



Mindanao Youth for Development (MYDev) Program



Quarterly Progress Report No. 2: October 1, 2013 – December 31, 2013

Submitted on January 31, 2014

This report was prepared by the Education Development Center, Inc. for review by the United States Agency for International Development, in accordance with Cooperative Agreement Number AID-492-A-13-00012

Acronyms and Abbreviations

AOR	Agreement Officer Representative
ALS	Alternative Learning System
ARMM	Autonomous Region in Muslim Mindanao
BALS	Bureau of Alternative Learning System
CDCS	Country Development Cooperation Strategies
CSWDO	City Social Welfare and Development Office
DAP	Development Assets Profile
DepED	Department of Education
DTI	Department of Trade and Industry
EDC	Education Development Center, Inc.
EDGE	Education Governance Effectiveness Program
ENGAGE	Enhancing Governance Accountability and Engagement Program
IM	Instructional Manager
IMPDTT	Instructional Manager Professional Development Tracking Tool
IR	Intermediate Result
JSOTF-P	Joint Special Operations Task Force - Philippines
LAR	Livelihood Activity Report
LGU	Local Government Unit
M&E	Monitoring and Evaluation
MYDev	Mindanao Youth for Development Program
NGO	Non-governmental organization
OSY	Out-of-School Youth
RFA	Request for Application
SEAMEO-INNOTECH	South East Asian Ministers of Education Organization Regional Center for Educational Innovation and Technology
SR	Strategic Result
TA	Technical Assistance
TESDA	Technical Education and Skills Development Authority
USAID	United States Agency for International Development
USG	United States Government

Contents

Acronyms and Abbreviations	2
EXECUTIVE SUMMARY	4
PROGRESS TO DATE	5
I. Technical Programs	5
II. Monitoring and Evaluation.....	11
IV. Management	12
VI. Challenges and Lessons Learned	16
VII. Financial Reporting.....	17
VIII. Look Ahead to Next Quarter	18
ANNEXES	19
Annex A. Activity Design for City and Municipal Project Orientation	19
Annex B. Request for Applications (RFA).....	22
Annex C: Activity Design for Orientation-Meeting with Local Service Providers	32
Annex D. USAID All Mindanao Programs Meeting - Minutes	34
Annex E. MYDev Program Staff Orientation Activity Design	50
Annex F: Status of MYDev Staffing as of December 31, 2013	54
Annex G: Weekly Highlights : November and December 2014	55

EXECUTIVE SUMMARY

EDC is pleased to submit the second Quarterly Report for the USAID Mindanao Youth for Development (MYDev) Program, covering the period October 1 – December 31, 2013. A main focus during the quarter was conducting visits with LGU officials, preparing for MYDev Program orientations for each target LGU, and reviewing proposals submitted by local organizations in response to the MYDev RFA that was issued during the quarter. Accomplishment highlights for the second quarter include the following.

Visits Conducted to Local Government Units and Local Government Agencies

MYDev program staff conducted a series of courtesy visits to key city and barangay officials in the identified project areas (except for Sulu and one municipality in Basilan). While the courtesy visits served to provide LGU officials with an initial introduction to the MYDev Program, more in depth project orientation presentations for each target LGU are planned for January 2014. Similarly, visits were made to local government agencies including DepED, TESDA, Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), Department of Agriculture (DA), PESO (Public Employment Service Office) and CSWDO (City Social Welfare and Development Office). These agencies were invited to attend the city/municipal project orientations, scheduled for January 2014.

Monitoring and Evaluation Plan Submission to USAID

EDC submitted the MYDev Monitoring and Evaluation Plan to USAID on October 7th. The M&E Plan is designed for planning, implementing, tracking and documenting progress toward achieving the objectives and expected outcomes of MYDev. The M&E Plan puts in place a system for ensuring the quality and validity of data collected on each of the performance indicators, generating up-to-date information that are useful for assessing performance, identifying gaps and strategizing for improvements in project design and delivery, all of which are critical to management decision-making. The MYDev team is currently incorporating feedback comments from USAID and will submit a revised plan to USAID for anticipated approval in January 2014.

Life Skills Content Analysis Workshop Conducted

The MYDev program team facilitated a workshop with DepED ALS and TESDA curriculum and training experts from Zamboanga Peninsula and Cotabato City aimed at mapping the existing life skills material within DepED's ALS programs and within TESDA skills training material with the main MYDev life skills themes and topics to be covered during project implementation.

Issuance of Request for Applications for Local Service Providers

EDC released an RFA in October, requesting applications from qualified, Mindanao-based organizations to implement DepEd-ALS basic education services and/or TESDA-certified skills training geared to meet the unique Life Skills and Work Force Development needs of vulnerable, unemployed, out-of-school youth, in MYDev's six target conflict-affected areas. The proposal review process will be completed in January 2014, with anticipated awarding of first round sub grants in February.

New Chief of Party Approved and Hired

In December, EDC received approval from USAID to hire Mr. Greg Olson as its new MYDev Chief of Party. Mr. Olson is an international development professional with more than 20 years of experience in the Middle East, East Africa, and South Asia. Mr. Olson has extensive experience in transitional and post-conflict areas, and has held senior management positions on nine U.S.

government development programs, including Chief of Party or the equivalent position on six programs. Mr. Olson is scheduled to assume office in Davao during the second week of January 2014.

PROGRESS TO DATE

I. Technical Programs

MYDev Program staff focused this quarter on the following activities from the Year 1 Annual Implementation Plan.

1. Renewing Partnerships with Mayors, Barangay Captains and LGU Officials

Local Government Units. EDC's MYDev Youth Development Specialists (YDS) and LGU Coordinators conducted a series of courtesy visits to key city and barangay officials in the identified project areas (except for Sulu and one municipality in Basilan). Project staff visited the City Mayors and Vice Mayors, City Administrators and Councilors in Isabela, Lamitan, Cotabato, Marawi and Zamboanga. At the community level, project staff also visited barangay captains and community leaders. While the courtesy visits served to provide LGU officials with an initial introduction to the MYDev Program, more in depth project orientation presentations for each target LGU are planned for January 2014. Courtesy calls to LGU Officials and other agencies in Jolo, Sulu will be conducted in January 2014.



YDS Specialist gave an orientation on MYDev Project to the City Mayor of Lamitan City.



An emerging partner for OSY workforce development. Last November 26, 2013, the MYDev team visited the provincial office of the Department of Labor and Employment (DOLE) in Isabela City for possible collaboration and partnership in MYDev activities.

Local Government Agencies. The regional and provincial offices of national government agencies were likewise visited during the quarter. Similarly, this activity was helpful in renewing partnerships and support from previous EQuALLS2 partners namely: Department of Education, DepEd-ARMM and TESDA. Additionally MYDev staff was struck by the level of appreciation and willingness from several new government partners to participate in the MYDev Program. These agencies include the Department of Labor and Employment (DOLE), Department of Trade and

Industry (DTI), Department of Agriculture (DA), PESO and CSWDO. These agencies were invited to attend the city/ municipal project orientation, scheduled for January 2014.

Private Sector. Project staff also met with several private sector groups, namely the Local Chamber of Commerce and Industry (Isabela and Lamitan cities), Academe, Technical Vocational Centers (covering Isabela, Lamitan and Zamboanga cities) and non-government organizations operating in project areas (except Sulu). These organizations were given an initial project overview and were asked about their possible interest in working together on OSY development activities. Also during the quarter, EDC submitted a proposal to the Don Antonio Floirendo (AOF) Foundation to request the formation of a Public-Private Partnership, based on initial discussions conducted during EDC's development of the MYDev Program proposal. EDC recognizes the potential to develop a collaborative partnership with the AOF Foundation as an important opportunity to combine the assets and experiences of EDC and AOF to work together to leverage resources, and to address key constraints facing out of school youth and conflict affected communities in western Mindanao. EDC will conduct a follow-up meeting with AOF in Davao early next quarter.



Building partnerships with Academe for OSY Development. Mr. Nazif Abdul faculty of the CADDNET Computer Technology Institute, Inc.

2. *Establishment of City/Municipal Youth Development Alliances*

OSY Data Gathering. The absence of reliable OSY data is a common challenge faced by projects operating in Mindanao, including MYDev. Staff have observed that OSY data are not gathered and recorded by LGUs and government agencies. Using municipal and barangay profile forms prepared by the MYDev M&E unit, program staff began initial gathering of OSY data this quarter, within the identified project areas. Data collected include:

- number of existing OSY (15-24 years old) per LGU and barangay;
- available facilities for eventual OSY skills trainings and ALS classes;
- existing OSY support projects/activities;
- potential OSY livelihood opportunities; and
- information on security and accessibility.

Data will be used to complete the Municipal/City and Barangay Profiles for the MYDev M&E and will be shared with LGU officials to recommend priority barangays for MYDev Program intervention. Data consolidation



Engaging LGUs from the bottom. Allan Singco, LGU Coordinator of Cotabato City (standing) oriented barangay officials of Barangay Rosary Heights-10 of the MYDev Program last Dec.6 to jumpstart a partnership for out-of-school youth at the barangay level.

for all target cities will be completed by end of January 2014. In Cotabato City, the ALS Coordinators and Mobile Teachers assisted the MYDev LGU coordinator in gathering data on OSY at the barangay level. In Isabela City, a Technical Working Group was created to develop a common template for OSY data collection which will be used for more detailed data gathering in the 20 barangays pre-identified by the barangay leaders. In Zamboanga City, the LGU coordinator will work closely with the City Social Welfare and Development Office in OSY data collection effort.

Project Orientation for LGUs.

MYDev Program orientations were conducted by the DCOP and the program team in Isabela City on December 4th, and in Cotabato City on December 18th. Project orientations were attended by City and Barangay government officials and by representatives from government agencies such as DepEd, TESDA, DOLE, DTI, and CSWDO. MYDev Program staff presented the project’s objectives, approaches and expected outcomes, and also discussed areas of anticipated cooperation and collaboration with government officials and agencies. (Please see the orientation activity design attached as Annex A.) Further, the participants reviewed the initial data gathered by the project staff on OSY in their respective areas and discussed the common criteria in selecting the priority barangays to be covered by the MYDev Program. The initial lists of barangays were already established in these two cities based on their respective data and selection criteria/ processes. However, the lists still need to be further discussed with and confirmed by their respective Local Chief Executives. The lists of priority barangays will be finalized on the next quarter together with the list from other Phase 1 project areas.



All Together for the OSY. MYDev’s Deputy Chief of Party Miriam Pahm emphasized during the City Orientation in Cotabto that with a strong partnership with the local government and other government agencies, MYDev’s envisions that the youth can play their part in social and economic development.

Formation of the OSY Development Alliance.

During project orientation presentations for target LGUs, program staff emphasized the anticipated formation of an OSY Development Alliance in each target LGU as a foundation mechanism to promote local leadership and sustainable ownership of OSY development interventions. In both Isabela City and Cotabato City, LGU officials quickly became excited about the OSY Development Alliance and took immediate steps toward the formal creation of an alliance.



Show of support. Members of the Isabela City local government actively participated in the orientation of the MYDev Program, indicating their support for initiatives to address needs of the out-of-school youth.

The OSY Development Alliance in Isabela City was formally created last December 4, 2013 with the

issuance of Executive Order No. 32 signed by City Mayor Cherylyn S. Akbar. Based on this policy, the alliance is chaired by the City Mayor with 18 members from the LGU offices, national government agencies, OSY representatives, private sector and NGOs. The LGU will take the lead in convening the alliance to draft the specific roles and responsibilities of the alliance, that once approved will become a supplemental provision to the earlier approved EO.

In Cotabato City, the members of the alliance were identified, and included the Office of the City Mayor and Vice Mayor, national government agencies and OSY representatives. The enthusiasm demonstrated by the City Council was remarkable, with the formation of the alliance and involvement in reviewing the list of priority barangays. City Resolution No. 5441 was formulated and approved by the City Council of Cotabato, expressing the full support of the 14th Sangguniang Panglunsod to the MYDev Program and thanking USAID through EDC, for selecting Cotabato City as one of the project sites.

In other MYDev areas where project orientations are still being planned, potential mechanisms for establishing an OSY development alliance are already being discussed. Depending on the political climate and dynamics among key stakeholders, there are enabling mechanisms other than creating the OSY Development Alliance by Executive Order. These include the issuance of a Municipal Ordinance, and the Execution of MOA among partners.



Opportunities for Youth Organizations. Mrs. Rorayda Gampon, Senior LEO of DOLE 12, pointed out the need to register future OSY organizations to avail of their grants and services. With her are other key government officials of Cotabato City.

3. Establish and Deliver Quality and Relevant Functional Literacy through ALS Program

Review of Existing ALS curriculum and TESDA Skills Offering. In preparation for developing a life skills curriculum for OSY, MYDev facilitated a one-day *Life skills Content Analysis Workshop* on November 12, 2013 at the Waterfront Insular Hotel. The workshop was facilitated by EDC's Youth Development Specialist, Ms. Ale Bonifaz, with support from the MYDev Program team, and was attended by fifteen (15) participants, that included six ALS and TESDA curriculum and training delivery experts from Zamboanga Peninsula and Cotabato City and nine MYDev technical and field staff.



EDC's Youth Development Advisor, Ms Ale Bonifaz (*standing*), presented an introductory overview presentation of the Life Skills Content Analysis Workshop conducted with representatives from TESDA and DepED.

The purpose of the workshop was to:

- a. Re-affirm partnership with DepED and TESDA at the local level;
- b. Re-acquaint with the existing ALS modules and TESDA curriculum;
- c. Familiarize with the intended life skills intervention of the MYDev Program and;
- d. Determine the similarities and linkages between the ALS and TESDA life skills content and recommend areas of enrichment.



DepED ALS District Coordinator, Zurayda Sumapal, presented her group's output during a content review of Alternative Learning System.

