

9320634(2)
FD-364-B1

AGENCY FOR INTERNATIONAL DEVELOPMENT
PROJECT PAPER FACESHEET
TO BE COMPLETED BY ORIGINATING OFFICE

1. TRANSACTION CODE (BY APPROPRIATE BOX)
 ORIGINAL CHANGE
 ADD DELETE

2. COUNTRY/REGIONAL ENTITY/GRANTEE
Worldwide

3. DOCUMENT REVISION NUMBER
3 16p

4. PROJECT NUMBER
932-11-570-634

5. BUREAU
A. SYMBOL: FHA B. CODE: 5

6. ESTIMATED FY OF PROJECT COMPLETION
FY 79

7. PROJECT TITLE - SHORT (STAY WITHIN BRACKETS)
 Logistics Support

8. ESTIMATED FY OF AUTHORIZATION/OBLIGATION
A. INITIAL: MO. YR. 7/7 B. FINAL FY 79

9. SECONDARY TECHNICAL CODES (MAXIMUM SIX CODES OF THREE POSITIONS EACH)
424 32 099 00 81 61

10. ESTIMATED TOTAL COST (\$000 OR EQUIVALENT, \$1 = _____) 1,950

A. PROGRAM FINANCING	FIRST YEAR			ALL YEARS		
	B. FX	C. L/C	D. TOTAL	E. FX	F. L/C	G. TOTAL
AID APPROPRIATED TOTAL	350		350	1,950		1,950
(GRANT)	(350)	()	(350)	(1,950)	()	(1,950)
(LOAN)	()	()	()	()	()	()
OTHER 1.						
2.						
HOST GOVERNMENT						
OTHER FUND(S)						
TOTALS	350		350	1,950		1,950

11. ESTIMATED COSTS/AID APPROPRIATED FUNDS (\$000)

A. AID FIELD SYMBOL (AID A CODE)	B. PRIMARY PURPOSE CODE	C. PRIMARY TECH. CODE	FY 77		FY 78		FY 79		ALL YEARS	
			D. GRANT	E. LOAN	F. GRANT	G. LOAN	H. GRANT	I. LOAN	J. GRANT	K. LOAN
FH			350		800		800			1,950
TOTALS			350		800		800			1,950
ESTIMATED EXPENDITURES			350		800		800			1,950

12. PROJECT PURPOSE(S) (STAY WITHIN BRACKETS) CHECK IF DIFFERENT FROM PID/MP

To provide logistics management, advisory and training assistance to Population Family Planning and associated health delivery programs of developing countries that will effectively improve commodity delivery systems and make contraceptive/health supplies widely and regularly available to the eligible population.

13. WERE CHANGES MADE IN THE PID/FRP FACESHEET DATA NOT INCLUDED ABOVE? IF YES, ATTACH CHANGED PID AND/OR FRP FACESHEET.
 Yes No

15. ORIGINATING OFFICE CLEARANCE

SIGNATURE: FHA/POF, R.T. Ravenholt/S/ WAB

TITLE: _____

DATE SIGNED: MO. DAY YR. 10 08 76

16. DATE RECEIVED IN AID/W, OR FOR AID/W DOCUMENTS, DATE OF DISTRIBUTION
 MO. DAY YR. _____

B. Recommendations

It is recommended that funds be approved for the Logistics Support project as follows:

FY77	\$350,000
FY78	\$800,000
FY79	\$800,000

Life of Project: FY77-79

C. Description of the Project

1. The project will provide consultant services in a variety of logistic support fields to Population Family Planning and associated health delivery programs in developing countries in response to requests from lesser developed countries and from cooperating Agency Bureaus, USAID's and the Office of Population.
2. It will provide consultant services to evaluate all phases of supply management including procurement, warehousing, distribution, commodity accountability, etc., and where necessary, develop in-country training programs to accomplish the above objectives.
3. The project will evaluate the effectiveness of the current distribution programs and outline the additional efforts required for a countrywide Family Planning distribution program reaching into all the rural areas.
4. This project will result in the developing countries gaining proficiency and effectiveness in supply management procedures, enabling them to support countrywide Family Planning and Associate Health delivery programs reaching into the rural areas.
5. The PHA/POP Family Planning Service Division will supervise, monitor and evaluate the project.

D. Summary Findings

PHA/POP has established objectives of not only increasing the effectiveness of present Family Planning and Associated Health delivery services in developing countries but also to expand the extend the delivery systems for these services. It is an accepted fact that the limited availability of family planning and health services in the rural areas is a primary constraint to a continuing decline in fertility.

