American Institutes for Research

Academy for Educational Development

Aga Khan Foundation USA

CARE

Discovery Channel Global Education Fund

Education Development Center

Howard University

International Reading Association

The Joseph P. Kennedy, Jr. Foundation

Juárez & Associates, Inc.

Michigan State University

Save the Children Federation, Inc.

Sesame Workshop

University of Pittsburgh

World Education, Inc.

October 2006

EQUIP1 Haiti
Twelfth Quarterly Progress Report
July 1 – September 30, 2006

Submitted by:

American Institutes for Research

With

Le Fonds de Parrainage National

U.S. Agency for International Development
Cooperative Agreement No. GDC-A-00-03-00006-00
Associate Cooperative Agreement No. 521-A-00-03-00047-00
# Table of Contents

I. Overview ............................................................................................................................................... 1  

II. Detailed Assessment of Progress ......................................................................................................... 1  

A. Administrative and Logistic.................................................................................................................. 1  

B. Project Implementation ......................................................................................................................... 1  

  Part A: Educational Assistance to Children Traumatized by Political Violence ......................... 1  
    General.............................................................................................................................................. 1  
    Technical Assistance to FPN ........................................................................................................... 2  
    End-of-Year Testing ......................................................................................................................... 3  
    Marketing......................................................................................................................................... 3  

  Part B: Relief for Flood Victims ........................................................................................................... 3  

  Part C: DAEPP Accreditation ................................................................................................................ 3  
    Overview........................................................................................................................................ 3  
    Departmental Trainings .................................................................................................................... 4  
    Training for DAEPP Personnel on Filing and Documentation ....................................................... 4  
    Equipment and Renovation ............................................................................................................. 4  
    DAEPP............................................................................................................................................ 4  
    Field Equipment: Nippes Department ............................................................................................. 5  
    Field Equipment: Other Departments ............................................................................................ 5  
    MIS and DAEPP Database ............................................................................................................. 6  
    MIS and MENFP Database Coordination ...................................................................................... 7  

  Studies............................................................................................................................................... 7  
    Survey of Scholarship Programs ................................................................................................. 7  
    Survey of Pre-Service Teacher Training .................................................................................... 7  

III. Activities for the Coming Quarter ...................................................................................................... 8  

Attachment: FPN Quarterly Report
## List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR</td>
<td>American Institutes for Research</td>
</tr>
<tr>
<td>BDS</td>
<td>MENFP District Field Office (<em>Bureau du District Scolaire</em>)</td>
</tr>
<tr>
<td>BIZ</td>
<td>MENFP Zonal Field Office (<em>Bureau Inspectorat de Zone</em>)</td>
</tr>
<tr>
<td>CIDA</td>
<td>Canadian International Development Agency</td>
</tr>
<tr>
<td>COP</td>
<td>Chief of Party</td>
</tr>
<tr>
<td>DAEPP</td>
<td>Department for Support and Partnership for Private Schools (<em>Direction d’Appui à l’Enseignement Privé et du Partenariat</em>)</td>
</tr>
<tr>
<td>DDE</td>
<td>Departmental Direction for Education (<em>Directions Départementales d’Education</em>)</td>
</tr>
<tr>
<td>DPCE</td>
<td>Planning and Cooperation Department (<em>Direction de la Planification et Cooperation Externe</em>)</td>
</tr>
<tr>
<td>FPN</td>
<td><em>Fonds de Parrainage Nationale</em></td>
</tr>
<tr>
<td>MENFP</td>
<td>Ministry of Education and Vocational Training (<em>Ministère de l’Education Nationale et de la Formation Professionnelle</em>)</td>
</tr>
<tr>
<td>MIS</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>SACENP</td>
<td>Service for Non-Public School Accreditation (within DAEPP) (<em>Service d’Accreditation des Ecoles Non-Publique</em>)</td>
</tr>
<tr>
<td>SAEPP</td>
<td>DAEPP Departmental Offices</td>
</tr>
<tr>
<td>TOR</td>
<td>Terms of Reference</td>
</tr>
</tbody>
</table>
I. Overview

This report summarizes the activities of the EQUIP1 Haiti Program during the period July 1 – September 30, 2006. Under “Part A,” implementing partner Le Fonds de Parrainage Nationale (FPN) disbursed the final 2005-2006 payments to schools and teachers participating in the primary school scholarships program (save for schools in Port-au-Prince, which received payments in October). To start off the new 2006-2007 scholarship program, FPN held “back-to-school” ceremonies to distribute school supplies to students, teachers, and school committees. In addition, FPN supervisors received training this quarter and conducted the initial attendance monitoring for 2006-2007 sponsored students. FPN annual independent tests were corrected in July and analysis of results is still underway. “Part C” support to the Department for Support and Partnership for Private Schools (DAEPP) of the Ministry of Education and Vocational Training (MENFP) continued to make progress this quarter. Improvements made to the DAEPP headquarters include installation of air-conditioning units and an intra-office telephone network. In the pilot Nippes Department, renovations continue on the departmental, district, and zonal education offices in preparation for the installation of computers and networking functionality. Basic office equipment was distributed to all other DAEPP departmental offices throughout the country, which are not participating in the pilot activities. Finally, AIR signed an agreement with a local firm to conduct the survey of scholarship programs in Haiti. The study will be conducted next quarter.

