



Quarterly Report

October 1 - December 31, 2003
(First Quarter, FY'04)

January 30, 2004

DevTech Systems, Inc.
USAID Contract #: GEW-I-01-02-00019-00

The Women in Development (WID) IQC

Chemonics International, Inc. • Development Alternatives, Inc. • Development & Training Services, Inc. •
DevTech Systems, Inc. • Juarez and Associates, Inc. • Management Systems International/The Futures Group

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and Trade, U.S. Agency for International Development*



NARRATIVE

TITLE

Quick Response, Short-Term Technical Assistance and Training Supporting Gender Integration in USAID Operating Units under Leadership of EGAT/WID, GEW-I-01-02-00019-00.

1. Background

A three-year contract to carry out this assistance was awarded to a consortium led by DevTech Systems, Inc. on September 30, 2002. The objectives of the contract are: 1) to support the efforts of EGAT/WID to further the integration of gender in all Agency policies, programs, projects, research materials, information systems and in multilateral and bilateral policy dialogue efforts; 2) to increase awareness of, information about, and skills for addressing gender issues; and 3) to provide intellectual and technical leadership in gender integration and the advancement of women in development.

2. Expected Results

Technical services provided will support USAID Missions, USAID operating units in Washington, and others (host country governments, NGOs, other USAID partners and other donors, etc.) requiring innovative gender expertise and approaches in assessment/analysis, design, implementation and evaluation of programs and projects to ensure that gender is included as a key development variable in all activities. These services will enhance the effectiveness and sustainability of USAID's development assistance by identifying and building on women's roles and capabilities and identifying and minimizing the constraints to women's participation in social, economic and political processes. Technical training on gender in USAID's various strategic focuses and sectors (economic growth, agriculture and trade; democracy, conflict and humanitarian assistance; and global health) will also be provided.

3. Project Core Activities

The Project Core Activities for the first quarter (October-December FY'04) are divided into the following four parts:

- A. Activity Narrative and Task Report** – The Activity Narrative and the Task Report contain both a discussion and account of events covered during the reporting period, as well as planning for future undertakings done during the reporting period. The Task Report includes a timeframe for each event.
- B. Significant Results** – A summary of significant results accomplished to date.
- C. Project Management** – A report on what activities were accomplished to fulfill contractual responsibilities.
- D. Implementation Constraints** – A report of constraints to the fulfillment of specific contractual responsibilities, and adjustments made to the plan.

A.I. Quarterly Activity Narrative

DevTech fielded many requests from USAID/Washington during the first quarter FY'04. Requests came from Missions and EGAT/WID, as well as from other USAID operating units, allowing DevTech to broaden its reach in providing technical assistance and training in a variety of capacities.

DevTech received a request from USAID/Armenia for a Country Strategy Plan review in this quarter. In addition, DevTech completed requests for gender assessments of strategic plans in Azerbaijan and El Salvador and received similar requests from Macedonia and Sri Lanka, which will be completed in the second quarter. DevTech also sent a team of consultants to Ethiopia in response to a request from USAID/Ethiopia for a gender-based participatory evaluation of a Winrock rural extension and research project. The final report will be issued in the second quarter of this year.

DevTech continued to respond to requests for gender training, including the ongoing Gender Trainings for the Africa Bureau. DevTech submitted a Needs Assessment report after designing a survey for the Africa Missions in collaboration with AFR/DP/POSE. Preparation for the trainings continued through the quarter and DevTech will administer a DC-based training and regional trainings in the second quarter. DevTech also collected and developed materials for the resource book to be used in the activity.

DevTech's response to USAID's Office of Energy (EGAT/ENV/EET) research and analysis on innovative approaches to energy services for urban poor continued in the quarter; DevTech's consultant completed Phase II, participating in team activities comprising site visits to Ahmedabad, India, Khayelitsha/Cape Town, South Africa, and Rio de Janeiro and Bahia in Brazil. Other team members also completed a site visit in Manila, the Philippines. The final report will inform the development of future slum electrification programs by USAID and is expected in the second quarter.

DevTech responded to two requests from EGAT/WID in the first quarter: a gender assessment for the new USAID/EGAT strategy, and an Agency gender strategy. DevTech fielded three consultants to implement the USAID/EGAT assessment. The assessment will be carried out in the second quarter. DevTech provided a consultant to write the Agency gender strategy, who began background research in the first quarter. This activity is currently on hold at USAID request. DevTech also received a request from EGAT/WID to provide training for the USAID Contracting Officers during their annual conference in January 2004. The trainings will provide information on Gender Assessments and the ADS gender requirements.

