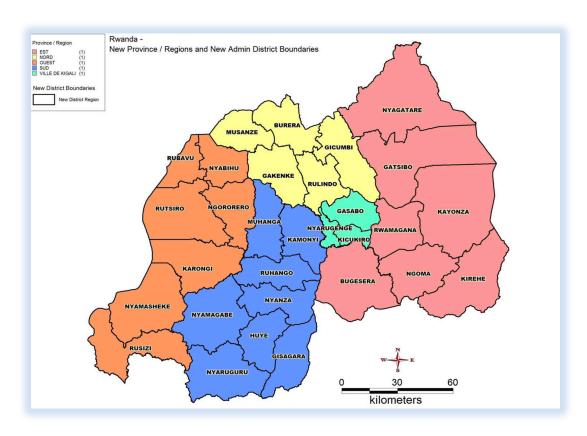




# HUGUKA DUKORE QUARTERLY PROGRESS REPORT

December 9, 2016 – March 31, 2017



Submitted April 29, 2017 Revised May 15, 2017

USAID Cooperative Agreement Number AID-696-A-17-00005

This report was prepared by the Education Development Center, Inc. for review by the United States Agency for International Development.

# **Table of Contents**

1. EXECUTIVE SUMMARY	1
Summary of Activities and Achievements	1
2. TECHNCIAL PROGRAMSLife of Project Work Plan and Year 1 Work Plan	
Request for Applications Timeline for RFA and Granting Process	2
Middle Management and Grow Youth Own Business Curriculum  Digital Employment Opportunities Portal	3
3. MONITORING, EVALUATION, AND LEARNING	
Submission of Performance Indicators and MEL Plan to USAIDRCT Design	
RCT Design Challenges	
4. COMMUNICATIONS AND OUTREACH	
5. PARTNERSHIPSGIZ	
Uwezo Youth Empowerment	
AgriProFocusUNDP	
Private Sector Driven Agricultural Growth (PSDAG)	
6. FINANCE AND GRANTS	
Financial ReportingGrants Management	
7. OPERATIONS	8
Administrative And Finance Systems	
Office SetupProcurement	
Staffing	
8. LOOK-AHEAD CALENDAR AND TRAVEL SCHEDULE	
Look Ahead Activity Calendar: April-June 2017	
International Travel Schedule	

Annex

#### 1. EXECUTIVE SUMMARY

Education Development Center, Inc. (EDC) is pleased to submit the first Quarterly Progress Report (QPR) for the Huguka Dukore Project, covering the period December 9, 2016 – March 31, 2017. Huguka Dukore is a 5-year USAID Project that will provide 40,000 out of school youth – 36,000 new youth and 4,000 Akazi Kanoze alumni – with employability skills by scaling up successfully proven Akazi Kanoze interventions, across 19 (of 30 total) districts countrywide using a series of inclusive innovations that will invite more youth to participate in Rwanda's historic transformation, particularly women, youth with disabilities, and LGBT youth.

EDC launched a rapid project start-up plan in January 2017. The Chief of Party, Mr. Bill Potter, arrived in Kigali on January 14, 2017. He was joined by EDC Senior Vice President and Director of the International Development Division, Ms. Nancy Devine, on January 23, 2017. Together, they conducted a range of introductory meetings including meeting with the Acting USAID Mission Director, USAID Education Office Director and Deputy Education Office Director on January 25, 2017.

The essential first quarter project start up tasks consisted of staff recruitment, establishing office operations, introductory meetings with USAID and donor projects, and developing two foundational project deliverables: the Life of Project & Year 1 Work Plan and the Monitoring, Evaluation and Learning Plan.

