recommended composition for the committee was approved, and has started reviewing proposals in early July.

USAID's current MCH activity, Women and Infants' Health (WIN) Project, will end in September 2003. We are anticipating to award the new initiative sometime at the end of the summer. Two main focuses of the new MCH Initiative will be to: 1) ensure that models developed and lessons learned under other USAID MCH activities as well as those MCH-related activities implemented by other donors or the government is well integrated and, when appropriate, applied in the context of the new activity. 2) Empower and build capacity of a local health entity which will be able to take the leadership in following up with the training and advocacy needed to continue to improve the maternal and child health status in Russia.

My main focus during the upcoming quarter would be to focus on a successful launch of our new MCH Initiative and manage a good start for the new project. I will be working with the new contractor to ensure that all the elements of program-design, including concurrent coordination with other USAID funded health activities are addressed.

WIN Project Management:

My ongoing duties serving as the CTO of the WIN Project, has been quite busy and eventful. I have been overseeing proper and timely implementation of the Project's planned activities and their close-out process. Last quarter marked the end of the WIN Project implementation cycle. It was highlighted by a final dissemination conference celebrating four years of successful interventions and significant outcomes. In my capacity as the CTO, I provided the organizers with the necessary oversights and assisted to streamline coordination to encourage high participation and USAID representation while providing appropriate quality control for the documents and materials distributed at

the conference. These materials had been developed under the WIN Project. They included "how-to-guide," "post abortion guidelines," and other findings and data reported under USAID Operations Research (OR) activity on post abortion care recently conducted by EngenderHealth. During the same period I administrated the close-out procedures for the WIN Project to ensure USAID compliance.

Other MCH Activities:

On other fronts, I continued overseeing the activities of the two other MCH related projects, FRONTIERS and the Policy Project. In this capacity I participated in the Policy Project supported National Advocacy Network for Reproductive Health annual meeting, July 9-10, 2003. I continued coordinating closely with Healthy Russia 2020, Health Partnerships (AIHA), Quality Assurance Project, and our HIV/AIDS activities. A focal point of my work during the next year will be to ensure that WIN Project results, Operations Research activity results on PAC, and USAID/Russia's other MCH related successful models are well disseminated and appropriately applied in the context of our new MCH Initiative and in the framework of Healthy Russia 2020.

Proposal review for DIHR:

During the past quarter, I was appointed to represent the Health Office, serving on the Technical Review Committee for proposals on anti-trafficking submitted to DIHR Office.

Meetings:

During this reporting period a portion of my time was devoted to representing USAID at various meetings, seminars, and other interagency activities. These included:

WHO Regional Meeting: "*Working together for maternal and child health programs in the European Region-Partners' Meeting*" was the title of a WHO regional meeting organized by WHO's Regional Office for Europe and School of Psychology, University of Birmingham in Stratford-upon-Avon, United Kingdom, May 1-3, 2003. The objective of the meeting was to discuss and share ongoing activities in the area of maternal, prenatal, and child health and protection; to introduce approaches in the area of prevention of HIV infection in infants and young children; to discuss the creation of mechanisms for scaling up activities in these areas; and to coordinate future activities to improve maternal and child health in the European Region.

Meeting with Korsunsky: On May 16, 2003, I met with Dr. Korsunsky, the Head of the Maternity and Childhood Department of Ministry of Health, to update him on USAID's recent plans on MCH follow-on strategy and to ensure coordination of efforts.

RLMS Conference: A presentation of the Russian Longitudinal Monitoring Survey (RLMS) took place on June 17th in Moscow. I participated in this meeting to hear representatives from University of North Carolina share the latest findings of the survey.

Healthy Russia 2020 Retreat: On June 10th, USAID Health Office had its first retreat to discuss coordination with Healthy Russia 2020. This project was launched in September of 2002 and is Health Unit's main cross-cutting health initiative. Different coordination and team work mechanisms were discussed while Healthy Russia team provided update on project activities.

Interagency meeting on Health sector coordination: I represent USAID in these monthly interagency meetings where recent activities of each donor organization are shared, and experiences are exchanged.

Maureen Norton

April 21- April 31, 2003

- Planned Management Review- Advance Africa
- Reviewed Advance Africa responses on Management Review; prepared written response
- Met with CATALYST Egypt team
- Met with CATALYST Pakistan team
- Reviewed CATALYST workplan and M&E plan
- Invited to present on FP/RH issues in E&E region at USAID "Social Transitions II" meeting in Budapest; began planning presentation by reviewing CDC/MACRO recently published study on comparative RH issues in E&E region
- Reviewed draft presentation on birthspacing to be presented at MAQ-Haiti meeting by Issakha Diallo; provided feedback
- Meetings with USAID Yemen Representative on USAID/Yemen proposed health program
- Reached agreement with WHO on my meeting with them in May to discuss their possible participation in Systematic Birthspacing Literature Review, with USAID and UNICEF
- Reached agreement with UNICEF on UNICEF's participation in Systematic Birthspacing Literature Review

May 2003

- Participated in CATALYST technical meetings
- Continued meetings on/review of CATALYST M&E plan and annual workplan
- Continued meetings on/review of Advance Africa annual workplan
- Participated in USAID senior staff meetings
- Participated in Pakistan and Afghanistan team meetings
- Conducted Management Review-Advance Africa
- Met with PAC Working Group to develop USAID strategic framework/indicators
- Participated in Repositioning FP/RH in Africa Meeting at Advance Africa
- Presented at USAID "Social Transitions II" meeting in Budapest, May 19-22
- Met with WHO staff in Geneva May 23 to reach agreement on contents of scope-of-work for Systematic Birthspacing Literature Review; agreed also on the need for an international meeting following the review
- Participated in USAID MAQ Mini University, and MAQ Partners Meeting on May 12-13
- Week of May 27, arranged/conducted a series of technical meetings for USAID/Pakistan TAACS, Dr. Samia Altaf, to assist with FP/RH/MCH program planning and to help ensure appropriate technical input to program development

June 2003

- Continued meetings on/review of CATALYST M&E plan and annual workplan
- Continued meetings on/review of Advance Africa annual workplan; approved Advance Africa annual workplan
- Telephone meeting with Dr. Rushna Ravji, CATALYST COP for Pakistan, to plan CATALYST Pakistan annual workplan
- Meeting with Tenley Mogk, USAID/DRC, to help plan Advance Africa work in DRC

- TDY to Guatemala for CATALYST Central American Regional Optimal Birthspacing Meeting, June 9-12; Presented in Spanish; title of Presentation was "Helping Women Achieve the Birth Intervals They Want: Evidence- and Community-based Approaches to Optimal Birthspacing"
- Prepared SDI Division feedback on Office of Population and Reproductive Health (PRH) new strategic framework
- Participated in planning for "Results Review" with CATALYST
- Recommended (and recommendations were accepted) ways to ensure consistency of new PAC strategic framework with PRH strategic framework
- Met with *The Lancet* editor, Dr. Michael McCarthy, to present new research findings on birth spacing and infant/child/maternal survival; Dr. McCarthy encouraged me to submit a Letter to the Editor on this topic

July 1 – July 21, 2003

- Met with Packard Foundation Pakistan staff to share information on USAID/Pakistan FP/RH/MCH program
- Continued to provide guidance/recommendations on new USAID PAC strategic framework
- Participated in Afghanistan and Pakistan team meetings
- Participated in meeting to review proposed division replacement for support staff
- Ongoing technical and budget meetings with CATALYST
- Interviewed proposed new Deputy Director at CATALYST
- Planned/chaired meeting with Egyptian National Council for Women at request of USAID/Egypt

Quarterly Report for John Novak
(April/21 – July/20/03)

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

- (1) Serving as team leader for the newly formed Monitoring, Evaluation & Reporting group (4 staff) within the Office of HIV/AIDS.
- (2) Serving as co-chair (with CDC) on the M&E “workstream” to support the monitoring and reporting on implementation of the Presidential Initiative on prevention of mother-to-child transmission (PMTCT) in fourteen countries (budget: FY 03 is \$100 million)
- (3) Managing the implementation of the National Coverage of Key HIV/AIDS Services Study in USAID (41) priority countries. This study is designed to give national estimates for HIV/AIDS service coverage and estimates for the size of several “most-at-risk” populations – to be used as reporting baselines for USAID programs for FY03. This is a collaborative effort between USAID, CDC, World Bank, UNAIDS and WHO to collect information from 80 countries.
- (4) Managing the writing of the Office of HIV/AIDS section (6-8 pages) of the Agency’s annual Performance and Accountability Report (PAR).
- (5) No travel this quarter

Ellyn W. Ogden

Quarterly Report
April-June 2003

- Continued preparation of grants to WHO, UNICEF and CORE for FY 03
- Began work on FY 2002 annual report
- Developed TORs for polio communications review
- Held discussions with UNICEF and USAID on IDD proposals
- Participated in Technical Consultative Group meeting and International ICC in Geneva
- Meet with WHO TB staff to discuss lessons learned from polio communications for TB
- Observed Polio NIDs in Egypt
- Participated in press conference on polio and was interviewed by NPR.
- Participated in annual Rotary Capitol Hill event
- Ongoing project management CORE, WHO, UNICEF
- Meetings with Japan delegation non polio and child health
- Briefed USAID Mission field staff visiting Washington (numerous)
- Participated in Annual Polio/EPI Communications meeting in NY
- Provided input for the USAID delegation attending the SAGE meeting in WHO Geneva
- Participated in the EPI managers meeting for South East Asia and the Technical Consultative Group Meeting for South East Asia on Polio and Immunizations. Attended the regional donors meeting. Nepal
- Worked with Bureaus to allocate FY 03 polio earmark
- Worked with Bureaus and missions to program FY 03 polio funds
- Continued to work with JHU Fellow on polio and Immunization activities.

Shelagh O'Rourke, TAACS Nigeria
Quarterly Report
May 1 – July 31, 2003

Major Accomplishments of the quarter:

1. General Support of SO13 & SO14

- *POTUS visit:* Developed scenarios for visit to Abuja National Hospital, prepped participants, wrote talking points and press packages, and designed banners and other visuals. Served as point person at hospital for the Secretary of State.
- *New Mission Strategy Development:* Provided leadership for the development of the HIV/AIDS and TB and the Enabling Environment RFAs. Assisted at reviews of other SOs.
- *New SO 14:* Finalized stand-alone HIV, AIDS, and TB strategy for submission for AID/W review.
- *New SO 13:* Provided substantive input on the finalization of this strategy, especially on HIV and AIDS as cross cutting issue.
- *Both SOs:* Assisted in stakeholders meetings.
- *OD Exercise:* Work with consultant on final consultancy of series .
-

2. Support for HIV/AIDS IRs

- *PMTCT Strategy Development:* Worked closely with the Implementing Partners (IPs) to develop PMTCT social mobilization strategy, including the White and Red Ribbon campaign, which melded Safe Motherhood with the Red Ribbon of AIDS. The materials from this campaign became a central focus of POTUS visit.
- *Mapping Exercise:* Continued work with the National Action Committee on AIDS (NACA) on the implementation of a mapping exercise of donor support to the sector nationally. Planned dissemination workshop which later had to be postponed until October.
- *Unsolicited Proposals:* Participated in the Mission review of two unsolicited proposals
- *PSRHH Steering Committee:* Attended quarterly meeting and provided input on first annual review.
- *Global Development Alliance:* Continued to work with the Embassy, AID/W and Mission to further the objective of creating an alliance with US companies, oil companies in particular, to leverage USAID work.

- *Sullivan Summit*: Developed briefing materials and served as rapporteur for session on HIV/AIDS.
- *Support to NACA*: Worked with other major partners---UNAIDS, DfID, Policy Project---to select five new senior positions to support NACA's mission.
- *VIP Visits*: Made arrangements and prepared talking points.

Major Activities Planned for Next Quarter:

1. General SO and Mission Support

- *New Mission Strategy Development*: Will finalize SO14 portion of CSP and two RFAs: one each for policy, and service delivery.

2. HIV/AIDS IRs Support

- *Donor Mapping Exercise*: Will finalize study and implement dissemination effort. (Postponed this quarter)
- *Private Sector Initiative*: Continue to work with SARA project consultant on establishing this initiative as major Global Development Alliance. Travel to Rivers State to confer with potential GDA partners.
- *Supervisory Field Trips*: Visits are planned to Lagos, Port Harcourt and Taraba.
- *ICASA*: Participate in September conference.

