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Acronyms and Abbreviations

AIR	American Institutes for Research
BPM	La Brigade de Protection des Mineurs
APC	Alliance for the Protection of Children
CRC	United Nations Convention on the Rights of the Child
CNLTP	National Committee to Combat Human Trafficking
GoH	Government of Haiti
IBESR	Institut du Bien-Être Social et de Recherches
M&E	Monitoring and Evaluation
PD	Positive Deviance
RQA	Rapid Qualitative Assessment
SNPE	National Child Protection Strategy
UNICEF	United Nations Children's Fund
UNHCR	The Office of the United Nations High Commissioner for Refugees
USAID	United States Agency for International Development
VACS	Violence Against Children Survey

1.0 PROGRAM ACTIVITIES

1.1 Background

The Alliance for the Protection of Children (APC), or Alliance pour la Protection des Enfants was a U.S. Agency for International Development (USAID)-supported activity designed to be implemented over the course of three years by the American Institutes for Research (AIR). The APC aimed to support strategic objectives on the part of USAID and the Government of Haiti (GoH) to strengthen the protection of vulnerable children. The APC worked to ensure that its work supported the Haitian National Child Protection Strategy (SNPE) through a plan of work that would strengthen activities under Objectives 3, 4, and 5, as well as reinforce laws that govern the protection of children in Haiti. AIR in the course of its 19 months of operation worked in partnership with the Institut du Bien-Être Social et de Recherches (IBESR), Brigade de Protection des Mineurs (BPM), National Committee to Combat Human Trafficking (CNLTP), Lumos, UNHCR, UNICEF, Université d'Etat d'Haiti (UEH), Zanmi Lasante (ZL), Combite pour la Paix et le Développement (CPD), Restavèk Freedom/OPREH (RF), ENPAK, Terre des Hommes and others. Protection of children from abuse, exploitation and violence was the priority of this program; this was realized through the design of project activities and deliverables that were centered on the premise of reducing violence against children; mitigating the trafficking and forced labor of children; protecting unaccompanied and separated migrant, stateless, and refugee children; integrating street children into safer learning and care spaces; preventing the separation of children from their families; and exploring alternative care and protection services. The Alliance for the Protection of Children had four distinct phases, of which the first and second were realized prior to USAID's request for close-out: (1) Research; (2) Design of Pilot Interventions; (3) Implementation of Pilot Interventions; and (4) Evaluation and Learning.

OUTCOMES ??

Year 1 Activities

AIR believes that development interventions must be based on solid foundational research. The methodology and approach to research proposed as part of Year 1 project activities intended to ensure that the design and implementation of any pilot intervention would be contextually-relevant, evidence-based and owned by the communities involved. The research proposed in Year 1 covered individual, family, community and system level attitudes, behaviors and responses to violence against children and identified those factors that were mitigating or perpetuating cycles of violence.

OUTCOMES ?

In Year 1, the Team gathered evidence by conducting five different streams of research.¹ First, a systematic review was conducted of existing child protection models and behavior change communications literature globally. In addition, the Team conducted four different streams of community-based research: rapid qualitative assessment of existing child protection activities in target communities, ethnographic/anthropological cultural models and positive deviance (PD) research, and a scan of influencers/followers of social and broadcast media. Together, the five streams of research provided the evidence-base for working with stakeholders to identify and prioritize pilot interventions for roll-out in Years 2 and 3 of the project.

WAS SUPPOSED TO "IDENTIFY" INTERVENTIONS BASED ON RESEARCH BUT USAID HAD ALREADY PLAN FOSTER CARE & MESSAGING

The research conducted in Year 1 reflected two fundamental elements of the project – 1) leveraging local assets within Haiti and 2) building the capacity of local organizations by strengthening existing work or processes. AIR worked with the Université d'Etat d'Haiti (UEH) and three local subaward partners (ZL, CPD and Restavèk Freedom) to design research protocols and implement the research. AIR provided several trainings with partners on research theory, protocol development, data collection procedures according to the protection of human subjects, and facilitation of the Co-InterpretationSM process. The following deliverables were implemented and achieved with partners:

1. Identification of cultural models through in-depth interviews and analysis

¹ AIR submitted all relevant protocols to AIR's IRB process, and when not exempted as in the case of Cultural Models Research, the protocols were submitted to the Comité d'Ethique which is Haiti's internal IRB system.