During the workshop, participants identified the existing life skills material within DepED's ALS programs (A&E and BL) and within TESDA skills training material. The workshop provided templates for the participants to map the eight MYDev life skills themes (personal awareness & development, interpersonal communication, work habits & conduct, leadership, health & safety, rights & responsibilities, financial fitness, and introduction to entrepreneurship) with the life skills topics and content within the existing ALS and TESDA materials.

The table below shows the summary results of this analysis that determined that the key life skills themes that should be included along with those already existing within DepED and TESDA materials are, leadership, entrepreneurship and financial literacy.

DepED and TESDA Programs	Identified Life skills to be added or enriched within existing ALS and TESDA modules
Basic Literacy (DepEd – ALS)	Introduction to Entrepreneurship Financial Fitness Leadership Health and Safety
Accreditation and Equivalency (DepEd-ALS)	
TESDA NCI Courses	Leadership Rights and Responsibilities Financial Fitness Introduction to Entrepreneurship
TESDA NC2 Courses	

The results of this activity will be shared and validated with other TESDA and DepED ALS representatives to determine the exact approach that MYDev will take to address Life Skills in the next curriculum enhancement workshops to be conducted by MYDev Program in the next quarter.

Establish relationships and work with training providers and the private sector to help ensure market-driven interventions.

During the quarter, MYDev LGU Coordinators and Youth Development Specialists met with TESDA Regional and Provincial officials located in Zamboanga, Isabela, Cotabato and Marawi. Exploratory discussions were held regarding collaboration and resource sharing for various OSY development activities. Initial contacts were also made with the TESDA offices and training centers in the MYDev target areas to identify qualified trainers, learn more about TESDA assessment and certification of OSY completers, and to share data on OSY graduates.



An emerging partner for OSY workforce development. Last November 26, 2013, the MYDev team visited the provincial office of the Department of Labor and Employment (DOLE) in Isabela City for possible collaboration and partnership in MYDev activities.

TESDA raised the following potential challenges for consideration by the MYDev team: 1) lack of available trainers and assessors in trade areas under the agriculture/fishery sector, 2) challenges with monitoring of training activities and ensuring accuracy and quality, and 3) low capacities of the trainers in integrating life skills topics/activities in existing TESDA modules. The TESDA Officers were however hopeful that MYDev will be able to assist them to address these cited challenges, through effective communication and constructive partnership relationships.

II. Monitoring and Evaluation

1. MYDev Monitoring and Evaluation Plan Submission to USAID.

EDC submitted the MYDev Monitoring and Evaluation Plan to USAID on October 7th. The M&E Plan is designed for planning, implementing, tracking and documenting progress toward achieving the objectives and expected outcomes of MYDev. The M&E Plan puts in place a system for ensuring the quality and validity of data collected on each of the performance indicators, generating up-to-date information that are useful for



Meeting with USAID on the Revision of the M&E Plan last November 6, 2013

assessing performance, identifying gaps and strategizing for improvements in project design and delivery, all of which are critical to management decision-making. The M&E Plan also serves as a guide for systematically tracking project outputs and outcomes, and for documenting and sharing with key stakeholders for learning purposes.

EDC's MYDev Project Director (Bill Potter), Deputy Chief of Party (Miriam Pahm) and M&E Specialist (Christie Lumaad) met with the MYDev AOR (Mir Tillah) and Deputy AOR (Jona Cabaguio) on November 7th to discuss USAID's feedback on the M&E Plan. EDC subsequently resubmitted a revised version of the M&E Plan on November 19th, after incorporating initial feedback and suggestions from USAID. EDC received another round of feedback from USAID on December 17th. EDC is currently completing another round of revisions based on USAID's comments and will submit a second revised draft to USAID in January 2014.

2. Development of M&E Systems and Procedures Manual.

With the assistance of the EDC's International Technical Advisor for M&E, Gabriel Montero, the MYDev M&E team developed the following key aspects of the M&E system and the M&E Procedures Manual:

- M&E Data Gathering/Collection Forms and Plan
- M&E Data Flow Charts
- M&E/MIS Integration Process/System
- Proposed Format for Reporting Outcomes and Outputs
- Proposed QPR Format for Field Offices and Project Units
- Proposed Indicator Dashboard Templates

OSY M&E to MIS Data Flow Step 1: Profiling

OSY Database System		
Box 1: OSY Profile		
OSY ID Code	Alphanumeric	
Name (surname, first name, middle name, nickname)	Text	
Gender	Drop down	
Ethnicity	Drop down	
Physical Disability	Yes / No	
Age	Drop down age ranges	
Education Background (Drop Down List)	Elementary level	Elementary Graduate High school Level
Specific Address (city, street, block, etc.)	High school Graduate	College Level
Barangay	Text, number (specific location)	
Municipality	Drop down list of barangays	
Province	Drop down list of municipalities	
Tracking Information		
Means of Communication/Contact	Mobile Number:	Landline Number:
	Facebook Address:	Other:
Name of Parents	Skype Address:	Email address:
	Mother's Name:	Present Occupation:
How you will living with your parents in the same address?	Father's Name:	Present Occupation:
	Yes / No	
First, who are you living with?	Name and Contact Number	
What is your relationship with them?	Drop down list on relationship	
How long will you be staying in your present address?	Drop Down length of time:	
	- next 5 years	
	- next 3 years	
	- next 2 years	
	- next year	
	- next six months	

OSY Educators and Trainers Data Flow Step 2: Progress Monitoring

MYDev MIS Database Flowcharts and Data Structures Prepared

These MYDev M&E products will be updated and finalized once a final version of the Monitoring and Evaluation Plan is approved by USAID.

- 3. Establishment of MYDev’s Management Information System.** The M&E team developed initial structures and data specifications for the MYDev MIS system, focused on the following five database modules: Project Activity Database, Service Providers Database, OSY Profiling and Progress Database, Educators and Trainers Profiling and Progress Database and OSY Development Alliance / LGU Database. EDC will hire a full time MIS officer to begin in February. Additionally, EDC will hire a MIS consultant who will assist with the MIS system development.

III. Communications and Outreach

- 1. Communication Materials Developed.** In accordance with USAID marking and branding guidelines that were further clarified during a presentation by the USAID Communications Specialist, Mr. Kiel Enrique, at the MYDev Staff Orientation workshop on November 6, 2013, EDC finalized and disseminated several communication templates during the quarter, including: letterhead, activity tarpaulin, calling card, office signage, and staff IDs. Additionally, weekly highlights for November and December were also prepared (attached in Annex G). An updated MYDev Project Briefer was also developed and disseminated during the quarter, for use during project orientation presentations to LGUs and during other outreach activities during the quarter.



Some of the MYDev Communication Materials produced during the quarter.

IV. Management

Accomplishments:

- 1. Request for Application (RFA) from Local Service Providers.** EDC released an RFA on Oct 20, 2013 through Philippine Daily Inquirer, requesting applications from qualified, Mindanao-based organizations to implement DepEd-ALS basic education services and/or TESDA-certified skills training geared to meet the unique Life Skills and Work Force Development needs of



“Why out-of-school youth?” the prospective service providers were asked during the orientation. In response they were in agreement, noting the OSY’s marginalization and vulnerability. Explaining his view is Mr. Loreto Condesa (with microphone) while at his left is Mr. Joseph Fernandez, both representing the Notre Dame University of Cotabato City.”

vulnerable, unemployed, out-of-school youth (both female and male, ages of 15-24 years old), in MYDev's six target conflict-affected areas. (Please see the RFA attached as Annex B).

Applicants were invited to propose training program(s) in those geographic areas in which the applicant has existing ALS and/or TESDA-certified programs, as well as extensive experience and technical expertise in working successfully and sustainably with local, vulnerable out-of-school youth (OSY), LGUs and communities.

The MYDev leadership team organized an orientation meeting for prospective service providers on November 21, 2013 at the Metropolis Suites, Davao City. Twenty (20) participants representing fifteen (15) local, Mindanao-based organizations attended the meeting. EDC, subsequently, received fifteen (15) proposals. (Please see the orientation agenda attached as Annex C.)

EDC established a review panel and a process to review and score each submitted proposal against the scoring criteria published in the RFA which includes: a) proven organizational capacity and related experience; b) demonstrated capacity of technical and financial management staff and proposed trainers; c) quality of technical design; and, d) cost effectiveness of budget. The proposal review process will be completed in January 2014, with anticipated awarding of first round sub grants in February. Per the terms of the MYDev Cooperative Agreement, EDC will submit a memorandum to USAID explaining the details of the RFA process and will seek USAID approval before granting sub awards to local organizations.

2. **EDC International Technical Assistance.** MYDev's second quarter work plan was supported by visits from EDC's MYDev team at the home office, including EDC's International Division Senior Vice President, Larry Lai, and EDC's MYDev Project Director, Bill Potter, and EDC Technical Specialists, Ale Bonifaz, Claudia Nino de Guzman, and Gabriel Montero. A summary of the visits is provided in the table below.

EDC Home Office Staff	Title	Trip Purpose	Visitation Dates
Gabriel Montero	M&E Specialist	Worked with the M&E Specialist to develop M&E procedures/systems and tools.	October 21-31, 2013
Larry Lai	International Development Division Senior Vice-President	Attended opening Day of Staff Orientation	November 5, 2013
Bill Potter	Project Director	Attended Staff Orientation	November 5-8, 2013
Ale Bonifaz	Youth Specialist	Attended Staff Orientation and Conduct Life Skills Materials Review Workshop	November 5-15, 2013

Claudia Nino de Guzman	Finance Analyst	Trained admin and finance staff on financial and admin system, compliance and policies	November 25-29, 2013
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Also this quarter, the MYDev team benefited from the admin and HR consulting services of EDC’s HR/Admin Consultant, Ms. Suzette Yao, who has continued to assist with a range of admin, HR and office set up tasks during project start-up.

MYDev Participation at the 1st USAID ALL Mindanao USAID Meeting. MYDev Deputy Chief of Party, Ms. Miriam Pahm attended as one of the program presenters at the 1st USAID ALL MINDANAO PROGRAMS (AMP) MEETING, held November 19-20, 2013 at the Seda Hotel, Davao City. The meeting was led by Reed Aeschliman, USAID Deputy Mission Director, and participated in by US Embassy officials, JSOTF-P, and the AORs and heads of other Mindanao-based USAID programs including Growth with Equity in Mindanao (GEM) Program.



Above From left to right: THE PRESENTERS. Marilou Sian, GEM Chief of Party, Harry Roovers, ENGAGE Chief of Party, Miriam Pahm, MYDev Deputy Chief of Party, Miguel Dominguez, Synergeia Foundation (EdGE) Trustee, Dondi Alikpala, Be Secure Chief of Party,



Above From left to right: THE PRESENTERS Eric Aseo, TAF/P2P Chief of Party, Dr. Dolores Castillo, MindanaoHealth Chief of Party, Jojo Fajardo, Green Empowerment (CREST) Chief of Party, Myla Leguro, CRS (3Bs) Chief of Party

The objectives of the meeting were to: a) meet USAID and Partner Counterparts, b) Understand USAID Programs in Mindanao and USG/CDCS Context, c) Identify Opportunities for Collaboration and Cooperation, d) Plan Regular Future Meetings. These presentations also served to facilitate a better understanding and appreciation of

USAID presence in the region, within the context of the U.S. Government’s Country Development Cooperation Strategy. The participants were also given a better understanding on the “Whole Of Government” Approach In Mindanao: State, USAID and Joint Special Operations Task Force Philippines (JSOTF-P).

During the workshop, USAID programs presented the potential areas for collaboration and coordination across Mindanao-based USAID programs as well as citing some of the possible coordination challenges. A key workshop outcome was an agreement among Mindanao-based USAID projects to coordinate and collaborate. MYDev, ENGAGE and Mindanao Health in particular will model a convergence in Jolo. (Refer to USAID AMP Meeting Minutes attached as Annex D.)

V. Operational Start-Up

Accomplishments:

- 1. Hiring and Deployment of MYDev Project Staff.** In December, EDC received approval from USAID to hire Mr. Greg Olson as its new COP. Mr. Olson is an international development professional with more than twenty (20) years of experience in the Middle East, East Africa, and South Asia. Mr. Olson has held senior management positions on nine U.S. government development programs, including Chief of Party or the equivalent position on six programs. Mr. Olson has extensive experience in transitional and post-conflict areas, including youth development and entrepreneurship projects, where he has developed work plans, hired and supervised U.S. and national teams in the achievement of contract deliverables, and built effective relationships with host counterparts under challenging conditions. Mr. Olson is scheduled to arrive in the Philippines on January 7, 2014. He is scheduled to spend his first week conducting introductory meetings in Manila before travelling to Davao to begin work with the MYDev team. Additionally, EDC hired 13 new local staff during the quarter. (See Status of MYDev Staffing attached as Annex F.)

To date, the MYDev team totals sixteen (16) full-time local, including seven based in Davao office, four based in Cotabato field office and five in Zamboanga field office. EDC is still recruiting for a Davao-based Office Manager and the newly hired MIS Officer will come on board in February 2014.

- 2. MYDev Staff Orientation.** EDC facilitated an All-Staff Orientation at the Water Front Hotel in Davao City on November 5-9, 2013. The workshop was attended by key EDC officials and technical advisors – Larry Lai (EDC Executive Vice President), Bill Potter (MYDev Project Director) and Alejandra Bonifaz (Youth Specialist). Also present were USAID Office of Education Representatives, Mir Tillah (AOR) and Jonah Cabaguio (Deputy AOR) who provided the staff a clearer perspective of how MYDev Program contributes to the USAID CDCS Development Objective 2, Peace and Stability in Conflict-Affected Areas in Mindanao Improved. The main topics covered during the staff orientation workshop were: MYDev Overview (Goals, Objectives, Timeline, Start-Up and Project Management); Technical Components and Processes (especially for conducting Municipal & Barangay Orientation); Internal Communication Flow and Understanding Staff Roles, Monitoring & Evaluation; and, USAID Branding and Marking Guidelines (given by Mr. Kiel Enrique, USAID Development Outreach and Communication Specialist). In addition, staff were also given an overview on important OSY assessment tools such as the Livelihood Activity Report (LAR), Development Assets Profile (DAP), Instructional Manager Professional Development Tracking Tool (IMPDTT) and the Youth-Led Local Market Analysis. (See Activity Design attached as Annex E).
- 3. Establishment of MYDev Project Offices.** MYDev admin and logistics teams established two small field offices during the quarter, one in Cotabato City and the other in Zamboanga City. Each office is comprised of a Youth Specialist, Admin/Finance Officer, LGU coordinators (and soon to be hired drivers). The Cotabato City office is located within the DepEd ARMM compound, with some space and facilities shared with the AusAID BEAM-ARMM project. Office preparations and renovation were completed in December 2013. The Cotabato office supports MYDev program implementation in Marawi City and Cotabato City.