The requests for technical assistance to USAID-Bamako and USAID-Windhoek were received in late FY'03. For Mali, support to a study of women's access to radio is slated to begin fieldwork as soon as the team leader is confirmed, presumably before the end of the second quarter of FY'04. DevTech issued a formal request to UNESCO for a team leader to conduct the country-wide data collection effort. In Namibia, in March, DevTech will provide gender expertise on voter and civic education; the DevTech team will be comprised of expertise on three discrete marginal voter groups.

Finally, DevTech organized and hosted the WID IQC Consortium Partners' Meeting in October 2003.

A.2. Quarterly Task Report

1. Technical Assistance to EGAT/WID

Tasks Completed this Quarter:

1. Country Strategy Plan (CSP) Review

DevTech fielded a consultant to complete a review of USAID/Armenia's CSP in response to a request from EGAT/WID.

2. Gender Assessment Guidelines for Missions

DevTech is preparing guidelines for Missions and consultants to be posted on the EGAT/WID website.

3. WID IQC Partners' Meeting

DevTech convened the quarterly WID IQC Consortium Meeting on October 28, and delivered presentations on the ADS gender requirements and the gender assessment process.

Tasks Planned for Next Quarter:

4. Conduct trainings on Gender Assessments and the ADS gender requirements for the USAID/Contracting Officers Conference in January 2004.

2. Technical Assistance to Missions

Tasks Completed this Quarter:

1. USAID/Caucasus/Azerbaijan

The DevTech team of three consultants (two from DevTech and the third from Pact) worked together in Baku from October 18-November 10, 2003 to complete a Gender Assessment for the Mission. The consultants traveled to regional sites in the north and south of Azerbaijan as well. The report was approved by the Mission and will be published on the WID website.

2. USAID/Mali – Women's Access to Radio in Mali

Preliminary activities to respond to USAID/Mali's request to study women's access to development-related information by radio continued. With Mission concurrence, DevTech requested and is awaiting reply from UNESCO regarding secondment of a UNESCO employee to serve as Team Leader. The TDY will entail country-wide gender assessment of producer and listener attributes.

3. USAID/El Salvador

In response to the Mission's request, DevTech fielded two consultants to complete a Gender Assessment. The consultants carried out the assessment in five days between mid-October and mid-November, 2003. The final report was submitted to the Mission on schedule.

4. USAID/Sri Lanka

DevTech provided the Mission with two consultants from WorldEd to conduct a Gender Assessment in Sri Lanka November 8-23, 2003. The final report was submitted to the Mission on schedule.

5. USAID/Macedonia

In response to the Mission's request, DevTech developed a budget and identified two consultants (one local, one expat) to carry out a Gender Assessment and Training in Macedonia in January 2004.

6. USAID/Ethiopia

DevTech fielded four consultants (two local, two expat) to carry out a gender-based participatory evaluation of the EMPOWER project, a rural extension and research project focused on women farmers, in two regions of Ethiopia, November 24-December 22, 2003. The final report will be received by the Addis mission at the beginning of the second quarter.

7. USAID/Namibia

DevTech has identified a regional consultant to do capacity building for and assess gender as a dimension of voter and civic education, in anticipation of an upcoming election in the country. DevTech continues to identify consultants for the other components of the analysis, disability and marginalized ethnic groups.

8. USAID/Panama

DevTech developed a proposal and budget in response to a request from the Mission to conduct a Gender Analysis of USAID/Panama's Country Plan. The TDY will be undertaken in February 2004.

Tasks Planned for Next Quarter:

9. Finalize Gender Assessment Report for USAID/El Salvador
10. Finalize Gender Assessment Report for USAID/Azerbaijan
11. Conduct Assessment of Gender and Capacity Building in Voter and Civic Education for USAID/Namibia
12. Finalize report for the Participatory Evaluation of EMPOWER program for USAID/Ethiopia
13. Finalize Gender Assessment Report for USAID/Sri Lanka
14. Conduct Gender Assessment for USAID/Macedonia
15. Conduct Gender Analysis of Country Plan for USAID/Panama

3. Technical Assistance to Other USAID Operating Units

Tasks Completed this Quarter:

1. EGAT/ENV/EET Gender Research and Analysis

During the quarter, DevTech's gender consultant completed Phase II, data collection, in concert with a technical team from USAID's Office of Energy (EGAT/ENV/EET). The research and analysis on innovative approaches to energy services for urban poor will inform the development of a slum electrification program by USAID. Phase II included four site visits: Rio/Bahia, Brazil; Ahmedabad, India; Manila, the Philippines; and Cape Town/Khayelitsha, South Africa. The final report is expected in the next quarter.