II. Detailed Assessment of Progress

A. Administrative and Logistic

Two new senior staff members joined the Haiti field office this quarter. Mr. Raoul Fleurima is the new DAEPP Program Coordinator and Mrs. Elyse Gelin joins the project as Scholarship Program Coordinator. Also this quarter, FPN’s financial reporting showed clear improvement, while progress continues to be made in the effort to ensure regular and timely program reporting. In addition, the field office received the two project vehicles.

B. Project Implementation

Part A: Educational Assistance to Children Traumatized by Political Violence

General

This quarter marked the completion of most payments for the 2005-2006 school year, as well as the launch of 2006-2007 activities. In September, FPN made the third and final 2005-2006 payments to teachers and school directors in Cap-Haïtien, Gonaïves, Saint Marc and Petit-Goâve. Payments for Port-au-Prince followed in October.

Preparations for 2006-2007 activities began in early September, when FPN’s Supervision Director Friguette Henri held a “back-to-school” seminar for all FPN supervisors. The first two days were reserved for instruction of head supervisors—each of which is responsible for 4 or 5 supervisors in a commune. The head supervisors were then joined by all the FPN supervisors, as well as some
supervisor trainees (totaling approximately 56 people). Topics for the seminar included leadership, problem solving, reporting, setting up regional offices, and constructing work plans. Participants seemed to enjoy learning new methods and discussing improvements in FPN monitoring processes.

In late September, FPN held “Back-to-School” ceremonies in four cities where the scholarship program is active. The ceremonies were used to distribute the school materials to students, teachers, and school committees. The table below contains the schedule for the events and representation from AIR and USAID. Where USAID was present there was a symbolic distribution of material, with a full distribution to all students later in the day. In St. Marc and Gonaives there was a single, longer ceremony.

<table>
<thead>
<tr>
<th>DATE</th>
<th>CITY</th>
<th>US MISSION</th>
<th>AIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Sept.</td>
<td>St Marc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Sept</td>
<td>Gonaives</td>
<td></td>
<td>Gelin</td>
</tr>
<tr>
<td>26 Sept</td>
<td>Petit Goave</td>
<td>Dep. Dir. Lawrence Hardy</td>
<td>Bohan/Gelin</td>
</tr>
<tr>
<td>29 Sept</td>
<td>Cap Haitian</td>
<td>Dep. Dir. Lawrence Hardy</td>
<td>Bohan/Gelin</td>
</tr>
</tbody>
</table>

Also marking the start of the 2006-2007 program, FPN supervisors were busy this quarter monitoring the attendance of 2006-2007 sponsored students, to ensure all students identified for support are indeed attending school. Supervisors also took this opportunity to collect the annual student reports from schools for the 2005-2006 school year.

Finally this quarter, FPN completed the remaining preparations for the introduction of direct deposit payments to teachers and school directors. This move will vastly improve the efficiency of the disbursement process. In preparation for the switch, savings accounts were established for beneficiaries during the disbursement of the final 2005-2006 payments. In addition, arrangements with the bank are now set. Direct deposit payments are expected to commence with the first of the 2006-2007 disbursements.

Technical Assistance to FPN

Washington, DC based Program Assistant Alicia Santa and AIR field accountant Maurille Beheton visited Haiti August 14-18 to review FPN and AIR accounting procedures following the hiring of new Financial Managers at both FPN and AIR this spring. (Mr. Beheton subsequently extended his stay to August 24 to allow for further FPN training, especially in Quickbooks.) Ms. Santa and Mr. Beheton had several findings following their review, and it was therefore decided, in consultation with USAID, that AIR should conduct an internal financial review of FPN—to prepare FPN for the external audit that is included in their budget.

Maurille Beheton returned to Haiti for three weeks in late September and early October to conduct the pre-audit review of FPN and to prepare FPN to switch to a multi-currency version of QuickBooks for the new fiscal year. The review was conducted with AIR’s Finance Manager Stanley Quitel during the week of September 25 and the resulting report was issued October 3. AIR staff began working immediately with FPN on issues identified by the review with the confidence that these can be addressed without difficulty.
End-of-Year Testing

In July, FPN began correction of the 2005-2006 student tests. A team of two graders was selected for each grade level (1-6) to correct the tests. Analysis of the results is still underway.

Marketing

Several marketing events took place this quarter, which served to increase the visibility of FPN activities and which will hopefully result in increased donations. These included “Guest of the Day” appearances by the FPN Executive Director on two radio stations and one television station. In addition, the Executive Director made presentations to both the Chamber of Commerce and Industry of South Department and the Rotary club of Pétion-Ville. FPN’s “Back-to-School” ceremonies also serve an important role in increasing the visibility of FPN.

Part B: Relief for Flood Victims

The flood relief activity was designed to provide assistance with school tuition and related expenses for disadvantaged students affected by the floods that hit Haiti in the spring and fall of 2004. This activity formally concluded in January 2006.