MYDev has successfully negotiated with the DepEd-Region 9 Director to base the MYDev office within the DepEd compound in Zamboanga City. Office renovation will commence in February

2014, to be completed by end of March 2014. In the meantime, MYDev is holding temporary office space within the regional TESDA Office in Zamboanga City. The Zamboanga field office supports MYDev program implementation in Basilan, Isabela, Jolo and Zamboanga City.

In Davao, the MYDev leadership team is still holding temporary office in the Metropolis Suites, within the central business district, Cabaguio area, while permanent office space is being identified. EDC had decided to move into an office space within the DAMOSA Complex in Davao City, currently occupied by the USAID GEM project; however, at the time of the writing of this report, EDC has learned that the space will no longer be available due to a project extension for GEM. EDC subsequently located a new office space in the Topaz building, situated 100 meters walking distance from the DAMOSA Complex, and managed by the same landlord. The newly proposed office space is located on the 3rd floor of Topaz Building, directly above the office space occupied by the USAID ENGAGE project implemented by DAI. The renovation and furnishing of the new office space is expected to begin in February 2014 with move in tentatively scheduled on March 2014.

VI. Challenges and Lessons Learned

The MYDev Program is pleased with the continuous level of effort and progress made thus far, with implementation of scheduled tasks and activities within the Year 1 Work Plan. MYDev will move into the coming quarter with positive momentum. That said, it is important to acknowledge some of the challenges that the team experienced during this past quarter and associated lessons learned.

Absence of Chief of Party: MYDev spent the quarter without a permanent Chief of Party in place, following the resignation of the start-up chief of party last quarter. The DCOP, Miriam Pahm, stepped up to serve as the interim COP during the quarter and did an outstanding job of keeping the MYDev implementation plan on schedule. Ms. Pahm was able to effectively guide the team and ensure that all expected program deliverables and planned activities were met on time during the quarter. By the end of the quarter, EDC announced the USAID approval of the new MYDev COP, Mr. Olson, who will assume office in Davao during the second week of January 2014.

Identification of permanent office space in Davao: As advised by USAID, EDC has been working to locate a permanent office space close to the USAID GEM and ENGAGE project offices in Davao City. EDC decided to move into an office space within the DAMOSA Complex in Davao City, currently occupied by the USAID GEM project; however, at the time of the writing of this report, EDC has learned that the space will no longer be available due to a project extension for GEM. EDC has subsequently located a new office space situated 100 meters walking distance from the DAMOSA Complex. The newly proposed office space is located on the 3rd floor of Topaz Building, directly above the office space occupied by the USAID ENGAGE project implemented by DAI. The renovation and furnishing of the new office space is expected to begin in February 2014 with move-in tentatively scheduled for March 2014. Meanwhile, MYDev will continue to occupy the temporary office space at Metropolis Suites until such time that the permanent office space becomes available and renovations are completed.

Absence of Accurate and Reliable Data on OSY: The absence of accurate and reliable data on OSY at the local, municipal and regional levels is a challenge encountered by MYDev as it begins the selection of priority barangays. MYDev is actively working with LGUs, government agencies, barangay chairmen, and local organizations to collect OSY data as a critical input to prioritizing

the barangays that will receive assistance from the MYDev Program. Developing a solid OSY database will be an important capacity building activity during MYDev start-up work with OSY Development Alliances in each LGU.

VII. Financial Reporting

The table below provides a summary of MYDev Program spending through the second quarter.

	Total Budget for Year 1	Actual Expenses thru 9/30/13	Actual Expenses for 10/1/13 - 12/31/13	Total Actual Expenses thru 12/31/13	Balance of Awarded Amount
Total	\$1,828,627	\$142,603	\$192,293	\$334,896	\$1,493,731

Project spending was slow during the first two quarters while office operations were being set up and staff were being recruited and hired. EDC anticipates that spending will increase significantly over the course of the next two quarters, according to the planned awarding of sub grants to several local organizations. This will lead to a subsequent ramp up of activity implementation.

VIII. Look Ahead to Next Quarter

MONTH	Technical Programs	M&E / Communications	Finance and Grants
JANUARY	<ul style="list-style-type: none"> • Conduct OSY Data Profiling: Isabela, Lamitan, Zamboanga • Conduct City Orientation: Marawi and Zamboanga • Conduct Barangay Orientation: Isabela 	<ul style="list-style-type: none"> • Submit Revised M&E Plan • Submit 2nd Quarterly Progress Report • Formulation of Baseline Data Gathering Tools 	<ul style="list-style-type: none"> • Conduct of 1-on-1 meeting with shortlisted service providers for Phase I areas
FEBRUARY	<ul style="list-style-type: none"> • Conduct OSY Data Profiling: Jolo • Conduct City Orientation: Lamitan, Marawi, Zamboanga • Conduct Barangay Orientation: Cotabato, Zamboanga • Conduct OSY Development Alliance Workshop: Isabela 	<ul style="list-style-type: none"> • Start-Up development of MIS System • Pre-Test of Baseline Data Gathering Tools Finalize detail proposal for social media program • Completed M&E and Comm Manual 	<ul style="list-style-type: none"> • Conduct of 1-on-1 meeting with shortlisted service providers • Conduct due diligence on shortlisted service providers' management systems • Award grant agreements to selected Service Providers • Finalization of grants manual
MARCH	<ul style="list-style-type: none"> • Complete selection of 2 remaining municipalities in consultation with LGUs Basilan and Sulu • Conduct of City Orientation: Jolo • Conduct of Barangay Orientation: Jolo, Lamitan, Marawi • Conduct of OSY Development Alliance Workshop: Cotabato, Zamboanga • Conduct OSY Barangay Consultation: Isabela, Zamboanga • OSY Report Card System Workshop: Isabela 	<ul style="list-style-type: none"> • Finalize the baseline data gathering tools • Conduct Training on M&E/MIS/ Communications to Service Provider and MYDev Staff 	<ul style="list-style-type: none"> • Start training of Service Providers for 4 cities (Cotabato, Isabela, Zamboanga, Sulu) • Finalize selection of Service Providers for Phase II areas • Conduct due diligence on shortlisted service providers' management systems for Phase II areas

ANNEXES

Annex A. Activity Design for City and Municipal Project Orientation

ACTIVITY 1: INTRODUCING MYDev TO THE MUNICIPALITY AND BARANGAYS

I. Background

Local Government Units, DepED, TESDA, the private sector and other youth-oriented institutions and groups, and more important the out-of-school youth (OSY) themselves are envisioned as the engines for youth development in their communities. MYDev will work directly with these institutions and groups to assist them in designing, funding and implementing OSY-oriented programs linked to the municipal/city development plans.

A first step to building local leadership and ownership of the processes that MYDev will bring to the city/municipality is raising stakeholders' awareness on the conditions and needs of OSY, and how partnerships among municipal and barangay LGUs, DepED and TESDA and other groups can work together to address OSY needs. These awareness-raising sessions are likewise opportunities to present the MYDev Program, in particular its objectives and strategies for working together with stakeholders.

II. Objectives of Activity 1

- To raise the awareness of stakeholders on the concerns of out-of-school youth in their city/municipality;
- To orient municipal and barangay officials, DepED, TESDA, private sectors and other key stakeholders on the MYDev Program;
- To initiate stakeholder "buy-in" and support for the creation of an OSY Development Alliance as a mechanism for partnership building

III. Steps in Conducting Project Orientations

The stages and timeframe indicated below are intended to help the LGU Coordinator effectively manage his/her time and resources. The outputs particularly at Stages 3 and 4 must be properly documented and submitted in a timely manner (*not later than 3 days after the conduct of the event*) to the OSY Development Specialist assigned for coaching and supervision, as well as for M&E purposes.

Stage & Timeframe	Activity	Content, Steps & Materials	Expected Output
Stage 1: Week 1 & 2	<ul style="list-style-type: none"> • Courtesy call/visits to <ul style="list-style-type: none"> • Mayor • Sangguniang Bayan (Municipal Council) – Chairperson of Education Committee • Municipal Planning and Development Officer • ABC President • DepEd Division Superintendents • DepEd District Supervisor • DepEd District ALS Coordinator • TESDA City/Provincial Director and focal person assigned • President of the City/Municipal Chamber of Commerce • PESO staff • Youth-oriented civil society groups • OSY representatives • Other donor-assisted projects on site 	<ul style="list-style-type: none"> • Introduction of who we are and what we do • Initially discuss with them the formation of OSY Development Alliance and its purpose, get their feedback • Identify with the Mayor, the key stakeholders/participants to the Project Orientation. (relay this to other personalities to be visited) • Solicit suggestion from the Mayor on the date and venue of Project Orientation (be ready with our own suggested date and venue) • Gather OSY data for barangay selection from appropriate agencies using the template. • Parting Pleasantries – thank the stakeholder group/institution for the opportunity/time with us. • Materials: <ol style="list-style-type: none"> 1. One-page MYDev briefer 2. Your calling card <ul style="list-style-type: none"> - Data Gathering Template - MYDev Briefer 	<ol style="list-style-type: none"> 1. List and contact numbers of key participants for the orientation 2. Date and venue for the municipal orientation
LGU Stage 2: Week 3	<ol style="list-style-type: none"> 1. Preparation for municipal orientation 	<ul style="list-style-type: none"> • Prepare and send letters of invitation to identified participants • Coordinate with admin and finance for logistical needs e.g. materials, venue, snacks, transportation, forms and equipment • Follow-up (thru calls/visit) the attendance of participants and venue at least 2 days before the activity. • Prepare the necessary materials such as briefer, attendance sheet, power point presentations with printed copies, meta card, 	<ol style="list-style-type: none"> 1. Approved budget for activity 2. LGU coordinator supplies and materials purchased 3. Orientation materials prepared

Stage & Timeframe	Activity	Content, Steps & Materials	Expected Output
		tarpaulins, activity kit/envelope etc.	
Stage 3: Week 4	<ul style="list-style-type: none"> • Conduct of Municipal Orientation 	<ul style="list-style-type: none"> • Ensure smooth registration of pax with the help of Admin Finance Officer. • Lead the Preliminary Program and Orientation Proper 	1. Post-Activity Report with the following as attachments (required): <ol style="list-style-type: none"> a. Attendance sheet b. Highlights of the orientation c. List of priority barangays for ALS and skills training for confirmation by the Mayor d. Signed confirmation document on priority barangays
Stage 4: Week 5	4. Preparation for barangay orientation	<ul style="list-style-type: none"> • Prepare and send letters of invitation to identified participants (Invitation Letter template) • Coordinate with admin and finance for logistical needs e.g. materials, venue, snacks, transportation, forms and equipment. • Follow-up (thru calls/visit) the attendance of participants and venue at least 2 days before the activity. • Prepare the necessary materials such as briefer, attendance sheet, power point presentations with printed copies, meta card, tarpaulins, activity kit/envelope etc. 	<ol style="list-style-type: none"> 1. Approved budget for activity 2. LGU coordinator supplies and materials purchased 3. Orientation materials prepared
Stage 5: Week 6	<ul style="list-style-type: none"> • Conduct of Barangay Orientation 	<ul style="list-style-type: none"> • Ensure smooth registration of pax with the help of Admin Finance Officer. • Lead the Preliminary Program and Orientation Proper <ul style="list-style-type: none"> - MYDev Project Presentation - Presentation of priority barangays Barangays based on the agreed criteria - Facilitate Open Forum 	1. Post-Activity Report with the following as attachments (required): <ol style="list-style-type: none"> a. Attendance sheet b. Highlights of the orientation

Annex B. Request for Applications (RFA)

Request for Applications (RFA) #1

Mindanao Youth for Development Program (“MYDev”)

A Project of Education Development Center, Inc. (“EDC”)

**Funded by
The United States Agency for International Development (“USAID”)**

Date of Issuance:
October 20, 2013

EDC is an international non-profit organization that develops, delivers, and evaluates innovative programs to address some of the world’s most urgent challenges. Our work includes research, training, educational materials and strategy, with activities ranging from seed projects to large-scale initiatives. EDC enjoys a worldwide reputation for its excellence in program and fiscal management and for the impact of its work.

Implemented in partnership with the Department of Education (DepED), Technical Education and Skills Development Authority (TESDA) and local government units (LGU), USAID/Philippines’ Mindanao Youth for Development Program (MYDev) is a five-year project that addresses the key constraints to peace and stability in six conflict-affected areas in Mindanao by enhancing the life skills and employability of vulnerable out-of-school youth (OSY). EDC’s work on the MYDev project is funded by the United States Agency for International Development (USAID); organizations submitting applications in response to this Request for Application (“RFA”) have no relationship with USAID under the terms of this RFA or any contract. All communications regarding this RFA must be directed to EDC.

I. GENERAL INFORMATION

EDC is requesting applications from qualified organizations to contribute to the delivery of DepED-Alternative Learning System (ALS) basic education services and/or TESDA-accredited skills training to meet the unique Life Skills and Work Force Development needs of vulnerable, unemployed, out-of-school youth (both female and male, ages of 15-24 years old), in six conflict-affected areas of Mindanao. Organizations are invited to propose OSY training program(s) within the project’s targeted geographic areas, where the applicant has existing ALS and/or TESDA-accredited skills training programs, as well as proven experience and technical expertise in working successfully and sustainably with local, vulnerable out-of-school youth, LGUs and communities in Mindanao. The applicant may propose to undertake ALS, or TESDA-accredited skills training programs, or both ALS and skills training programs for OSY.