2. Determination of the presence of any existing PD practices
3. Mapping of the influencers and followers of broadcast and social media
4. Assessing the existence of existing child protection activities through a rapid qualitative assessment

Research Design

HOW DID THEY DO COMMUNITY BASED WHEN WORKING ONLY WITH FOREIGN NGOs?

The Team followed a research design that included a systematic review of existing literature, community-based anthropological and ethnographic research for cultural models and positive deviance, mapping of broadcast and social media followers and influencers, and a rapid assessment of existing child protection activities in target areas. Three key questions were at the core of AIR's research design and detailed in AIR's project Scope of Work:

KEYWORD IS "IMPLICIT CULTURAL"

(Q1) What are the shared implicit cultural patterns of thinking in Haiti that structure understandings, beliefs, and actions regarding the rights, development, and protection of a child?

- Are there causal factors or predictors that guide who or what perpetuates or influences violence (including, abuse, neglect, exploitation) or the separation of children from families and who or what does not?
- Are there causal factors or predictors that guide who or what prevents, protects or responds to violence against children or their separation from families (examples of positive deviance)?

(Q2) Which larger societal, economic, political, and contextual factors are most ripe for change; what are the most promising strategies for initiating such change; and which options are most feasible and confer the greatest benefit in reducing violence against children and increasing alternative care, support and protection options?

- Which larger societal, economic, political, and contextual factors are barriers to change? Understanding these, what are the most relevant and feasible prevention or protection system strategies that need to be developed and implemented for the greatest impact (i.e., for large numbers of children, most vulnerable children)?

EXISTING EVIDENCE (LET'S SEE THAT)

(Q3) What is the existing evidence regarding small- and large-scale interventions that prevent or respond to any form of violence against children in Haiti or in similar developing country contexts?

- Engage in a rapid evaluation in select locations in Haiti of existing child protection activities, including work done to prevent separation of children from their families, work to remove children from residential institutions, work to extract children from harmful child labor or trafficking contexts, and/or work to support children in displaced or abandoned settings.

PREVENT
REMOVE
EXTRACT
SUPPORT

The cultural models research and to some extent the social and broadcast media mapping focused on answering the first series of questions. The series of questions under Q2 were addressed by the rapid qualitative assessment, positive deviance and systematic review. And the series of questions under Q3 were addressed by the systematic review and rapid qualitative assessment work.

A Co-InterpretationSM workshop was developed as part of the third Advisory Committee meeting activity in Year 1 of the project. This workshop was envisioned to engage stakeholders in a substantive discussion of the five research reports developed under Year 1 activities and allow for wider stakeholder thinking and feedback on the prioritization of pilot interventions for Years 2 and 3 of the project based on the research reports. As such, Advisory Committee standing and participating members were invited to participate in the meeting, as well as a wider group of government, international and local non-governmental organizations, and community leaders. The

WHAT DATA INDICATED THE NEED FOR FOSTER CARE AND MESSAGING??

BASED ON THIS LIST THERE ARE NOT HAITIAN ORGANIZATIONS WORKING WITH TARGET CHILDREN

two-day workshop was attended by twenty-nine representatives of key stakeholders in the project.² Key stakeholders that attended the workshop were community leaders from project target communities in each of the four departments selected by the Advisory Committee: Northeast, Southeast, West, and Artibonite; NGO and Government members from La Brigade de Protection des Mineurs (BPM), Institut du Bien Etre Social et des Recherches (IBESR), International Organization for Migration (IOM), Save the Children, Groupe d'Appui au Rapatriés et Réfugiés (GARR), Jesuit Service for Migrants (JSM), and Chapitre Haïtien de l'Association Internationale des Femmes Juges (CHAIFEJ); standing and participating members from the United States Agency for International Development (USAID), American Institutes for Research (AIR), Lumos, IBESR, United Nations High Commissioner for Refugees (UNHCR), United Nations Children's Fund (UNICEF), Zanmi Lasante (ZL), Combite pour la Paix et le Développement (CPD), and Restavèk Freedom. In addition, four representatives from the Mayor's Office of Port-au-Prince came to observe the workshop; one of whom was engaged as a participant in the workshop. All five research reports were submitted to USAID Haiti for approval in July 2017 per the Year 1 Workplan timeline.