Part C: DAEPP Accreditation

Overview

Mr. Raoul Fleurima joined AIR in early July as DAEPP Project Coordinator and shortly thereafter he accompanied DAEPP staff and Nippes Departmental Director Wilnor Pierre on a tour of the BDS and BIZ of the Nippes Department. The visits confirmed that the Nippes Department is the right department in which to pilot the project, due in large part to the effective leadership of Wilnor Pierre. He appears to be a tireless worker who is able to procure materials and organize and motivate his staff in order to get the job done. The visits also clearly demonstrated the needs (for both equipment and training) of the DDE office and of the BDS and BIZ offices. Existing computers and other equipment are out-dated and while files at the DDE seem to be fairly well organized, filing at the BDS and BIZ level is dysfunctional at best.

Discussions continued on the choice of departments for project expansion during the next 12 months. DAEPP has suggested the South Department (due to its proximity to Nippes) and the Northeast Department (as it has historically received little attention from international donors and the Ministry). AIR, however, will have to make sure that DAEPP’s choice is in line with USAID’s new strategy.

DAEPP Director J. Yvon Pierre spent the month of July at a USAID sponsored-francophone program in project management at the University of Illinois. AIR had recommended Mr. Pierre’s participation to USAID.
Departmental Trainings

The distribution of office furniture to the SAEPP offices in August and September (see *Equipment & Renovation* below) raised the profile of the project considerably in the eyes of the SAEPP employees and the Departmental Directors—so much so that the DDE’s, who had not shown much interest in the initial trainings (October 05 – March 06), specifically requested training in licensing. This training will be scheduled for October. Moreover, in several departments DAEPP staff took advantage of the furniture delivery to conduct training for new DDE employees. Trainings were given in Nippes (July) and in the North, Center and Grand’ Anse (September).

In late September, DAEPP staff visited several towns in Grand’Anse. In addition to Jeremie, these included the remote towns of Dame Marie Anse D’hainault, Corail and Pestel. At each location, DAEPP staff processed several school applications on site and then hosted local meetings to present their findings to school owners and directors. Each school present at these meetings was given a sheet explaining what was missing from their application. This type of support visit by DAEPP staff had never been made before the project and is proof positive that one of the major accomplishments of the project is reducing the large distances, both geographic and psychological, that exist between DAEPP, DDEs, inspectors and schools. To date, DAEPP staff has visited almost all SAEPP offices at least twice over the course of the last 12 months.

*Training for DAEPP Personnel on Filing and Documentation*

Proper filing is a great need at almost every level in Haiti, illustrated by the fact that a 1996 survey of primary school teachers revealed that one third could not properly alphabetize a list in French. Planning for such training, however, has proven difficult. As far back as April, AIR proposed filing and documentation training for DAEPP personnel, which would then be replicated for Nippes inspectors as well as for SAEPP staff in all 10 departments. AIR initially received a training quote from the local firm CFCC, but DAEPP Director Yvon Pierre preferred to approach the NGO FOKAL (which has a library training program) to conduct the training. FOKAL declined, citing time and personnel constraints but referred us to Bibliorom, whom AIR first met in July. Bibliorom visited DAEPP and the Nippes DDE in order to prepare a proposal, however Yvon Pierre found Bibliorom’s hourly rate to be expensive and so promised to come back with a fourth alternative. More than a month went by before AIR met again with CFCC on September 19 and worked out an agreement. The three-day training is now scheduled for October.

*Equipment and Renovation*

**DAEPP**

For the first time, air-conditioning units were installed in the SACENP office in late July. At the end of this reporting period, however, the units were still not functioning as they had yet to be hooked up to the buildings electrical system. This task is the responsibility of the MENFP’s maintenance department and the quote they presented to DAEPP for materials is still under discussion.

In September, at the suggestion of AIR, the first-ever intra-office telephone network was installed for all DAEPP offices, and the entire DAEPP staff received training on how to use the system. Previously there was only a single phone at the reception to serve the entire department—consisting of five offices and 20 employees. This type of simple and low-cost improvement goes a long way towards increasing DAEPP’s productivity and efficiency.
Field Equipment: Nippes Department

From July 10-13, AIR and DAEPP conducted a field visit to the Nippes Department in order to visit the district and zonal offices and to assess the work necessary to install solar panels, computers and telephone/internet communication—in preparation for MENFP inspectors to enter licensing applications from their local offices and send the information to superiors via the internet.

Following an initial meeting with departmental director Wilnor Pierre in the Miragoane DDE, visits were made to BIZ offices in Miragoane, Fond-des-Negres, and Paillant (July 10); Petite Riviere de Nippes, Anse-a-Veaux and Petit Trou de Nippes (July 11); and Baraderes (July 12). At all locations the team took an inventory of renovations necessary for the offices to accommodate computer equipment. Some buildings were new and need little work. Others, such as the DDE, will require extensive renovation (new windows and doors, toilet installation, etc.). Some offices, for example Baraderes and Petit Trou, are simply too inadequate and new buildings will need to be rented.