The first set of grants for Phase 1 areas Cotabato City, Zamboanga City and Jolo, Sulu will be awarded for a duration of 6-12 months and will begin in January 2014. A second set of grants for Phase 2 areas of Lamitan, Basilan, Isabela City, and Marawi City will be awarded in July 2014. The estimated number of OSY beneficiaries targeted for enrollment or registration in OSY training programs in both Phase 1 and Phase 2 sites are shown in the table below.

Phase 1: Starting January 2014			Phase 2: Starting July 2014		
Geographic Area: Target Site	OSY Target		Geographic Area: Target Site	OSY Target	
	ALS	Skills training		ALS	Skills training
Cotabato City	267	618	Basilan	225	408
Zamboanga City	267	618	Isabela City	225	408
Sulu	267	618	Marawi City	225	408

Proposals submitted should be developed with the assumption of having a minimum of 80% of the OSY enrolled or registered in either ALS or skills training completing the program. Based on the success of Phase 1 and Phase 2 grants, EDC may solicit applications for subsequent grant periods for 2015 – 2018.

This is a full and open competition, under which any type of non- governmental organization, large or small, commercial (for profit) firms, faith-based, and non-profit organizations, are eligible to

compete. The selected organization(s) will receive funding from EDC in the form of a Fixed Obligation Grant (FOG) with payment upon receipt and approval of milestones/deliverables.

Applicants may propose to work in one target site or a combination of sites, and may offer to serve all OSY targets (or a partial figure) in a given site, based on their expertise, capacity, and experience. EDC may award one or more grants in each target site resulting from this RFA to the Applicant(s) whose application(s) conform to this RFA and offer(s) the greatest value. EDC may also (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application.

Applications must be submitted no later than 3:00 p.m. (Davao Philippines) on, **December 2, 2013**. A complete timeline is included in Section V. **Application Information**.

II. ROLES AND RESPONSIBILITIES

The selected Grantee(s) will be responsible for:

1. **Sequence/Scope of Service Delivery:** Identifying, selecting, enrolling, and orienting OSY into ALS and /or TESDA-accredited skills training programs;
2. **Program Completion Rate:** Delivery of training courses; supervising and supporting trainers for quality delivery; to ensure that OSY who enroll in ALS and skills trainings successfully complete and are awarded certification as appropriate;
3. **Participant-Level Outcomes, and Quality of interventions:** Delivery and verifiable completion of ALS/Life Skills education resulting in each participant increasing his/her development assets profile (DAP)¹ score, and/or delivery and verifiable TESDA –accredited training leading to a National Certification Level I (NC1), or higher. Grantees will ensure training services are well-targeted relevant, of sufficient quality and regularly documented, monitored and evaluated to ensure targeted OSY benefit from their participation in the program through realization of qualitative and quantitative improvement in life and livelihood outcomes as defined and measured by agreed performance indicators.
4. **Sustainability and Local Ownership:** At the community level, grantee will facilitate development and activation of community-driven mechanisms to support successful post-program transition to further learning and/or livelihood opportunities for program completers.
5. **Standards and Guiding Principles:** Ensuring all activities are fully consistent with: a) national and local laws; b) TESDA and DepED-ALS policies and standards and/or other regulating entities such as Food and Drug Administration, Department of Agriculture, or others; c) agreed EDC/USAID requirements relevant to management of the grant and implementation of grant technical activities; d) CRC and Child Protection guidelines where participants are under the age of 18 years or members of an identified vulnerable class (i.e., youth with disabilities); and e) standards of conduct and practices that are consistent with MYDev’s desire to promote lawful, peaceful, safe, responsible, transparent, equitable and pro-social activities that contribute to peace, security and stability.

Applications must clearly identify a proposed plan for completing these activities. Applications should demonstrate the strength of the organization to deliver high-quality programming and reflect any proposed in-kind or cash contribution to the overall project, from the organization or through partnerships with the community, LGU and or private sector institutions.

III. IMPLEMENTATION PLAN

¹ <http://www.equalls2.org/sites/default/files/resources/EQuALLS2%20Project%20-%20DAP%20Tracking%20of%20the%20Impact%20of%20Returning%20to%20Education,%20March%202010.pdf>

As part of the application, the Applicant must submit an implementation plan and timeline.

The Implementation Plan should describe the Applicant's proposed technical approaches and methodologies taking into account the following guidelines.

Technical Guidelines for Skills Training

- a) Skills training courses should be based on OSY and Market demand demonstrated by a **recent** Market Analysis² conducted by the organization and supported by relevant Labor Market studies from DOLE, TESDA and information from other stakeholders, such as LGUs and the private sector in the target areas proposed to be covered. Please attach supporting documents.
- b) The envisioned process for screening, placing and orienting OSY including PWDs in appropriate training courses should be explained. The process should include a gender-balanced approach to ensure equal participation of male and female OSY.
- c) The courses to be offered should:
 - Lead to a certification of all completers of at least NC1 or higher for TESDA-accredited skills trainings, and reach a sufficient level of skills that are immediately applicable by OSY in the workplace. Offering of courses that will provide OSY completers with Certificates of Competency (COC) will be justified only if the course responds to specific OSY needs and labor market requirements;
 - Demonstrate a special emphasis on integration of life skills and entrepreneurial sessions;
 - Demonstrate the use of youth-focused methodologies appropriate for youth with low literacy levels and other disadvantages typical of OSY populations;
 - Include assessment for OSY completers in coordination with TESDA for TESDA-accredited skills trainings;
 - Include course details to be specified using the provided one page training profile template
 - It is assumed that for TESDA-accredited trainings, standard, or negotiated or discounted training cost figures shall be used. Standard TESDA assessment cost figures shall be used.
- d) A mechanism for linking OSY completers to local market for employment or entrepreneurship opportunities should be explained.
- e) A Monitoring & Evaluation (M&E) section should be included to mention the plans for collecting data on OSY enrollment, completion, and assessment taking/passing rates as well as the commitment to engage in other MYDev project-wide M&E activities during implementation. Please note that staff of service providers will be trained by EDC to administer MYDev monitoring and evaluation tools.

Technical Guidelines for ALS Training Programs

- a) The choice of ALS programs should be based on a prior rapid assessment and mapping of OSY literacy and numeracy levels in the area(s) to be served and preferably should demonstrate the involvement of barangay officials and community members.

² Any Market Analysis must have been conducted prior to the submission of this application. Note that if an applicant decides to conduct such a market analysis in preparation to this RFA, such activity must run under the applicant's expense and will ***not*** be reimbursed by the MYDev project.

- b) The process of recruitment, selection, placement and orientation of qualified OSY ages 15-24 years should be explained and preferably should demonstrate the involvement of barangay officials and community members. The process should include a gender-balanced approach to ensure equal participation of male and female OSY
- c) ALS courses to be offered may include one or more of the following:
 - Basic Literacy Program
 - A&E Program (secondary): include description of mechanism to prepare completers for the A&E test and to support them through the test-taking process (from registration to the day of the test)
- d) ALS courses to be offered should:
 - Follow ALS standard methodologies of instruction, use ALS materials, and align with DepED-BALS general guidelines on ALS course delivery
 - Demonstrate a way of emphasizing life skills (and entrepreneurship-related topics if possible) based on the use of existing ALS materials that address such content
 - Demonstrate the use of youth-focused methodologies appropriate for youth with low literacy levels, those with disabilities and other disadvantages typical of OSY populations,
- e) It is assumed that one Instructional Manager (IM) will cover two classes at a time with 25-30 learners per class.
- f) The service provider should include in the proposal existing and available spaces in their proposed site(s) that will serve as learning centers for ALS classes
- g) A mechanism for linking OSY completers to further education or livelihoods opportunities should be explained.
- h) Course details should be specified using the provided one page training profile template
- i) A Monitoring & Evaluation (M&E) section should be included to mention the plans for collecting data on OSY enrollment, completion, and test registration/taking/passing rates as well as the commitment to engage in other MYDev project-wide M&E activities during implementation. Please note that staff of service providers will be trained by EDC to administer monitoring and evaluation tools.

MYDev Emphasis on OSY Leadership and Life Skills

The proposed training courses whether Basic Education or Technical Skills should clearly demonstrate how they will place special emphasis on both Leadership and Life Skills. *Life Skills include (i) skills linked to work life or work readiness skills such as work habits and conduct, personal leadership and communicating at work, teamwork and collaboration, safety in the workplace and customer service as well as relevant skills that are more clearly linked to good citizenship, and (ii) skills for civic engagement such as values, attitudes and knowledge to enable young people to think critically and act creatively for personal, community and national development.* In terms of level of effort, the course content and contact time should reflect 60% for life skills, and 40% for workforce skills or basic education.

Finally, activities in the implementation plan should take into consideration EDC-led capacity building activities and administration of baseline assessment tools for service provider staff .

IV. Performance Benchmarks and Deliverables

The Implementation Plan and allocation of budget will align with the Indicator Performance Benchmarks and Deliverables below that will be tailored to the activity timeline for each grantee based on an agreed Annual Implementation Plan:

1. Deliverable: Progress Report 1 of 5 (20% budgetary installment)
Date: 1 Week after the Award or as otherwise agreed in writing
Description: Covers initiation and completion of Stage 1: Final training planning and preparation of program activities. Report 1 will include submission of: a) Final Implementation Plan and Timeline; and b) Final Set of Training Program Materials (including complete training designs and methodologies at least for those starting in the first 2 quarters)
2. Deliverable: Progress Report 2 of 5 (30% budgetary installment)
Date: TBD or as otherwise agreed in writing
Description: Covers initiation and completion of Stage 2: OSY recruitment, selection, enrollment, placement, orientation, commencement of training and baseline assessments. Report 2 will include submission of enrollment forms and baseline assessment of participants and status and documentation of IM professional development tracking tool (IMPDTT).
3. Deliverable: Progress Report 3 of 5 (25% budgetary installment)
Date: TBD or as otherwise agreed in writing
Description: Covers mid-term progress report as Stage 3 of training. Report 3 will include submission of a training progress report detailing the delivery of training modules to date; number of continuing OSY enrolment (and drop out picture), trainees progress chart, highlight success, challenges and proposed solutions for addressing challenges.
4. Deliverable: Progress Report 4 of 5 (15% budgetary installment)
Date: TBD or as otherwise agreed in writing
Description: Covers Stage 4 of training, which is conduct of assessment/certification of TESDA and A&E test, completion and post-program placement of participants per their Individual participant placement plans. Report 4 will include Registry of Workers Assessed and Certified (RWAC), list of A&E takers, submission of end-line data for monitoring and evaluation tools including DAP, LAR, IMPDTT.
5. Deliverable: Final Report 5 of 5 (10% budgetary installment)
Date: TBD or as otherwise agreed in writing
Description: Covers fifth and final stage of the grant activity, and includes submission of final reports including progress against agreed output and outcome indicators, lessons learned and success stories, as well as post perception and satisfaction surveys and employment tracking survey.

V. APPLICATION INFORMATION

All costs for the preparation and submission of an application are at the Applicant's expense. Application preparation costs are not reimbursable.

Interested potential Applicants must request to be registered to the mailing list for all RFA-related communications by sending an email with subject line: **Registration MYDev RFA Process addressed** to Miriam Pahm, Deputy Chief of Party MYDev Program at mpahm@edc.org by 3:00 pm (Davao time) Tuesday, October 29, 2013. EDC will hold an **orientation session** in Davao City, Mindanao, Philippines to provide more information and to answer questions about this RFA. This orientation will be held before the due date for applications. The tentative date for the orientation is Monday, November 18, 2013. Confirmation of finalized date; time and location for the orientation will be sent to register interested potential Applicants. Questions must be submitted in writing to Miriam Pahm, Deputy Chief of Party at mpahm@edc.org. **Questions regarding the RFA must be submitted on or before 3:00 pm (Davao time) Wednesday November 6, 2013.**

A modification to the RFA with a list of all questions asked at the orientation session and received in writing before the date listed above and responses to these questions will be sent to all previously registered organizations by **Wednesday November 20, 2013.**

Applications must be submitted electronically no later than **December 2, 2013 at 3:00PM (Manila time) to Miriam Pahm, Deputy Chief of Party at mpahm@edc.org.**

Timeline for the RFA Process:

Item	Date and Time
Deadline for registration to the RFA mailing list	3:00 pm October 29, 2013
Deadline for receiving written questions	3:00 pm on November 6, 2013
Meeting - Orientation Session on the RFA Document	November 18, 2013 in Davao City, Philippines. Specific time and location TBA.
Summary of responses to written questions and clarifications during orientation emailed to registered Applicants	November 20, 2013
Deadline for Submission of Applications	3:00 pm on December 2, 2013
Estimated Date for Notification to Applicants on Application Status	Notification is tentatively scheduled to occur in the last two weeks of December 2013
Awarding of Phase 1 Grants	January 2014
Awarding of Phase 2 Grants	July 2014

VI. APPLICATION INSTRUCTIONS AND ADDITIONAL DOCUMENTATION

Applications for this grant must follow the guidelines below. Applications must be in English. Applications must be digital and in the following formats – narrative in Word, Calibri Font 11; supporting documents in PDF; and Budgets in Excel.

A. Application Cover Sheet

Including the RFA Number that appears on the first page of this RFA, the legal name of your organization, the name and contact information of the contact person at the Applicant's organization who will receive routine correspondence regarding the contents and status of the program), and the name and contact information of the Applicant's Authorized Representative (the person who is legally responsible for receiving grant funds should such an award be made to the Applicant's organization).