Resource partner: In Year 1, Lumos remained less than communicative with AIR. AIR attempted to establish a direct line of communication with Lumos throughout the Year 1 period of activities both in order to coordinate on activities as well on reimbursement of receipts from travel that were part of the project budget. In both cases, these attempts to communicate went unanswered. AIR's Project Coordinator in Haiti was able to maintain regular contact with Lumos-Haiti's representative on the ground. That said, decision-making seemed to be at the Lumos UK level. Lumos-Haiti was invited to workshops held by the research team for NGO partner trainings and contributed to the design of the rapid qualitative assessment protocol in 2016. Lumos was present at all the scheduled advisory committee meetings held in September 2016, December 2016 and July 2017. In April 2017, Lumos point of contact, Amanda Cox, agreed to establish a monthly call with AIR's project director. After the initial direct AIR to Lumos call in April 2017, for which a positive way forward on communications and engagement were agreed upon, the designated Lumos point of contact declined further opportunities to communicate on a regular basis, including as a follow up to an evaluation deliverable for which AIR wrote to USAID to request an extension on Lumos' behalf. Lumos was not able to complete this work in time (end of Year 1 research activities), nor within the timeframe of the requested extension (end of 2017). **IN DEED HAITIANS WORKING FOR FOREIGN NGOS ARE CHRONICALLY POWERLESS**

Year 2 Activities

As in Year 1, the team's overarching goal in Year 2 was to leverage Haitian voices, experiences and knowledge as well as existing evidence to inform and achieve the reduction and prevention of violence against children in Haiti. Upon USAID's assessment of the project in September 2017, it was recommended by USAID Haiti that AIR: (1) increase its local staff to expand its field footprint, (2) strengthen the relationship with central government authorities (IBESR, CNLTP and BPM), and (3) ensure that Years 2 and 3 implementation activities were aligned with and complemented efforts to support the National Strategy for Child Protection (SNPE) and the work of the National Committee to Combat Human Trafficking (CNLTP).

Following up on the lessons learned from Year 1 and the recommendations provided by USAID, the AIR Home Office proceeded with the recruitment of a Chief of Party (COP), Deputy Chief of Party (DCOP), and a Technical Lead (TL), and two Community Development Officers (CDOs). The COP and Technical Lead were strategically recruited for their long-standing relationship with IBESR and the CNLTP. With these additions, the project's organizational chart was modified, roles and responsibilities of the staff were revised, and a new Workplan was conceptualized and drafted, taking into account the recommendations of USAID.

From October to December, with the support of USAID Haiti, AIR was able to better engage central level representatives of the Government of Haiti in project activities. From October to December, AIR engaged in four working group meetings with representatives of IBESR, BPM and CNLTP. In addition to the SNPE, the project team

² Please see Appendix A for the list of attendees that were present at the Advisory Committee Meeting July 18-19, 2017.

referenced the Violence Against Children Survey Plan (PAN/VACS) and the CNLTP Action Plan³ in order to build a project Workplan for Year 2 that would reflect government priorities under the project Scope of Work. In addition to government counterparts, the NGO partners discussed with USAID as subaward partners for Years 2 and 3 activities were: Zanmi Lasante, Restavèk Freedom, Terre Des Hommes-Lausanne (TDH-L) and ENPAK. All of these organizations participated in more than one working group meeting with government representatives and contributed to the Workplan. There were additional working group meetings held with partners to enhance the design of project intervention plans under the Year 2 Workplan. Lumos-Haiti was part of one of the brainstorming meetings in October and contributed to the design of Intervention 3. AIR submitted the initial draft of the Workplan in October 2017 for Lumos' comment. The timeline for developing the Workplan was not convenient for Lumos to contribute to at that time. As such, they declined to comment further on the Workplan. Despite this, a copy of the final submitted Workplan was provided to Lumos on December 22, 2017 on the same day this was submitted to USAID for approval.