2. USAID Agency Gender Strategy

DevTech fielded a consultant to conduct an agency gender strategy, and began background

research of documents and participants. An illustrative framework and detailed timeline were developed during the quarter. The activity is on hold at the request of USAID.

3. USAID/EGAT Gender Assessment

In response to a request for a gender assessment for the new EGAT Bureau strategy, DevTech identified three consultants to begin work in January 2004.

Tasks Planned for Next Quarter:

4. Finalize report for the EGAT/ENV/EET Gender Research and Analysis
5. Complete the USAID/EGAT Gender Assessment

4. Trainings and Workshops

Tasks Completed this Quarter:

1. Africa Bureau Gender Trainings

In the last quarter DevTech completed the preliminary work for the activity, including design and preparation of a survey for Missions. The survey was administered to twenty-six Missions and responses were tabulated in a database. During first quarter FY'04, DevTech analyzed the results and fielded two consultants to design training modules with an EG focus. DevTech also developed material for inclusion in the resource book for all training participants. A pre-test of the training is scheduled for DC in early March 2004 with three regional trainings to follow later in the month in Africa.

2. Training Module on ADS Gender Requirements and Gender Assessments

DevTech developed training modules on the gender assessments and ADS gender requirements, to be used in three training sessions in connection with the Contracting Officers Conference in January 2004.

Tasks Planned for Next Quarter:

3. Complete training design and pre-training presentation for the Africa Bureau Gender Trainings

5. Communications, Reporting and Dissemination

Tasks Completed this Quarter:

1. Submitted Quarterly Report (July-September 2003) to EGAT/WID and the Development Experience Clearinghouse (DEC).
2. Submitted USAID/Tanzania Gender Assessment to DEC and Development & Training Services, Inc. (DTS).
3. Submitted Africa Training Needs Assessment and Survey Results Report to EGAT/WID and DEC.
4. Submitted CSP Review of USAID/Armenia to EGAT/WID.

5. Submitted WID IQC Consortium Meeting Notes to EGAT/WID.

Tasks Planned for Next Quarter:

6. Final Gender Assessment to USAID/El Salvador
7. Final Gender Assessment to USAID/Sri Lanka
8. Final Gender Assessment to USAID/Caucasus/Azerbaijan
9. Final Gender Assessment and Training to USAID/Macedonia
10. Final Gender Assessment to USAID/Panama
11. Final Ethiopia EMPOWER Report to USAID/Ethiopia
12. Gender Assessment of EGAT Bureau Strategy to USAID/EGAT
13. Final report of Slum Electrification study (including gender dimension) to EGAT/ENV/EET
14. Quarterly Report (January-March 2004) to EGAT/WID

B. Significant Results

DevTech responded to requests from Missions in Ethiopia and Sri Lanka. Moreover, diverse requests from other USAID operating units were met efficiently. In addition, DevTech continues to develop a gender training program for Missions in Africa, as well as training modules for contract officers on the ADS and Gender Assessments.

C. Project Management

DevTech met the numerous and varied requests from USAID/WID in this quarter in an efficient and effective manner. With each new request DevTech broadened its consultant base and continued to liaise with its subcontractor partners in at least half of all requests received.

D. Implementation Constraints

Consultant identification, both local and expat, continues to be a constraining factor in providing quick turnaround to Mission requests. DevTech seeks to identify individuals with expertise in gender, relevant sectors, the region in question, who have organizational knowledge of USAID, and occasionally, who are experienced trainers as well. The field of such experts is necessarily limited.

In certain instances, consultant identification can be complicated by local country conditions. Civil unrest, or potential thereof, has potential to cause delay in consultant identification, as in Azerbaijan during the quarter.

DevTech continues to work closely with its subcontractor partners to provide timely response to EGAT/WID requests.