#### **Summary of Activities and Achievements**

Month	Tasks, Meetings, Deliverables			
	Signed Cooperative Agreement			
December	Participated in USAID Post Award Meeting Participated in Coordination Calls with USAID Conducted Coordination Calls with Consortium			
	Conducted Initial RCT Orientation and Design Meetings			
January	Conducted Introductory Meetings with AKA, CRS and GIZ			
	Met with USAID Deputy Mission Director			
	Interviewed Staff			
	Submitted LOP and Year 1 Work Plans			
Feburary	Met with Uwezo Youth Empowerment NGO			
	Developed Consortium Grant Agreements			
	Identified Project Office, Procure Furniture and Equipment			
	Finalized LOP and Year 1 Work Plan			
	Submitted MEL Plan			
March	Designed RCT Plan and Protocols			
	Signed Office Lease, Equip Office and Move In			
	Recruited and Interviewed Staff			
	Facilitated Work Based Learning STTA Visit			
	Met with AgriProFocus, PSDAG and UNDP			
	Facilitated visit from Consortium Partner, Taking IT Global			
	Initiated Planning for Project Launch			
	Launched the selection process of Year One Implementing Partners			

#### 2. TECHNCIAL PROGRAMS

#### Life of Project Work Plan and Year 1 Work Plan

The combined Huguka Dukore Life of Project (LOP) Work Plan and Year 1 Work Plan document was the first project deliverable submitted to USAID during the quarter. The work plans were developed by the senior project management team in Kigali, with support from the Huguka Dukore consortium and the EDC home office team.

The Chief of Party submitted a first draft of both work plans to the USAID AOR on January 24, 2017. Subsequent feedback and comments from USAID representatives from the Offices of Education, Economic Growth, Health and Monitoring and Evaluation (M&E) were incorporated into the work plan that EDC formally submitted to the USAID AOR on February 8, 2017. Following additional review and feedback from USAID, EDC submitted a final version of the work plan to the AOR on March 10, 2017.

#### Work Plan Submission Timeline

January 24	February 8	March 10	
<b>Draft Submission</b>	Formal Submission	Final Submission	

The Huguka Dukore LOP and Year 1 Work Plans were approved by USAID on March 15, 2017.

The Year 1 Work Plan details approaches and activities designed to recruit, enroll, and train 3,500 out of school youth. During Year 1, 3,000 youth will be recruited for training in *Employment Preparations* skills building, and an additional 500 youth will be trained in *Basic Entrepreneurship*, which provides more depth than the introduction to entrepreneurship section that is part of Work Ready Now!. Both of these training modules have been field tested and refined under Akazi Kanoze and are ready to implement. The development of new curriculum, including the Accelerated Learning Program (ALP), Middle Management, and Grow Youth Own Business, will begin during Year 1 for implementation during Year 2 when Huguka Dukore training and support is expanded to reach an additional 10,500 out of school youth.

#### **Request for Applications**

A key mechanism for Year 1 implementation of Huguka Dukore youth programs will be the issuance of subgrants to local implementing partners (IPs) that are capable of supporting youth acquisition of employability skills, employment and entrepreneurship opportunities, and continuation of training and, or formal education.

EDC released a first Request for Applications (RFA) on February 20, 2017 aimed at selecting 8-10 Rwandan IPs capable of leading 3,500 out-of-school or vulnerable youth to new employment and better employment and/or further education; youth will be enrolled from the following 10 target Year 1 districts: Kicukiro, Gasabo, Nyarugenge, Bugesera, Rwamagana, Kamonyi, Muhanga, Ruhango, Nyanza and Huye.

The RFA requested interested applicants to propose, at a minimum, to offer services to between 100 and 400 youth. At a minimum, services must include,

- a) Delivery of the 100-hour Work Ready Now! curriculum;
- b) Market driven complementary technical skills training and/or services;
- c) Bridging/linking youth into employment and self-employment;
- d) Internships / work based learning experiences leading into job placements, business start-ups and micro enterprise development and/or continuation of further education.

EDC will select IPs based on criteria outlined in the RFA within four main categories: a) proven training and organizational capacity, b) quality program description, c) potential impact of proposed activities, and d) potential contribution to overall project. In order to ensure initial program implementation with experienced organizations capable of facilitating rapid start-up of Huguka Dukore youth programs, the first RFA was only open to local organizations with previous experience delivering the Akazi Kanoze model/approach: work readiness and transition to work services. EDC will release a second RFA in July 2017 that will not require previous Akazi Kanoze experience.