B. Table of Contents

C. Executive Summary (2 pages maximum)

D. Organizational Capacity (2 pages)

- Capacity statement of your organization including a description of the Applicant's organization and the specific characteristics it brings to this proposed grant
- Previous experience in delivering TESDA-accredited skills training and ALS courses
- Year the organization was established/Years of experience
- Previous experience with USAID, United Nations, EU or other funding agencies
- Program management and staffing plan should include a list of staff that would be involved directly with the proposed grant and their roles/experience.
 - For Project Management indicate name, qualifications and experience of Project Director, Project Coordinator/Program Officer and M&E Staff involved.
 - For each proposed Skills Training activity indicate name, qualifications of Trainers based on TESDA standards and requirements.
 - For ALS programs either Basic Literacy Program or A&E, indicate name, qualifications and experience of Instructional Manager(s).

E. Implementation Plan (10 pages maximum)

- Description of the Applicant's proposed technical approach
- Approach and methodology to implement the activities, including the technical guidelines provided above in Section III and a brief M&E section.

F. Timeline/Implementation Calendar (2-3 pages maximum) for all activities you will undertake under this grant and should take into consideration the EDC-led capacity building activities and administration of baseline assessment tools.

G. Budget (no page limit)

Please see budget template provided in Appendix 1. **Applicants must use this template provided by EDC.** The budget must be in Philippine Pesos and must include the following:

- A breakdown of all costs associated with the program according to the activities strictly related to the proposed grant. Each expense will have to include the following breakdown: cost per unit, number of units, total amount. Examples: (1) cost per unit could be cost of a training one participant, number of units would be number of participants, total amount would be cost per unit times number of units; (2) cost per unit could be hourly/daily rate of trainer; number of units would be number of hours/days (units) of training that will be delivered; total amount would be cost per unit times number of units. (Please see budget template for guidance.)
- Indirect Costs: Indirect costs will not be covered under the resultant grants. However, administrative costs (such as rent, use of computers, accountant's time, payroll costs, etc.)

that are directly related to this program may be proposed. These costs must be detailed as noted above.

- Cash or in-kind cost sharing to the project from sources other than EDC should appear on the budget under the “cost share” column and be explained in the budget narrative.

Cash and In-Kind Contributions

Please note that Applicants are encouraged to provide cash or in-kind contributions in support of the proposed program. The existence of contributions strengthens the application. Contributions may take the form of either cash or in-kind goods or services that are utilized to implement the project for which funds are being requested. Cash contributions may be cash donated to or provided by your organization for the proposed work. Examples of in-kind contributions are volunteer time, donated equipment, or donated office space and materials.

All proposed contributions should be clearly identified and all assigned costs should be reasonable and in accordance with prevailing open market conditions. Third-party contributions are acceptable and may be considered part of the Applicant’s proposed contribution in part or whole. The nature and amount of this contribution should be clearly defined in the Grant Application.

All contributions, including cash and third party in-kind, should meet the following criteria:

- Are verifiable from the grantee's records.
- Are not included as contributions for any other U.S. federally assisted project or program.
- Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- Are allowable under the applicable cost principles.
- Are not staff times or materials that are paid for by funding provided by USAID or any other US Government source.
- Are provided for in the application budget.

While for-profit firms may apply, it is USAID’s policy not to award profit under assistance instruments such as the grant(s) we are anticipating issuing as a result of this RFA.

H. A Budget Narrative

This must include a description of what each line item is and will be used for and the basis of the estimated unit cost. The budget narrative must state assumptions and all information that will show exactly how an amount was arrived at. Failure to provide sufficient detail here may disqualify or delay consideration of the application.

I. Annexes (no page limit)

- Audited financial statements for the previous three years (2010-2012).
- Proof of organization’s SEC, BIR registration and business permit.
- A list of the Applicant’s key individuals including:
 - (a) The principal officers of the organization’s governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees);
 - (b) The principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president);
 - (c) The program coordinator (s) for the proposed grant;
 - (d) Any other person who will have significant responsibilities for proposed delivery of the grant.
- Information regarding any current litigation in which the Applicant, or any of the entities in the collaboration, is involved, regardless of jurisdiction where the litigation resides.

- Names, email addresses, phone numbers and contact people at three organizations who have been clients of the Applicant during the last 18 months, whom EDC can call on as references. Applicants should provide references from projects similar in size, application, and scope and include a brief description of the implementation of the project.
- A completed copy of Organizational Information Form attached in Appendix 2
- A completed copy of Level of US Government Funding Form attached in Appendix 2
- A completed and signed copy of the certifications attached in Appendix 3
- Supporting technical documentation as required in Section III, such as a copy of Market Analysis report, or results of rapid assessment and mapping of OSY literacy and numeracy levels in the area(s) to be served.

VII. SELECTION AND RATING CRITERIA

EDC reserves the right to fund any or none of the applications submitted. To the extent that they are necessary, negotiations may be conducted with the Applicant(s) whose application has a reasonable chance of being selected for award.

A. Eligibility Requirements

Applicants must meet the following minimum requirements:

- Be legally registered to operate in the Philippines;
- Demonstrated ability to comply with US government regulations and USAID compliance regulations;
- Demonstrated experience in implementing ALS or TESDA certified training programs in one or more of the project's six target geographic areas;
- Demonstrated ability to provide staff who have specific credentials or experience;
- Proven organizational and management capacity to manage a USAID funded grants of similar scope with emphasis on strong financial management and project management systems and qualified personnel.

Applicants that do not meet the minimum requirements listed above will not be considered eligible for potential funding and, therefore, applications from these organizations will not be further evaluated. Applications from organizations that meet the minimum requirements will be evaluated based on the following criteria listed below.

B. Technical Application Evaluation Criteria

The criteria presented below have been tailored to the requirements of this RFA and will guide the selection process. The relative importance of each criterion is indicated by approximate weight in points. A total of 100 points is possible. Applicants should note that these criteria serve to identify the significance of elements that Applicants should address in their technical applications, and establish the standards against which all technical applications will be evaluated.

Technical Criteria Category	Description	Maximum Points
Organization Capacity	1. Proven organizational capacity and related experience	20
Staffing	2. Demonstrated capacity of technical and financial management staff and proposed trainers	20

Technical Criteria Category	Description	Maximum Points
Technical Design	3. Quality of technical design	30
Budget	4. Cost Effectiveness of Budget	30

C. Cost Application Evaluation Criteria

The cost applications for all acceptable technical applications will be reviewed. The evaluation of cost applications will include a determination of cost realism, completeness, and reasonableness. Cost realism is defined as the Applicant's ability to project costs which are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the Applicant's technical capacity.

Annex C: Activity Design for Orientation-Meeting with Local Service Providers

ACTIVITY DESIGN: Orientation- Meeting with Local Service Providers

I. Objectives of the Activity

- a) To discuss in detail the RFA guidelines
- b) To share the questions and responses regarding the RFA received by EDC via email.
- c) To respond to further clarifications regarding the RFA.

II. Date and Venue

November 21, 2013 Thursday 9:00AM-12NN at the Metropolis Suites, Cabaguio corner Macopa St. in Davao City.

III. Participants

Organization	Representative	Position/Title
Isabela Foundation Inc.	Margarita Auxtero	Area Manager
MARADECA, Inc.	Jamaliah Baulo	Resource Mobilization Officer
	Mohaima Dimangadap	Peace Building Program Officer
	Norhainie Saripada	
Nagdilaab Foundation Inc.	Miriam Suacito	Executive Director
Notre Dame University	Joseph Fernandez	
	Loreto Condesa	
MIDCOP, Inc	Zenaida Hadji Ali	
	Shaiba Hassan	
Moslem Organization of Government Officials and Professionals	Hadji Marimao Salic	Executive Director
Zambo-Basilan Integrated Development Alliance Inc.	Khamar Amsain	Project Coordinator

(ZABIDA)		
Muslim Youth Religious Organization	Dinas Zalabe	
	Raheema Ibrahim	Finance and Admin Officer
IRDT	Carlo Benitez	Social Marketing Officer
BOLAYOKA Inc.	Camilo Bangcola	Executive Director
UNYPAD-RANAO Inc.	Ansay Diamooden	Executive Director
Jobs Diversity Recourse	Ruby May Grandeza	Gen. Manager/HR Consultant
Lanao Young Educators	Gaphor Panimbang	Executive Director
JDR	Job Buenafe	Consultant
MOSEP, Inc.	Jeowairiyya K-Ali	Finance Officer

IV. Meeting Agenda

I. MYDev Program Overview

- Project Purpose and Geographic Coverage
- Program Objectives and Activities
- Targets and Expected Results
- Partners

II. Technical Guidance for Proposal

- Program Management & Staffing
- Technical Guidance Notes
- FOG Overview
- Financial Guidance and Milestones

Annex D. USAID All Mindanao Programs Meeting - Minutes

SUMMARY MINUTES OF THE 1st USAID ALL MINDANAO PROGRAMS MEETING

19-20 November 2013, Seda Hotel, Davao City

I. ATTENDANCE

United States Agency for International Development (USAID):

1. Reed Aeschliman, Deputy Mission Director
2. Lee Forsythe, General Development Officer - Mindanao Programs, Office of Economic Development and Governance (OEDG)
3. Gerry Porta, Senior Democracy and Governance Specialist, OEDG
4. Consuelo Añonuevo, Project Development Specialist, Office of Health
5. Mirshariff Tillah, Project Development Specialist, Office of Education
6. Joanne Dulce, Global Climate Change Adaptation Specialist, Office of Energy and Environment
7. Maria Josefina Cabaguio, Project Management Specialist, Office of Education
8. Andrew Holland, Supervisory Contracting Officer, Regional Office of Acquisition and Assistance
9. Yasmeen Thomason, General Development Officer, Program Resource Management

U.S. Embassy:

1. Yolanda de Guzman, Information Specialist, Public Affairs Office
2. Neil Pacamalan, Cultural Affairs Specialist, Public Affairs Office
3. Kurt Hoyer, Information Officer, Public Affairs Office
4. Nathaniel Young, Political Officer

USAID Mindanao Programs:

1. Harry Roovers, Chief of Party, Enhancing Governance, Accountability and Engagement (ENGAGE)
2. Emma Salmani, Director of Program Support, ENGAGE
3. Marilou Sian, Chief of Party, Growth with Equity in Mindanao 3 (GEM 3) Program
4. Miriam Pahm, Deputy Chief of Party, Mindanao Youth Development (MYDev) Program
5. Dr. Dolores Castillo, Chief of Party, MindanaoHealth
6. Dondi Alikpala, Chief of Party, Be Secure
7. Jojo Fajardo, Chief of Party, Green Empowerment, Building Climate Resilience in Water Stressed Communities (CREST) Program,
8. Eric Aseo, Chief of Party, The Asia Foundation (TAF), P2P
9. Miguel Dominguez, Trustee, Synergeia Foundation, Education Governance Effectiveness (EDGE) Program
10. Myla Leguro, CRS (3Bs) Chief of Party
11. Dr. Teodoro Yu, Jr., IMPACT Mindanao Area Coordinator

Mindanao Development Authority (MinDA)

1. Janet Lopo, Executive Director

Secretariat and Logistics Support:

1. Mie Shen Reyes, Deputy Chief of Party for Logistics, GEM Program
2. Mary Lisa Apostol, Logistics Specialist, GEM Program
3. Gypsy Obaob, Logistics Technical Assistant, GEM Program

4. Leslie Francisco, Communications Specialist, GEM Program
5. RJ Sta. Theresa, Communications Specialist, GEM Program

II. AGENDA

The agenda of the meeting is provided in a separate document.

III. CALL TO ORDER

Mr. Gerry Porta, USAID Senior Democracy and Governance Specialist, called the meeting to order at 01:30 p.m.

IV. WELCOME STATEMENT BY THE USAID DEPUTY MISSION DIRECTOR

Reed Aeschliman, USAID Deputy Mission Director, expressed sincere condolences on the tragic loss of life and massive destruction caused by Typhoon Haiyan in the Visayas region. He led the delegation in a moment of silence in memory of the victims.

On behalf of the Mission Director Gloria D. Steele, Mr. Aeschliman thanked the attendees for taking part in the AMP Meeting.

He provided an overview of the two-day assembly and explained the schedule of activities for the next two days, which included presentations of each USAID program in Mindanao and strategies for effective inter-program coordination.

V. MEETING OBJECTIVES

Lee Forsythe, USAID General Development Officer for Mindanao Programs, presented the objectives of the meeting as follows:

- Meet USAID and partner counterparts;
- Understand USAID programs in Mindanao and USG/CDCS context;
- Identify opportunities for collaboration and cooperation; and
- Plan regular future meetings.

VI. INTRODUCTION OF PARTICIPANTS/PROGRAM PRESENTATIONS

The AMP meeting provided an opportunity for program implementers to present the objectives, scope, intended outcomes and beneficiaries of their activities. These presentations also served to facilitate a better understanding and appreciation of USAID presence in the region, within the context of the U.S. Government's Country Development Cooperation Strategy.

Presentations are summarized below in chronological order. Actual PowerPoint slides are provided in a separate document.

Growth with Equity in Mindanao 3 (GEM 3) Program

Marilou Sian, Chief of Party

To help accelerate economic growth in Mindanao; help assure that as many people as possible participate in and benefit from the growth; and help bring about and consolidate peace in Mindanao, the GEM 3 continues and expands the work carried out under GEM 1 (1995-2002) and

GEM 2 (2002-2007). GEM 3 has been extended until April 2014. It has implemented infrastructure development, business growth, workforce preparation and governance activities throughout the island-region, with a special focus on the Autonomous Region in Muslim Mindanao (ARMM) and other conflict-affected areas of Mindanao (CAAM). In the last two years, GEM has been commissioned by USAID to implement a range of emergency relief operations, post-disaster rehabilitation, and capacity building activities for disaster management and climate change preparedness. It has supported the Mission's in responding to requests from the Philippine Government following Typhoon Sendong in northern Mindanao, Typhoon Pablo in southern Mindanao, and the recent crisis in Zamboanga City that displaced over 100,000 residents.

GEM has also been providing logistics, security and communications support to USAID and the U.S. Embassy for its official visits to Mindanao.