QUARTERLY REPORT
FOR THE PERIOD APRIL 21 – JULY 20, 2003
FOR ESTELLE QUAIN

- **Human Capacity Development (HCD) Advisor**
 - Lead cross-Bureau Task Force
 - Organize 3 meetings of the Task Force and a mini-retreat to plan for report out to Bureau Senior Management in September and timeline for Year I work plan
 - Finalize SOW for consultants who will assist the Task Force in surveying Bureau and bilateral projects that address HCD
 - Meet with MSH, FHI, JHPIEGO and Synergy to determine HCD work plan for FY 03
 - Collaborate with Synergy Project to co-facilitate a break out session on HCD at the IWG meeting in May
 - Work with Synergy on the HCD portion of the programmatic database and on the SOW for finalizing the core HCD indicators
 - Draft paper “USAID’s Strategy for Strengthening Human Resources and Healthcare Delivery Systems” for OHA Strategy
 - Participate in PHR+ quarterly review meetings and work with CTOs on PHR+ Common Agenda work plan
 - Work with Quality Assurance and Workforce Development Project CTO to make OHA aware of QAWD interventions in HIV/AIDS
 - Discuss capacity building with RPM+ CTO and participate in donor strategy meeting relating to pharmaceutical management
 - Review unsolicited proposals relating to HCD and distance learning

- **USAID Co-chair, Human Resources Work Stream, Presidential Initiative for PMTCT**
 - Co-chair monthly and *ad hoc* work stream meetings with HRSA and CDC
 - Participate in monthly Steering Committee at the Office of National AIDS Policy
 - Participate in other work stream meetings as necessary, e.g. Program Services and Budget
 - Work with OP, GC, E&E Bureau, and HRSA on multiple drafts of joint RFA for a Twinning Center and a volunteer healthcare corps; draft paper “Options for Joint Funding of the Twinning RFA (USAID and HRSA)”
 - Draft paper “Human Capacity Development for PMTCT: USAID’s Strategic Advantage” and present to Bureau senior management
 - Work on funding options for the implementation of Volunteers for Prosperity and meet with 5 FBOs and Elizabeth Glaser Foundation to determine capability and guide proposal development; review proposals from FBOs
 - Serve as OHA point person on twinning and volunteer corps
 - Work with HBCU consortium on their twinning proposal

- **Country Coordinator, Central America AIDS Program (G-CAP)**
 - Work with mission on planning for CONCASIDA Conference and on technical assistance visit for Comprehensive Care IR of G-CAP strategy
 - Participate in review of SOW for AccionSIDA evaluation and in overall G-CAP strategy review

Barbara Seligman
Quarterly Report, April 1- June 30, 2003

Legislative and Policy.

- Monitored legislative developments, including developments related to the Millennium Challenge Account [MCA] and summarized for BGH leadership.
- Advised CAs, USAID field staff and Washington-based staff and others in the international health community on matters related to sensitivities concerning use of language and questions related to USAID policy and statutory requirements.
- Drafted biannual report[s] on compliance with Tiahrt Amendment requirements.
- Analyzed population and HIV/AIDS-related legislation.
- Prepared materials for Hill briefings.
- Serving as principal liaison with advocacy groups on policy and legislative matters.

State Liaison.

- Served as principal liaison and PRH resource to colleagues at State/PRM.

Research/Dissemination.

- Commentator and unofficial co-author for Lancet article on the linkages between family planning and the prevention of abortion.
- Prepared presentations and analytical pieces [e.g. benefits of family planning for Egypt country team] on population-related themes for wide range of audiences.

Programmatic.

- Serving as BGH country coordinator for the Bangladesh PHN program.
- Serving as NAS/CPOP Cognizant Technical Officer [CTO].
- Member, Maternal and Neonatal Health Strategic Objective and Post Abortion Care working groups.
- Assisted in the design of the new MNH flagship.
- Served on panel for new service delivery procurement.

Agency representation.

- Served on U.S. delegation to UNFPA executive board meetings drafting technical and policy documents.
- Served as one of the BGH contributors to USAID's White Paper on the role of USAID in a post-MCA world.

Other

- Supported OHA colleagues in drafting concept paper identifying HIV/AIDS impacts on democracy and governance.
- Supervised PRB intern.
- "Mentored" junior staff.

DR. KAREN SHELLEY, Zambia TAACS

July 20, 2003

My major accomplishment during this quarter was the completion of Zambia's new seven-year HIV/AIDS Strategic Plan. During late April 2003 I continued to work on the new Zambia Country Strategic Plan with other members of the PHN team and completed the draft of an eighty page new HIV Strategic plan that will continue through 2007. The multisectoral HIV/AIDS plan provides a strategic vision, goals, and objectives for HIV prevention, care, support and treatment. It calls for a fifty percent reduction in HIV prevalence rate among Zambian youth, an escalation in the number of individuals who know their HIV status and a marked expansion of health service designed to prevent mother to child transmission. The strategy further outlines a strategy for extending care, support and treatment to persons living with HIV/AIDS and their families. During the next seven years USAID//Zambia envision new countrywide opportunities to provide educational support to orphans and vulnerable children.

New Country Strategic Plan

I reviewed draft documents and attended team meetings representative from all of the Strategic Objectives. I worked on the development of strategies, intermediate results frameworks, program models and preliminary budgets projected for the next seven years. I completed an eighty page document for USAID/Zambia's Multisectoral HIV/AIDS Strategy. The development of the new HIV/AIDS strategy was a very time consuming process. I circulated copies to all staff in the Mission for comment. I participated in consensus-building discussions regarding the Health SO, the Education SO, the Multisectoral HIV/AIDS SO, Democracy and Governance and Economic Growth which includes programs for persons living with HIV/AIDS and support for orphans and vulnerable children.

HIV/AIDS Strategic Plan

I have worked with Janet Hayman, REDSO, and the PHN team since November of 2002. The draft was completed by May 1, 2003 after meetings with all SO team staff members in health, education, democracy and governance and economic growth. There were a number of opportunities for Mission review and feedback from the Program Office Director and the Mission Director. I traveled to Washington for a CTO training course and was able to attend the USAID/Washington review of the new strategy document. The strategy was highly praised. And was approved. Zambia was the first of the high prevalence countries to have its strategic plan reviewed and approved.

The submission of Zambia's strategic plan coincided with the signing of the new Presidential Emergency Plan for AIDS Relief. Harriet Destler and David Stanton, USAID/Washington recommended that even though the bill had not yet been funded by Congress, Zambia might want to add some information in its plan on how it might absorb large amounts of new HIV/AIDS resources in 2003-2004. In light of this suggestion, I worked intensively for another week to add program components on HIV treatment and expanded care and support that Zambia is prepared to undertake.

Presidential Initiative on PMTCT

Under the new Presidential Initiative Zambia was selected as one of 14 countries for rapid scale up of PMTCT initiatives through new joint programming between CDC and USAID. The initiative is highly structured with program goals and targets being largely identified in Atlanta and Washington. In light of these events during May and June 2003 my scope of work changed significantly because of the new intensive work efforts needed qualify for new funding for expanded PMTCT programs and a heightened level of collaboration and joint planning between USAID/Zambia and CDC/Zambia. The work included completion of a draft Initial Obligation Plan (IOP) and detailed Implementation Plan (IP) for the first 18 months of the national expansion of PMTCT. Working under directives from Washington and very short turn-around-times and deadlines, I completed work in consultation with the PHN Director and the Reproductive Health Specialist at USAID/Zambia. This new initiative also required that daily working relationships be established with the Director of the Center for Disease Control and Prevention and myself. As a result of this intensive work, Zambia was awarded an additional \$4 million for targeted interventions on PMTCT.

In strategically planning Zambia's response to PMTCT scale-up, I worked especially closely with CDC and the GRZ through the Central Board of Health and the National AIDS Council established a new excellent working relationship with the Director of Reproductive and Adolescent Health, Central Board of Health.

Cape Town Meeting on Planning PMTCT National Expansion

USAID/Washington and CDC Atlanta organized a meeting of representatives from 13 of the 14 Presidential Initiative countries in Cape Town on June 3 - 5 2003. David Nelson and Dr. Alwyn Mwinga from CDC Atlanta and Dr. Karen Shelley and Dr. Dyness Kasungami from USAID/Zambia represented Zambia. Participants learned about the MTCT work stream groups meeting in Washington to coordinate expected scale-up of initiative to prevent mother-to-child transmission. Budget, Human Resource, Monitoring and Evaluation and Service Delivery teams have been organized. Participants from the field requested that persons working in the designated countries be incorporated into the work streams. Participants expressed concerns about the added work burden that was taking place as a result of the PMTCT application and country assessment processes. National data are difficult to obtain in many countries because of funding shortfalls that have not heretofore permitted a national database on PMTCT. Representatives from USAID Missions and CDC field offices expressed the importance of incorporating government and Ministry of Health representatives at the next PMTCT meeting sponsored by the U.S.

David Stanton and Amanda Gibbons led discussions on requirements for submitting the joint CDC-USAID Initial Obligation Plan (IOP) from each country. Service delivery program components, implementing partners, drugs, equipment and supplies in specific quantities had to be designated. The respective roles of CDC and USAID in each country had to be determined and specified. Financial commitments and initial obligations for each program component had to be designated. A representative from the Office of Management and Budget was particularly helpful in reviewing drafts of IOP submissions.

The Zambia team worked closely together and managed to develop a draft document that met requirements.

I particularly enjoyed working with Dr. Dyness Kasungami, USAID/Zambia Reproductive Health Specialist, during this week.

I had an opportunity to meet with the new USAID southern Africa regional advisor for HIV/AIDS who will soon be posted in Pretoria. David Stanton provided additional advice on planning for scale-up HIV/AIDS programs and new procurement programs that are being established to accommodate the joint work plans between CDC and USAID.

Program Management Activities

At the Zambia mission, I continued to manage program activities for International HIV/AIDS Alliance, HORIZONS, John Hopkins University, and LINKAGES.

I worked with other collaborating partners NORAD and JICA to review national plans for scaling up VCT activities and to set targets for the next 12 months. I organized and planned agendas for CTO meeting once every two weeks.

USAID/Zambia is scaling up its HIV/AIDS care and support activities. I was designated as a member of a team to review proposal from experienced care and support NGO partners. I reviewed proposals, strategized with team members on responses to questions from the Regional Contracting Officer, reviewed budgets and met again with the review panel to recommend an implementing partner.

Global Fund Activities

As a member of the Country Coordinating Mechanism representing the bilateral donors, I continued to attend meetings and review documents prepared for the Global Fund. Zambia hopes to receive its first financial allocation from the Global Fund in mid-August 2003. I provided technical assistance to organizations that will be receiving fund. I have the responsibility of reporting back to all bilateral partners on the Global Fund and CCM activities.

Participation in Technical Meetings with Stakeholders

I participated in the national dissemination of national HIV/AIDS Demographic and Health Survey data and National Surveillance data.

Participation in Meetings with GRZ

I participated in meetings between USAID/Zambia and the Central Board of Health on plan for the new country strategy and discussion regarding the Presidential Initiative on PMTCT.

Annual Leave

I took 8 days of annual leave in South Africa during July 2003. I had a wonderful vacation and feel very refreshed.

TO: Jennifer Bonetti
CEDPA

DATE: 21 July 2003

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

SUBJ: QUARTERLY REPORT: APRIL TO JUNE 2003

Multi-sectoral Activities

This quarter began a concentrated initiative to expand the HIV/AIDS program at USAID/Kenya to a more multi-sectoral approach. This has been catalysed by the drafting of the new AIDS strategy which will go to AID/Washington for approval this month. During the triennial review in Washington attended by the Mission Director and Deputy, a new strategic objective in Education was approved as well as a special initiative in Trade and Industry. Having a strong background in education, it was a natural entry point for me to expand our activities in that area. Meetings have been held with the Ministry of Education, the Kenya National Union of Teachers and the Teachers Service Commission to assess their interest in carrying out a study of the impact of HIV/AIDS on the education sector and developing a policy for the Ministry of Education on HIV/AIDS. The University of Natal Mobile Task Team (MTT) has met with the above-mentioned stakeholders already in two workshops organized by UNESCO. At the request of the Ministry, I have organized a one-day workshop to follow up on the policy formation.

Comprehensive Health Care

The Office of Population and Health participated in a planning meeting in Nakuru where AID is working with the Ministry of Health to establish comprehensive HIV/AIDS care activities. Family Health International is working with the Rift Valley Provincial General Hospital to establish a comprehensive HIV care center at the hospital and two satellite facilities in Nakuru district. This activity is jointly funded by USAID and the Embassy of Japan. The centers will provide care for people infected with HIV in Nakuru district through integration of services across the spectrum of care needs. The project will include clinical management that includes early and accurate diagnosis, including testing, rational treatment and follow-up care; nursing care that includes promotion of adequate hygiene practices and nutrition, palliative care, home care; counseling and emotional support that includes psychosocial and spiritual support; and social support that includes information, provision of or referral to peer support. The activities will be linked with existing services at the hospital such as youth and ANC VCT services, PMCT, a pediatric clinic, a TB clinic, and an in-patient ward including palliative care and a pharmacy.