### Timeline for RFA and Granting Process

Procedural Steps	Date
RFA Release Date	February 27, 2017
Deadline for receiving written Questions	March 5, 2017
Orientation Session on the RFA Document	March 10, 2017
Date of Distribution of Responses to Questions	March 15, 2017
Deadline for Submission of Applications	March 30, 2017
Intended Date for Notification to Applicants on Application Status	April 15, 2017
Anticipated Awarding of IP Grants	May 15, 2017

An orientation session on the RFA content, timeline and award process was conducted by the Deputy Chief of Party on March 10, 2017 for Rwandan IPs interested in implementing Huguka Dukore programs. The orientation covered the following topics:

- Background of Huguka Dukore:
  - o Project Purpose and Geographic Coverage;
  - o Program Objectives and Activities;
  - o Targets and Expected Results;
  - o Approach to project delivery;
- Technical Guidance for Proposal:
  - o Program Management & Organizational Capacity;
  - o Technical Guidance and Financial Guidance and Milestones;
- Questions and answers: Following the orientation session, responses to questions asked were compiled and sent to all prospective applicants via email

In total, fifty-two (52) Organizations attended the orientation session, including 13 former and current Akazi Kanoze partners. EDC is currently reviewing proposals that were submitted by 13 local organizations with previous Akazi Kanoze experience. Top proposals will be sent to the EDC home office contract department by April 15, 2017 for issuance of IP grants by May 15, 2017.

#### Middle Management and Grow Youth Own Business Curriculum

Huguka Dukore program leadership began design discussions for the project's envisioned Middle Management and Grow Youth Own Business curriculum slated for Year 1 development and roll-out to youth in Year 2. These two activities will be focused on enabling youth to expand existing microenterprise through specialized management training and coaching. The goal will be for these youth to move from an individual enterprise to a small microenterprise or cooperative, creating employment. EDC STTA Chris Murray spent a week in Kigali from March 6-10 and met

with the Chief of Party and Deputy Chief of Party to review the upcoming curriculum development schedule to begin in May 2017.

## Digital Employment Opportunities Portal

EDC engaged in initial design discussions during the quarter with Huguka Dukore consortium member, TakingITGlobal (TIG) who will take the technical lead on developing Huguka Dukore's Digital Employment Opportunities Portal (DEOP). The TIG Executive Director, Jennifer Corriero, and her colleague Ronit Schwabe spent March 10, 2017 in Kigali meeting with the Huguka Dukore leadership team. Since the DEOP will ultimately be transferred to consortium member AKA, AKA senior representatives also attended the meeting.

A summary of the main DEOP deisgn considerations that emerged from the TIG's visit includes the following:

- It will be important to establish a set of minimum conditions for success, to guide the DEOP design. A context appropriate DEOP design will be critical responding to field realities concerning infrastructure, youth education levels, and complimentary efforts from other institutions.
- Due to inevitable internet connectivity challenges across target rural zones (lack of access
  to electricity, computers, smart phones, etc.); and due to the fact that the vast majority of
  our target youth will pursue an entrepreneurship pathway, rather than formal sector job
  searches, we envision focusing the DEOP on the following kinds of employment
  preparation information sharing, in addition to intended job matching between skilled
  youth and employers.
  - o IPs and employers sharing / discussing training supply and demand, aimed at market driven training programs;
  - o Announcing training opportunities for youth. Both youth and employers will benefit from this kind of information sharing;
  - Access by WDA, other government institutions, and other youth projects to information sharing and dialogue with IPs and employers;
  - O Youth peer to peer connections and sharing, and connecting AK Alumni with each other and as resources for new youth
  - O Access for employers to promote community engagement activities to youth, that is, to connect with IPs and other stakeholders to learn more about the project network.
- In order to avoid duplicative efforts, there is a clear need to map potential linkages between our envisioned DEOP with the current YEGO¹ centers, GIZ supported Employment Services Centers, UNDP's YouthConnekt, and similar World Vision efforts.

Please see TIG's trip report attached as an Annex.