Enhancing Governance, Accountability and Engagement (ENGAGE) Program

Harry Roovers, Chief of Party

ENGAGE is a five-year program (2013-2018) that intends to improve the legitimacy, accountability and transparency of at least 24 local government units in Mindanao by providing interventions that aim to strengthen governance capabilities and enabling multi-stakeholder approach to building and sustaining peace, and increasing mutual confidence between citizens and their LGUs.

The contractor, in collaboration with its local partners, will implement strategies through a by-phase mechanism and will also allow senior LGU-partners to stay in the program to serve as anchors once specific activities are piloted in selected areas.

Mindanao Youth for Development (MYDev) Program

Miriam Pahm, Deputy Chief of Party

The Mindanao Youth for Development (MYDev) aims to help 19,000 vulnerable out-of-school youth in the cities of Marawi, Cotabato, Zamboanga, Isabela, two towns each in Sulu and Basilan. It will provide beneficiaries with life skills and leadership training, as well as education skills that would increase their eligibility for gainful employment and strengthen their civic engagement.

The program will be implemented in partnership with host LGUs. Change agents and advocates will be identified in order to ensure that the program's intended results are delivered and sustained.

Education Governance Effectiveness (EDGE) Program

Miguel Dominguez, Trustee

EDGE hopes to capacitate 50 cities and municipalities on education governance through the involvement of local school boards, PTAs and barangay councils. Among identified core strategies are peer mentoring, learning and sharing.

Envisioned to be an inclusive program, EDGE will identify and work with partners in pushing for the identification of challenges in the education sector and the proper implementation of a reform program that will improve learning and strengthen the appreciation and involvement of parents and communities.

Mindanao Health Program

Dr. Dolores Castillo, Chief of Party

The Mindanao Health Program was designed to help address health issues in Mindanao provinces and two cities (except Camiguin, Misamis Oriental, Surigao provinces, Sarangani and Davao del Norte), within five years until 2017. The program focuses on maternal and child health, and family planning, and works in partnership with government and non-government organizations. It aims to continue the progress attained under predecessor health programs e.g., Shield and HealthGov.

It has established partnerships with several organizations, including other foreign-funded groups that pursue similar advocacies. In its second year of implementation, it aims to provide more capacity building activities, provide intervention on TB patients as part of the national program that intends to address TB, and strengthen information dissemination by translating information materials into local dialects used in the program areas.

Be Secure Program

Dondi Alikpala, Chief of Party

Be Secure intends to provide sustainable and climate change resilient water supply services and to help improve sanitation in conflict affected areas in Mindanao.

It will work with leading academic institutions in the region such as Xavier University in Misamis Oriental, Notre Dame in Maguindanao, and Basilan State University in Basilan in an effort to provide water supply to 500,000 beneficiaries and to help improve sanitation for 400,000 more.

Core focus areas include: sustaining water service delivery; improving the capacity of wastewater service providers; extending technical assistance and support in the analysis and communication of water resource use and climate data; reduction of hydrological risks that can be adapted to the national level; and improvement of long-term water resources security.

Building Climate Resilience in Water Stressed Communities (CREST) Program

Jojo Fajardo, Chief of Party

CREST is 3.5-year program that aims to address the insufficiency of potable water and proper hygiene in Mindanao and typhoon-devastated Leyte. It intends to capacitate beneficiary communities by providing them with the technology and skills that will enable them to sustainably manage potable water resources.

Among the program's key targets is to provide potable water to 15,000 people using hydraulic ramp pump, rainwater harvesting tanks and bios and filters, which will eventually improve basic health within the community. To achieve this goal, CREST will help form 38 community water associations and train 3,800 people on proper hygiene. This will also redound to capacitating beneficiary communities to operate scale water treatment and other related facilities.

P2P Program

Eric Aseo, Chief of Party

The P2P framework presents a mechanism that seeks to effectively engage religious leaders, including *ulamas* and their communities in peace building, conflict mitigation and violence prevention. The program also aims to empower Muslim women leaders and women's groups to participate in peace and development initiatives.

The program intends to achieve its mandate by strengthening the capabilities of partner organizations, consolidating them, and eliminating insecurities.

CRS (3Bs) Program

Myla Leguro, Chief of Party

The Catholic Relief Services (CRS) 3Bs is a process framework designed to help address land conflict issues in central Mindanao in a sustainable manner. Broadly, these issues include: competing land claims, conflicting tenurial instruments, political boundary conflicts, conflicts between communities and state institutions, and conflicts between communities and private companies.

CRS uses relationship-focused and process-focused approaches in peace building. The organization works with local religious leaders who serve as entry points and facilitators of land conflict resolution.

The program operates in the municipalities of Magpet, Polomolok, Benigno Aquino, and Ampatuan.

VII. PROGRAM COORDINATION ASSIGNMENT

One of the objectives of the AMP meeting is to initiate inter-program collaboration and cooperation that will help maximize resources and more effectively facilitate and harmonize the delivery of the U.S. Government's support to the region.

The following questions were cascaded by USAID to program implementers:

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?
2. What are the impediments to smooth collaboration/coordination among Mindanao programs? What are your suggestions to address these challenges?

Day 1 of the AMP Meeting was adjourned at 05:30 in the afternoon.

VIII. RECAPITULATION

Day 2 of the AMP Meeting was called to order at 08:15 a.m.

Reed Aeschliman/USAID provided a brief recap of the previous day's presentations and discussions, emphasizing how proud he was to see a lot of USAID projects in Mindanao. The takeaway message, he said, is that "the impact of the work that we do today will be seen by the next generation".

He highlighted that these support activities are gifts from the American people for a more prosperous, stable and well-governed Philippines.

IX. “WHOLE OF GOVERNMENT” APPROACH IN MINDANAO: STATE, USAID AND JOINT SPECIAL OPERATIONS TASK FORCE PHILIPPINES (JSOTF-P)

The presentations on the “Whole Of Government” Approach In Mindanao: State, USAID and Joint Special Operations Task Force Philippines (JSOTF-P) is summarized below. Actual PowerPoint slides are provided in a separate document.

Presenters:

- Reed Aeschliman, Deputy Mission Director, USAID
- Lee Forsythe, General Development Officer - Mindanao Programs, OEDG, USAID
- Nathaniel Young, Political Officer, U.S. Embassy

Presentation Highlights:

- Reed Aeschliman/USAID underscored the importance of the AMP meeting. He recommended that these assemblies be continued so that programs can begin to coordinate, collaborate and leverage better. He suggested that local government unit counterparts be invited to succeeding meetings to cultivate awareness and encourage feedback.
- It was emphasized that apart from USAID, the U.S. Government also supports Mindanao through the Mindanao Working Group (MWG), chaired by the U.S. Chargé d’Affaires Brian Goldbeck. The U.S. Embassy Political Section of the Embassy co-chairs and serves as the MWG secretariat.
- Nathaniel Young/U.S. Embassy shared that the MWG meets twice a month to discuss peace, stability, and economic prosperity in Mindanao. He invited AMP participants to join the meetings, scheduled every other Thursday in Manila.
- Mr. Aeschliman/USAID added that they have people responding in Tacloban. He added that USAID is strongly committed to building local capacities and that the Mission links with government agencies through organizations such as JSOTF-P. He cited that a USAID official (Paul Mason) will be embedded inside the military camp in Zamboanga in January next year.
- Mr. Aeschliman/USAID presented a map showing the six conflict-affected areas and military focus areas. He discussed the concept of transition, which is exemplified by what is presently taking place in between support for security. He further emphasized the U.S. Government’s long-term commitment to providing support in Mindanao.

Discussion/Recommendations:

- Consuelo Añonuevo, USAID Project Development Specialist, suggested that regional government agencies be invited in future meetings.
- Miguel Dominguez/EdGE shared that throughout his stint as governor for 9 years, he has never seen the “big picture” for all USAID programs in Mindanao. He also suggested that the body create a “Mindanao scorecard” that shows where Mindanao was 20 years ago, the interventions it has provided; and to develop a common vision for the coming years.

- Lee Forsythe/USAID suggested that copies of slide presentations and a contact list should be made available to all participants. He added that meetings should also be held at the local level, in Zamboanga, Jolo, Isabela, and Cotabato.
- Marilou Sian/GEM raised a concern that in some GEM activities, U.S. military personnel assigned to escort visitors were in “full gear”. She asked how this could be addressed. Mr. Forsythe/USAID cited an instance in Jolo in which this requirement was lifted. He suggested advance coordination with JSOTF-P regarding this matter. Mr. Aeschliman informed the group that JSOTF-P always has an AFP counterpart whenever they are out of their camp.
- Ms. Añonuevo/USAID shared that JSOTF-P service members assisted them in delivering solar refrigerators in Lanao, which greatly helped to eliminate delays in delivery.
- Harry Roovers/ENGAGE inquired about the timeline of the JSOTF-P transition. In response, Mr. Forsythe/USAID disclosed that there is another group expected to arrive and that they are looking at an 18-month timeline.
- Miriam Pahm/MYDev asked how they (specifically the youth) could work with the civil affairs group. Mr. Forsythe/USAID responded that they are first looking at how USAID, the U.S. Embassy’s Public Affairs Section and the different programs can communicate the same messages.

X. PRESENTATION: GEOGRAPHICAL FOCUS (1ST/2ND CYCLE LGUs)

Presenter:

- Lee Forsythe, USAID

Presentation Highlights:

- Target LGUs for the first year are: Marawi City, Cotabato City,, Zamboanga City, Isabela City, Lamitan and Jolo; Upi and Parang in Maguindanao; Sulu Province and Maimbung.
- Mr. Forsythe/USAID stressed that they are doing baseline assessments in these 10 areas. His team has also shortlisted areas for the 2nd and 3rd cycles and that they expect some recommendations on whether or not these should be target LGUs.
- Harry Roovers/ENGAGE provided details on the 10 LGUs in the first cycle, 10 in the second, and another 10 in the third. He noted that a shift is to be expected and that the total is more than 30.

Discussion/Recommendations:

- Miriam Pahm/MYDev raised a concern on Zamboanga City being included in the first cycle as the LGU expressed that they are currently focused on rehabilitation and are not yet ready to engage in project activities. Harry Roovers/ENGAGE responded that the approach is demand-driven and that it is possible to shift to activities that support reconstruction. He added that they hope to engage the 30 LGUs in all 3 batches by the middle of 2014.
- Gerry Porta/USAID asked about the trade-offs on site selection. Lee Forsythe/USAID shared that site selection **would** be based on the potential of the area, and that this decision will be

based on discussions with various stakeholders, including JSOTF-P and the MWG. He also asked for input from participants.

- Teodoro Yu, Jr./Mindanao Area Coordinator/IMPACT asked if the 17 municipalities in the Sulu Province are being covered. Lee Forsythe/USAID responded that the Mission will not be able to work directly in all these municipalities. However, programs that can be replicated in other areas could possibly be developed.
- Neil Pacamalan/Cultural Affairs Specialist/U.S. Embassy, raised a concern on the target sites where government leaders are corrupt or unresponsive. Lee Forsythe/USAID explained the importance of promoting transparency and participation in the implementation of projects. Mr. Pacamalan shared his experience with a mayor in Basilan who initially agreed to implement youth activities and then never responded to his follow-up emails. He suggested that in selecting areas, there must also be careful consideration of those leaders who will deliver. Reed Aeschliman/USAID replied that one of USAID's strengths is flexibility. He noted that while calculated risks are present, ownership must also be present, otherwise, assistance should be re-directed to other endeavors.
- Eric Aseo/Chief of Party/ TAF/P2P suggested looking into the idea of a new emerging model of civil/religious society engaging local governments. This is currently happening in Zamboanga, he added.
- Joanne Dulce/Global Climate Change Adaptation Specialist/ USAID asked about the results of the assessment made by JSOTF-P and whether or not these have been included in the map presented. Harry Hoovers/ENGAGE responded that they are still in the preliminary stage and are still waiting for the results of the baseline assessment, after which they can review it more closely.
- Teodoro Yu, Jr./IMPACT suggested that Group 1 areas be considered as model areas.

XI. PRESENTATION: SECURITY OVERVIEW

Presenter:

- Lee Forsythe, General Development Officer - Mindanao Programs, OEDG, USAID

Presentation Highlights:

- Lee Forsythe/USAID stated that in terms of security, program implementers may have their own prerogative, the only exception being a directive from the U.S. Ambassador that may require U.S. Embassy employees and/or contractors to leave when an area is determined to be unsafe, and because they are working directly for the U.S. Government.

Three information sources on security were also presented:

1. State website <http://travel.state.gov>
2. GEM information msian@mindanao.org
3. Consultation with RSO: Cory Thomas or Dave Nelson ; Embassy Telephone: 02 301 2000

XII. PRESENTATION: INITIAL AREAS OF COLLABORATION AND CHALLENGES TO COORDINATION

The following section provides the program implementer's answers to the program coordination assignment.

GEM Program

Presented by Marilou Sian, Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Security updates
- GIS mapping
- Communications Activities (e.g. photographer during USG events/photo captions for USG events/press release/ press conference coordination with media)
- Engineering designs for standard GEM Infrastructure
- Livelihood, agriculture and aquaculture expertise
- Events organizing
- LGU contacts

2. What are the impediments to smooth collaboration/coordination among Mindanao programs? What are your suggestions to address these challenges?

- GPS coordinates are sometimes inconsistent. Get the proper equipment.
- Delayed approvals for articles and press releases.

Discussion/Recommendations:

- Ms. Sian/GEM requests that USAID and PAS provide a quick turnaround on time-sensitive materials otherwise the probability of our materials getting published diminish the newspapers.
- Lee replied that all people attending the AMP were interested in expediting the materials approval process, so participants can contact Yasmeeen, Kurt, or others as necessary if there are delays.
- There was also a discussion on co-locating some projects.