The hospital has provided grounds where a prefabricated steel structure will be erected which will house the comprehensive care center. The construction of the structure and equipment is funded by the Embassy of Japan while USAID funds are to be used for technical assistance to MOH staff in HIV and related areas as well as training.

Demographic Health Survey (DHS) Status

USAID/K has over the years continued to provide technical and financial support to the government of Kenya to carry out the DHS every five years. This is the first time that the DHS is collecting data (blood samples) for HIV/AIDS testing. Between June 12-13, 2003, we visited two data collection teams in the coast province. There are 15 other teams in other parts of the country. Overall, the response to VCT has been encouraging. Provisional VCT results for Mombassa district indicate an HIV/AIDS prevalence of 12.7% for women. This indicates high quality of data as the rate is comparable to those observed using other data collection methods (e.g. the annual sentinel surveillance survey).

Sharing the Prevention of Mother-to-Child Transmission (PMCT) experiences of Faith Based Organizations (FBOs)

A two-day workshop was recently held in Nairobi for faith-based organizations in Kenya to share the experiences they have had in delivering services to prevent mother-to-child transmission of HIV infection. The Protestant Christian Hospital Association of Kenya (CHAK) and the Catholic Kenyan Episcopal Conference (KEC) organized this workshop, with support from the US-based Catholic Medical Mission Board (CMMB). The audience was a group of 70 health care workers who will be trained in PMCT, as well as other key stakeholders, including the Ministry of Health, USAID, and CDC. The workshop illustrated the commitment to PMCT--by FBOs, NGOs, and the public sector--and the readiness of Kenya to rapidly scale up PMCT activities. It also illustrated the uncertainty regarding funding sources. We were unable to give specific information regarding the Presidential PMCT initiative or the larger \$15 billion HIV/AIDS initiative. CMMB, with its limited private resources, is currently unable to roll out PMCT activities to the mission hospitals that provide half of the health care in Kenya, however, USAID is in the process of developing a proposal with them.

Minister of Health promises free health care for All

The Honorable Charity Ngilu outlined steps she is taking to ensure the introduction of free health care for all. According to Mrs Ngilu, discussions have resumed among health professionals for the establishment of a national health insurance scheme for all workers which will replace the National Hospital Insurance Fund. The Minister issued a set of directives to reduce the burden of cost-sharing born by the public:

- She forbade public hospitals from detaining patients for lack of money and barred them from withholding dead bodies over unpaid mortuary bills.
- Hospitals were ordered to return all title deeds and other forms of security collected from patients unable to pay hospital charges.

The health insurance scheme, she said, would guarantee *wananchi* [citizens] free medicine and treatment, "We are aware that fee for services has been a great impediment (to health care access). My Ministry and the Narc government will continue to mobilize resources to put in place an alternative financing mechanism."

Hon Ngilu also said the composition of hospital and district health management boards would be reviewed to include more women and people of high integrity. She said all district and provincial hospitals must have a clean water supply.

**CHRISTINE SOW, TAACS USAID/MALI
QUARTERLY REPORT
APRIL 1 – JULY 20, 2003**

DRAFT Work Objectives¹: April 2003-March 2004

I. Monitoring and evaluation

- 1) Guide the process of PMP development for the SO6 team, including coordination of USAID/Mali PMP workshop; Deliverable: SO6 PMP finalized and adopted
- 2) Assist SO6 team members with identification of key indicators and interaction between SO6 team and implementing agency staff; Deliverable: M&E plan finalized and adopted for each SO6 award
- 3) Participate in the Mission RCC (Results Coordinating Committee) and stay current with SOTA M&E strategies and approaches; Deliverable: SO6 representation in RCC

II. Family Planning/RH/HIV

- 1) Coordinate and oversee implementation of Mali MAQ exchange; Deliverable: MAQ Exchange report
- 2) Act as CTO to selected SO6 awards (to be identified);
- 3) Represent the Mission in matters concerning FP/RH (and HIV as required) and stay current with SOTA FP/RH/HIV strategies and approaches.
- 4) Provide technical assistance and guidance to USAID, the GRM and implementing partners in the areas of FP/RH/HIV

III. Miscellaneous

- 1) Participate in donor coordination committees and activities (e.g. Groupe des partenaires techniques et financiers - PTF)
- 2) Participate in CEDPA's "surviving USAID" course
- 3) Participate in USAID/Mali CTO Acquisition and Assistance course
- 4) Represent the SO6 team and the Mission as appropriate

¹ not yet finalized due to supervisor's absence.

Reporting period: April 1- July 20, 2003

Context: Orientation to Mission and position

I began my position at USAID/Mali on April 1, 2003. The months of April and May were primarily spent getting acquainted with the new Mission country program strategy (CSP), the Health Team's past current and future orientations and the getting to know the members of the SO6 team and the Mission, CA partners, MOH and donor counterparts. The past Health strategy closed on June 30 (with a number of PVO contracts already having been closed in September 2002), so the SO6 team is right now in a period of transition. Consequently my role and responsibilities within the SO6 team have been a bit fluid since my arrival – with the anticipation that they will become more concrete once the awards are announced and real implementation of the new strategy begins.

Major activities for the period:

Acting Team Leader (June 23- present): I have been acting SO6 Team Leader during the absence of Ann Hirschey for annual leave. Duties during this period have included liaison between the SO6 team and the A&A office for the finalization of a number of new awards; general oversight of the SO6 portfolio; representation of the SO6 team and the Mission at Government of Mali, donor and partner related events and activities; participation in Senior Staff meetings, biweekly SO6 program review meetings and quarterly program implementation review meetings. The opportunity to act as Team Leader has enabled me to have a better understanding of the SO6 strategy and portfolio as well as to better understand both the internal workings and the priorities of the Mission. During this period I have also overseen the finalization of fee payment under the Youth Strategy contract closing June 30 and have supervised the contract and cooperative agreement close-out related disposition of furniture and equipment.

SO6 proposal review: I participated in the review of the proposal for the social marketing initiative to be launched under the new CSP. This strategy will cover social marketing of HIV prevention products (male and female condoms), selected contraceptives (pills and injectables) as well as oral rehydration salts (ORS).

SO6 PMP Development: In accordance with ADS guidance each SO team must prepare and submit a Performance Monitoring Plan within one year of the approval of a new strategy; in the case of USAID/Mali this deadline is July 31. I have been designated the point person for SO6 for monitoring, evaluation and reporting and thus have taken the lead in the development of the SO6 PMP. In June a team of M&E specialists came to Mali to work with the Team in a PMP development workshop; in collaboration with these TDYers I was responsible for the development of the workshop agenda, the facilitation of the workshop and the finalization of the PMP in the weeks following the workshop. Working on the PMP has also provided me an excellent opportunity to become familiar with the components of the new SO6 strategy.

Family Planning/Reproductive Health portfolio: A key activity in the Family Planning portfolio is that of organization and execution of the first Mali MAQ (Maximizing Access to Quality) Exchange. I am responsible for this activity and over the reporting period have worked with MAQ coordinators at USAID/W to plan the upcoming MAQ Exchange and its preparation. Specifically we have identified key resource people and stakeholders who will participate during the MAQ process and have also selected essential documentation concerning family planning in Mali for use during the exchange. The preparatory visit for the exchange will take place in late July and the exchange itself in late September.

Other Family Planning portfolio activities are on hold while we await the new SO6 awards.

HIV/AIDS activities: Because of my previous professional experience in HIV/AIDS and the upcoming departure of the USAID/Mali HIV advisor, I have also been providing programmatic and technical support to the HIV/AIDS portfolio execution. Activities during this period have included assisting in the finalization of the CDC PASA extension for HIV activities, review and revision of the USAID/Mali HIV/AIDS Strategy, development of a preliminary results framework for this strategy and the identification of key HIV/AIDS related indicators for use in the SO6 strategic framework, and the development of the terms of reference for the recruitment of the new HIV/AIDS advisor.

Upcoming activities July 21-Oct 21, 2003

July

- MAQ preparatory visit
- Represent USAID SO6 at Government of Mali Comite Technique and Comite de Suivi meetings (sector implementation review)
- Represent USAID SO6 during CODEL visit

August

- CTO A&A training course

September

- MAQ Exchange

October

- SO6 Partners meeting (TBD)

MARY ELLEN STANTON
QUARTERLY REPORT
April 1 – June 30, 2003

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

- Completed, briefed DAA, and disseminated revised Maternal Health Strategy 2003-2008
- Contributed to Agency indicators for MH
- Drafted MH section of the 2005 BPBS (budget submission)
- Revised the MH FY 03 budget
- Participated in MNH redesign core team, including retreat
- Met with CAs/CTOs to provide guidance for maternal health activities including POLICY project and PRIME
- Reviewed the MNH AAD
- Provided technical comments for CORE MNH implementation checklist document
- Met with WHO/AFR representatives to discuss possibilities for joint activities in MH in the region
- Briefed new LAC MCH/ID Advisor on the MH program
- Met with JSI representative to discuss directions for MH
- Attended MH presentations at the Global Health Council and on the Hill
- Reviewed the MNH Program Review draft report and participated in meeting with evaluation team leader, JHPIEGO and USAID
- Participated in UNICEF consultations at USAID and discussed areas for promoting the PPH special initiative
- Provided input to WHO consultant in preparation of paper on the adolescent and MNH programs
- Arranged a briefing by Philadelphia University to introduce their capability in MNH training to USAID
- Planned for consultation on Home Birth and Postpartum Care at USAID
- Participated in a PAHO technical consultation on Skilled Attendance at Birth in Santa Cruz, Bolivia

(See working groups below)

SUPPORT TO THE FIELD

Afghanistan (Country Coordinator)

- Held periodic team meetings to review progress
- Participated in weekly phone call with Afghanistan Health Officer and ANE Bureau
- Reviewed the UNFPA Afghanistan RH strategy
- Facilitated initial discussion with ID GH and ANE experts on implementation of ID in country plan to meet requirements of the ID directive
- Provided periodic written and oral updates to GH DAA
- Met with Aga Khan representative to discuss collaboration on health activities
- Found two persons to provide coverage Kabul for the Kabul mission during the leave of the Health Advisor

Yemen

- Provided technical review of health portion of the Yemen Interim Strategy

WORLD HEALTH ORGANIZATION GRANT (Cognizant Technical Officer)

- Held phone conference to discuss future activities under the grant

IMPACT (Cognizant Technical Officer)

- Arranged presentation by IMPACT researcher on evidence base for community approaches for MNH
- Provided response to draft "Guiding Principles" for donors

TASK FORCES/WORKING GROUPS

Post Abortion Care (PAC) Working Group (Member)

- Reviewed the draft PAC strategy

Malaria in Pregnancy Working Group (Member)

- Participated in meeting with WHO RBM representatives to discuss maternal health linkages

Neonatal Working Group (Co-Team leader)

- Provided technical review of the Saving Newborn Lives policy brief
- Participated in NB special initiative meetings—internal and with CAs
- Participated in SNL consultation on a research agenda for the TBA

PMTCT Working group (Member)

- Participated in monthly meetings
- Participated in decisions to designate countries and CAs for use of GH CSH funds for PMTCT

PPH Working group (Member)

- Provided guidance on implementation in 4 countries, including conference call with CAS

COTINUING EDUCATION

- Time management (4 Hours)
- Technical updates on reproductive health (4.5 days)

PRESENTATIONS

- Provided MH technical briefing for NEPS
- *Progress in Reducing Maternal Mortality? A Review of the Evidence from Developing Countries*, American College of Nurse-Midwives Annual Meeting, Palm Desert, CA, June 4, 2003

OTHER

- Participated in division staff, office staff, senior staff and Sector Council meetings
- Provided comments on the SDI AAD and RFP
- Provided comments on the MEASURE Evaluation RFA
- Met with Georgetown Univ. to discuss Bright Beginnings concept
- Met with PLP representative and USAID staff to discuss personnel decisions related to fellow (fellow is no longer under my supervision as a result of decision to have his supervision housed in the office where the majority of his work occurs)
- Attended launch of Lancet articles on promotion of Child Survival programs
- Participated in Safe Motherhood—USA meetings
- Served on Board of Review for ACNM Division of Accreditation

QUARTERLY REPORT

4/21/03 – July 21, 2003

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 and commented on the MNH external evaluation, reviewed document with design team and with senior staff in draft for comment. Worked with these groups on revisions to correct document.
- b. Assisted MNH in reviewing its monitoring and evaluation strategy.
- c. Helped with the design of a scope of work for the development of human resources for safe motherhood in Egypt.

II. Zambia Country Backstop

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

- a. Chaired the technical review of the Zambia Country Program Strategy Review. Communicated the results of the review to the Mission and to Africa DP.
- b. Reviewed the Zambia multisectoral HIV/AIDS strategy.
- c. Conducted interviews for new mission staff positions.
- d. Organized staff summer coverage.