In summary, the activities planned for Year 2 of the project which were validated by the Government of Haiti and other stakeholders were as follows:

Intervention 1: Development of an inclusive behavior change communication (BCC) strategy at national level and community level, was designed to support IBESR in addressing SNPE Objective 4, sub-objectives 4.2, 4.3 and 4.4. Each NGO engaged in child protection sector has a communication strategy but IBESR is not always informed of what messages are being conveyed, by whom, and for whom (i.e. which group of vulnerable children). Part of Year 2 envisioned support from AIR to foster collaboration between IBESR and CNLTP to develop a BCC strategy with the Ministry of Communication, CONATEL and others to draft policy guidelines for coordinating messages and content disseminated nationally through multiple channels across the sector. Community leaders, religious leaders and other community-level associations were also part of the BCC through disseminating appropriate child protection messages, helping communities learn about children's rights/laws/policies and referral resources and national emergency phone lines (IBESR: 133; BPM: 188). THE PLAN WAS AND IS TO TELL HAITIANS THAT THEY ARE THE REASON WHY KIDS ARE VICTIMS - BEHAVIOR - RATHER THAN COLLATERAL DAMAGE OF DESTABILIZATION OF SOVEREIGNTY AND NEOCOLONIAL POLICIES

Intervention 2: Develop community supports that provide protection for the most at-risk and vulnerable children and that start to address the root causes continue to drive child neglect, abandonment, and exploitation of children and youth of reproductive age, was designed to support SNPE Objective 3 and further reinforce elements of Objectives 3 and 4 within the CNLTP Action Plan. Building the capacity of local community leaders and members in leveraging a positive deviance model that assists with the identification and tracking of children entering and leaving communities, this model was to serve as a cascade approach for training neighboring communities to adopt the same processes. Strengthening the quality of protection offered to vulnerable children, developing a system of reference between services, reinforcing psychosocial intervention models and engaging community leaders in psychosocial support, health, education and justice was the primary objective of Intervention 2.

Intervention 3: Provide support for deinstitutionalization efforts and increase the number of accredited foster care families, was designed to provide support to deinstitutionalization efforts and increase the number of accredited foster care families. This intervention in design, supported the work of IBESR, Terre des Hommes (TDH) and Lumos to increase the number of accredited foster families and alternative care settings in select communities and provided the opportunity to evaluate and measure impact. This intervention was developed in response to the pressing need to increase the number of accredited foster families in preparation for the closing of the worst residential care centers in the country (that received a red rating as part of the evaluation conducted by IBESR/Lumos). The goal was to work with TDH to support the work in increasing the number of accredited foster care families.

OUTCOMES ? Accredited foster families??

³ AIR was requested in April to provide funding and staff labor to support the CNLTP National Conference in June 2017. While AIR was not part of year-long discussions on this conference and was asked in the end to shift its labor and other resources to this priority while the year one data collection was still underway, AIR did fund the large portion of this event per USAID's request.

The AIR project team developed a plan to work closely with IBESR to build capacity of local community members and leaders, as well as strengthen coordination with partners in South, West, Central Plateau, and Southeast departments. Partner meetings were designed to be held on a monthly basis in each department, and were to include community leaders and other stakeholders. Quarterly updates and information sharing would also occur with communities and partners through a 'town hall model' on a quarterly basis in each community. In addition, IBESR requested AIR to sign a Memorandum of Understanding for a formal partnership together around the proposed project activities. They collected \$6M and the "community" has zero resources

In addition to these interventions, AIR consistently participated in the monthly GTPE meetings held by IBESR in Year 1 and intended to continue this participation in Years 2 and 3 of the project. AIR also planned to take part in the convening of a monthly foster family committee meeting.