ENGAGE Program (see The initial AMP support matrix is presented in a separate document)

Presented by Harry Roovers, Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- GIS mapping, engineering designs for LGU infrastructure projects from GEM
- Engage CSOs for peace building and conflict resolution from TAF P2P
- TA and training for LGU level health priorities from MindanaoHealth
- Advice on Interventions for OSY from MyDev
- Local School Board (LSB) strengthening and Identify CSR partners from EdGE
- Capacity building and TA for water supply and climate change adaptation from Be Secure

- TA and pilot programs for community-based water and sanitation activities from CREST
- Support for peace building and resolution of land conflicts from CRS

2. What are the impediments to smooth collaboration/coordination among Mindanao programs? What are your suggestions to address these challenges?

- Projects are on different timelines
- Coordination among USAID field staff
- Lack of incentives

Discussion/Recommendations:

- Miriam Pahm/MYDev suggested making Jolo a laboratory for modeling collaboration/convergence of USAID projects.
- Lee Forsythe/USAID suggested having meetings at the CAA level.
- Gerry Porta/USAID informed the delegation that a participants' contact list and the minutes of the AMP Meeting will be made available the following week.

MYDev Program (see The initial AMP support matrix is presented in a separate document)
Presented by Miriam Pahm, Deputy Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Security advisories from GEM
- LGU policy support and the expansion of the local school board to include OSY concerns from ENGAGE
- Reproductive health modules and possible work opportunities in the health sector from MindanaoHealth
- Awareness building within local school boards on OSY concerns and resource persons who can be mentors from EdGE
- Training and work opportunities for OSYs in some water projects from CREST
- Engaging some resource persons and materials to enrich our peace building modules from CRS

2. What are the impediments to smooth collaboration/coordination among Mindanao programs? What are your suggestions to address these challenges?

- Projects are on different timelines
- Coordination among USAID field staff
- Lack of incentives

EdGE Program

Presented by Miguel Dominguez, Trustee

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Collaboration with CSOs through ENGAGE
- Collaboration with MyDev concerning high school graduate students who cannot afford to go to college. He asked if it is possible to send students to the capital to be part of MyDev program
- Basic preventive health modules from MindanaoHealth

Discussion/Recommendations:

- Reed Aeschliman/USAID shared a comment from a board member of the American Chamber of Commerce of the Philippines who expressed willingness to continue with the Mindanao internship program.
- Miriam Pahm/MYDev also shared that they are still looking for partners for bridging completers to work and continuing education opportunities and the project welcomes the collaboration.

MindanaoHealth Program (see The initial AMP support matrix is presented in a separate document)

Presented by Dr. Dolores Castillo, Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Guidelines on emergency procurement and security alerts from GEM
- MindanaoHealth offered reproductive health modules and possible work opportunities in the health sector for the OSYs of MyDev
- Policy support for the Service Delivery Network from ENGAGE
- MindanaoHealth offered to conduct assessments of the different health facilities so that Be Secure can explore opportunities for the next phase of the program
- MindanaoHealth offered to help CREST with basic messaging
- Reproductive health advocacy through peer influence and information dissemination from P2P
- Adolescent RH advocacy campaign in schools from EdGE

2. What are the impediments to smooth collaboration/coordination among Mindanao programs? What are your suggestions to address these challenges?

- Finding time to meet

Be Secure Program

Presented by Dondi Alikpala, Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Sharing of networks for recommendations
- Through the other projects, maybe we can gather more information on climate change
- Maps from GEM
- Technologies from CREST
- Identification of hospitals and rural health units that require water systems from MindanaoHealth
- Identification of schools that require water systems from EdGE
- In anticipation of water conflict issues, CRS can help with the tools used in land conflict resolution

Discussion/Recommendations:

- Dondi Alikpala/ Be Secure suggested creating a common depository for USAID programs data.

P2P Program

Presented by Eric Aseo, Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Capacity building (for startup religious organizations) from ENGAGE
- P2P encouraged the participants to provide an interfaith content in their projects.

Building Climate Resilience in Water Stressed Communities (CREST) Program

Presented by Jojo Fajardo, Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Site identification and selection
- Resource sharing (knowledge materials, contacts, etc.)

2. What are the impediments to smooth collaboration/coordination among Mindanao programs? What are your suggestions to address these challenges?

- No regular meeting
- Lack of framework for collaboration

CRS (3Bs) Program

Presented by Myla Leguro, Chief of Party

1. What are the potential areas of collaboration/coordination between your project and the other Mindanao programs of USAID (for which progress/results could be reported in the next All Mindanao Programs Meeting)?

- Coordination with B-SECURE, especially on resolving issues concerning access to water
- CRS offered support in terms of materials, workshops and trainings, particularly capacitating traditional religious leaders and conflict resolution
- Security updates, land conflict areas map, and contacts from GEM
- Coordination with ENGAGE in terms of land conflict resolution or conflict resolution at the municipal and barangay level.
- Mentoring approach from EdGE
- Coordination with P2P through sharing of lessons learned on engaging religious leaders
- Regularize meetings of APM, develop framework of collaboration, and establish small grant fund for performing community partners

XIII. PRESENTATION: CROSSCUTTING ISSUES: YOUTH AND MESSAGING

Presenters:

- Yasmeeen Thomason, General Development Officer, Program Resource Management, USAID
- Kurt Hoyer, Information Officer, Public Affairs Office, U.S. Embassy
- Yolanda de Guzman, Information Specialist, Public Affairs Office, U.S. Embassy
- Neil Pacamalan, Cultural Affairs Specialist, Public Affairs Office, U.S. Embassy

Presentation Highlights:

- Fostering relationships with LGUs and NGOs, and reducing conflict and strengthening democracy are among the main goals of the USAID Mission in the Philippines.
- Youth Policy of USAID: To improve the capacities and enable the aspirations of youth so that they can contribute to and benefit from more stable, democratic and prosperous communities and nations.
- Objectives: 1) Strengthen youth programming, 2) Mainstream and integrate youth issues and engage young people
- Outcomes: Youth are better able to access economic and social opportunities, and fully participate in society.
- Neil Pacamalan/U.S. Embassy presented youth exchange programs implemented by USAID. These are: Philippine Youth Leadership Program, Youth Exchanges and Study Program, and Voluntary Visitors Program.

- Miriam Pahm/MYDev was requested to explain the EQUALS Project as one of the more successful out of school youth programs.
- Mission-initiated programs:
 - a. Journalism trainings for high school students and community journalists
 - b. Interfaith camps
 - c. Internships & immersion programs
 - d. Legal aid program
 - e. Street law program
 - f. Entrepreneurial boot camps
 - g. Sports diplomacy program
 - h. Speakers program
- Neil Pacamalan/U.S. Embassy discussed the three components of the Legal Aid Program: 1) Legal aid clinics, 2) bringing of legal aid clinic representatives to the United States, 3) Bringing legal experts from U.S. to the Philippines to set up programming and networking systems for legal aid clinics.
- Yolanda de Guzman/U.S. Embassy also cited journalism training for high school students in partnership with the Department of Education and the Philippine Information Agency.
- Common Messaging: 1) Content, 2) Strategies, 3) Monitoring

Discussion/Recommendations:

- Maria Josefina Cabaguio/USAID asked if the programs are open to OSYs. Neil Pacamalan/U.S. Embassy responded that there are such programs and that they are open and flexible with their requirements.
- Kurt Hoyer/U.S. Embassy and Yasmeen Thomason/USAID initiated a brainstorming activity on how to reach the youth in Mindanao. The following were discussed:
 1. Youth Summits under EQUALS 2 (Miriam Pahm/MYDev)
 2. Youth Leadership Camp (Jona Cabaguio/USAID)
 3. Culture of peace trainings (Miguel Dominguez/EdGE)
 4. PPP blog
 5. Virtual post presence (VPP)
 6. Twitter account
 7. Journalism seminars in Zamboanga del Norte
 8. PIA partnership (e-magazine, text blast, and facebook)
 9. Training on social media for adults (Eric Aseo/P2P Program)
- Lee Forsythe informed the COPs that they could make recommendations to the various State youth programs and Neil Pacamalan mentioned that he would send out application forms for the Philippine Youth Leadership Program (PYLP) by email soon.
- Miguel Dominguez/EdGE suggested the use of the social media in reaching the youth. He asked how projects are being communicated to audiences. He also recommended the identification/use of indicators to measure the effectiveness of the mileage/exposure.

- The strengths, weaknesses, opportunities and threats (SWOT) analysis of communications was facilitated. The activity output is summarized below.

<i>Strengths:</i>	<i>Weaknesses:</i>	<i>Opportunities</i>	<i>Threats</i>
<ul style="list-style-type: none"> • We have great content/stories • We have contacts • We have a receptive audience • We have great human interest stories • Presence 	<ul style="list-style-type: none"> • Cohesion • Competing Tasks • Red tape • Media Vehicles (no one national newspaper/radio station to hit every single time) • No death stories • Acceptability of message • We have no control over our articles being edited 	<ul style="list-style-type: none"> • Growing media channels • Popular messengers • General audience is positive 	<ul style="list-style-type: none"> • Segmented market • Compartmentalization of audience • U.S. problems • Travel advisories

- It was also discussed that media interviews with contractor staff should have prior clearance/approval from USAID.

XIV. CLOSING MESSAGE

MinDA Executive Director Janet Lopez thanked the body for initiating the activity as MinDA had long envisioned a convergence among programs and partners. She highlighted the lessons learned from the Mindanao Working Group, an earlier convergence platform:

1. Externally-driven convergence platform will not be sufficient;
2. It is important to have an internally-driven system; and
3. It is also important to have a convergence platform at the LGU level.

She provided an update on the key priorities of MinDA's governance strategy:

1. Embedding environmental governance within economic strategies;
2. Human capital;
3. Shaping mindsets and perceptions (culture of peace); and
4. Communications strategy.

Ms. Lopez added that MinDA would like to make this initiative a model for institutional convergence.

XV. ADJOURNMENT

Having no other matters to discuss, the 1st USAID AMP Meeting was adjourned at 11:50 a.m.

Prepared By: **LESLIE FRANCISCO**, Communications Specialist/USAID's GEM Program

Annex E. MYDev Project Staff Orientation Activity Design

**Mindanao Youth for Development (MYDev) Program
Staff Orientation Meeting
Waterfront Insular Hotel, Davao City,
November 5-9, 2013**

Day ONE - Nov. 5 Tuesday				
Time	Session	Activity/Content Covered	Participan	Responsible
8:00-10:30		<ul style="list-style-type: none"> • Welcome • Introduction of Staff • Administrative matters 	All Staff	<ul style="list-style-type: none"> • Miriam • Tere and Benz • Ashley
10:30-11:00	• <i>Break</i>			
11:00-11:30	Opening Program	<ul style="list-style-type: none"> • Opening Remarks • Inspirational Message • Message and Guidance 	All Staff	<ul style="list-style-type: none"> • Bill Potter MYDev Program Director, EDC • Larry Lai Executive Vice-President, EDC • Mir Tillah MYDev AOR, Office of Education USAID/Philippines
11:30-12:15	What is the MYDev Program?	• MYDev Overview: Goals, Objectives, Timeline, Start-Up and Project Management	All Staff	• Bill and Miriam
12:15-1:30	<i>Lunch</i>			
1:30-3:00	What is the MYDev Program?	• Component A. Strengthening life skills, leadership and civic engagement of OSY	All Staff	• Miriam and Bill
3:00-3:15	<i>Coffee break</i>			
3:15-4:15	What is the MYDev Program?	• Component B: Increasing OSY access to education through ALS	All Staff	• Tere, Benz and Ale
4:15-5:15	What is the MYDev Program?	• Component C: Increasing OSY employability by providing equitable access to relevant education and skills	All Staff	
DAY TWO - Nov. 6 Wednesday				
8:00-10:00	How can we work together effectively?	<ul style="list-style-type: none"> • Understanding our roles and responsibilities • Communication flow 	All Staff	• Tere and Benz
10:00-10:15	Coffee break			

DAY TWO - Nov. 6 Wednesday BREAK OUT Session- TECHNICAL AND M&E TEAM				
10:15- 12:00	How do we know we are succeeding?	<ul style="list-style-type: none"> • Overview of MYDev M&E Plan • Roles and responsibilities of MYDev staff to support M&E 	LGU Coordinators and M&E staff	• Christie and Miriam
12:00-1:30	<i>Lunch break</i>			
1:30-3:00	Visualizing LGU Coordinators' - Activities	<ul style="list-style-type: none"> • Activity 1: Municipal and Barangay Orientations 	LGU Coordinators and M&E staff	• Tere & Benz
3:00-3:15	Coffee break	•		
3:15-5:00PM	Visualizing LGU Coordinators' Activities (cont'd)	<ul style="list-style-type: none"> • Activity 2: Forming and Transforming the OSY Development Alliance 	LGU Coordinators and M&E staff	• Tere & Benz

DAY TWO - Nov. 6 Wednesday (Break-Out Session)- ADMIN & FINANCE		
10:15-12:15; 1:30- 5:00	EDC and statutory reporting requirements, deadlines, documentation and back-up, MYDev chart of accounts, common errors of posting/use of account codes, cash forecast submission/preparation, petty cash liquidation, payroll preparation, distribution of pay slips, etc.	• Lorie

DAY THREE Nov. 7 Thursday- AM				
8:00-9:00	MYDev staff admin matters			
9:00-10:00	Recognizing our Partners	<ul style="list-style-type: none"> • USAID Regulations on Marking and Branding 	All Staff	• Ezekiel Laurence Enrique Development Outreach and Communications Specialist
10:00-10:15	(Working break)			

10:00-12:15	Working with Admin & Finance Teams & Laying Out the Steps for Implementation	<ul style="list-style-type: none"> • Overview on Financial Management and Grants Policies • Responsibilities with Service Providers • How to Request Financial Support for Activities • Work Planning • Preparing a budget request for activities 	All Staff (AFOs working with their respective field technical staff) LGU Coordinators and AFOs; M&E team	<ul style="list-style-type: none"> • Lorie • Jane • Tere • Benz
12:00-1:30	Lunch			

DAY THREE Nov. 7 Thursday- PM TECHNICAL TEAM (Main Facilitator- Ale)