## 3. MONITORING, EVALUATION, AND LEARNING

### Submission of Performance Indicators and MEL Plan to USAID

The Huguka Dukore Chief of Party, Deputy Chief of Party and M&E Advisor participated in a series of meetings during February and March 2017 with the AOR and representatives from the USAID Economic Growth, Health, and M&E departments to review and refine the project's performance indicators towards stated results at the goal, outcome and output levels. The

<sup>&</sup>lt;sup>1</sup> Youth Empowerment for Global Opportunity (YEGO) centers are established by the Ministry of Youth and ICT in different areas to promote youth employment using an integrated approach

indicators include a combination of custom-made and standard indicators from Economic Growth [Feed the Future (FtF)], Workforce Development, Higher Education, and Gender. Those indicators that are customized are designed to reflect the specific activities and needs of Huguka Dukore, and to complement the key standard indicators. In addition to supporting the USAID Education Strategy goal of expanding access to higher education and workforce development programs and the FtF objective of inclusive agriculture sector growth, the selected indicators also demonstrate how Huguka Dukore will contribute to the Government of Rwanda and USAID/Rwanda's Country Development Cooperation Strategy (CDCS), reflected through the CDCS indicators.

A new final set of indicators were included in the Huguka Dukore Monitoring Evaluation and Learning Plan (MEL) that EDC submitted to USAID on March 9, 2017. The MEL Plan has a three-pronged approach: 1) to monitor the project's progress and performance in order to inform management of the implementation of activities, 2) to measure the achievement of project goals and objectives, and 3) to document lessons learned on the scale-up and sustainability of the project.

### **RCT** Design

During the quarter, the Huguka Dukore leadership team in Kigali, together with the EDC home office M&E and finance teams, spent substantial time engaged in RCT design meetings and conference calls with USAID, GiveDirectly and the External Evaluation team. Key design points were grouped around the following working groups facilitated by USAID.

- a) Measurement aimed at aligning some of the Huguka Dukore indicators with cash benchmarking indicators, along with identifying research questions. The evaluators will organize indicators around categories that follow a causal chain of (i) eligibility criteria; (ii) subgroups; (iii) program outputs and uptake; (iv) intermediate outcomes; and (v) final outcomes, noting relevance of each indicator to each intervention as we understand it.
- b) **Messaging** the RCT study concept to key GOR counterparts and using GOR feedback points to guide next steps, including when to proceed with the IRB process. The USAID Office of Education is taking the lead on this task.
- c) Costing EDC's home office M&E Director Lisa Hartenberger, and EDC's home office Finance Director, Kim Earley have been working closely with the USAID Washington team and a USAID cost efficiency consultant. To support the external evaluation, cost-effectiveness analysis (CEA), Huguka Dukore will report project costs and ingredients to the External Evaluator and USAID. Cost components and ingredients agreed upon at project start-up will be tracked and reported in the format and frequency agreed upon to allow for cost-effectiveness analysis conducted by the External Evaluator. To ensure consistency in cost reporting, Huguka Dukore and participating IP staff will be trained on the details of setting up, managing and using the cost capture system.

#### RCT Design Challenges

- Timing of the RCT baseline The proposed timing has the potential to delay implementation of youth programs for the IPs participating in the RCT, as the evaluation team has suggested conducting the baseline in October 2017, whereas Huguka Dukore youth programs are scheduled to start in late June.
- **Government permission** The RCT has not yet been approved by the ethics committee, nor the Ministry of Education. These approvals will need to be secured before IPs involved in the RCT recruit youth.
- Ethical considerations The existence of a control group brings up ethical questions about non-treatment. This aspect of the RCT design will need to be carefully discussed with central and district stakeholders to ensure a shared understanding of the related

- implications and messaging protocols to be conducted with IPs, community leaders, households and youth.
- Coordinating RCT orientation at the community level The RCT design team highlighted the importance of developing a well-coordinated approach to conducting RCT orientation session with district level officials, IPs, and youth. It was agreed that EDC would be responsible to manage the interface with district level stakeholders, whereby RCT evaluation partners (GiveDirectly, external evaluation team, etc.) will work through EDC before approaching district stakeholders directly. EDC is committed to managing this potentially challenging district level RCT coordination process.
- Level of Effort associated with the RCT Design Process for Huguka Dukore Project Team The Huguka Dukore COP, DCOP and M&E advisor, together with EDC home office staff spent more time than anticipated during the quarter participating in a wide range of RCT design meetings and conference calls. While the 650 Huguka Dukore youth slated to participate in the RCT study represent only 1.6% of the overall 40,000 Huguka Dukore youth target, EDC's level of effort to date and anticipated over the next 24 months is projected to be between 10-15%.