The trip to Presqu’ile des Baraderes (Les Basses & Grand Boucan) did not take place because there is no BIZ office there and we felt that there were not enough schools in that area to warrant a full time inspector. AIR recommended that the area be serviced through regular visits from the Baraderes inspector. Trips to Lieve and Plaisance du Sud were cancelled due to rain, which made the roads inaccessible.

During the visits it was discovered that Fond des Negres and coastal Nippes are served by the Haitel cellular telephone network, which will allow us to use their internet service in these locations. The initial equipment cost is $200—a considerable savings compared to the $1,800 satellite system that will still be necessary for the Miragoane DDE and remote areas such as Baraderes.

Following the tour of locations in early July, AIR and DAEPP made a follow-up visit on July 28 with consultant Alan Li to assess equipment needs for the computer network that will link the DDE to the BDS and BIZ in the Nippes Department. As a result of the assessment, AIR ordered 30 laptop computers and one server for the Nippes DDE, BDS and BIZ offices. This equipment was received in September.

Also following the initial tour, AIR began working with the Nippes DDE construction supervisor to get quotes for material and labor for the needed renovations. By the end of the reporting period work was underway at the DDE and scheduled to finish towards the end of October. Work on the BDS and BIZ (mostly cosmetic) is scheduled for November.

Field Equipment: Other Departments

As part of the follow-up visits to the SAEPP offices around the country, AIR brought basic office furniture (tables, chairs, filling cabinets, etc.) to the SAEPP personnel. BDS offices in the West Department were also included in this initiative as they are responsible for many schools. Most SAEPP offices and the West BDS were in desperate need of this equipment; in some places inspectors were sharing desks and chairs.

Table I below shows the distribution of office furniture during this period.
### Material

<table>
<thead>
<tr>
<th>Dept. &amp; Location</th>
<th>Desks</th>
<th>Office chairs</th>
<th>Visitor chairs</th>
<th>Filing cabinets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre SAEPP</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Grand'Anse SAEPP</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>North SAEPP</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>North-East SAEPP</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>South SAEPP</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>South-East SAEPP</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>West -BDS Arcahaie</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>West -BDS Carrefour</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>West -BDS Crx-des-Bouquets</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>West -BDS Léogane</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>West -BDS Petion Ville</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>West -BDS Tabarre</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>West SAEPP</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>39</strong></td>
<td><strong>39</strong></td>
<td><strong>78</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

The SAEPP staff were delighted to receive the material, which generated a lot of good will towards DAEPP and the project. Jacques Yvon Pierre congratulated AIR, saying that AIR and DAEPP had established good working relationships. He mentioned that some donor projects go for years without any concrete results but that AIR had shown a practical, results-oriented approach.

**MIS and DAEPP Database**

SQL software for the database, which had taken almost six weeks to arrive in the Washington office, was stolen from Maurille Beheton’s suitcase en route to Haiti in September. Another copy was ordered from a local vendor but had not arrived by the end of September.

As DAEPP staff becomes more familiar with the database they continue to suggest improvements. This quarter saw several minor improvements including the addition of a field that shows which employee entered the data. This additional feature will be useful for performance evaluations.
MIS and MENFP Database Coordination

AIR continues to be proactive in establishing links with all parties involved in the MENFP’s MIS, encouraging them to share information and work together to develop an efficient and effective system. In July AIR met with Patrick Attie and Dieudonne Richard from Infotronique. Infotronique has the Inter-American Development Bank contract to develop the MENFP’s MIS, working primarily with DPCE. Richard subsequently made several visits to SACENP to inspect the SACENP database and interview SACENP staff. In addition, discussions this quarter between World Bank consultants, the Minister of MENFP, and the Prime Minister will hopefully help to ensure that relevant data from other ministries as well as from various departments within MENFP are available to a coordinated MENFP MIS.

The school “code” is an issue which, while not included in the project’s scope of work, is nonetheless an important element in establishing a ministry-wide MIS. In September AIR staff met with G. Desruisseaux from SACENP who explained that the school code is supposedly a unique number assigned to each school by the Finance Ministry. However, Desruisseaux showed us that often several schools share the same number. For this reason, SACENP has decided to assign their own code to each school. We discussed the importance of fixing the school code problem with the Finance Ministry and MENFP’s DPCE. AIR will also follow up with the DPCE on the issue of an MENFP domain name. At present, no MENFP employees use the MENFP domain for their email and we are not sure if the domain is operational. This will be an important element as the project puts more and more MENFP employees “online” and uses email for professional correspondence.

Studies

Survey of Scholarship Programs

As noted in the previous quarterly report, the TOR was issued to organizations CAFT, CRESFED and FOKAL on June 30th. Both CAFT and CRESFED responded that they could not bid. FOKAL too eventually withdrew, after submitting an initial proposal. The TOR was then reissued to Quisqueya University and CFET. Quisqueya never responded with an offer. CFET’s proposal, received on September 21, was eventually chosen and a contract was signed September 29. Work is scheduled to begin in early October and the first draft is scheduled for December 1.