AIR submitted a full Year 2 Workplan to USAID on December 22, 2017 per USAID's request. In addition, USAID Haiti requested a detailed plan from AIR to ensure that a lack of participation from Lumos in the project would not affect project activities. This memo to USAID Haiti was submitted within one week of request on January 26, 2018. AIR was verbally informed by USAID on February 1, 2018 and in formal, written letter on February 7, 2018 that due to changes in USAID Haiti's governance strategy and mission needs, the project award would end March 15, 2018.

1.2 Analysis of Progress to Date

In Year 1, the Alliance for the Protection of Children project enabled community members, researchers, government partners, and NGOs to contribute to understanding the causes of violence against children in Haiti from the household and community perspective, to recognizing any examples of positive deviance that existed in Haiti, and to discussing intervention models that have seen success in countries with a similar human development index to that of Haiti. Further, the project team worked with community structures to allow for their participation in informing pilot interventions. One of the key pieces of evidence, for example, related to community members being frustrated with central-level decision making that did not include their voices or perspectives. In the research on positive deviance, a very strong example of identifying and tracking children in Anse-a-Pitre had led to a decrease in violent incidents; an example of protection that could be leveraged and strengthened by reinforcing local capacity and scaling this out and up other communities. where is the data?

Also in Year 1, AIR utilized the research methodology and data collection to gain the buy-in of community stakeholders as well as understand household and community patterns of thinking around abuse, exploitation, and violence. While much research has been implemented in Haiti prior to this project, the research design and Co-InterpretationSM of findings allowed the AIR project team to bring child protection stakeholders and community members/leaders together in an equitable and structured way to inform and validate data as well as implicate both national and local entities in becoming more aware of the need for attitude and behavior changes. This work was invaluable to identifying positive deviance in target communities and ensuring that both a top-down and bottom-up approach to pilot interventions would be considered. In addition, the evaluation report submitted to USAID at the end of the Year 1 project year showed significant capacity building and professional growth of project partners in the learning and application of research tools related to the Rapid Qualitative Assessment, Cultural Models study, Social and Broadcast Media scan, and Positive Deviance study and the process for conducting a Co-InterpretationSM workshop which allows for more collaborative interpretation and analysis of research data.

2.0 Pipeline Analysis

APC started on July 26, 2016, with a total budget of \$6,049,908.

Table 1 summarizes the Approved Budget, Total Expenses and Accruals through March 15, 2018; Projected Expenses, Total Expended and Projected, and Balance by line item are also listed.

Table 1: Project Budget and Expenses

	Approved Budget	Cumulative Costs	Total Projections January-March 2018	Total Estimated Costs	Variance
	07/26/2016 to 07/25/2019	07/26/2016 - 12/31/2017	1/31/2018 to 3/15/2018	07/26/2016-3/15/2018	
	Dollars	Dollars	Dollars	Dollars	Dollars
1. Personnel	1,190,467	530,352	246,458	776,810	413,657
2. Fringe Benefits	608,662	123,203	100,295	223,498	385,164
3. Consultant	71,467	147,026	2,854	149,880	- 78,412
4. Travel	168,664	82,141	7,734	89,875	78,789
5. Equipment	47,208	54,185	416	54,601	- 7,393
6. Supplies	18,369	8,319	-	8,319	10,049
7. Subcontractors / Subgrants	2,053,000	436,000	-	436,000	1,617,000
8. Allowances	19,310	6,293	847	7,140	12,170
9. Activities/Trainings	165,242	5,769	-	5,769	159,473
10. Other Direct Costs	261,900	50,515	25,470	75,985	185,915
Total Direct Charges	4,604,288	1,443,803	384,074	1,827,877	2,776,411
11. Indirect Charges	1,445,620	562,359	237,350	799,709	645,911
TOTAL ESTIMATED COST (U.S. DOLLARS)	6,049,908	2,006,161	621,424	2,627,586	3,422,322

Out of an approved budget of \$6,049,908, AIR had expended or accrued \$2,006,161 as of December 31, 2017. AIR is projecting to spend \$621,424 between January and March 15, 2018 for a total of \$2,627,586 by the end of the project.