4. Financial Report

Contract Data: EGAT/WID-Quick STTA&T 1055

Quarter Hours	3,269
Cumulative Hours	11,250
LOE for this Qtr	20.43 P/M
Cumulative LOE	70.31 P/M
Total Estimated Cost	\$8,297,574

Expenditures this Qtr	\$ 497,700
Cumulative Expenditures	\$1,421,356
Remaining Unexpended Balance	\$6,876,218

P/M or Person Months are based on 240 Productive days in a year (exclusive of sick leave, holiday, and vacation).

Quarter is defined as 10/1/03-12/31/03.

Trip Report: EMPOWER Independent External Evaluation, December 2003
By Dr. Mary Andrews, Team Leader

Purpose: The purpose of the external evaluation was to assess the end-of-project performance of the “Ethiopian Management of Participatory Opportunities for Women in Extension and Research” (EMPOWER) Project operated by Winrock International.

Country: Ethiopia—Two regions: Southern Nations and Nationalities Peoples Regional State (SNNPR) and Amhara National Regional State (ANRS).

Dates: November 24, 2003-January 13, 2004 (on-site: Nov 24- Dec 22)

Team composition and responsibilities: An interdisciplinary team of four members were selected to serve as the independent external review team. Two members of the team were expatriates and two members were Ethiopian. They were:

- Mary Andrews, Evaluation Specialist and Trainer with Michigan State University Extension, was asked to serve as Team Leader. She had extensive experience with international projects, was active in WID networks and had career-long experience with evaluating extension and rural development initiatives.
- Mr. Michael Bamberger, Gender and Program Evaluation Specialist with long-term World Bank experience, was asked to serve on the team. He had extensive experience in gender analysis, program evaluation, cross-cultural training and had worked in Ethiopia on a Women’s Development Initiative.
- Ms. Senait Seyoum, Agricultural Economist and Research Analyst for IFPRI, served as a local consultant on the team. She was a Hubert Humphrey Fellow in the 1990’s and had a strong history of consultancies in both a research and evaluation mode covering a range of topics related to agriculture and rural development.
- Mrs. Hadera Tesfay, Communications Specialist and Gender Consultant, also served as a local consultant. She had an extensive background of consultancies related to project design or evaluation in areas of women’s affairs, women’s rights, resettlement, micro-finance and leadership development.

Brief statement about what the team did: The team finalized the evaluation plan, conducted interviews with a variety of informants, reviewed project documents, conducted site visits to all four project sites and two regional centers, and observed various project staff in interactions with local leaders and participants. Both quantitative and qualitative data were secured in a Participatory Rural Appraisal format.

Accomplishments: The team was extremely pressed for time, but did accomplish the tasks set before it. An interdisciplinary, participatory mode of interaction was used as each team member individually took responsibility for a portion of the program and then interacted with each other to assess the sufficiency of information to reach conclusions. A major portion of the work of reviewing documents and constructing estimates of impacts occurred at the end of the site-visits when the team was dispersed. E-mail

communications were used to incorporate team inputs into draft chapters produced by individual team members and edited by the team leader.

Problems: Two of the biggest problems were time and data (no surprise). As the team began to try to interpret the project monitoring data, it became clear that inconsistencies existed. So first the team tried to get clarification from WI staff (who was dispersed to new endeavors and hard to reach). The staff was always helpful, but the answers were not always what we had hoped. Therefore the second problem was trying to use data that was insufficient and inconsistent across sites. The evaluation team did not have time to carefully review the existing documents prior to starting the site visits to uncover these problems early in the process. As a result, even after departure, some questions were clarified to the team members resident in Addis.

Lessons Learned:

1. The process of finalizing evaluation plans needs to take into consideration the limitations presented (tight timelines, inadequate data, inaccessible staff, dependence of staff for site visits, etc.). This evaluation tried to deal with these constraints and still maintain the integrity of the evaluation.
2. Any external review will encounter less-than-ideal access to the type of data needed. In this setting, at least the Mission was flexible and understanding of these shortcomings. They did push for more concrete estimates of impacts, but also realized the limitations.
3. Domestic consultants are invaluable in-the-field where they can assist in protocol and rapport development. However, their ability to see the “big picture” of the evaluation’s intents and their ability to synthesize critical information into findings and conclusions can be limiting. They also may or may not be able to contribute to the writing tasks.
4. Site-visits organized by the project staff can create unintentional biases. On-the-spot deviations and extemporaneous additions to the plans can provide a broaden set of respondents and opinions.