#### 4. COMMUNICATIONS AND OUTREACH

In January EDC Rwanda hired a Communications Manager, Phoebe Mutetsi, to serve the Huguka Dukore project on a part time basis in addition to supporting other EDC Rwanda activities. During the quarter, Ms. Mutetsi was oriented to the Huguka Dukore Marking and Branding Plan and related USAID and EDC communications guidelines. She also spent time meeting with the AKA communications team and conducting field visits to familiarize herself with the operational environment.

During the coming quarter the Communications Manager will establish a style guide and communications training materials for our partners. These, along with our approved Branding and Marking Plan, will set the stage for consistency in communications products and messaging across all central and district project launch events scheduled to take place in June 2017.

#### 5. PARTNERSHIPS

During the quarter, the Chief of Party and Deputy Chief of Party conducted meetings with several donor projects focused on youth employment, as highlighted below. Meetings with GOR institutions such as MINEDUC, REB and WDA will be conducted after the Huguka Dukore Project has been formally introduced by USAID.

#### GIZ

The COP, DCOP, and AKA Executive Director met with GIZ TVET Programs Manager, Beate Dippmar, and her team at the GIZ Kigali office on January 17, 2017. This introductory meeting was conducted to compare GIZ and Huguka Dukore strategies and anticipated challenges associated with national and field level youth employment programs. It became clear that there is substantial overlap between GIZ and Huguka Dukore goals and objectives, which will be useful to map in systematic fashion during the next meeting.

#### Uwezo Youth Empowerment

On February 6, 2017, the Huguka Dukore leadership team met with Bahati Satir, Executive Director of Uwezo Youth Empowerment, an association that provides vocational training and internship services for youth with disabilities. Bahati Satir shared some of the best practices for including people with disabilities in youth employment activities. Uwezo is potentially a resource organization that Huguka Dukore will tap in to ensure both training providers and employers are

mobilized for inclusion of youth living with disabilities. In the next quarter, the Huguka Dukore team will further explore a potential partnership with Uwezo for STTA on Huguka Dukore materials adaptation and will conduct follow up meetings during May and June when Huguka Dukore conducts its social inclusion assessment and strategy design.

#### **AgriProFocus**

On March 3, 2017, the Huguka Dukore COP met with the AgriProFocus Rwanda Country Coordinator, Sajji Ryakunze. She explained, "AgriProFocus is an international multistakeholder network in the agri-food sector consisting of farmer entrepreneurs, private sector enterprises, governments, knowledge institutions and civil society organizations. AgriProFocus network members collaborate to strengthen the position of farmers and other agri-entrepreneurs in agricultural value chains." AgriProFocus's emphasis on entrepreneurship within the agriculture sector aligns closely with Huguka Dukore's objective to develop youth entrepreneurship opportunities specifically linked to farming and off farm agricultural value chains. Huguka Dukore recognizes AgriProFocus as a potential resource partner to revisit during the coming months after youth training programs are initiated.

#### **UNDP**

On March 21, 2017, the Huguka Dukore COP and AKA Executive Director hosted a meeting with the UNDP Country Director, Stephen Rodrigues, and Programme Specialist and Head of Poverty and Environment Unit, Sophie Nyirabakwiye. The UNDP Director is currently mapping the various initiatives taking place in Rwanda to support youth employment through digital platforms in the interest of avoiding duplicative efforts. Similarly, Huguka Dukore has begun to explore potential linkages between our envisioned DEOP and others working in this space such as GIZ supported Employment Services Centers, UNDP's YouthConnekt, World Vision and GOR agencies.