Survey of Pre-service Teacher Training

In August, AIR discussed the survey with CIDA’s Jeannie Zaugg and Evelyn Margron and requested feedback from them. Comments were received in September and the TOR revised. A final version of the TOR was then translated into French for Mr. Renold Telfort, head of the “Direction de la Formation et du Perfectionnement” (DFP), the MENFP office responsible for teacher training.
III. Activities for the Coming Quarter

The following activities are planned for the next reporting period (October - December 2006):

Part A

- FPN will disburse the first part of the academic year 2006/2007 scholarships.
- FPN will begin instituting the recommendations of the CIDA financed administrative review, as well as additional recommendations from AIR.

Part C

- Filing training will be conducted for DAEPP employees and SAEPP staff in all 10 departments.
- Computer and internet equipment to will be provided to DDE, BDS and BIZ in Nippes.
- Computer training will be held for SAEPP staff in nine departments (Nippes staff has already received this training).

Studies

- Subcontractor will conduct scholarship survey.
- Subcontractor will conduct pre-service teacher training survey.
FONDS DE PARRAINAGE NATIONAL

QUARTERLY REPORT:
JULY 1, 2006 – SEPTEMBER 30, 2006

SUBMITTED BY: ANTOINE LEVELT
EXECUTIVE DIRECTOR

Haïti Scholarship Program
EQUIP 1
Associate award No 521-A-00-03-0047-00

OCTOBER 2006
1- SUMMARY

ADMINISTRATION, FINANCE AND ACCOUNTING ACTIVITIES

1 Changes in staff: FPN made some changes to improve the quality of the work and specially the quality of the controls // 2 Offices outside of Port-au-Prince: FPN will continue to look for affordable and convenient spaces because up to now the identified spaces were too expensive // 3 New accounting software: FPN bought QuickBooks multi currency and has requested the technical support of AIR to implement it and to help in the training of the staff members of the accounting service // 4 New method of payment: FPN is going to pay school Directors and teachers with direct deposit on newly opened bank accounts // 5 Financial review and pre-audit: the review and the audit were conducted by AIR. FPN identified some erroneous findings in the reports.

IMPLEMENTING THE ACTIVITIES WITH THE SCHOOLS

1 Payments to schools and to teachers: FPN made the third and last 2005 – 2006 disbursement to schools and teachers of Cap-Haïtien, Gonaïves, Saint Marc and Petit-Goâve totaling $ 83,312 // 2 Distribution of school materials: 128,688 notebooks, 53,200 pens, 36,232 pencils, 17,996 rubbers, 845 boxes of chalk, 15,460 school bags // 3 School improvement projects: 158 (90%) already approved and 17 still to be approved // 4 End-of-school year testing of the students: the 28,981 tests were corrected, the results computerized; FPN is analyzing them // 5 USAID database of its 2005-2006 beneficiaries: we finalized the work. Through FPN 679 schools were beneficiaries of USAID funds during the year 2005 – 2006 // 6 Monitoring: attendance controls for 2006 – 2007 are at our Central Office for 174 schools, i.e.99% of the total, and 98% of the annual reports of the sponsored students were collected.

MARKETING ACTIVITIES

1 Meeting with the Press: the Executive Director of FPN was « Guess of the day » in three media (2 radio stations and 1 TV) // 2 Presenting FPN to Private Sector Institutions: the activities of FPN were presented to the Chamber of Commerce and Industry of the South Department and to the Rotary Club of Pétion-Ville // 3 Ceremonies of distribution: with the Officials and the Press as witnesses, the schedule of the ceremonies was Saint Marc on September 20, Gonaïves on September 22, Petit-Goâve on September 26, Cap-Haitien on September 29
2- PERFORMANCE REVIEW

2-1 ADMINISTRATION, FINANCE AND ACCOUNTING ACTIVITIES

2-1.1 Changes in staff

► Replacement of some staff members

A Supervision Assistant resigned for a better salary elsewhere. The post was filled during the month of September with a new incumbent.

We were not satisfied with the work of some Supervisors and consequently their contracts were not extended. As usual when FPN needs persons to do a specific work, the scheme was:

- identification of potential candidates based on their academic level and their experience in the field of education; 55 suitable candidates were identified and among them 24 are women, i.e. 44%.

- training for all the 55 candidates

- evaluation of all the 55 candidates taking part in the training based on their ability to respect precise instructions, to solve problems, to work as part of a team, ...; 38 were favorably evaluated and among them 15 are women, i.e. 39%.

- selection of the best qualified persons: 2 for Cap-Haïtien, 2 for Gonaïves, 2 for Saint Marc and 1 for Petit-Goâve

► Quality of the controls

To ensure the quality of the controls, we want our Supervisors to have a good collaboration with the teachers and the school Directors but not a friendly collaboration.

