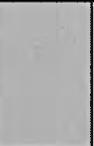
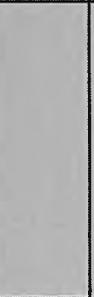
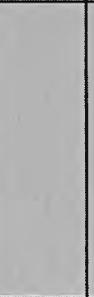


WATER QUALITY IMPROVEMENT COALITION FOR CENTRAL AMERICAN NGOS
PROPOSED WORK PLAN: Oct. 2000- 2001
LAG-A-00-00-00023-00

ACTIVITY/ INTERVENTION	TASKS	LEAD INSTITUTION	TIME (by month)												
			Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
KEY: ACTIVITY PLANNING AND SET-UP  EVENT/PRODUCT <input type="checkbox"/> ONGOING ACTIVITY IMPLEMENTATION 															
I. IDENTIFYING THE NGO															
Contact Missions (visit)	<ul style="list-style-type: none"> ▪ Criteria list ▪ ID interested participants ▪ ID organizations that meet criteria ▪ Prepare a short list of potential NGOs ▪ Ask about requirements from training officer 	<ul style="list-style-type: none"> ✓ AED ✓ USAID 			X	X									
Conduct Field Visit	<ul style="list-style-type: none"> ▪ Assess interest and capacity: <ul style="list-style-type: none"> 1.1 institutional 1.2 mission/function 1.3 computer needs 1.4 infrastructure 1.5 share the responsibilities of participation 	<ul style="list-style-type: none"> ✓ AED ✓ EF 				X									
Select the NGO	<ul style="list-style-type: none"> ▪ Provide recommendations to missions ▪ Prepare agreement ▪ Negotiate agreement with USAID (mission and DC), NGO and Team. ▪ Sign agreement 	<ul style="list-style-type: none"> ✓ TEAM ✓ AED ✓ AED ✓ AED, NGO 							X						
II. TRAINING IN MEXICO															
Preparation of NGO Training Workshop	<ul style="list-style-type: none"> ▪ Develop an Agenda ▪ Time scheduling ▪ List of participants ▪ List of materials and equipment ▪ Identify training needs, field site, materials, flip charts, electronic communication 	<ul style="list-style-type: none"> ✓ CICEANA 													
Planning logistics	<ul style="list-style-type: none"> ▪ Location ▪ Travel arrangements (plane, hotel, visas, etc.) ▪ Training Facility 	<ul style="list-style-type: none"> ✓ CICEANA ✓ TEAM 													
Develop materials	<ul style="list-style-type: none"> ▪ Technical <ul style="list-style-type: none"> 1.1 Overall introduction to project 1.2 Watershed education 1.3 Water testing and monitoring 1.4 Youth participation 1.5 Water network and online information exchange 1.6 Field work plan ▪ Administrative: <ul style="list-style-type: none"> 2.1 Correspondence 2.2 Grant Management 2.2 Program Management 2.4 Reporting 	<ul style="list-style-type: none"> ✓ Technical <ul style="list-style-type: none"> 1.1 AED 1.2 EF, AED 1.3 EF 1.4 EF, AED 1.5 CICEANA 1.6 AED ✓ Administrative: AED 							X	X					
NGO Training Workshop	<ul style="list-style-type: none"> ▪ Five days of training ▪ Approximately 15 participants 	<ul style="list-style-type: none"> ✓ TEAM 								X	X				
Training Workshop Report	<ul style="list-style-type: none"> ▪ Produce a report summarizing the outcome of the training workshop ▪ Write a note for the news section on the website 	<ul style="list-style-type: none"> ✓ CICEANA ✓ AED 											X		