2.1 Leverage

There was no cost share under this project. Lumos UK pledged \$1,352,955 to support the efforts of the APC project. Based on Attachment B of the APC Cooperative Agreement, Lumos would contribute two interventions at their own expense (expenses being associated with the estimated \$1,352,955 leverage that would not be tracked by USAID or AIR).

From Cooperative Agreement - Attachment B - page 20, 21:

As part of Lumos' leveraging contribution to the program, the following will be in their responsibility as resource partner. Assess residential institutions and PD models for alternate care, including families. Possible evaluations in select residential institutions of children and their changes in health, development and quality of life may be conducted. The tools for these evaluations will be designed by Lumos in partnership with IBESR, reviewed by a local Haitian evaluation firm to be determined, and implemented by trained social workers.

From Cooperative Agreement - Attachment B - page 22:

As part Lumos' leveraging contribution to the program, the following intervention and any reporting will be Lumos' responsibility. Designing a child protection systems strengthening intervention with a cohort of at least 500 children living outside families (in institutions, on the

OUTCOMES 500 kids?

streets, or in the restavèk system). Based on the outcomes of the Year 1 research and evaluation of existing child protection approaches, and leveraging relevant PD outcomes, a range of interventions will be developed and implemented for this cohort of children. These will be implemented by joint teams of social workers from partner organizations and IBESR, in order to ensure government ownership of both process and outcomes when looking at testing new models of family support and alternative care for Haitian children. Furthermore, we also aim to improve the capacity of IBESR social workers to mitigate and prevent violence against children outside families.

3.0 PROGRAM REPORTS

3.1 Quarterly Financial Reports (SF425)

- AIR will submit quarterly financial reports for all expenses through March 15, 2018.

3.2 Technical/Program Reporting

- AIR has no additional technical reports or deliverables to submit. Quarterly reports through Year 2, QR 1; the Activity MEL Plan; the Branding and Marking Plan; Workplans for Years 1 and 2; TORs for the Advisory Committee (February 2017 original submission); five research studies-Rapid Qualitative Assessment, Cultural Models study, Social and Broadcast Media scan, Positive Deviance Study, Systematic Review; Co-InterpretationSM Workshop report; Evaluation Report for Year 1 Activities: all these were submitted on time with no exceptions.

All relevant reports were submitted to **DevResults**.

4.0 SUBCONTRACTS/SUB-AWARDS

There are no current active sub-awards. All sub-awardees from Year 1 were paid in full for work in Year 1. No sub-awards were signed for Year 2 as the Workplan and budget realignment were still pending.

5.0 INVENTORY AND PROPERTY DISPOSITION PLAN

AIR maintains a detailed inventory of all expendable and non-expendable property acquired or received from other USAID funded projects and used under the project.

In this Closeout Plan, AIR is submitting a disposition request for non-expendable property and restricted items. We respectfully request USAID approval for the disposition of these **non-expendable items and vehicles** as detailed in the accompanying inventory and property disposition plan. For informational purposes, we also include a detailed list of AIR's expendable project property and its planned disposition.

5.1 Non-Expendable Property with a purchase price over \$5,000 transferred to or acquired under the Cooperative Agreement

All non-expendable property are vehicle used for transport during the life of the project. This list also has motorcycles, which are valued less than \$5,000, but are included in this list since they are restricted commodities.

5.2 Expendable Property with a purchase price under \$5,000 acquired under the Cooperative Agreement or transferred from another Federally-Funded Project

The expendable property primarily consists of computers, office furniture, office materials, and supplies.

6.0 PERSONNEL PHASE-OUT

6.1 Cooperating Country National Staff

AIR consulted with the retained labor law firm of **Hudicourt Woolley** in Haiti prior to staff terminations to ensure that AIR followed the language of the existing employee contract and also all local labor laws. As such, the grid below indicates the phased out termination of all national staff.