That’s why in addition to the usual rotation of staff of a specific program, to avoid having a Supervisor always controlling the same school, we also move some Supervisors from one program to another one when it’s possible. During the reporting period, a Supervisor was moved from the FPN / AIR / USAID program to another FPN program not funded by AIR / USAID in the same city. We also had a Supervisor moving from a FPN program not funded by AIR / USAID in Gonaïves to the FPN / AIR / USAID program in Petit-Goâve.
2-1.2 Offices outside of Port-au-Prince

In Cap-Haïtien, Gonaïves, Saint Marc and Petit-Goâve our offices are located in schools. This is not really appropriate because these offices are too exiguous considering the actual and future growth in our activities.

We have identified 3 suitable office spaces in Cap-Haïtien, 2 in Gonaïves, 4 in Saint Marc and 2 in Petit-Goâve but the prices are too expensive. We will continue to look for affordable and convenient spaces.

2-1.3 New accounting software

Since AIR Washington accepts the use of QuickBooks multi currency, FPN has bought it and has requested the technical support of AIR to implement the new software and to help in the training of the staff members of the accounting service.

2-1.4 New method of payment

Up to now to get paid each school Director and each teacher had to receive a check.

For instance, the third disbursement for the FPN / AIR / USAID 2005 – 2006 program required us to print 1,452 checks, have the 1,452 checks signed by two authorized persons, photocopy the 1,452 signed checks, prepare 1,452 receipts, dispatch the 1,452 checks to the appropriate Chief Supervisors, distribute the 1,452 checks, have the 1,452 receipts signed by the beneficiaries, get the signed receipts back to our office in Port-au-Prince, enter 1,452 bank transactions in our accounting system, control the payment of the 1,452 checks on the bank statements, …

Starting with our next disbursements for the FPN / AIR / USAID program and for all our other major programs as well, we will make a direct deposit on the bank accounts of the beneficiaries, school Directors and teachers.

This decision was taken before the second disbursement for the FPN / AIR / USAID 2005 – 2006 program, i.e. months ago, but we had to consider the situation of our other programs and it took some time to finalize the mechanism with the bank. We started the process for the opening of savings accounts for the future beneficiaries during the distribution of the checks of the third 2005 – 2006 disbursement for the FPN / AIR / USAID program.
2-1.5 Financial review and pre-audit conducted by AIR

During the month of August AIR conducted a financial review for the period of October 2004 to June 2006. We sent our comments about the report issued that contained some erroneous findings concerning some points of major importance:

- « No income tax is withheld from employees» although payments appear in our monthly accounting reports
- « Only Mr. Level is the sole signature of the bank account » although thousands and thousands of photocopies of checks in the monthly reports sent to AIR show that all checks are signed by two authorized persons

At the end of September, AIR issued its audit report on the financial statements related to AIR/USAID funds for the period of October 1\textsuperscript{st} 2004 to September 30, 2005 and from October 1\textsuperscript{st} 2005 to August 31, 2006.

2-2 IMPLEMENTING THE ACTIVITIES WITH THE SCHOOLS

2-2.1 Payments to schools and to teachers

During the month of September 2006, FPN made the third and last disbursement for 2005 - 2006 to the schools and to the teachers of Cap-Haïtien, Gonaïves, Saint Marc and Petit-Goâve totaling $ 83,312.

The breakdown is as follows:

<table>
<thead>
<tr>
<th>COMMUNE</th>
<th>Nb teachers</th>
<th>$ for teachers</th>
<th>Nb schools</th>
<th>$ for schools</th>
<th>$ for teachers and schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP-HAITIEN</td>
<td>314</td>
<td>10942</td>
<td>39</td>
<td>13371</td>
<td>24313</td>
</tr>
<tr>
<td>GONAIVES</td>
<td>264</td>
<td>9391</td>
<td>34</td>
<td>11479</td>
<td>20870</td>
</tr>
<tr>
<td>SAINT MARC</td>
<td>191</td>
<td>7582</td>
<td>26</td>
<td>9267</td>
<td>16849</td>
</tr>
<tr>
<td>PETIT-GOAVE</td>
<td>151</td>
<td>9573</td>
<td>20</td>
<td>11707</td>
<td>21280</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>920</strong></td>
<td><strong>37488</strong></td>
<td><strong>119</strong></td>
<td><strong>45824</strong></td>
<td><strong>83312</strong></td>
</tr>
</tbody>
</table>

The above amounts were paid with non AIR/USAID funds anticipating a transfer from AIR. We had to wait for the transfer to be effective, i.e. after the reporting period, to make the third disbursement for Port-au-Prince to the 56 schools, i.e. $ 25,793, and to the 357 teachers, i.e. $ 21,105.
2-2.2 Distribution of school materials

Let’s recall that:

1) FPN has designed standard kits for annual needs of students and of teachers:
   - kit 1 for a student in grade 1 or 2
   - kit 2 for a student in grade 3 or 4
   - kit 3 for a student in grade 5 or upper
   - kit 4 is for a teacher

2) the school materials are received by the school committee who has to sign the detailed receipt on behalf of the school.

The standard kits are as follows.