Trip Report: USAID Azerbaijan Gender Assessment
Susan D. Somach, Team Leader

Purpose: To conduct in-country meetings with USAID staff, implementing partners, and other relevant individuals from NGOs, the private sector, and government. To provide gender integration training to USAID staff and implementing partners.

Country: Azerbaijan

Dates: October 18 – November 10, 2003

Team Composition and Responsibilities:

- Susan D. Somach, Team Leader – Responsible for planning and implementation of technical work on gender assessment, conducting gender integration training sessions, writing reports, debriefing USAID staff
- Elena Kasumova, Local Consultant – Assisted with gathering and analysis of local gender statistics and resources (esp. economic and social sectors, peacebuilding), advised and coordinated certain meetings with non-USAID contacts, coordinated two homestays in the regions
- Kamilla Dadasheva, Local Consultant - Assisted with gathering and analysis of local gender statistics and resources (esp. health, domestic violence, trafficking, politics), advised and coordinated certain meetings with non-USAID contacts
- Gunay Rahimova, Interpreter/Translator – Provided Azerbaijani/Russian/English interpretation for meetings and one gender integration training session, assisted with logistical arrangements, translated selected training documents into Azerbaijani
- Mammedrahim Rahimov, Driver – Provided transportation for non-USAID meetings and regional travel

Team Activities: The Team Leader traveled to Azerbaijan for three weeks for meetings, trainings, and work with local consultants. The Team conducted meetings with USAID staff, USAID implementing partners, other NGOs, business people, government officials, and individuals. The Team Leader traveled to the regions for two days in the south and 4 days in the north and west of the country. The Local Consultants gathered local resources (in Azerbaijani, Russian and/or English) and prepared brief synopses in English of the relevant information by sector. The Team Leader conducted three 3-hour gender integration training sessions: one for USAID staff, and two for USAID partners and interested gender/women's NGO staff (one with interpretation for non-English-speaking participants).

Accomplishments: Over the three-week period, the following was achieved. (NOTE: At all meetings, the concepts of gender and gender integration were discussed. It is anticipated that the resulting increased familiarity/compliance with USAID requirements will lead to improved overall results of development activities.)

- USAID staff – introduction at staff meeting, meetings with all three SO teams and program office, individual meetings with most FSN technical staff, multiple meetings and debriefing with Program Officer/point person on gender, 3-hour gender integration training
- Individual meetings with 10 implementing partners in Baku, meetings with selected implementing partners in the regions
- Meetings with select government officials and other donors to raise awareness of donor interest and to improve coordination of activities in the gender area
- Meetings with 10 gender/women’s NGOs in Baku and 4 in the regions
- Gender Integration Training for 10 USAID staff, and 38 implementing partners & interested NGO staff

Problems: The Team (especially the Team Leader) faced challenges both in logistics and content. Here are a few:

Language – the Local Consultants did not speak English well enough to communicate effectively without interpretation

Distance & Bad Roads – despite the relatively small distances to travel, bad roads and practical restrictions on night driving made regional trips longer and less productive than anticipated.

Meeting Planning – neither the Mission nor the Local Consultants had a clear idea of who should be on a “must meet” list, making it difficult to prioritize meetings in limited amounts of time.

Competitiveness & Getting Along – the Local Consultants did not really get along, exemplifying the challenges of getting local NGOs (or anyone) to work together. Moreover, in the regions the clan system can make it difficult to get objective referrals of contacts.

Lack of Reliable Data/Analysis – only sex-disaggregated statistics are available, research techniques are weak, and understanding of gender issues is steeped in cultural bias

Time & Local Traditions – it was incredibly challenging to limit meetings to 1-1 1/2 hours, especially with local informants. In the regions, hospitality dictates that everyone should offer tea and/or a meal and refusing is very difficult.

Lessons Learned:

- Pre-screening of team members should include an oral interview to test **English language capabilities**
- USAID missions should be given information on **security clearance** options in the country clearance cable request (especially for consultants with past USAID experience and recent security clearance)
- Correspondence with USAID contact should include **pre-arrangements** for initial meetings (inc. gender working group), debriefing, and training sessions – and a **realistic mock schedule with a prioritized contact list**
- Ideally, USAID gender contact should also have confirmed existence of **gender working group** and/or a list of people already committed to serving on a gender working group