

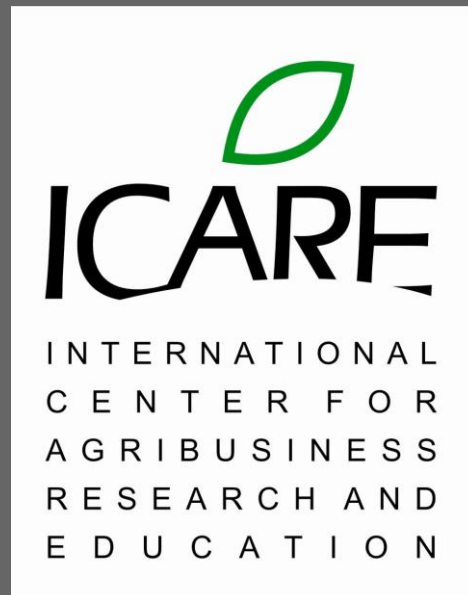


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## Quarter 1 Report

July - September 2014

# Innovation for Agricultural Training And Education in Armenia (InnovATE/Armenia)



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Innovation for Agricultural Training and Education



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**FLORIDA**  
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Targeted Result – activity and task/subtask	Narrative Update on status indicators and activities - bulleted list of actions	Expected Output, Result or Impact – measured indicators
<b>Activity 1. Design a comprehensive ICARE/ATC business plan</b>		Note: For this activity, we have no indicators to report this quarter.
1.1 Develop strategic, marketing, financial plans into fully functioning business plan	<ul style="list-style-type: none"> <li>• Participated in Agriculture Forum at Marriott with 150 stakeholders in agricultural sector including Ministry of Agriculture, CARD, Farm Credit, Armenian Development Agency, Regional and National Agricultural Support Centers, ANAU, NSS, FCA, Heifer Armenia, KWF, OXFAM, Green Lane, Chamber of Commerce, and an organic certification group. Vardan announced the InnovATE/Armenia project and introduced the staff.</li> <li>• Participated in Vocational Education and Training conference sponsored by labor unions and Ministry of Education. Theme of parental involvement in career and education choice was emphasized</li> <li>• Began interviewing ICARE/ATC staff for situation analysis using action research model</li> </ul>	
1.2 Organization chart, job descriptions revised	<ul style="list-style-type: none"> <li>• Located and reviewed most position descriptions and current organizational chart which is programmatic as opposed to staff position oriented</li> </ul>	

<p><b>Activity 2. Increase the capacity of ICARE/ATC to increase revenue and decrease costs</b></p>		<p>Note: For this activity, we have no indicators to report this quarter.</p>
<p>2.1. Strengthen ICARE’s office of development</p>	<ul style="list-style-type: none"> <li>• Began planning visit of Development Director to Virginia</li> </ul>	
<p>2.2. Establish an endowment fund</p>		
<p>2.3 Establish and expand ATC alumni network</p>	<ul style="list-style-type: none"> <li>• Participated in Parents’ Night for ATC students and parents. Staff and students gave presentations about the program, and parents had chance to get to know instructors and see the facilities. Involving parents in many activities helps parents feel positive about the educational environment and strengthens long term commitment and identification with ATC</li> </ul>	
<p>2.4. Increase scholarship fundraising</p>		
<p>2.5 Increase the capacity of ICARE to receive and manage external funds</p>	<ul style="list-style-type: none"> <li>• Background research on how to expand administrative and financial management capacity</li> </ul>	
<p>2.6. Encourage government investment in agricultural education</p>		

<p><b>Activity 3. Increase linkages between ATC and the Armenian agricultural system</b></p>		<p>Note: For this activity, we have no indicators to report this quarter.</p>
<p>3.1. Strengthen ICARE's outreach/research office</p>		
<p>3.2. Conduct joint research and training</p>	<ul style="list-style-type: none"> <li>• Attended opening of Ag Vet Center. Met many colleagues from USDA MAP project including Director of CARD, Embassy personnel and former Extension director</li> <li>• Met Mary Enschede from USDA FAS who gave the "end of funding from USDA" speech and reviewed all the accomplishments over the years</li> </ul>	
<p>3.3 Mobilize engagement with faculty members at ANAU</p>	<ul style="list-style-type: none"> <li>• Met with ANAU Rector and gave him an overview of InnovATE Armenia project. Rector was very supportive of the new project and asked to be updated periodically on our progress.</li> </ul>	
<p>3.4. Increase number of long-term partnerships</p>	<ul style="list-style-type: none"> <li>• Attended reception by the EVN staff, Wine Academy, which model could be duplicated with a food technology and processing specialty.</li> </ul>	

<p><b>Activity 4. Redefine ICARE</b></p>		<p>Note: For this activity, we have no indicators to report this quarter.</p>
<p>4.1. Maintain quality education program for workforce and enterprise development</p>		
<p>4.2. Explore options for program accreditation</p>		
<p>4.3. Establish an ICARE/ATC curriculum advisory committee</p>		
<p>4.4. Add short courses to ICARE/ATC study program</p>	<ul style="list-style-type: none"> <li>• Began exploration of developing and adding food technology and agronomy courses</li> </ul>	
<p>4.5 Leverage short-term training activities into courses for continuing education</p>		

Activity 5. Administrative Tasks		Note: For this activity, we have no indicators to report this quarter.
5.1 Start-up activities	<ul style="list-style-type: none"> <li>• Prepared budget realignment to shift ATC scholarship funds from yrs. 2-4 to yrs. 1-3</li> <li>• Obtained ATC DUNS and SAM.gov registration</li> <li>• Verified that ATC has no current conflict of Interest policy in place and began crafting a policy (due within 120 days of the execution of the sub-award agreement)</li> <li>• Developed and executed a sub-award agreement (VT and ICARE/ATC) with terms and conditions of the award</li> <li>• Issued a working capital advance for initial 30-day funding</li> <li>• Skype training held from VT to ICARE on reporting requirements and billing procedures; with Denise, Tom and Jim at VT and Angela, Keith, Vardan, Vahe and Hayk at ATC</li> <li>• Created a budget with Vardan for ATC operating expenses to be funded by scholarships</li> <li>• Conducted Program Manager orientation</li> <li>• Team mobilized and on ground in Yerevan: Keith and Angela arrived September 15</li> <li>• Submitted Draft M&amp;E plan</li> <li>• Convened work plan meetings with faculty, staff, and stakeholders; raised awareness of work plan goals and linked the activities with the PMEP indicators</li> </ul> <p>Details:</p> <ul style="list-style-type: none"> <li>• Angela, Keith and Vardan met with USAID representatives to discuss beginning of project</li> <li>• Vardan provided orientation to ICARE and Introduced staff of ICARE/ATC including new project accountant Vahe</li> <li>• Met with accounting staff to discuss reporting expectations and initial capital needs</li> <li>• Submitted first draft of M&amp;E plan with indicators</li> </ul>	

*InnovATE-Armenia*

*Q1 July-Sept 2014 Year One Quarterly Report*

*A Report of selected activities of the Innovate/Virginia Tech and ICARE/ATC team*

	<ul style="list-style-type: none"><li>• Held meeting at USAID office with Simon and Richard to go over their expectations for PMEPP results and indicators</li><li>• Compiled and submitted the Final Draft of PMEPP to USAID staff</li></ul>	
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File: Innovate Armenia Quarterly report - Due Nov. 3, 2014