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3. FIELD ACTIVITIES															
NGO project preparation	<ul style="list-style-type: none"> ▪ Selection and/or hiring of technical staff ▪ Prepare adequate working conditions for project implementation ▪ Set up equipment 	<ul style="list-style-type: none"> ✓ NGO ✓ AED 													
Prepare work plan and implementation	<ul style="list-style-type: none"> ▪ ID schools/teachers and negotiation with authorities ▪ ID water monitoring sites and prepare a time schedule for monitoring ▪ ID other local actors ▪ Plan for youth access to computer ▪ Project publicity plan draft 	<ul style="list-style-type: none"> ✓ NGO ✓ AED 											X		
Follow-up technical assistance visit	<ul style="list-style-type: none"> ▪ Review and approve work plan which should include the publicity plan ▪ Develop teacher training plan ▪ Practice training using trial materials ▪ Set up a monitoring system/check 	<ul style="list-style-type: none"> ✓ EF ✓ AED 												X	
Teacher training	<ul style="list-style-type: none"> ▪ Contact teachers ▪ Site, travel, facility, materials, etc. ▪ Distribute materials, if possible ▪ Work plan with students 	<ul style="list-style-type: none"> ✓ NGO, AED ✓ NGO, AED ✓ EF ✓ EF, AED 												X	X
Water quality monitoring with students	<ul style="list-style-type: none"> ▪ ID students ▪ Introduce students to goals and processes of the program ▪ Identify students skills and knowledge and prepare students for activity ▪ Logistics ▪ Water quality monitoring testing 	<ul style="list-style-type: none"> ✓ Teachers ✓ NGO 													X
Monitoring follow-up	<ul style="list-style-type: none"> ▪ Analysis and understanding of watershed problems ▪ ID and selection of a problem ▪ Develop strategy for mobilization and action 	<ul style="list-style-type: none"> ✓ Teachers ✓ Students ✓ NGO, AED 													X
Implementation of publicity plan	<ul style="list-style-type: none"> ▪ Develop program diffusion materials ▪ ID and establish contact with key people and media ▪ On-line information on teachers training and youth mobilization ▪ On-line diffusion of monitoring data and results 	<ul style="list-style-type: none"> ✓ NGO ✓ NGO ✓ NGO, CICEANA ✓ Students, NGO, Teachers 													
4. PROJECT-LEVEL ACTIVITIES															
Prepare informational brochure	<ul style="list-style-type: none"> ▪ ID graphic designer and costs ▪ Define message/content with USAID ▪ Discuss content with EF and CICEANA ▪ Write content ▪ Request logos and images from project partners ▪ Review draft design ▪ Approve final version 	<ul style="list-style-type: none"> ✓ AED 												X	
Promotion and expansion of the network	<ul style="list-style-type: none"> ▪ Identify, make contact and compile information on other water related projects ▪ Share information with project partners ▪ Produce a database with water related contacts ▪ Define selection criteria for linkage with other water related projects 	<ul style="list-style-type: none"> ✓ AED 													

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CONTINUES: PROJECT-LEVEL ACTIVITIES																	
Develop performance indicator plan	<ul style="list-style-type: none"> Prepare draft plan Circulate for Mission review Submit first indicator data/form to Missions 	<ul style="list-style-type: none"> AED USAID Missions 													X		
Program / Performance report	<ul style="list-style-type: none"> Conference call with TEAM to discuss progress Program Report: submit annually Interim Reports: submit prior to required annual reporting dates and when events occur that have significant impact on the project 	<ul style="list-style-type: none"> AED 													X		
Develop project publicity plan and kit	<ul style="list-style-type: none"> ID mass media sources and contacts for information dissemination at local, regional and an international level ID important water related events Technical assistance in developing local publicity plans 	<ul style="list-style-type: none"> TEAM 							X								
Translation of materials	<ul style="list-style-type: none"> Monitoring kits (in draft form by March?) Action book: WPG (Watershed Protection Guide) Field manuals 	<ul style="list-style-type: none"> EF 								X							
Coordinate Website with CICEANA and network partners	<ul style="list-style-type: none"> Discuss link with CICEANA Translate sections of EF's website 	<ul style="list-style-type: none"> EF 															
Provide technical support to NGOs via e-mail	<ul style="list-style-type: none"> Create a listserv for NGOs and the TEAM Maintain permanent communication with NGOs Assist NGOs as needed 	<ul style="list-style-type: none"> TEAM 															
Assessment of computer equipment, purchase and installation	<ul style="list-style-type: none"> AED will make an assessment of computer equipment for Ana Celia Dominguez and purchase it. CICEANA will produce an assessment of computer needs for the NGOs and determine computer specifications AED will purchase the computers 	<ul style="list-style-type: none"> CICEANA AED 			X		X			X							
Design website	<ul style="list-style-type: none"> The TEAM will discuss the website design CICEANA will produce a draft plan for the website AED will review and provide input Final approval of the design and functioning of the website Additions to website 	<ul style="list-style-type: none"> CICEANA AED 										X					
Listserve	<ul style="list-style-type: none"> Compile peoples e-mail addresses Create the listserve Produce instructions for its use Notify participants of its availability 	<ul style="list-style-type: none"> CICEANA 			X												
Develop youth information - sharing pages(s)	<ul style="list-style-type: none"> The TEAM will discuss the website design and strategy for getting the students to provide some input CICEANA will discuss links with EF's site for kids CICEANA will produce a draft plan for the website The TEAM will review and provide input Final approval of the design and functioning of the website Additions to website 	<ul style="list-style-type: none"> CICEANA EF AED 													X		
Project information dissemination	<ul style="list-style-type: none"> Collect information on other water related projects AED compiles this information and produces a contact list Discuss with TEAM appropriate organizations with whom to establish better contacts Create website links Produce and distribute electronic quarterly newsletter 	<ul style="list-style-type: none"> TEAM 										X	X				
Marketing Plan	<ul style="list-style-type: none"> Identify potential funders and/or collaborators Discuss opportunity with TEAM Write a proposal and/or collaboration agreement 	<ul style="list-style-type: none"> TEAM 															

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CONTINUES: PROJECT-LEVEL ACTIVITIES															
Project year 2: work plan development and follow-up	<ul style="list-style-type: none"> ▪ Meeting logistics ▪ Meet to develop Year 2 Work Plan 	✓ TEAM													<input checked="" type="checkbox"/>