### Private Sector Driven Agricultural Growth (PSDAG)

A Huguka Dukore team comprised of the COP, DCOP, AKA Executive Director and AKA Communications Coordinator met with the USAID PSDAG project on March 22, 2017. The meeting was hosted by PSDAG COP, Melanie Bittle, together with her DCOP, Kirsten Pfeiffer, M&E Specialist Wilson Kaikai. Several areas of programmatic overlap were identified. These include: skills development and entrepreneurship development in agriculture value chains, linkages with and capacity building for private sector partners to increase productivity and youth employment opportunities, gender and inclusion of people living with disabilities. PSDAG and Huguka Dukore agreed to develop in the next quarter an MOU that will highlight the areas of collaboration to maximize leverage opportunities provided by both projects.

#### 6. FINANCE AND GRANTS

#### **Financial Reporting**

EDC submitted its first quarter accruals to USAID in March 10, 2017. Huguka Dukore has expended \$173,078 from December 2016 to March 2017. The anticipated projected spending for the months of April, to June 2017 is \$1,417,655. The expected ramped up spending is due to projected invoicing from consortium members who have signed agreements with EDC and purchase of project vehicles and a heavy-duty generator.

<sup>&</sup>lt;sup>2</sup> http://agriprofocus.com/rwanda website

## **Grants Management**

The Chief of Party, coordinated with the EDC home office to develop and finalize scopes of work for each Huguka Dukore consortitum member. By the close of the quarter EDC grant agreements were signed with each organization.

	Consortium Organizations	EDC Grant Agreement Signing
1	Akazi Kanoze Access	Expected April 21
2	Catholic Relief Services	Expected April 21
3	Connexus	March 1
4	Taking IT Global	Expected April 5
5	Souktel	March 10

## 7. OPERATIONS

EDC launched a rapid project start-up plan beginning in January 2017. The Chief of Party, arrived in Kigali on January 14, 2017. He was joined by EDC Senior Vice President and Director of the International Development Division, Ms. Nancy Devine, on January 23, 2017. Together, they conducted a range of introductory meetings including meeting with the Acting USAID Mission Director, USAID Education Office Director and Deputy Education Office Director on January 25, 2017. The table below summarizes the international travel support visits made by the EDC home office team and Huguka Dukore consortium members during the quarter.

Visitor	Position	Purpose	Dates
Nancy Devine	EDC Senior Vice President	Project Start-up Meetings	January 23-26
Melanie Sany	EDC Youth Programs	Senior Programs Support	February 11- 24
	Director		
Chris Murray	EDC Work Based Learning	Work Based Learning	
	Specialist	Design Meetings	March 6-10
Jennifer	TakingITGlobal	DEOP Design Mapping	
Corriero		and Field Visits	March 10
Ronit Schwabe	TakingITGlobal		
Tim Haskell	EDC Project Director	Senior Leadership and	
		Management Support	March 27-31
Patricia	EDC Financial Analyst	Financial Systems Support	
Kaleebu			

## Administrative And Finance Systems

EDC hired the former EDC L3 Finance Director and Operations Manager to perfrom similar roles and responsibilities on the Huguka Dukore Project. Benefiting from the past experience of these two staff and their collective prior knoweldge and understanding of EDC policies and procedures, and financial, procurement and administrative systems, enables an especially smooth Huguka Dukore project start up. The Huguka Dukore Project Director and Financial Analyst based at the EDC home office traveled to Kigali at the end of the quarter to provide refresher trainings on administration and finance systems and procedures and to reinforce understanding of EDC's RACI matrix (*Responsible*, *Accountable*, *Consulted*, and *Informed*) to ensure clear roles and decision making authority for the project's main project's administration and finance functions.

#### Office Setup

During January, the Chief of Party and Deputy Chief of Party scouted several potential offices spaces and identified an appropriate, well positioned project office space located 1 km from the USAID office. EDC signed an office lease which began on March 1, 2017. EDC's Akazi Kanozi 2 project will co-locate with the Hukuka Dukore Project which respresents significant cost sharing and subsequent savings for both projects. The AKA team has located a new office 5 minutes drive from the EDC office which will facilitate frequent face to face meetings going forward.