III. Team Activities – Strategic Objective 2

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

- a. Continued work on the redesign of the maternal health flagship program, including chairing a retreat, chairing a senior staff review of the planned new design, and producing the first draft of the technical description.
- b. Participated in Office-wide development of the BPBS.
- c. Participated in the budget finalization/ funding obligation process.
- d. Continued work on recruitment of a CASU to serve on the SO2 and SO3 teams.
- e. Continued work on the Maternal Health AAD and forwarded an amendment.
- f. Reviewed and responded to three unsolicited proposals.
- g. Planned a consensus development conference around appropriate use of drugs for active management of the third stage of labor.
- h. Began work on the SO2 PMP.

IV. Technical Assistance to Division and PHN Center

- a. Gave two Congressional briefings on maternal health.
- b. Provided input to the Davos meeting on progress toward achieving MDGs.
- c. Served on the Technical Advisory Group for review of newborn health indicators [Measure Evaluation]. Also worked on indicators for PAC, and for the Agency Annual Performance Plan.
- d. Responded to queries from members of Congress.
- e. Participated in two senior staff retreats.
- f. Continued to provide technical input to the postabortion care working group, the malaria in pregnancy working group and White Ribbon Alliance. 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.
- g. Continued work with the Afghanistan country team.
- h. Provided technical assistance on MTCT.
- i. Participated in the redesign of BASICS.
- j. Responded to queries re: specifications for maternity hospitals in Iraq, and questions concerning donations of infant formula.
- k. Helped design an ANE regional PPH initiative.

V. Training – none this quarter

LINDSAY STEWART
QUARTERLY REPORT
April 21 – July 21, 2003

The following report includes a selected number of activities that I have been involved in during this reporting period.

Continuing Introduction to USAID

My second quarter with USAID continued to be a learning experience, where I am becoming ever more familiar with policies, processes and procedures, and especially the inter-relationship between USAID and other government agencies such as OMB, the State Department, and HHS. I continue to meet regularly for both orientation and on thematic issues with staff within the LAC Bureau, the Office of HIV/AIDS (OHA), and the Country and Regional Support section, and other members of Global Health. I continue participating in regular informational and strategic meetings such as the Health Sector Council and attending presentations, discussions and strategy sessions on HIV/AIDS, FP, LAC country programs, and related issues. I took advantage of a week of Orientation to Global Health, attending two-hour daily sessions the week of April 21st on the various sectors, activities, issues and challenges within USAID's Global Health Pillar. This gave me a broader understanding of Global Health's work and the key people involved in it.

New SO Development

LAC/PHN is developing a new strategic objective (SO) for the period 2005-2008. I have participated in a number of brainstorming sessions with the LAC/PHN staff aimed at identifying timing, strategic directions, and next steps for developing this SO. Participating in this process is helping orient the PHN team (all of us new) to the USAID results framework, as well as helping us create a more cohesive team. It is also a good introduction to the ADS (Automated Directive System) and other USAID procedures and requirements.

Supporting USAID Missions

One of my major roles is to support USAID Missions in the LAC region. I have done that in a number of ways during this reporting period, including, as following.

- **Visits to Missions.** Taking advantage of my already being in nearby Puerto Rico (see the section on International Meetings below), I visited the Dominican Republic and Haiti missions from June 1-4 and June 4-7, respectively. In each place, I met Mission staff, visited selected HIV/AIDS programs in the field, and attended meetings on HIV/AIDS and reproductive health. Getting to know staff and programs in the field can only add to my usefulness to the Mission personnel in the future.

- **Strategic Plan Reviews.** I reviewed and commented on the HIV/AIDS strategic plans of the Central American Regional Office (G-CAP) and Mexico, and participated in review meetings on those plans.
- **Meetings with Mission staff.** I have met with various mission staff as they have passed through Washington, discussing issues and needs with them, and following up, as appropriate. Among those I have met during this reporting period are: Kevin Rushing and Margaret Sancho (Jamaica), Stanley Blanco (Bolivia), Lisa Luchsinger (Honduras), Connie Johnson (El Salvador), Rebecca Rohrer (CAR), Patricia Payne and Kevin Armstrong (Brazil), and Ed Kadunk (Mexico). During my visit to Puerto Rico, I also had the chance to meet with a number of mission staff also attending that meeting, including Jennifer Knight-Johnson and Anne Marie Campbell (Jamaica), Joan Atkinson (Caribbean Regional Office), David Losk (Dominican Republic) and Polly Dunford (Haiti).
- **Review Jamaica Fact Sheet.** I reviewed and made suggestions for improvement on the draft Jamaica Fact Sheet.

CAM Strategy

A considerable amount of time during this reporting period was devoted to the Central American and Mexico strategy (CAM), a major revision in the way USAID is going to conduct business in that sub-region. This included reviewing various drafts of the overall plan, especially focusing on the reproductive health and HIV/AIDS portion of the strategy. I attended strategy discussion sessions (including one with representatives from the Missions), commented on the drafts, and helped negotiate and finalize appropriate indicators for the HIV/AIDS portion of the final document.

HIV/AIDS

One of the two thematic areas I cover is HIV/AIDS. During this reporting period, among the many activities I have carried out, are the following.

- **LACRI/Synergy.** As most of the LAC HIV/AIDS funding is in the Synergy project, I spent a good amount of time on this project which heretofore had not been functioning in a timely manner. I held three meetings with Synergy staff during this time period, held innumerable phone conversations and email correspondence with them. During this time period, we approved the Synergy workplan and worked closely with the Synergy staff to ensure that it is implemented appropriately. A good portion of that effort has concentrated on three sets of South-South exchanges: (1) Central American groups, including National AIDS program representatives, to Brazil to see CSW and MSM programs in action; (2) Exchanges among National AIDS Programs within the English-speaking Caribbean, including a short training workshop on monitoring and evaluation; and (3) a visit to Mexico by members of REDLA+, a PLWA network in Latin America, to both see programs in action and also to participate

in a workshop on networking and institution building. I reviewed and commented on the scope of work for the group going to Brazil.

- **OMB.** The Office of Management and Budget (OMB) continues to make major demands on USAID in terms of reporting on HIV/AIDS programs and funding. I have participated in a number of meetings with OHA and regional bureaus to ensure appropriate responses to the OMB requests. This has involved frequent communications with the Missions, gathering and reviewing information as it comes in, and after it has been put into report form by OHA. During this reporting period, the major OMB requests have been related to the countries participating in the Presidential Initiatives (PI) on HIV/AIDS (especially PMTCT). However, we have also had to work with non-PI countries, alerting missions to current and future OMB requirements.
- **OHA Meetings.** As the LAC Bureau staff member working on HIV/AIDS, I attend regular meetings with various members of the OHA staff. In addition, during this reporting period, OHA has had two major meetings in which I participated: (1) the Inter-Agency Working Group meeting held May 14th, which offered an excellent overview on the status of USAID's HIV/AIDS policies, programs, tools and partners; and (2) the meeting to Draft USAID's Strategic Response to the President's Emergency Plan for AIDS Relief, held July 10th.
- **MTCT.** I have reviewed various MTCT documents, making suggestions for improving them. These include draft guidelines on MTCT.
- **Briefing Guyana Team.** In May, the Synergy project gathered a team to work with USAID Guyana to develop the HIV/AIDS strategic plan required of all missions receiving at least \$1 million in funding. I participated in the briefing of that team, and made sure that the LAC country desk officer was included in that meeting. Prior to the briefing, I had reviewed the draft scope of work for the team and given feedback on it to the Guyana mission.
- **Jamaica Strategic Plan Development.** I will be a member of the team going to Jamaica in late August to work with the Mission to develop its HIV/AIDS strategic plan. To that end, I have participated in planning sessions by phone and by email with the Jamaica Mission, team members, and members of the OHA staff.
- **CONCASIDA III.** CONCASIDA is the Central American HIV/AIDS meeting to be held in Panama in mid-October. LAC has put money into Synergy to help plan this meeting, including logistics, the website, a USAID booth, and other matters. I have ensured that these activities are moving forward well. I have also participated in planning meetings for USAID/W and mission involvement, as well as to ensure that content we are most interested in, e.g., behavior change experiences and lessons learned, are on the CONCASIDA agenda. I will attend this meeting.

- **Presidential Initiatives on HIV/AIDS.** As two LAC countries, Haiti and Guyana are part of the Presidential Initiative, I have been active in reviewing PI documents, ensuring I am up-to-date on policies and requirements for the PI, keeping Missions informed, as appropriate on these, and ensuring that Missions comply with those requirements. I attend meetings, participate in phonecalls, and in email exchanges on the PI on a regular basis.

Family Planning/Reproductive Health

The second major thematic area I work on is FP/RH.

- The major LAC FP/RH activity is a **Contraceptive Security Feasibility Study** being carried out by the DELIVER and POLICY II projects. This project is now on track, with the major meeting on contraceptive security being held this week in Nicaragua, with 71 participants from ministries of health, NGOs, UNFPA, IPPF and its affiliates, and others from every country where meeting USAID has missions. The greater-than-expected numbers of participants, and the high level of many of them within their agencies, is a sign of how much of an issue contraceptive security is for the region. Following the workshop, contraceptive security assessments will be carried out in 5-6 selected LAC countries, resulting in a report with recommendations about next steps to ensure contraceptive security in the region.
- **FP/HIV Integration Technical Guide.** I edited this draft guide and made recommendations for its improvement. The guide aims at providing guidance to program managers on integrating family planning and HIV/AIDS programs and activities.
- **Review of the Teacher Training for School-Based Adolescent Sexual and Reproductive Health and HIV/AIDS Education in Sub-Saharan Africa.** Because of my experience with adolescent sexual and reproductive health programs, I was asked by FHI to review the draft of this document. I provided feedback and suggestions for improvement.

Attending International Meetings

- **World Bank Activities:** I participated in two World Bank-sponsored activities related to HIV/AIDS: (1) **HIV/AIDS in the Caribbean:** I attended a half-day meeting at the World Bank on HIV/AIDS in the Caribbean, with major speakers from the Caribbean, the World Bank and the U.S.; (2) **Teleconference on HIV/AIDS,** another half-day meeting, with participants from selected countries throughout the world talking about their experiences with HIV/AIDS, including one person living with AIDS.

- **Sexual and Reproductive Health in the Age of HIV/AIDS: Developing Integrated and Effective Strategies for Women in the Caribbean Context.** I attended this meeting, held in San Juan, Puerto Rico, from May 28-30th, along with approximately 70 other representatives from various agencies working on HIV/AIDS in the Caribbean. This represented an excellent opportunity both to learn more about the experiences integrating HIV/AIDS and family planning, but also to meet key people in the field and discuss issues of mutual concern with them.

Responding to Congress

- **Congressional Requests for Information.** USAID's Legislative and Public Affairs Office (LPA) asked me to make final revisions to the drafts I had written to respond to Congressional requests on CAREC and Vulnerable Children in Central America. This I did and the responses have now been sent out.
- **Congressional Notification.** I reviewed and made suggestions for improvement on several drafts of the required Congressional Notification on International Mother and Child HIV Prevention Initiative – Latin America and the Caribbean.

Inter-Agency Collaboration

- **OAS-CIM.** I participated in a meeting on the study on trafficking in persons in LAC, especially in regard to sexual exploitation of adults, adolescents and children. This was a good follow-up to the document I had written on Vulnerable Children in Central America which dealt in part with issues of trafficking in young people.
- **HHS.** Along with other LAC/PHN staff, I met with Ginny Gidi of HHS to review the role and responsibilities of HHS and USAID at major PAHO/WHO meetings. I also reviewed documents and US response to them for the PAHO/WHO Executive Committee meeting.
- **Meetings with Various CAs and Other Organizations.** During this reporting period, I met with representatives of JHPIEGO (Stephane Legros, Kelly Curran, Alisa Mautner Cameron, and Tsigue Gebrekidan Pleah – the last two in Haiti), Advocates for Youth (Kent Klindera and Nicole Cheetham), the HIV/AIDS Alliance (Stephen Lewis), FHI (William Conn and Sonja Schmidt), Partnerships for Health Reform (Patricio Murgueytio of Abt Associates – in the D.R.), and Marta Butler of FHI (also in the DR). In each case, I learned about their program advances in HIV/AIDS and FP.
- **State Department meeting on HIV/AIDS in the Caribbean.** At the invitation of the State Department, I prepared for an inter-agency meeting (State, USAID, HHS) on HIV/AIDS in the Caribbean. I prepared talking points for that meeting, convened a planning session for it, and ensured that Rebecca Rohrer, the new

director of HIV/AIDS for the Caribbean Regional Office, was invited to the meeting. She took the leadership of that meeting for USAID.

