



**ABE/BE Annual Performance Monitoring Report
EDC Consortium
September 30, 2005-September 30, 2006**

I. Introduction

This annual Performance Monitoring Report describes the activities related to the Assistance to Basic Education/Basic Education indefinite quantity contract undertaken by the consortium led by Education Development Center, Inc., for the period of September 26, 2005 to September 30, 2006. It includes the quarterly report for the fourth quarter of fiscal year 2006, July 1, 2006 through September 30, 2006. EDC's major subcontractors are the Academy for Educational Development and RTI International. Its Small Disadvantaged Business partners for technical matters are Aurora Associates International, Inc., and L.T. Associates, Inc. Its resource institutions are AmidEast, Mississippi Consortium for International Development and MSI (Management Systems International).

II. ABE/BE Management

A. Current Quarter, July 1-September 30, 2006

The EDC consortium maintained periodic contact with USAID during this quarter, but no formal meetings were held. The consortium's ABE/BE management team supported the start-up of the first task order awarded under ABE/BE, the Egypt Environmental Education and Outreach Program (E³OP). More details about that task order follow in section III.

B. Fiscal Year 2006

EDC signed and fully executed the ABE/BE indefinite quantity contract with USAID on September 26, 2005. The contract took effect on September 30, 2005. On November 3, EDC attended a meeting convened by USAID for all ABE contractors. The Project Director, Associate Project Director and the Associate Director of the Office of Sponsored Programs (EDC's contracts office) attended to avail themselves of the opportunity to meet the Cognizant Technical Officer and other USAID officials and receive orientation regarding the ABE contracts.

On January 26, EDC attended a workshop sponsored by USAID for ABE contracting organizations: *Writing Winning Task-Order Responses with a Gender Lens*. EDC's

Project Director, Associate Project Director, and Communications Director participated in the event.

On February 13, EDC hosted a partners' meeting which was attended by representatives of all consortium members. The ABE CTO attended and presented her remarks at the meeting, affording the consortium members other than EDC the opportunity to meet the CTO and exchange ideas with her regarding ABE/BE.

On June 27, EDC's Associate Project Director and Senior Assistant Director, Office of Sponsored Programs, attended the meeting held at USAID's offices for all ABE prime contracting organizations.

III. Task Orders

A. Current Quarter, July 1-September 30, 2006

During this quarter, the EDC consortium received and responded to three requests for task order proposals. The outcome of two of those proposals was outstanding at the close of the quarter.

EDC also signed the first task order issued under ABE/BE during this quarter. Task order 01, the Egypt Environmental Education and Outreach Program (E³OP), was signed and went into effect on August 1, 2006. A technical summary of that task order is included in Annex A to this report.

B. Fiscal Year 2006

The EDC consortium received five requests for task order proposals during the fiscal year. EDC submitted proposals in response to all five RFTOPs. One proposal was withdrawn after additional clarifying information was distributed by the USAID mission. One proposal was accepted and a task order was signed. One proposal was not accepted for award. The status of two proposals was still outstanding at the close of the fiscal year.

IV. Technical Activities

EDC developed an ABE/BE Grants Manual and submitted it to USAID in January, as required by the IQC. The manual will be customized by the task order personnel for each task order involving the disbursement of grants.

V. Communications

During the month of October, EDC developed a public announcement regarding the awarding of ABE/BE. Based on guidance received at the November 3 meeting, EDC submitted the announcement to the CTO for review, made the requested revisions, and then released the announcement publicly on its website. The announcement has been updated periodically since its original posting.

Annex A: Task Order Summaries

1. Egyptian Environmental Education and Outreach Program

Task Order Number: 01

Period Covered: 1st August – 30th September 2006

Task Order Period of Performance: 1st August 2006 -31st July 2008

Task Order Issuing Body: USAID/Egypt

I. Progress of Major Activities

A. Technical

Deliverables

During this reporting period two draft deliverables were submitted to the USAID Mission. Both were discussed with the USAID CTO and will be revised, updated, and re-submitted during the next reporting period.

- Draft *Annual Work Plan for 2006-07* was submitted on 4th September 2006.
- *Assessment of Environmental Education and Outreach Materials and Activities: Draft Methodology and Progress Report* was submitted on 17th September.