1:30-2:00PM	General overview of tools and their relevance to MYDev	Specialists, LGU Coordinators and M&E staff	
2:00-3:00	DAP: presentation and brief hands-on administration experience		
3:00-4:00	LAR: presentation, joined review, proposed adjustments to apply to MYDev		
4:00-5:00	Wellness Activity		

DAY THREE Nov. 7 Thursday- PM ADMIN AND FINANCE TEAM (Main Facilitator- Lorie)

1:30-4:00PM	Finance refresher training	<ul style="list-style-type: none"> • Book Keeping • Quick Books • Reporting requirements 	Finance and AFO staff	
4:00-5:00	Wellness Activity			

DAY FOUR Nov. 8 Friday TECHNICAL AND M&E TEAM (Main Facilitator- Ale)

8:00-8:15	Energizer, recap of previous day, overview of the day	Specialists, LGU Coordinators and M&E staff	Ale
8:15- 9:15	IMPDT Tool		
9:15-10:15	Market Study (Part I)		
1:30-5:00	Market Study (Part II)		
5:00-9:00PM	Team-building Activities		

DAY FOUR Nov. 8 Friday

10:15-10:30	Coffee break and assembly	All Staff	
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10:30-12:00	Transparency and Accountability In Our Work : RIG Presentation	All Staff	William Murphy & Cecile Robles USAID/Philippines Regional Inspector General
12:00-1:30	Lunch break		

DAY FOUR Nov. 8 Friday ADMIN & FINANCE (Main Facilitator -Lorie)			
8:00-10:15	Grants and requests for funds for technical activities	Finance and AFO staff	Lorie
1:00-5:00	Hands on with Quick Books		
5:00-9:00PM	Team-building Activities		

DAY FIVE: Nov. 9 SATURDAY (Main Facilitator: Suzette)				
9:00-10:30	Admin Overview	<ul style="list-style-type: none"> • MYDev Policies and Procedures • Procurement • Security 	All Staff	Suzette
1030-1040	<i>Coffee break</i>			
10:40-12:30	HR Matters	<ul style="list-style-type: none"> • Compensation and Benefits 	All Staff	Suzette
	<i>Lunch Break</i>			
1:30-3:00	(continuation	<ul style="list-style-type: none"> • Travel requests, cash advances, liquidation and reimbursements 	All staff	Suzette
3:00-5:00		<ul style="list-style-type: none"> • Detailed procurement 	Admin and Finance staff	Suzette
3:00- 5:00		<ul style="list-style-type: none"> • Technical team debriefing and next steps 	Technical and M&E staff	Miriam
DAY SIX: Nov. 10 Back to base				

Annex F: Status of MYDev Staffing as of December 31, 2013

Position	Name/Date of Hire/Remarks
Davao Office	
1. Chief of Party	Identified – to be hired January 6, 2014
2. Deputy Chief of Party (Acting COP)	Miriam Pahm (July 8, 2013)
3. Monitoring, Evaluation and Communication Specialist	Aurea Christie Lumaad (Nov. 4, 2013)
4. Communications Officer	Elden Karl Requieme (Nov. 4, 2013)
5. Management Information Systems Officer	<i>(to be hired)</i>
6. Finance Manager	Mary Jane Penetrante (Nov. 4, 2013)
7. Finance Officer	Vanessa Lumain (Nov. 4, 2013)
8. Grants Officer	Jennifer Ginete (Nov. 18, 2013)
9. Office Manager	<i>(to be hired)</i>
10. Administrative and Logistics Officer	Napoleon Ashley A. Lopez (Oct. 1, 2013)
11. Driver	<i>(to be hired)</i>
Cotabato City Office	
12. Youth Development Specialist	Maria Theresa Mokamad (Aug. 12, 2013)
13. LGU Coordinator- Cotabato City	Allan Singco (Nov. 4, 2013)
14. LGU Coordinator- Marawi City	Aquino Macarampat (Nov. 4, 2013)
15. Admin-Finance Officer	Lilian Montevilla (Oct. 16, 2013)
16. Driver	<i>(to be hired)</i>
Zamboanga City Office	
17. Youth Development Specialist	Robinson Wee (Sept. 24, 2013)
18. LGU Coordinator- Zamboanga City	Rodolfo Saavedra (Nov. 4, 2013)
19. LGU Coordinator- Isabela City	Alex Molas (Nov. 4, 2013)
20. LGU Coordinator- Lamitan	Nonnie Ahaddas (Nov.4, 2013)
21. LGU Coordinator- Sulu	Aldin Aminulla (Jan 15, 2014)
22. Admin-Finance Officer	Melanie Luas (Nov. 4, 2013)
23. Driver	<i>(to be hired)</i>
Admin / HR Consultant	
24. Admin-Finance &HR Consultant	Suzette Yao Contract Extension (Nov. 8, 2013 – January 31, 2014)

Annex G: Weekly Highlights: November and December 2014

Mindanao Youth for Development Program Weekly Highlights (Nov 4-9, 2013)



EDC's International Development Division Senior Vice President, Larry Lai attended the opening day of the week-long MYDev Staff Orientation event, held in Davao City on November 5-9, 2013. Mr. Lai thanked USAID-AOR Mir Tillah (2nd from left) and USAID Program Management Specialist Jonah Cabaguio (far left) for the opportunity to implement the 5-year MYDev program, explaining that EDC looks forward to bringing its institutional experience implementing other USAID youth projects world-wide to share successful practices within the conflict environment in Mindanao.



USAID's MYDev AOR Mir Tillah presented a comprehensive overview of the USAID results framework, with an emphasis on how the MYDev Program is expected to contribute to the Peace and Stability Objective. Mr. Tillah emphasized the importance of MYDev's focus on engaging Out of School Youth for increased peace and development through their participation in life skills, basic education and skills training courses and improved livelihood opportunities.

Weekly Highlights

Nov 11-15, 2013

Life Skills Content Analysis



EDC's Youth Development Advisor, Ms. Ale Bonifaz (*standing*), presented an introductory overview presentation of the Life Skills Content Analysis Workshop conducted with representatives from TESDA and DepED. The workshop, held in Davao City on November 12, 2013, drew suggestions on ways to better deliver training and inputs on life skills for the out-of-school youth.



DepED ALS District Coordinator, Zuryda Sumapol, presented her group's output during a content review of Alternative Learning System. The group assessed the existing instructional materials of DepED vis-à-vis components of life skills. Under the MYDev Program, life skills is one of the key capabilities to be developed among the out-of-school youth.

Mindanao Youth for Development Program
Weekly Highlights (Nov 18-22, 2013)

ORIENTATION TO SERVICE PROVIDERS



MYDev Deputy Chief of Party Miriam Pahm presented the thrust of the Program during an orientation of prospective service providers on Nov. 21, 2013 in Davao City. The DCOP noted the three key priorities of the MYDev Program: basic education, livelihood, and life skills, leading toward achieving peace and stability. Participants came from the cities of Cotabato, Davao, Isabela, Marawi, and Zamboanga.



“Why out-of-school youth?” the prospective service providers were asked during the orientation. In response they were in agreement, noting the OSY’s marginalization and vulnerability. Explaining his view is Mr. Loreto Condesa (with microphone) while at his left is Mr. Joseph Fernandez, both representing the Notre Dame University of Cotabato City.”

Mindanao Youth for Development Program
Weekly Highlights (Nov 25-29, 2013)

Orientation for Finance and Admin Staff



MYDev administrative and finance project staff listening to Claudia Niño de Guzman, EDC's financial analyst during the Admin & Finance Orientation conducted last Nov. 25-29, 2013 in Davao City. The activity aims to orient the staff on the compliance guidelines of EDC and USAID and equip them with skills to implement the processes during the program implementation.

Courtesy Call to MYDev Stakeholders

An Ally for the Out-of-School Youth. Mayor Rosita Furigay (right) of Lamitan City, Basilan, expressed her support to the MYDev Program during the courtesy visit of Youth Development Specialist Robinson Wee (left) last Nov. 27, 2013. The mayor noted the importance of giving due attention and opportunities for the out-of-school youth in her municipality. She committed her support to the formation of the OSY Development Alliance that will be initiated by the program.



Renewed Partnership for Quality Education for OSY. Last The MYDev Team met Mrs. Aida Turabin Alih, Division School Superintendent of Lamitan last November 27, 2013. The courtesy meeting was also attended by key DepEd officials namely: Mrs. Artemia M. Pamaran, Division ALS Coordinator, Mr. Samuel Agang, Division English Coordinator and Mr. Efren T. Lindio, Planning Officer II and Acting Administrative Officer. DepEd Lamitan is a partner of the EQuALLS2 project implemented by EDC. During the week, the team also visited the following agencies based in Lamitan: TESDA, Department of Agriculture, City Planning and Development Office, City Social Welfare and Development Office, Department of Labor and Employment, City Committee on Education and City Chamber of Commerce.



An emerging partner for OSY workforce development. Last November 26, 2013, the MYDev team visited the provincial office of the Department of Labor and Employment (DOLE) in Isabela City. Wesley Tan OIC-DOLE Isabela City cited that their office has signed a Letter of Commitment and Support for MYDev Project during inception phase. Their office have seen huge opportunities for collaboration in livelihood activities for OSYs. He offered a space for the the LGU Coordinator's temporary office in the next 2 months. The team also visited the following offices in Isabela City: TESDA, Department of Education, City Social Welfare and Development Office, City Mayor's Office , Department of Trade and Industry and Department of Agriculture.



Rejuvenating ties with partners in education. Director Nur Pulong, DepEd ARMM ALS Director with the MYDev Staff in Cotabato during the courtesy visit. The Director warmly welcomed MYDev program and expressed his full support to ALS programming.



Renewing partnerships with Local Government Units in the Mainland. The MYDev team met Vice Mayor of Cotabato City, Hadji Abdullah A. Andang, last November 26, 2013 in Cotabato City together with the council members and they expressed excitement specially that the program is focusing on OSY interventions. On a separate meeting, the team also met City Administrator Atty. Cynthia Guiani-Sayadi who was willing to partner with MYDEV and committed to continue assist 33 ALS Mobile Teachers funded by LGU.

Enhancing linkages with supportive government agencies in the mainland. The team initiated a meeting with the OIC of TESDA, Director Carmelo Luzon last November 29, 2013. The DepEd ALS Supervisor, Ms Emily Enolpe and Division ALS Coordinator, Mrs Zorayda Sumapal also attended the meeting.





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Rejuvenating ties with partners in education. Director Nur Pulong, DepEd ARMM ALS Director with the MYDev Staff in Cotabato during the courtesy visit. The Director warmly welcomed MYDev program and expressed his full support to ALS programming.

Weekly Highlights

December 02-06, 2013

Courtesy Call: Cotabato City



Engaging LGUs from the bottom. Allan Singco, LGU Coordinator of Cotabato City (*standing*) oriented barangay officials of Barangay Rosary Heights-10 of the MYDev Program last Dec.6 to jumpstart a partnership for out-of-school youth at the barangay level

Courtesy Call: Zamboanga City



Renewing "Colorful" Partnership with City LGU. Inspired by the vibrant colours of the vinta, Mayor Ma. Isabelle G. Climaco-Salazar welcomed MYDev as part of the LGU's effort to rebuild Zamboanga City. MYDev staff Robinson Wee and Dolph Saavedra presented the program emphasizing the essential role of LGU in reconnecting OSY to their communities.

Weekly Highlights

December 02-06, 2013

LGU Orientation: Isabela City



Show of support. Members of the Isabela City local government actively participated in the orientation of the MYDev Program, indicating their support for initiatives to address needs of the out-of-school youth.

Weekly Highlights

December 9-13, 2013

Strengthening Partnerships for OSYs



OSY Training Center built through partnerships. MYDev was invited to witness the turning-over ceremony of the training center to the Barangay LGU. The training center was built together by TESDA and DOLE for OSYs in Brgy. Tabuk, Isabela City. In collaboration with these agencies and the LGUs, the center will be used for future OSY project activities.



The graduates of TESDA trainings posed in front of the newly turned-over training center. MYDev hopes to assist TESDA in sustaining and further enhancing these interventions in the barangay.

Sustaining and enhancing OSY interventions in the local communities. MYDev Program will collaborate with existing agencies – TESDA, DOLE and BLGU in continuing the TESDA skills training sessions for out-of-school youth in the barangay.

Weekly Highlights

December 9-13, 2013

Municipal / Barangay Profiling



Full Support of barangays to MYDev. Brgy Chairman Diosdado Ramos of Barangay Look, Lamitan, submitted the list of OSYs to LGU Coordinator Nonie Ahaddas at office of the ABC of Lamitan City last December 9, 2013.



Building partnerships with Academe for OSY Development. Mr. Nazif Abdul faculty of the CADDNET Computer Technology Institute, Inc.

Weekly Highlights

December 16-20, 2013

Building Linkages: Zamboanga City



Linking Partners for Appropriate OSY Trainings . City Agriculturist Diosdado Palacat (*left*) expressed his full support to the MYDev Program during a discussion with Mr. Robinson Wee (*right*), MYDEV's Youth Development Specialist. The agriculturist committed to provide assistance particularly in mapping out viable agriculture and fisheries-based training programs that would benefit out-of-school youth in the city.

LGU Orientation: Cotabato City



Rekindling Partnership for OSY. Cotabato City Vice Mayor Hadji Abdullah Andang gave his message during the orientation, expressing his full support to the MYDev Program.

Weekly Highlights

December 16-20, 2013

LGU Orientation: Cotabato City



All Together for the OSY.

MYDev's Deputy Chief of Party Miriam Pahm gave an overview of the Program, noting the need to provide due assistance to out-of-school youth. She said that through the partnership with the local government and other institutions, MYDev envisions that the youth can play their part in social and economic development.



Opportunities for Youth Organizations. Mrs. Rorayda Gampon, Senior LEO of DOLE 12, pointed out the need to register future OSY organizations to avail of their grants and services. With her are other key government officials of Cotabato City.