#### **Procurement**

The Operations Manager procured office furniture and equipment during the quarter, facilating the establishment of a fully functioning project office by the end of the quarter. During the next quarter, EDC plans to procure three project vehicles, and will submit a vehicle waiver to USAID soon, requesting permission to procure non-American vehicles due to several factors that will be explained within the waiver request.

## **Staffing**

EDC recruited, interviewed, and hired staff during the quarter as summarized below.

	Position	Name	Notes
1	Chief of Party	Bill Potter	Key Personnel
2	Deputy Chief of Party	Steve Kamanzi	Positions
3	Monitoring and Evaluation Specialist	Victor Kabanda	
4	M&E Advsior	Annie Alcid	Part time AK2 / HD
5	Finance Director	Uzziah Mwanje	
6	Accountant	Aline Munyana	Former EDC
7	Operations Manager	Aimée Senzeyi	L3 Staff
8	Receptionist	Nadine Tuyishimire	
9	Janitor	Sixbert Munyaneza	
10	Communications Manager	Phoebe Mutetsi	New Recruitment
11	Implementing Partners Manager	Ntazika Mugarira	
12	Finance and Agribusiness Specialist	Augustine Sebakambwe	Connexus Hire

The Key Personnel M&E Specialist, Victor Kabanda was promoted internally by EDC after the previous Key Personnel candidate, Théoneste Ndababonye, informed EDC that he had taken another employment opportunity. USAID approved EDC's request to hire Victor Kabanda on February 27, 2017.

Next quarter Huguka Dukore expects to hire the following positions: a) Market Development Specialist (CSR hire), b) Senior Agriculture Livelihoods Officer, c) Senior Economics Strengthening Officer, d) Social Inclusion Specialist, e) Grants Coordinator, and f) AKA technical and M&E staff.

#### 8. LOOK-AHEAD CALENDAR AND TRAVEL SCHEDULE

The main activities for the next quarter across Huguka Dukore technical programs, M&E/Communications and Administration/Finance departments are highlighted in the table below.

# Look Ahead Activity Calendar: April-June 2017

Month	Technical Programs	M&E / Coms	Admin / Finance
April	<ul> <li>DEOP Design</li> <li>Horticultural value chain assessment</li> <li>Team Meeting with project partners: EDC, AKA, CRS, Connexus, TIG and Souktel</li> </ul>	<ul> <li>Database development</li> <li>Finalize MEL Plan and PIRS</li> </ul>	<ul> <li>Selection of local implementing Partners</li> <li>Continue staff hiring</li> </ul>
May	<ul> <li>English language assessment</li> <li>Tourism assessment</li> <li>Begin youth enrollment</li> </ul>	<ul> <li>Develop and test data collection tools</li> <li>Baseline data collection</li> <li>Initial meetings with GOR relevant ministries and stakeholders</li> </ul>	<ul><li> Issue IP grants</li><li> Finalize project staffing</li></ul>
June	<ul> <li>Begin employment preparation training</li> <li>Middle Management curriculum development</li> </ul>	<ul> <li>Social Inclusion assessment</li> <li>M&amp;E training for IPs</li> </ul>	Project launch

# **International Travel Schedule**

Visitor	Dates	Purpose
Connexus Team	April 17-27	Ag Value Chain Assessment
Souktel and TIG Teams	April 23-29	Project MIS + DEOP Design
Kit Yasin	May 1-5	English Language Assessment
Gabriel Montero	May 1 - 12	Tourism Assessment
Anita Campion	May 7 - 19	Private Sector Partnership Formation
Beth Miller-Pittman	May 20-31	ALP Design, Revise WRN! Curriculum
Chris Murray	May 26 – June 4	Work Based Learning Design
Georgetown Interns - Joe DiSilvio and Gayle Martin	First week June – mid August	Disability Assessment and Planning M&E Support
Nalini Chugani	First week June	Social Inclusion Assessment