<table>
<thead>
<tr>
<th>Kit</th>
<th>Notebook (18 p)</th>
<th>Pen (36 p)</th>
<th>Pen (96 p)</th>
<th>Pencil</th>
<th>Sharpener</th>
<th>Rubber</th>
<th>Dictionary</th>
<th>Map of Haiti</th>
<th>Box of chalk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>-</td>
<td>8</td>
<td>-</td>
<td>4</td>
<td>1</td>
<td></td>
<td>2</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>-</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>-</td>
<td>8</td>
<td>8</td>
<td>6</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

As already mentioned, we bought the school materials for 2005-2006 in one time to lower the prices. But considering the time when the contracts were signed, we distributed after the signing of the contracts only the quantity to cover the needs up to the end of the academic year 2005 - 2006, i.e. June 30, 2006.

The rest described in the following table was distributed for the academic year 2006 - 2007. Therefore the 2006 – 2007 cost of school materials will be much lower than initially planned.
In addition there is a school bag for each sponsored child.

### 2-2.3 School improvement projects

The Supervisors gave a technical support to the school committees to help in the preparation of the projects. The situation at the end of the reporting period is as follows:

<table>
<thead>
<tr>
<th>Commune</th>
<th>To be prepared</th>
<th>Already approved</th>
<th>Not yet approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP-HAITIEN</td>
<td>39</td>
<td>23 i.e. 59%</td>
<td>16 i.e. 41%</td>
</tr>
<tr>
<td>GONAIVES</td>
<td>34</td>
<td>34 i.e. 100%</td>
<td>0 i.e. 0%</td>
</tr>
<tr>
<td>SAINT-MARC</td>
<td>26</td>
<td>26 i.e. 100%</td>
<td>0 i.e. 0%</td>
</tr>
<tr>
<td>PORT-AU-PRINCE</td>
<td>56</td>
<td>56 i.e. 100%</td>
<td>0 i.e. 0%</td>
</tr>
<tr>
<td>PETIT-GOAVE</td>
<td>20</td>
<td>19 i.e. 95%</td>
<td>1 i.e. 5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>175</strong></td>
<td><strong>158 i.e. 90%</strong></td>
<td><strong>17 i.e. 10%</strong></td>
</tr>
</tbody>
</table>
2-2.4 End-of-school year testing of the students

We had a session of harmonization of the correcting on July 10. The correcting of the 28,981 tests was made by a team of twelve (12) graders selected after a practical session of correcting, two for each level going from grade 1 to grade 6. The results were computerized and we are analyzing them.

2-2.5 USAID database of its 2005-2006 beneficiaries

We finalized the work and it shows that, through FPN, 679 schools were beneficiaries of USAID funds during the academic year 2005 - 2006:

1. 24 schools participated only in the EDA project
2. 34 schools participated in the EDA project and had scholarships in Part A
3. 141 other schools had only scholarships in Part A
4. 480 other schools (Part B) had a total of 2,469 teachers who received a grant of $69.19. 242 schools also received school kits and 94 others had a back-to-school support for a total of 4,000 students

2-2.6 Monitoring

The situation at the end of the reporting period is as follows for the collection of the annual reports of the sponsored children and the attendance controls for 2006 – 2007.

<table>
<thead>
<tr>
<th>Commune</th>
<th>Schools</th>
<th>Controlled schools</th>
<th>Schools where the reports were collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP-HAITIEN</td>
<td>39</td>
<td>38 i.e. 97%</td>
<td>35 i.e. 90%</td>
</tr>
<tr>
<td>GONAIVES</td>
<td>34</td>
<td>34 i.e. 100%</td>
<td>34 i.e. 100%</td>
</tr>
<tr>
<td>SAINT-MARC</td>
<td>26</td>
<td>26 i.e. 100%</td>
<td>26 i.e. 100%</td>
</tr>
<tr>
<td>PORT-AU-PRINCE</td>
<td>56</td>
<td>56 i.e. 100%</td>
<td>56 i.e. 100%</td>
</tr>
<tr>
<td>PETIT-GOAVE</td>
<td>20</td>
<td>20 i.e. 100%</td>
<td>20 i.e. 100%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>175</strong></td>
<td><strong>174 i.e. 99.4%</strong></td>
<td><strong>171 i.e. 98%</strong></td>
</tr>
</tbody>
</table>
2-3 MARKETING ACTIVITIES

Visibility of FPN activities will help us raise funds and we tried to have the maximum of visibility.

2-3.1 Meeting with the Press

The Executive Director of FPN was « Guess of the day » in three media:

5 July 13 : Radio Kiskeya
6 July 21 : Radio Métropole
7 August 24 : Canal Bleu ( a TV station)

2-3.2 Presenting FPN to Private Sector Institutions

The Executive Director of FPN presented the activities of the Foundation to Private Sector Institutions with the objective of having donations of these Institutions and also donations of the members of these Institutions:

8 August 4: Chamber of Commerce and Industry of the South Department in Les Cayes
9 September 12 : Rotary Club of Pétion-Ville

2-3.3 Ceremonies of distribution

FPN was authorized by USAID to invite the Press to all the ceremonies even when USAID would not be present.

Our plan was based on visibility and transparency. We planned for each ceremony scheduled for the afternoon to have with the Officials and the Press as witnesses:

10 all the sponsored students to receive their school bags ( one per student )
11 all the school committees to receive the materials described in 2-2.2 of the present report.