Responding to LAC Front Office and LAC/RSD-PHN

- **Break in new PHN staff.** I am now the senior PHN staff member in the LAC Bureau. In that role, I helped orient my new supervisor, Robert Haladay, as well as new staff members, Peg Marshall and Kelly Saldana.
- **Preparation of AA/LAC for Meetings.** I prepared briefing materials and talking points for the AA/LAC for meetings he held with representatives of the Jeffrey Modell Foundation and the Council of the Americas. In both cases, I have also done follow-up work to those meetings, consisting of researching potential funding sources for them and, in the case of Council of the Americas, specific ways that the private sector could get involved in HIV/AIDS work in LAC.
- **Puebla, Mexico Red Cross.** I reviewed USAID activities in Mexico, with the help of the Mexican misión, and met with representatives of the Puebla Red Cross to discuss their interests and needs.

Task Forces/Working Groups

I continue to be an active member of various USAID PHN working groups or committees including:

- **ERIG (HIV/AIDS)**
- **PAC (Post-Abortion Care)**
- **PMTCT (Prevention of Mother-to-Child Transmission of HIV/AIDS)**
- **FP/HIV Integration**

Continuing Education

During this reporting period, I have taken advantage of several educational opportunities, including: (1) a Time Management course; (2) the Global Health Mini-University; and (3) a three-part training on USAID's budget process.

Other Matters

I have also participated in a number of other activities, including, for example:

- Participating in division staff, office staff and Health Sector Council meetings;
- Keeping current with the literature in the field.

Stanley S. Terrell

Quarterly Report
First, 2003

July 21, 2003

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

- Participated in regional surveillance meeting co-sponsored by PAHO and CDC to train Central Americans in the new epidemiological projection models.
- Helped coordinate follow up on the design paper for the new Comprehensive Care activity.
- Continued working with Synergy on the methodology for the Acción SIDA evaluation and coordinated initial part of the field work.
- Maintained coordination with UNAIDS.
- Continued monitoring partner implementation of program activities.
- Continued revising the regional strategic plan according to guidelines for submission to AID/W. The plan was approved with praise and is being used as a model for other regional plans.
- Contributed to the HIV/AIDS Infectious Diseases component of the new Central America/Mexico (CAM) umbrella strategy.
- Worked on “harmonization” of the revised HIV/AIDS strategic plan with the new Central America/Mexico (CAM) umbrella strategy.
- Continued work with the Central American AIDS Congress (CONCASIDA) organizers and our partners on preparations for CONCASIDA III to be held in Panama Oct. 14-7.
- Participated in the World Bank Cost-Benefits Analysis of the Allocation of Resources of various HIV prevention interventions.
- Entered into dialogue with DOS about the planning of a Mesoamerican Chiefs of Mission (Ambassadors) on HIV/AIDS.

- Developed RFA for an extension of the PASCA Project extension including approval of all necessary authorization documents and coordinated technical response to the proposal.
- Continued development of the AAD for new Comprehensive Care activity.
- Participated in the Guatemalan dissemination event of the results of the regional Multi-Site Study of HIV and STIs.

General Office

- Away on R&R June 7 – July 7.
- Participated in office staff activities including plans for new reorganization “right-sizing”.

**Quarterly Report
Janis Timberlake
TAACS/USAID-Tanzania**

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 am the Deputy Team Leader for the Office. With the expansion of USAID's Health and Population program efforts, new leadership in place, significant coordination is required to ensure synergies are forged with all other SO 1 team members, including the new TAACS Public Sector Team Leader and staff positions responsible for Policy and Behavior Change linkages within SO1 programming.

During the present period, the mission is moving into a year and a half long strategic planning exercise to define its Country Program Strategic Plan, which is expected to cover a 10 year period. As such, I represent SO1 on the mission wide Strategic Planning team which is leading the effort for the mission. This present task is now consuming significant amounts of my time, as we move through defining and implementing SO1 analytic agenda that will inform the development of two new Strategic Objectives in Health and HIV/AIDS.

Present key components of the Voluntary Sector Health Program include:

- Voluntary Sector Health Program (VSHP)- "Alliances for Better Health" (\$ U.S.5 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 (\$2,800,00/year)
- 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 ending its second 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:

- Quarterly review meetings
- More management of Behavior Change activities- particularly focused on developing the VSHP tool kit.

- Held meetings targeting improved Performance Monitoring Plan and reviewed most recent PMP submission to mission
- Held meeting on VSHP financing and pipeline analysis issues
- Participated in meeting to inform CARE consortium on mission concerns regarding development of Year 3 work plan
- Provided direct feedback to CARE senior management on strategizing for CARE health focus

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

- Supervised staff for AFRICARE USAID two year agreement year AFRICARE. This has included reviewing a follow-on proposal from AFRICARE

AMREF- Expansion of Voluntary Counseling and Testing:

- Monthly management meetings with AMREF VCT Team Leader
- Led quarterly review of AMREF program
- Coordinated visit for U.S. Ambassador Royale to participate with Prime Minister of Tanzania in the opening of a new faith based VCT site in Dodoma
- Coordinated field visit of two Officers of the U.S. Treasury to AMREF VCT program
- Provide advice weekly to program manager on implementation related issues.

Other Related Activities

- Responsible for leading mission's RFA development for new Care and Support RFA
- ◆ Acting Team Leader for SO1 during absence of John Dunlop, Office Chief
- ◆ Represent mission on Clinton Foundation Design for bringing ARVs to Tanzania
- ◆ Oriented two new SO1 team members, a new Public Sector TAACS and a Population Leadership Fellow
- ◆ Represented SO1 on mission's Gender Assessment
- ◆ Contributed to and reviewed missions Concept Paper in preparation for Washington Concept Paper Review for Strategic Planning Process.
- ◆ Coordinated and supported FSN developing design of new Voluntary Sector Youth Program under YOUTHNET
- ◆ Contributed and reviewed mission HIV/AIDS strategy- submitted and defended in Washington on June 7th
- ◆ Contributed to mission's IT design as part of new Program Special Objective
- ◆ Met with and advised a variety of NGOs seeking technical input and funding from USAID programming

Quarterly Report
May – July, 21 2003
Catherine Thompson

Position Change:

- TAACS HIV and ID Nepal May through June 2003
- Asia Regional Specialist, RCS/GH, Washington DC July 1- July 21

Quarterly issues:

During this quarter I finished up my work in Nepal and trained the replacements for the HIV and ID –portfolio. I then started the new position in Washington as the Asia Regional Specialist for the Office of Regional and Country Support in the Global Health Bureau in Washington, DC.

May – Nothing extra to report

June – Left Nepal and moved to Washington DC,

July – Started the new position.

New Position:

In the RCS office my responsibilities include working with Cambodia, Vietnam, Nepal, Bangladesh, Iraq, Afghanistan and Pakistan. I support the country coordinators and assist with backstopping the health programs in Washington.

Next quarter travel:

At this point I do not have any travel planned for July – October.

Office of Health and Nutrition
Child Survival Division
USAID

Summary of activities:

BASICS II

My primary responsibilities are Senior Immunization Advisor and head of the immunization cluster in SO3 for the Office of Health, Infectious Diseases and Nutrition; Head of the Infectious Disease Surveillance Working Group at USAID/Washington and as a member of the Partners in Health Reform Plus (PHRplus) Project CTO team.

PHRplus CTO team

- I assumed all responsibilities for the ID surveillance group at PHRplus and the Immunization financing group
- I reviewed and cleared on work plans for surveillance and immunization financing
- Reviewed five proposals for research projects and approved the implementation of four of them with some changes
- Managed funding relations between PHRplus and the Ghana and Tanzania missions
- Served as the chairman for a one week planning meeting with Tanzanian MOH officials and staff of the PHRplus and Change projects

Team leader for the Infectious Disease Initiative Surveillance working group

- I negotiated a two-year grant with WHO surveillance unit to evaluate global surveillance activities and conduct a global meeting to share surveillance activities in all WHO supported countries
- I negotiated a plan with the Lyon Center to conduct a program to improve developing country laboratory capacity in the detection and identification of newly emerging pathogens such as SARS.
- I coordinated activities with CDC with the USAID Africa Bureau
- I was appointed to the Infectious Disease surveillance steering committee of WHO/Geneva
- I met with the new director of TEPHINET and the Chairman of the Board to review their program and set objectives for the coming year.
- I attended a CIA briefing on SARS and what the international community needed to do in response to the spread of new pathogens as the USAID representative.
- I finalized the HIDN FY03 budget for surveillance

Senior immunization coordinator

- I continued to manage the BOOST initiative for the promotion of immunization programs with USAID missions.
- I continued to mentor a child survival fellow working on immunization
- I managed the ongoing development of "Immunization Essentials", including reviewing drafts of the final document and writing several chapters, the book will be printed and distributed in September of this year
- I finalized the HIDN immunization strategy for the next five years.
- I attended the GAVI Board meeting and provided technical support to the USAID representative – Anne Peterson
- I was appointed to a committee by the GAVI Board to work on an evaluation of the Infrastructure Support Fund through the Vaccine Fund.
- I designed the work plan and country selection criteria for the ISS review
- I negotiated a new three year grant with WHO/Geneva to provide senior immunization advisors to three countries.
- I attended a CDC planning session on routine immunization as the USAID representative
- I was appointed to the Global Measles Stirring Committee by WHO to plan for a global meeting on measles in Capetown, South Africa in October
- I reviewed and approved spending on immunization activities in Ethiopia and DR Congo
- I oversaw the development of an immunization financing strategy for the PHRplus project
- I was asked to serve on the GAVI Immunization Financing Task Force
- I was a member of a panel to interview and decide on the hiring of a new staff member to work on immunization finance issues.

General

- I served on a procurement panel for a new HIDN contract
- I was on a team that designed the follow on activity to the BASICS II Project

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: Jennifer Bonetti

From: Emily Wainwright
Senior Technical Advisor
Infectious Diseases and Environmental Health
USAID/W Bureau for Global Health

Date: July 17, 2003

Subject: Quarterly Report for 4/21/03 to 7/20/03

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ACCOMPLISHMENTS

I. SO5 WIDE ACTIVITIES

- Support the Front Office in responding to legislative issues
- Respond to congressional taskers on various aspects of USAID's Infectious Disease Initiative
- Budget planning for FY03 and FY 04
- Track agency-wide obligation of funds to CDC to ensure compliance with \$25 million ceiling

II. TUBERCULOSIS

TB Technical Assistance to Regional Bureaus and Missions

Provide technical assistance to Regional Bureaus on the design and implementation of projects. Specifically:

- Provided on-going technical assistance in the execution and final document preparation of a regional evaluation of TB programs in the E&E Region. Reviewing and editing the final country and regional reports.

TB Working Group

- Member of the TB Working Group
- Providing technical assistance in the development of an agency TB monitoring and evaluation plan
- Providing technical assistance in updating Agency's TB Strategy

TB & PVOs

- Coordinator for TB teams involvement in efforts to expand portfolio to include PVO
- Conduct exit interviews with PVOs that submitted applications for the FY03 CSHGP RFA
- Assisting in the development of the FY04 RFA to be released in the fall
- Managing and providing technical assistance to CSTS in the development of a TB virtual resource center for PVOs
- Coordinating and participating in the CORE TB working groups development of TB Technical Resource Materials for PVOs
- Coordinating the development of a M&E plan for PVOs that receive TB funds under the CSHGP.
- On going management of the CORE TB workplan

VI. SURVEILLANCE

Surveillance Working Group

- Member of the Surveillance Working Group
- Assisted in planning the strategy and allocation of funds for the Global Bureau's FY03 Disease Surveillance Program

TEPHINET Epidemiology Training Grant

- CTO for grant
- Routine project management and technical guidance
- Extensive on-going negotiations with OP, the auditors and the grantee to resolve financial management issues
- Work with new Executive Director on revising annual workplan

Project Manager E&E Regional Health Information and Disease Surveillance Project

- Provided routine project monitoring of WHO and PHRplus activities
- Provided project updates to Mission and Regional Bureau
- Tracked the budget and pipeline
- Coordinated partner activities and funding
- Negotiated country selection and project design with USAID Missions

PHRplus Infectious Disease Surveillance (IDS) Contract

- Technical Advisor for project selection, design and implementation for IDS Activities
- Reviewed Country Assistance Plans, annual work plans, Technical Directives and Monitoring & Evaluation plans for all IDS Activities
- Monitor field support for IDS
- Budget tracking and monitoring
- Co-managed the Tanzania Infectious Disease Surveillance Project
- Co-managed the Ghana Infectious Disease Surveillance Project.
- Technical advisor in the on-going 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
 - Provided routine project monitoring and technical guidance to activities
 - Review sub-agreements for award under the agreement
 - Provided project updates to Mission and Regional Bureau
 - Track budget and pipelines

VI. CTO for the CDC IAA

- Provide routine project management – vouchers, fields support
- Implementing close out plan for the 98 IAA
- Finalized extension/ ceiling increase for 99 IAA
- Preparing documentation to obligate FY03 funds
- Develop new financial and program reporting criteria
- Member of Malaria Action Coalition oversight committee

VI. CTO for Armenia Vaccine Endowment with ANMF

- Routine project monitoring of activities and budgets
- Prepared and distributed project updates for the mission and E&E/GH Bureaus

- Provided guidance to ANMF in negotiating a partnership with UNICEF for the procurement of vaccines.
- Participated in bi-annual board meeting

VI. Other

- Member of Faith-based organization working group
- Provided coverage for the health officer in the Afghanistan Mission from May 12 – June 13. Primary responsibilities included:
 - assisted the new contractor in developing a work plan
 - worked with the contractor and the MOH on the development and issuing of an RFA directed at PVOs to implement basic health services
 - coordinate implementing partners and the MOH on the design and process for the construction of health clinics
 - site visits for project monitoring
 - Donor coordination
- Alternate Country Coordinator for Georgia

Quarterly Report

Susan Wright, TAACS Morocco

April 21, 2003 to July 20, 2003

Planned for the Quarter:

1. As CTO for the Management and Leadership Project, make sure July 03-July 04 workplan is responsive to USAID SDI needs and to the field, continue monitoring and intervene as appropriate.
2. Assist in the award of Flexible Funds to Missions and in determining the best way to channel funding to each of them; initiate mechanisms to provide technical support and develop a monitoring system.
3. Help finish procurement design for commercial sector follow-on.
4. Assist in procurement functions for ACQUIRE, the new project to support quality population and reproductive health care, as appropriate.
5. Provide continued technical assistance to the Morocco mission, and to other USAID missions if applicable.