As part of the materials assessment, over 44 local and international NGOs, donors, and Government of Egypt offices were contacted. Twenty-eight of these organizations provided materials, while others have promised additional materials. Approximately 500 individual items were collected to date; this included 403 Arabic-language items and 100 English language items, including reference books, teacher guides, pupil story and activity books, posters, videos, CD-ROMs, cards, board games, etc. These materials will be screened according to their relevance and appropriateness for the Primary and Preparatory Grade levels, in particular materials (both print and non-print) which could be used directly by children and teachers in the classroom. Only materials that meet these criteria will be fully assessed, which will be completed during the next reporting period.

Key Meetings

During this reporting period a number of orientation and planning meetings with key partners and other stakeholders were held; this included the following:

- Met with USAID Education Sector Team, including Ms. Elizabeth Warfield, Head of Health & Education; Ms. Hala Serife, Education Reform Program CTO; Ms. Amani Gamel Eldin, LIFE-Lead CTO, and Ms. Sylvia Atalla, E³OP CTO, to learn about USAID-funded partner projects in the sector, USAID strategic objectives, and expectations for the E³OP.
- Participated in USAID's Strategic Objective 22 Meeting for all projects in the education sector (14th September 2006).
- Met with Amani Said, USAID Contracts Officer and Sylvia Atalla, E³OP CTO to discuss roles and responsibilities, communication practices, as well as the rules

and regulations governing the budget, contract, and procurement (21st September 2006).

- Met with Dr. Samir Abdel Morty, Director of the General Directorate of Population and Environment, Ministry of Education in Cairo, as well as the MOE Undersecretary in Alexandria to introduce the E³OP and initiate collaboration.
- Met with Education Reform Program staff in Cairo, as well as in El Marg and Alexandria Governorate offices to introduce E³OP, gather information to inform development of the E³OP work plan, initiate cooperation between the two projects, understand ERP M & E activities and instruments, and discuss working relationships.
- Met with other potential partners and stakeholders including: Dr. Inas Hegazi, Chief of Education, UNICEF; Dr. Francis Gilbert, COP and Dr. Sami Zalat, DCOP of the USAID-funded Biomapping Project; Dr. Jane Handal, Director and Aly Abdel Aal, Project Manager of Al Darb Al Ahmar project of the Aga Khan Trust for Culture; Nagla Sadik, Media & Communications Specialist with DANIDA and posted at the Egyptian Environmental Affairs Agency (EEAA); and David Osgood, COP of the Water and Wastewater Project.

B. Management

Project start-up was a priority during this reporting period. The following activities were undertaken.

- E³OP established a temporary office at the EDC/Egypt premises in Cairo.
- After an extensive search involving seven different real estate agents and visits to over 25 potential office sites an unfurnished office was leased. It had been hoped that a fully furnished office could be found but none was within the price range or without requiring significant repair. A lease was prepared and executed with the landlord.
- Specifications for rental and procurement of office furniture, equipment, communication systems, and vehicles were determined after consulting a range of technical specialists and other USAID-funded projects and the process of collecting bids initiated.
- Job descriptions were written and announced publicly through a local Egyptian newspaper, websites, and USAID. Over 500 applications were received, reviewed and ranked. An interview procedure was developed, adopted and initiated.
- Interviews for key staff and other program personnel were conducted.
- Initiated the process of reviewing and aligning partner agencies' procedures and policies, as well as employee benefit packages including health and life insurance.

II. Problems Encountered and Solutions Proposed and Undertaken

Several key personnel identified at the time of the proposal were not able to be hired, as they were either no longer available by the time the task order was signed or unwilling to accept the salary offered. This has left E³OP with a very small team of staff and consultants to meet the early deadlines of the technical deliverables, as well as undertake regular project start-up activities, including: interviewing and hiring staff; identifying office space and completing procurements of office furniture and equipment; and

conducting orientation meetings with partners and stakeholders. Priority will be given during the early part of the next quarter to resolving these outstanding start-up issues. E³OP also hopes to re-negotiate the submission dates of some of the upcoming deliverables in order to focus on hiring of staff and setting up the new office.