USAID preferred to have ceremonies in the morning with a maximum of three hundred ( 300 ) persons. Since USAID wanted to attend the ceremonies in Petit-Goâve, Cap-Haïtien and Port-au-Prince we also planned to have in those cities a symbolic distribution in the morning with the Officials and the Press attending.
The following table presents the schedule of the ceremonies. Of course the Executive Director of FPN, the Director of Marketing, the staff of the Direction of Supervision participated in all the ceremonies.

<table>
<thead>
<tr>
<th>DATE/ TIME</th>
<th>LOCATION</th>
<th>PLANNED OPERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/09/06 15 : 00</td>
<td>ECOLE FRERE HERVE SAINT MARC</td>
<td><strong>HUGE DISTRIBUTION</strong> MATERIALS TO 26 SCHOOL COMMITTEES SCHOOL BAGS TO 2257 STUDENTS</td>
</tr>
<tr>
<td>22/09/06 15 : 00</td>
<td>ECOLE MARIE ROSE Durocher Gonaives</td>
<td><strong>HUGE DISTRIBUTION</strong> MATERIALS TO 34 SCHOOL COMMITTEES SCHOOL BAGS TO 2839 STUDENTS</td>
</tr>
<tr>
<td>26 / 09 / 09 10 :00 AM</td>
<td>RELAIS DE L’EMPEREUR PETIT-GOAVE</td>
<td><strong>SYMBOLIC DISTRIBUTION</strong> 20 SCHOOL DELEGATIONS ATTENDING (STUDENTS, TEACHERS, DIRECTOR, PARENTS)</td>
</tr>
<tr>
<td>26 / 09 / 06 15 :00</td>
<td>PARC ANGLADE PETIT-GOAVE</td>
<td><strong>HUGE DISTRIBUTION</strong> MATERIALS TO 20 SCHOOL COMMITTEES SCHOOL BAGS TO 2690 STUDENTS</td>
</tr>
<tr>
<td>29 / 09 / 06 10 :00 AM</td>
<td>COLLEGE ST FRANCOIS XAVIER ( AUDITORIUM ) CAP-HAITIEN</td>
<td><strong>SYMBOLIC DISTRIBUTION</strong> 39 SCHOOL DELEGATIONS ATTENDING (STUDENTS, TEACHERS, DIRECTOR, PARENTS)</td>
</tr>
<tr>
<td>29 / 09 / 06 15 :00</td>
<td>FRERES DE L’INSTRUCTION CHRETIENNE CAP-HAITIEN</td>
<td><strong>HUGE DISTRIBUTION</strong> MATERIALS TO 39 SCHOOL COMMITTEES SCHOOL BAGS TO 3221 STUDENTS</td>
</tr>
<tr>
<td>6 / 10 / 06 10 :00 AM</td>
<td>RITZ KINAM II PETION-VILLE</td>
<td><strong>SYMBOLIC DISTRIBUTION</strong> 39 SCHOOL DELEGATIONS ATTENDING (STUDENTS, TEACHERS, DIRECTOR, PARENTS)</td>
</tr>
</tbody>
</table>
Let’s mention that M. Gabriel Bien-Aimé, Minister of Education, and Mrs. Janet A. Sanderson, Ambassador of the United States, participated in the ceremony for Port-au-Prince at Ritz Kinam on October 6.

The Officials and the members of the Press attending the ceremonies during the reporting period were as follows.

**Saint Marc on September 20**

Haitian State Officials: - M. Wilner Germain Benoit, Deputy Mayor of Saint Marc  
- M. Tony Jacques, Representative of the Ministry of Education


**Gonaïves on September 22**

Haitian State Officials: - Mrs. Gracia Jacques, Mayor of Gonaïves  
- M. Marc Elie St Hilié, " Délégué " ( i.e. Representative of the Government in the Department of Artibonite)  
- M. Josué Doltéus, Representative of the Ministry of Education

AIR Officials: Mrs. Elyse Gélin, Project Coordinator


**Petit-Goâve on September 26**

Haitian State Officials: - M. Pierre Michel Laguerre, General Director of the Ministry of Education  
- Mrs. Evelyne Chéron, Senator of Department of West ( in the afternoon ceremony)

USAID Officials: - M. Lawrence Hardy, Deputy Director of USAID in Haïti  
- M. Hervé Jean Charles , Education Advisor

AIR Officials: - M. Conor Bohan, Director of AIR Office in Haiti  
- Mrs. Elyse Gélin, Project Coordinator

Cap-Haïtien on September 29

Haitian State Officials: - M. Haspil Fleurant, Mayor of Cap-Haïtien
- M. Emmanuel Jean, Representative of the General Director of the Ministry of Education

USAID Officials: - M. Lawrence Hardy, Deputy Director of USAID in Haïti
- M. Hervé Jean Charles, Education Advisor

AIR Officials: - M. Conor Bohan, Director of AIR Office in Haïti
- Mrs. Elyse Gélin, Project Coordinator