Key accomplishments of the quarter:

1. Management and Leadership Project (M&L): I worked with the Program Director and staff of the M&L project to finalize their workplan for the period 7/03-7/04, in an iterative process to allow careful consideration of implementation options and also to have a clear picture of their many activities. In late June they submitted a final version and I approved it on July 1. At the same time, I worked with the contracts officer, missions and PRH to reconcile field support levels so that each partner knew what to expect. I was able to participate in the launch of the Technical Cooperation Network, formed by M&L with professional health management consultants around the world to increase the reputation and use of these professionals by USAID and other donors and host country organizations, by creating standards of performance and establishing a "brand" reputation. In general, there is a strong demand for, and appreciation of, M&L's contributions in the Africa, LAC and ANE regions.

2. Flexible Fund: I participated in the review process for the award of the first year of SDI Flexible Funds to Missions to integrate PVOs and NGOs into overall Mission RH/FP programs, by leading one of the subcommittees that reviewed a batch of proposals (a total of 21 were submitted by missions around the world.) In a summary meeting we discussed our rankings and agreed on the most viable proposals. I then worked with the technical advisor for the Flexible Fund to determine the best mechanism to use to channel funds to the eight winning proposals. Since many different partners and modalities were proposed, and FY 03 funds had to be obligated through existing mechanisms, this proved to be quite a challenge in some cases. However, working closely with mission PHN officers and with the Child Survival Grants

program managers, the TA was able to work out the details. I also helped her to review and approve a proposal for M&E and shared-learning activities in support of the Flexible Fund partners. This will be accomplished by ORC-MACRO through the Mobus task order mechanism. To complement these activities, we are funding a PLP Fellow in ADRA/USA and technical support including a local hire FP specialist in World Vision/India (through Catalyst), to expand their FP programs as part of the Flexible Fund approach. Finally, we spent considerable time working with the Child Survival Grants Program to clarify the Flexible Fund contribution to these grants, for this year and in the future.

3. Private Sector: During this period I became CTO for the Commercial Market Strategies (CMS) project. I worked to deepen my understanding of the current status of the program with the help of the two experienced TAs for this project. They are still reviewing the final workplan for CMS to ensure that all activities will be completed, and funds spent, by March 04. Concurrently we are developing the next generation of support to expand commercial involvement in delivery of products and services for family planning as well as other key public health programs. I participated in the design team and worked to finalize the draft RFP. It was cleared by the GH AA in early June and posted on the web in draft for comments on July 10.

One aspect of the follow-on design has proved particularly contentious. Under CMS, the Summa Foundation helped support expansion of FP service delivery in the private sector by offering credit to either NGOs or commercial groups wanting to expand or strengthen services. We had expected to continue this function over the next period by establishing an independent, sustainable credit entity, but ran into considerable opposition from different offices and individuals who were unconvinced of the usefulness and viability of this model. We are now working with the Economic Growth Office, General Council and many others to reconcile our different perspectives and find a way to continue what we feel is an important element of the program.

4. ACQUIRE: Once this RFA was posted, I was only involved in developing answers posed by potential bidders; I did not participate in the review of proposals.

5. Technical assistance and related support to the Morocco mission and other USAID missions. I did some limited follow-up work for the Morocco PHN program, mostly related to production of a document that describes the partnership between USAID and the Ministry of Health of Morocco over the past 30 years. I also provided guidance and input for a CMS consultancy in Morocco to develop viable options for sustainability of social marketing activities once CMS ends its programs in September.

I responded to other Mission requests for help with program graduation, phase-over of contraceptive procurement, or integrated programming of FP with other key health services. In this regard, in late May I went to the Philippines for a two week consultancy to assess the capacity of the private sector partners, including existing CAs there, to fill the gaps created by phase-out of USAID contraceptive purchases for the public sector. While the local staff of quite a few CAs there are uniformly excellent, the challenges are huge and the timeframe is short, so the Mission has to strategically reinforce its private sector portfolio. I expect the follow-on to CMS to be a good vehicle for further support in this effort.

I also had the opportunity to participate in the high-level meetings that took place with the Prime Minister and the Minister of Health of Madagascar, when they visited in the context of the PM's introductory remarks at the Global Health Council Conference. At a lunch meeting I met with key Malagasy MOH staff as well as Mission staff and advisors. Later I attended a meeting between the Minister and the Director of the PRH Office, at which he requested support for his various priorities. Since two Flexible Fund grants are to be implemented in Madagascar, this was a good opportunity to discuss synergies between environment and health programs, and the importance of integrating local NGOs and PVOs in the overall MOH program.

6. Other

A. Existing/ending PVO/NGO programs (NGO Networks, CARE-Morr, CARE-RHTF): I became the CTO for these grant programs during this period, working with several TAs to help phase out or, in the case of the RHTF, initiate the next phase of these grants. Since NGO Networks ends in August, the focus was on spending down remaining funds and ensuring a successful close-out. For CARE-Morr, I went to Atlanta in May to meet with staff and get an overview of the program. With Mission funding, CARE/India had a sizable pipeline remaining due to slow-downs occasioned by the unrest in the sub-region, so the Procurement Office agreed to extend CARE-Morr to October 2003. An external evaluation of the program was completed and the results were presented to USAID on July 11. CARE-Morr will close down all activities as of end June, except in India. For the RHTF, we are working with the Office of Procurement to finalize changes to the grant language to conform more closely to our own and CARE's expectations regarding overall accomplishments of the trust fund.

B. Personnel supervision/recruitment: I assumed the role of Acting Team Leader of the Private Sector Team (includes PVO/NGO activities) in June. I now supervise the person who acts as TA for the Flexible Fund and the two people who provide TA for the CMS program, as a job-share. We also have two vacant positions on the team, so working with a New Entry Professional (NEP) and other division staff I led the recruitment for the two vacant PLP fellow positions, assembling two selection committees. We developed score sheets and interview questions for each position, interviewed four candidates for the first position and five for the second. I wrote the selection memos and worked with PLP to finalize the recruitment for each candidate. I understand that our lead candidate for each position has accepted the PLP offer, so once they have been cleared by the GH AA and passed security clearance they will begin work in the office. I also prepared the written assessment of the performance of a NEP after her rotation in SDI.

Planned for the Next Quarter (July 21- October 20, 2003)

(Note: The position I am now filling on a temporary basis has been advertised in PRH so I do not know how long I will continue this function as the Morocco TAACS.)

1. As Acting Team Leader for the private sector, provide oversight and guidance for the team, with particular attention to orientation of new employees.
2. As CTO for the M&L Project and CMS, ensure good start-up of their workplans, making sure Missions are satisfied and new core-funded activities are initiated.
3. Assist in the start-up of the Mobus task order to provide technical support to Flexible Fund recipients and develop a monitoring system. Also ensure PLP Fellow is placed with ADRA.
4. Assist in responding to questions concerning the draft RFP for commercial sector follow-on, and in the bidder's conference.
5. Work with EGAT, GC and others to move forward in designing the follow-on to the Summa Foundation.
6. Provide technical assistance to USAID missions, including support for PHN program transition in Mali in July.

QUARTERLY REPORT

April 21 – July 21, 2003

3rd Qtr

From Rebecca C. Adams

Education TAACS for the LAC Bureau

Activities during this quarter continued to be dominated by the Presidential education initiative in LAC, the Centers of Excellence for Teacher Training (CETT). In addition to my existing bureau portfolio in the bureau, I serve as the coordinator (CTO) for the Caribbean CETT. This includes a \$4 million dollar cooperative agreement with the University of the West Indies/Joint Board of Teacher Education and spans the 12 independent English-speaking Caribbean nations, including Guyana and Belize, 18 teacher training colleges and the universities of Belize and Guyana, respectively. The political visibility of this activity, as a Presidential initiative, also includes active participation of all of the governments and particularly the ministers of education.

Activity Management

I continue to serve as CTO for three mechanisms that total more than \$9 million, two of which are the primary field support mechanisms supporting the regional and mission education activities.

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

Continue to manage (CTO) a \$3.6 million three-year task order with EGAT's BEPS mechanism, BEPS, that serves as the primary technical assistance mechanism to assist the three sub-regional Centers of Excellence for Teacher Training (CETT). During this quarter BEPS coordinated the Austin –CETT conference for all of our Centers throughout the hemisphere. They also fielded two teams to the region in support of the Centers needs to finalize their work plans and reading methodologies. The conference at the Univ of Texas numbered over 100 people. Preparation for this conference required a tremendous amount of time and effort by the BEPS team as well as our USAID team. I have been involved in every detail, including speeches, briefing books, etc. All of these activities are time sensitive and required a host of management actions. Ongoing oversight for voucher processing, budget monitoring, consultant approvals, travel approvals, and country clearance cables continues. I signed over 100 consultant and travel approvals during this quarter.

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. This mechanism is the primary M&E mechanism for CETT and has required numerous tdys to the sub-regions of Central America, Andes, and Caribbean to assist the participating CETT universities with the development of the monitoring and performance plan. GEM is finalizing the M&E plans for CETT and continues to provide support to the Centers in the region.

Caribbean Centers of Excellence for Teacher Training (note reference in opening paragraph) – Serve as CTO of a \$4 million cooperative agreement with the University of the West Indies/Joint Board of Teacher Education. Basically, I am serving as the full-time CETT coordinator for both the bureau and the J-CAR mission. Following two Jamaica trips last quarter, our office planned a week-long conference at the University of Texas in Austin (location of President Bush's education advisor) for the three sub-regional Centers of Excellence. Representatives from the thirteen countries currently participating in CETT participated along with all of our contractors who support various aspects of this presidential initiative. Preparation included development of the program, constant reviews of the presentations and selection of presenters, numerous conference calls, and ultimately presenting during the conference. Our AA, Adolfo Franco also participated in the Austin CETT conference which required briefing books, talking points and additional coordination with our front office. The speech I'd written for Franco's participation in the Caribbean CETT launch in April was the core of the speech he delivered in Austin. I provided ongoing guidance to the staff member assigned with the speech writing task.

I am also handling all financial matters, procurement issues, staffing, etc with the University of the West Indies. The recruitment for the education TAACS for the Jamaica-Caribbean CETT began during this quarter and I am serving as the coordinator. I established a committee, developed the screening tools, chaired the meetings, produced the matrix of results, and wrote the selection memo. Unfortunately, the selected candidate did not accept CEDPA's offer so the process continues into the next quarter. I also wrote the Congressional Notification – Advice of Change and finalized the data and finance sheets for CETT which was required again since our ceiling was raised.

Backstop for CETT Private Partnerships -I continue to serve as the primary backstop to the CTO for this \$2 mil activity which includes advising, attending all related meetings, reviewing all documents, and communicating issues to the Bureau's Dept AA. The CETT Private Partnership program has the goal of attracting \$20 million in support for this activity. During this quarter I helped coordinate the participation of – Sesame Workshop, Scholastic, and Cisneros at the CETT Austin conference. A great deal of collaboration is required with our fund-raiser organization, particularly regarding the sub-regional strategies for raising funds, and the communications with the various private sector entities. For example, President Bush received a letter from Cisneros stating their support of CETT which requires carefully crafting responses from Natsios or the Bureau AA given the political nature of the program.