Staff Member	Contract Start Date	Notice of Termination	End Date	Severance Indemnity
Caroline Durena	October 3, 2016	Feb 6, 2018	Feb 7, 2018	1 month
Nixon Mondesir	October 3, 2016	Feb 6, 2018	Feb 28, 2018	1 month
Elmire Petit De Brice	September 9, 2016	Feb 6, 2018	Feb 28, 2018	1 month
Rolinx Augustin	October 2, 2017	Feb 6, 2018	Feb 7, 2018	15 days
Evy Toussaint	October 2, 2017	Feb 6, 2018	Feb 7, 2018	15 days
Myriame Elvariste	December 4, 2017	Feb 5, 2018	Feb 28, 2018	None
Melodie Cerin	December 4, 2017	Feb 5, 2018	Feb 28, 2018	None
Patrick Camille	December 4, 2017	Feb 5, 2018	Feb 28, 2018	None

Article 7 of the employee contract reflects that when the client requests immediate shut down of the project, the notice to employees can be immediate provided that severance is paid. **Severance and pro-rated 13 month bonus pay for employees who had served beyond the probationary period was provided.** The following was taken into account for severance:

The Previous Notice (Préavis) or Severance Indemnity has been calculated as follows:

0 to 3 months	No indemnity
3 to 12 months	15 days
1 to 3 years	1 month
3 to 6 years	2 months
6 to 10 years	3 months
Over 10 years	4 months

AIR terminated non-essential technical staff on February 7, 2018. Exception was requested of USAID related to the three staff hired in early December 2017 in order to allow them to serve the probationary period so that they could reference their work with AIR on future USAID 1420 forms and or other professional opportunities. The Finance Manager and Driver will be retained until February 28, 2018 in order to ensure an orderly close of the project finances, disposition plan, and to be available for meetings with partners that the AIR Project Director from the Home Office will be attending throughout the week of February 19, 2018. All field staff and field operations will terminate on February 28, 2018. Notices for each employee have been deposited with the Ministry of Social Affairs and Labor (MAST, Labor Board).

7.0 OTHER GENERAL DEMOBILIZATION PROCESSES

AIR has organized closeout actions by categories to plan an orderly closeout. AIR Home Office staff will travel to Port-au-Prince to assist in the field office closeout.

7.1 AIR Field Office – Port-au-Prince

Meetings

The Chief of Party, Technical Lead, and Driver will go on one final field mission to Anse-a-Pitre to speak with community leaders about the end of the project from February 15-17, 2018. Given the extraordinary work done to win the buy-in of local leaders in Southeast department and to build the relationship with leaders and community leaders among the stateless population on the border, AIR believes it is important to speak to these community leaders face-to-face (notably, telephone communication is often difficult with certain community leaders). In addition, this same team will speak with community leaders and members within the West department and Artibonite as needed by phone or in person during the week of February 12, 2018. The community leaders of Northeast department were less engaged with the project team after the research efforts of Year 1. They did not participate, for example, in the Co-InterpretationSM workshop held in July 2017.

The AIR Project Director, Amy West, will travel to Haiti from February 19 – 28, 2018. In that week, she will participate in meetings to formally inform stakeholders and partners of the project close out. AIR is attempting to schedule meetings with the following entities: IBESR, BPM, CNLTP, Zanmi Lasante, Restavèk Freedom, ENPAK, Terre des Hommes. As key members of the Advisory Committee, AIR has informed UNHCR and UNICEF in writing of the project close-out.

Office Space & Disposition

To accommodate the increase of staff, AIR expanded its office space within the same building on February 1, 2018. The office had signed a new lease valid through February 2019. AIR has provided notice to the landlord as of February 7, 2018 and will pay the penalties per the lease agreement.

A final walk through and release by the owner will be held on February 27, 2018. Upon approval of the disposition plan, expendable and non-expendable property and vehicles will be delivered to the approved recipient by February 26 or 27, 2018, or to USAID if further instructions have not been provided. Transfer and receipt of property will be documented.

Other

Melodie Ngo Tonye, AIR's Field Finance Associate, will travel to Haiti from February 19 – 28, 2018. She will assist the DCOP and Finance Manager in financial close out and provide quality assurance to all accounting. Accounting and financial files will be inventoried and shipped to AIR's Washington, DC headquarters for safekeeping. Project suppliers and vendors are being notified in writing and by personal visit in advance that the project is closing and are requested to send final invoices.

The project bank account will be closed on February 28, 2018.