Advise on all CETT and other education activities – I provide advice to the team leader and all other staff regarding all three sub-regional CETTs and all other education activities associated with the regional portfolio. I review all documents, draft documents, and assist in contract issues, technical issues, and interactions with the grantees and contractors. We are just beginning to discuss the upcoming interim Summit of the Americas and announcements for the President. Here we go again.

Other – I am currently assisting the Bureau in the development of the Central American strategy where all of our Central American and Mexico missions will work under one strategy. The Bureau assigned me the lead role in the coordination and review of the procurement plan for the education sector. I had to travel to Nicaragua for a two-day meeting with all of the region's education and health officers and contracting officers to develop the preliminary procurement plan. Upon return to Washington, I drafted the primary issues paper for our front office, participated in meetings with our DAA and mission directors to discuss issues and next steps. I further contributed to the writing of the guidance issued to mission directors from our DAA on the Central American and Mexico strategy & procurement plan. Preparation for the Nicaragua meeting and the follow up issues meetings required a great deal of research and pre-meetings on procurement and follow up with each of the mission education officers.

Because it's procurement season, I had a number of tasks related to incremental funding, pipeline analysis, and amendments for the regional education program.

I am also providing increased guidance on a new civil society education policy program – CERCA – that the Bureau is implementing in Central America.

Quarterly Report

July 21, 2003

Benjamin Alvarez

Main Activities

1. Management
2. Traveling and representation of USAID in international meetings
3. Technical Leadership

MANAGEMENT. Continuation of activities as CTO of two programs: Improving Educational Quality II, and Knowledge Management Initiative for Education. The Knowledge Management Initiative includes the development of two Communities of Practice. The first community focuses on youth and the second on training. The youth community is open to members of USAID's missions, consultants, and youth education experts. First results of this activity will be the basis for discussion during the 2003 USAID's Conference.

INTERNATIONAL MEETINGS. In addition of the representation of USAIS in Child Labor workshops organized by the Department of Labor and UNESCO, I participated in an inter-agency consultation on policies for the development of Non-formal and Adult Education in Hamburg, hosted by the UNESCO Institute in Germany and the World Bank. I presented the long experience of USAID in the field.

TECHNICAL LEADERSHIP. Coordination of the preparation of USAID's Annual Education Report. Preparation of a paper on Teachers in Developing Countries that includes long-term projections of needs by different regions of the world. This document will be part of a series of working papers that will be published with the Education Report. Technical support to regional activities of Latin American and Caribbean region, and to the preparation of documents in the Basic Education Team.

David Bruns, Senior Education Advisor, USAID/Uganda
Quarterly Report
April 1 – June 30, 2003

The major activities undertaken in this period were:

Start-up of the UPHOLD/Services Program. The \$86 million Services Program was awarded to a consortium led by JSI in late 2002. The UPHOLD/Services program works in the education, health and HIV/AIDS sectors, integrating activities as much as possible. As CTO of this new five year program, I have been managing start up activities. These include approving staffing, orienting new staff to the priorities of the Ministries of Health and Education and USAID itself, and developing workplans and strategies in technical areas. As the Mission's largest program and one of the largest bilateral programs for a Mission in Africa, the responsibilities have been enormous. Not only are there numerous technical areas, but the average disbursements are \$4 million per quarter and any delays are quickly noted by the Mission Director as a significant pipeline develops. Last month I was awarded a "Meritorious Honor Award" by the US Ambassador in recognition of my efforts and performance in awarding and starting up this activity.

Education Policy and Program Support. While the Services Program has demanded significant administrative oversight, I have also tried to maintain my technical role in education. I have assisted with programming approximately \$ 8.5 million in education funds over the next two years, ensuring they flow to appropriate priority areas. This task has involved linking with the Ministry of Education (which is fortunately very good) to identify their needs and priorities, analyzing the best means of support, and processing the implementation mechanisms. I'm growing more adept at understanding USAID rules and systems so that I can process contracts through the quickest and least bureaucratic means. A significant responsibility is also linking with other donors to coordinate policy advice and programs—particularly since Uganda operates under a "Sector Wide Approach."

SO8 Team Responsibilities. I've participated in the restructuring and development of our 16 member SO8 team (comprised of education, health, and HIV/AIDS specialists). As CTO of the UPHOLD/Services Program, I am responsible for supervising 5 FSN staff and am trying to build a good working relationship and facilitate their professional growth.

Presidential and other US Official Visits. Uganda attracts world-wide attention as a result of reductions in HIV Prevalence. Some data sources indicate a drop in prevalence from 30% to 5%. In the past quarter, we have hosted Congressman Weldon (R. Fla.) one of the sponsors of the \$15 billion HIV/AIDS bill and President Bush and delegation (First Lady, Colin Powell, Condoleeza Rice, etc.). Preparing these visits requires identifying potential site visits and preparing presentations- an enormous amount of work for sometimes very short visits.

Major Activities Planned for the Next Quarter (July 2003 – September 2003)

Home Leave. After two years in Uganda, I will be on home leave for much of August and September. While on Home Leave, I will stay two weeks in Washington, attending the USAID EGAT Conference and participating in training and consultations with USAID/Washington and CEDPA staff.

Implementation of the Services Program. Providing the administrative oversight and the technical guidance to the Services Program will require huge levels of effort. To enable smooth functioning, I will be attempting to develop the sub-team of six USAID staff who provide leadership to this program.

Policy and Project Assistance. I'll continue to be involved in education sector policy dialogue (with Ministry of Education and other donors) and the implementation of education activities under the various projects and programs supported by USAID.

From: Vijitha M. Eyang
Date: July 24, 2003
RE: TAACS Quarterly Report

Accomplishments April-July:

- Education assessment in Sri Lanka (May/June). Led a three-person team to conduct a workforce training assessment focused on North and East Sri Lanka and related economic sectors most requiring trained, skilled training needs by the traditional and modern economies presently and for the coming 5 years.
- MEPI education strategy. Took the lead in putting together a MEPI strategy for education which was sent out to the field (Missions and Embassies) as well as State Department in mid-June, which provided them with strategic programming options for the new round of MEPI funds.
- Yemen education program. Worked with the outgoing USAID representative to Yemen to put together a plan for programming funds for upcoming education activities. Have also been the USAID representative at the donor meetings on Yemen's Fast Track Initiative (FTI) Interagency Working Group (coordinated by the World Bank and chaired by the Netherlands) and have been able to obtain USAID funds to support Yemen's FTI aspirations in education. I am currently working with USAID's Yemen representative on determining the appropriate allocation of these FTI funds.
- Gender Strategy for Iraq. Put together a gender strategy for Iraq (similar to what I did for Afghanistan) to guide programming and provide strategic direction. Initiated this task by putting together a USAID working group on gender in Iraq (led by ANE but comprising of representatives from PPC, OFDA, WID, OTI, and the Iraq Task Force) to advise on gender interventions within USAID's ongoing portfolio. In addition to eliciting feedback from the working group, met with every single team representatives for each of the 5 sectors within which we have ongoing/anticipated programs: education, DG, economic growth, health and agriculture. Presented a draft document to AA/ANE Wendy Chamberlin on June 18; she asked me to submit a final draft to the Mission Director in Iraq as well as senior management at USAID.
- Sesame Street Regional Concept. Worked out a regional concept paper for submission to State department that regionalizes Sesame Street for the Middle East. This was initiated at Wendy Chamberlin's request (ANE/AA) and I followed up by chairing a meeting attended by relevant State and USAID representatives after which I put together a concept paper that Wendy Chamberlin cleared and is to be vetted by the Interagency Working Group on Education in July. Initial feedback from Liz Cheney's office is that this concept is well positioned to be funded out of MEPI funds.
- Afghanistan congressional earmark and gender. Have had numerous Capitol Hill, State and USAID briefings on gender considerations in Afghanistan and worked with USAID/Afghanistan to formulate a health and skill training program to implement in response to a \$5 million Congressional earmark.

Upcoming activities for the Quarter.

- Provide education assistance to the Yemen Mission (anticipated TDY in September/October—final dates pending)
- Assist with implementation and oversight of ANE gender and conflict proposal (awarded last week)
- Identify mechanisms and contract funding obtained from USAID/Washington for additional education related activities: conference, database, research, etc.
- Coordinate gender and Iraq steering committee and implementation plans (beyond USAID to include other appropriate government agencies)

--vme 7/24/03---

QUARTERLY REPORT

April-June 2003

John Hatch

Office Responsibilities

A major activity for this quarter was working as CTO for EQUIP 1, nurturing it as it gets started and providing lots of support as Missions and Bureaus expressed interest in using it or actually "buying-in." Uncertainties resulting from the reorganization continue to impact on staff responsibilities, resulting in increased involvement in a variety of issues and "portfolio" coverages, though this issue has moved towards some resolution at the end of the quarter. The "migration" of my computer support within USAID resulted in an inordinate amount of time, and some delays in getting work done, due to the need to add back in various components that were dropped in the process, and only discovered when I went to use them.

- Contract Activities
- *Improving Educational Quality II*: The Democracy and Education Resource Guide was finally published, and an announcement sent to Education and Democracy Officers. I have been filling responses for hard copies, additional copies have been distributed by DG.
- *Ed-Data/DHS+*: Worked with Kim Bolyard on the development of the new activity to replace Ed-Data/DHS+ until she resigned her position. With Kim's departure and Contracts determination that the new mechanism would be results based, I went to a training program to learn more of what was expected and began the re-writing process.
- *EQUIP*: With LWA 1, attended management meetings, and reviewed Associate Award Program Descriptions and supported Awardee AIR in the work of producing appropriate Work Plans; and had daily phone conversations on issues big and small with the EQUIP 1 Project Director or her designate when she was out. In general support of EQUIP, attended EQUIP CTO weekly meetings and new monthly meetings with the Project Directors; attended, briefly, the kick off for EQUIP 3, and in Patrick Collins' place, an LWA 2 management meeting; and responded by e-mail and phone to mission inquiries about EQUIP mechanisms. Reading proposed Associate Award Program Descriptions and assisting missions and the Africa Bureau with conceptualizing and designing appropriate Program Descriptions.
- *GED*: Attended meetings on development and funding of Global Education Data-base.
- *New IQC Mechanism*: Work on this continues in abeyance based on decisions regarding existing mechanisms and priorities.

- *RSSA/CAS/TAACS Recruitment*: Continued to provide some backstopping to the processes for filling these slots.
- *NMS/Phoenix*: Entered funding request for a number of activities; entered quarterly accruals for SO 1 Team.
- General Office: Things to 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*: Continued to provide some backstopping to the processes for filling slots. Worked with Cynthia Chassy and Gary Bittner on processes for improving NEP selection.
 - *Meetings*: A variety of informational meetings took place with individuals, representatives of contractor organizations, and with USAID staff on various issues. Of special note was hosting a meeting of the steering committee of the International Network for Education in Emergencies on June 9th, and attending formative discussions on addressing support for Muslim education enhancement.
 - *Presentations*:
 - *Support*: General support for coverage when someone is absent, preparation for farewell parties, etc., continue to be requested.
 - *Reorganization*: The office hosted a number of retreats focused on reorganization issues for the office. June 19th 's was focused on restructuring the office, I am now a member of the Field Support Unit.
- Meetings: I attended the usual SO1 Team, EGAT/ED staff and Education Sector Council meetings. Additional meetings included:
 - *Country Reviews*: Responded to request for comments on draft Sector Strategy for Ghana, agreed to serve on an other country's education TEC.
 - *International Literacy Network*: Was unable to attend meetings this quarter.
 - *EGAT/ED Workshop*: Provided ideas for the August workshop and some support to the development of a few sessions..
 - *SID/WID*: As Co-Chair, helped to produce and attend occasional lunchtime presentations on development issues impacting women and girls such as ??
Attended Co-Chairs' Working meeting June 26.
 - *WID Office Strategy*: participated in a series of meetings and commented on papers addressing new strategy options.
 - *Short Presentations Attended*:
 - * A series of discussions by American Youth Policy Forum on youth policy issues topics such as Community School, 40 social service agencies and one family, youth employment in South Africa
 - * World Bank's Early Childhood Development Seminar on *CIR's Program for Children with Developmental Disabilities in Developing Countries*; and on *ECD and Disabilities*
 - * World Bank's Common Issues, Shared Solutions Seminar on *Community Involvement in Schooling-Opportunities and Limitations; School Grant Funds-Successes and Risks*

Travel

No travel was carried out this quarter.

Conferences

- InterAction's Forum 2003, May 19-21, Washington, DC
- UNESCO's World of Education mentioned above.

Training

- *TRG Workshop*: Participated in full-day SO 1 team building retreat
- *Performance-based Contracting*: Attended a three day workshop on this topic at the end of May

Anticipated Special Activities Next Quarter

- * EQUIP will continue to be the major activity of the quarter in support of Associate Awards development and as Leader activities get under way.
- * The Education Center reorganization, begun in earnest July 1, will result in responding to new requests and developing new ways of doing business, which will have an impact on work-load and focus. Increased thinking about, and subsequent practices for education as a sector cutting across bureaus will also impact workload and responsibilities. What membership in the new Field Support team means in terms of process, procedures and actions will have to be worked out while support to basic education continues.
- * The arrival of a new Education Data Specialist (Elizabeth Appiah) will hopefully mean that responsibilities I have had in that area can be transferred over to her, including completing the development of an RFP for EdData II with my assistance.
- * Possible trips will be to Haiti and Tanzania to support activities there for new education initiatives.
- * Supporting staff recruitment, NMS entries and interviewing for one or more anticipated positions.

Mitch Kirby
USAID/REDSO
Senior Regional Education Advisor
for Eastern and Southern Africa
Quarterly Progress Report
April 21, 2003 – July 20, 2003

Major activities for the period:

During this reporting period, continued to provide technical assistance to REDSO and USAID field missions for education programs in Africa. Priority TA was provided to support the new USAID education program in Djibouti. On-going support was provided to NPC education programs in Sudan and Somalia, as described below. Technical assistance was also provided for two new education programs Kenya and Tanzania as part of a USG initiative to promote education in Muslim communities.

1. Technical support to the new USAID special objective to improve basic education in Djibouti

In collaboration with REDSO and the Africa Bureau, assisted with the development and approval for a new \$8 million basic education program for Djibouti. The new Djibouti program is a priority activity for the Administration. A TDY to Nairobi and Djibouti from May 8-22, included consultations with USG representatives, the Government of Djibouti, and other development agencies and potential implementing partners to finalize the new program objectives and activity areas. In Nairobi, drafted the Program Description for a REDSO "buy-in" to the Leader with Associate Educational Quality Improvement Program (EQUIP). Through a collaborative effort between REDSO and AID/W staff, the Program Description was drafted, reviewed, approved and awarded in less than one month and, two weeks ahead of schedule. Implementation for the new Djibouti program began in early July.

2. Technical support to the new USAID education program in Somalia

In Nairobi and Washington, worked with the REDSO/NPC Somalia Program Manager and the Basic Education Policy Support (BEPS) staff on an education sector assessment for Somalia. Provided technical briefings and de-briefings with the assessment team and reviewed and provided technical comments on the draft assessment report.

3. Technical support to the Sudan Basic Education Program

During TDY to Nairobi and upon return in Washington, DC assisted REDSO Program Manager on a range of technical, management and implementation issues related to the Sudan Basic Education Program (SBEP). Support included responses to technical issues raised on the new 5 year Sudan Integrated Strategic Plan; developing options for expanding the SBEP into two new regions; participating in the Executive Review for the

Sudan ISP; meeting with grantees to improve program implementation; and providing advice and information on strategies for decentralization in education for southern Sudan.

4. Technical support to USAID/Kenya for a new Education Program

Assisted USAID/Kenya on a variety of activities to propose and get approval for a new education program. Drafted sections for the USAID/Kenya triennial review, participated in the Africa Bureau triennial review and supported the establishment of a new education program for Kenya. In Washington, discussed and negotiated program planning options with AFR/SD/ED and USAID/Kenya to utilize funding from the USG initiative to promote Muslim education.

5. Technical support to USAID/Tanzania for a new Education Program

Provided assistance to USAID/Tanzania and AFR/SD/ED on program planning options for a new education program for Tanzania. Reviewed USAID/Tanzania 5 year strategy and provided advice to AFR/SD/ED to conduct an education sector assessment.

6. Technical Advice to AFR/SD

At AFR/SD's request, participated in a series of brainstorming sessions on lessons learned and programming strategies for a USAID initiative to promote education in Muslim communities.

7. CTO Certification

Completed two one-week USAID training programs for Award and Acquisition certification.

Additional and on-going activities included:

- Assistance to AFR/SD with education workshop planning
- Assistance to USAID/Zambia with strategy review and approval
- Advice to AFR/SD on support for the Association for Development of Education in Africa (ADEA)
- Participated in G/HIV/AIDS briefing on new REDSO HIV/AIDS strategy

Planned Activities for the next reporting period:

Planned activities for the next reporting period, from July 21 to September 20, 2003 include continued technical support to REDSO for education programs in Djibouti, Sudan, and Somalia. Planned TDYs to Kenya and Tanzania for new education program designs; Djibouti to advise on the education program design and; Swaziland to participate in the AFR/SD Education Workshop.

**CEDPA Quarterly Report
21 April – 20 July 2003**

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

Introduction

For five and a half weeks over this period, I was on home/annual leave – during which time I managed to squeeze in one day of consultations with USAID/W and CEDPA. Due to my prolonged absence from the office this quarter, this report will be very brief.

Accomplishments during the Reporting Period

USAID/Nigeria

Concerning the books/materials donation from the African Education Initiative, in May I organized and attended a formal handing-over ceremony for Kano State, which both the Kano Governor and the US Ambassador attended. On behalf of USAID/Nigeria, I provided a speech. Plans for handing-over ceremonies in the other four recipient states were also initiated, though have yet materialized.

CTO training was held the first two weeks of June, at the end of which I was provided my certification.

General Development Office (GDO)

Work on the SO13 strategy document continued in May, focusing on ironing out the fine details rather than defining broader emphases – including stakeholder consultations. Work also started on identifying needs for RFA development in health and education.

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

Meetings this past quarter with the FME/FGN concerned the commencement of the DHS EdData survey, paving the way for finalizing the core questionnaire next month and administering the survey towards the end of the year.

Literacy Enhancement Assistance Program (LEAP)

While in Kano, I took a day to attend a training of trainers session, and conduct some classroom observations. By chance I was able to observe a teacher who I had observed back in January, and was pleased to note that his aptitude in using Interactive Radio Instruction in the classroom had greatly improved. Otherwise for LEAP, I participated in the review of their request for an extension/enhancement, which required a great deal of time and attention in terms of the budget submission.

Opportunities Industrialization Centres International (OICI)

In May, I organized and led the review of a new proposal from OICI for a follow-on youth-oriented activity. This again required substantive work, not only in terms of the budget but also for the technical proposal. At the end of this process, I wrote up the results in a formal TEC memo.

DHS EdData

The lead consultant visited Nigeria in early May for a week, during which time we forwarded the survey process by holding informational and coordination discussions with the FME and the National Population Commission.

Monthly Report

To: Andrea Yates, SO22Team Leader, USAID/Egypt
From: Michelle Ward-Brent, USAID/Egypt Girls' Education TAACS
Date: June 21, 2003
Re: Quarterly Activity Report – May-June 2003

This memo serves as my monthly activity report to USAID/Egypt's SO22 Team and to CEDPA's offices.

WEEK OF MAY 4, 2003

1. Reviewed background, files, status of Minister trip to DC, assumed Christine's duties.
2. Attended count down meeting.
3. Finalized and disseminated MOU for clearance for Minister trip.
4. Edited backgrounder for Embassy on development problem and four focus areas.
5. Drafted outline for Sesame on key areas for Karma meeting.
6. Participated in interview with RIG office for CTO audit.
7. Stepped in for Christine on Minister visit. Liaised with State, AID, DOE, etc.
8. Served as Acting Division Chief for two weeks and team leader.
9. Assumed work on DT3 SOW in Christine's absence.
10. Liaised with staff and SCS on changing MOU.
11. Drafted talking points for DOE, State, USAID for Minister's visit.

12. Drafted briefing book for Minister's visit and tracked evolving changes.
13. Liaised with State on MOU revisions.
14. Liaised with Sesame and Karma on AID/W meetings with Desk/tech office and with LPA.

WEEK OF MAY 11, 2003

1. Continued serving as acting team leader.
2. Drafted responses to continued DVC questions for MD meeting with DAS.
3. Liaised with IELP on English Sesame books, MOE needs, etc.
4. Reviewed numerous Action Memos and PILs for team on FGF, DT3, training events, etc.
5. Reviewed talking points for Ambo and Acting Director and provided edits.
6. Finalized order with Karma on English posters for IELP.
7. Liaised with Aziza on NCCM and First Lady Fayoum visit and prepared materials from CARE for the event.
8. Prepared sole source memo for English posters.
9. Provided update and met with Acting DD on Scholastic book project.
10. Drafted background for Jordan DIR in preparation for meeting on IPJ.
11. Drafted bullets for SCS on education and MEPI for Ambo speech to Amcham.
12. Reviewed various pils, letters, briefing memoranda, etc. for team.
13. Met with Linda several times on DT2.
14. Completed paperwork for English posters/MOE training.
15. Met with David to discuss follow-up on Ministry trip, debriefings for the week, etc.
16. Reviewed and revised STS SOW.
17. Reviewed action memos for director, waivers, CBJ, etc.
18. Updated Sesame fact sheet for SCS website.
19. Continued work on DT3 SOW.

WEEK OF MAY 25, 2003

1. Reviewed and edited PIL on reform.
2. Worked with Hala and Adele on Scholastic and Save efforts.
3. Continued work on DT3.
4. Met with Team leader on recent developments.
5. Reviewed WB/MOE report on ECD.
6. Participated in meeting with World Bank and CIDA on ECD and Simsim.
7. Provided USAID/Philippines project with information on English and radio, per request.
8. Continued as acting Team Leader.
9. Edited CN to emphasize MEPI priorities.
10. Worked with SCS on documentation for funding level increases.
11. Drafted PIL for MOE on EQUIP and new program mechanisms.
12. Reviewed Salwa's work objectives for approval.
13. Attended procurement meeting on status, updates, next steps.
14. Attended team meeting.
15. Liaised with Karma and Sesame on numerous issues.
16. Liaised with DT2 on EEMI symposium.
17. Provided Philippines Mission program with info on English/IRI.
18. Drafted waiver memo for Karma book wavier for Reading for All.
19. Reviewed SO17 PIL.
20. Reviewed Weekly Report submission on Minister visit.
21. Met with Doug Heisler of Yemen Mission to review availability of Simsim educational materials for use by Yemen Mission.
22. Met with Andrea and Adele on girls' scholarship options.
23. Met with Mona on charting EQUIP path and requisite pieces.

24. Attended meeting with Mo Tanamly and Sesame on expansion.

WEEK OF JUNE 1, 2003

1. Continued work on DT3 SOW.
2. Continued work on contract extension passport issues, liaising with AID/W, CEDPA and Mission throughout the week.
3. Reviewed Quarterly Report to MOE.
4. Attended MST.
5. Liaised with Karma and Sesame on Reading for All books, on IQ project.
6. Reviewed and worked with Hal on PIL for Dr. Nadia on Scholastic and Simsim books.
7. Updated procurement plan.
8. Reviewed submissions to SCS from team members, etc.
9. Reviewed EQUIP draft, provided comments.
10. Attended team meeting on EQUIP and governors' visit.
11. Reviewed accrual information.
12. Attended Karma outreach graduation.
13. Attended meeting with IIE.

WEEK OF JUNE 10, 2003

1. Attended GDA training.
2. Attended team meeting.
3. Continued work on SOW DHS and M&E EQUIP 2.
4. Continued review of team documents as acting team leader.
5. Met with Karma and IELP on English project.
6. Met with Karma and IIE on fall symposium.
7. Updated budget with new MAARD information.
8. Reviewed team documents on budget, new Aguirre effort, etc.

9. Attended meeting with PROC and Training on DT3.
10. Met with various team members on implementation and personnel matters.

WEEK OF JUNE 15, 2003

1. Continued work drafting small grants and M&E components for the EQUIP2 SOW.
2. Continued as acting team leader.
3. Reviewed and cleared numerous PILs, letters, etc.
4. Cleared and edited PILS, Sole Source Justifications, Quarterly MOE report, etc.
5. Drafted MEPI bullets for cable.
6. Drafted corrected paragraph for AID/W on WEF Powell Announcement.
7. Liaised with AID/W on regional strategy.
8. Drafted MEPI bullets.
9. Attended staff meeting.
10. GDA work with DC, producers, etc.
11. Procurement plan update.
12. Completed DHS M&E for EQUIP.
13. Completed small grants portion EQUIP.
14. Completed AAD amendment.
15. Prepared home leave documentation, files

MONTH OF JULY 2003

1. Home leave, 4 days of official TDY, 2 days of work and 20 days of home leave allowance.