Proj. 9320634
PH

17 SEP 1976

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR

FROM: PIA/POP, R. T. Ravenholt ^{11/5} *PH*

SUBJECT: Indefinite Quantity Contract (IQC) Proposal for Services to the Population/Family Planning Services Division for Logistics Support Consultation Services.

Problem: The recent evaluation of the POP/FPSD Commodity Branch called attention to the need for more personnel to support logistics and service statistics operations in LDC's. This need could be filled by regional logistics officers if they can be backstopped by well-qualified management consultants who could provide short-term support services covering the whole range of commodity procurement, warehousing, distribution, accountability and statistical reporting operations.

Background: With a substantial increase in contraceptive commodity procurement in recent years and the expansion of Family Planning and associated health programs in rural areas, some developing countries are experiencing increased supply problems due to inefficient delivery services and the lack of qualified personnel. The use of the IQC would make available short-term consultants in a variety of logistic support areas. The consultants would also evaluate supply personnel capabilities and, if needed, develop in-service training systems for improving indigenous service delivery operations. These operations would include commodity procurement, warehousing, distribution, commodity accountability, statistical reporting, etc.

This proposal is based upon the following assumptions:

- a. Commodity support to the Population/Family Planning program in developing countries will continue.
- b. The technical requirements will be for short-term, quick response consultant or expert services on a recurring basis.
- c. POP/FPSD does not want to rely too heavily on any one contractor.
- d. The services would be available to the Population Office, to Regional Logistics/Accounting Officers and to Missions/LDC's requesting commodity logistics assistance.

E. Project Issues

Since this is a new project there is no record of prior reviews.

Part II. Project Background and Detailed Description

A. Background

During the period from 1968 to June 1976, PHA/POP obligated approximately 130 million dollars for family planning commodities. The principal commodities are oral contraceptives, condoms, IUD's, and medical kits. These have been supplied to over 70 developing countries. PHA/POP has become increasingly aware that deficiencies exist in the delivery systems of the developing countries due primarily to the lack of management personnel at all levels who could effectively support program requirements. This deficiency was also pointed up in the 1976 evaluation of PHA/POP commodity operations, which recommended more U.S. technical assistance for supporting logistics and service statistics operations in LDC's. Under this project, logistics specialists will be provided, short or long-term to solve specific problems affecting commodity procurement, distribution and accounting in major A.I.D. bilateral programs.

B. Detailed Description

1. The population sector goal is to reduce the developing countries' population growth rate consistent with national economic and social development objectives. In support of this goal, the need exists to:
 - a. Assist in establishing within the appropriate government Ministry, other government organization or private agency a functional personnel structure to improve supply management performance at all levels.
 - b. Assist in establishing improved supply management procedures including timely and accurate statistical reporting, commodity accountability, efficient procurement, adequate warehousing and a responsive distribution system.
 - c. Assist in expanding the present distribution system to provide for the distribution of Family Planning services in areas not covered or

inadequately covered by the present system.

- d. Assist in developing and implementing training programs for operational personnel.

1. Program Goal

- a. Statement of Goal: Reduction of excessive population growth in developing countries.

- b. Measures of Goal Achievement

- (1) Effective family planning/Health services provided to developing country populations.
- (2) Adequate supply management procedures.
- (3) Improved statistical reporting.
- (4) Improved commodity accountability.
- (5) Improved procurement, warehousing and distribution systems.
- (6) Improved utilization of information, education and communication resources.
- (7) Improved personnel performance at all levels of supply management.

- c. Assumptions

- (1) Excessive population growth has a negative impact on social and economic development.
- (2) Availability of family planning/health delivery services will result in a decline in fertility and, in turn, a reduction in population growth.
- (3) Developing countries will provide sufficient qualified personnel at all levels of the medical commodity supply system.
- (4) Developing countries will institute effective supply management procedures.
- (5) Developing countries will provide adequate warehousing facilities.
- (6) Developing countries will provide adequate and timely transportation of program commodities.

- (7) Developing countries will provide adequate maintenance replacement of project vehicles, as required.

2. Sector Goal

a. Project Purposes

The project purpose is to provide consultant services to Population/Family Planning and assorted health delivery programs in response to requests from lesser developed countries, USAIDs and from AID/W in order to improve LDC capabilities for implementing the recommended systems.

b. End of Project Status

This project will result in the developing countries gaining sufficient proficiency in logistics and supply management procedures to effectively support country-wide Family Planning/Health delivery programs reaching into the rural areas.

c. Planned Outputs

The major outputs of this project are:

- (1) Training of (a) additional host country personnel for key positions and (b) up-grading performance of present commodity logistics personnel.
- (2) Improved supply management procedures, including timely and accurate statistical reporting, commodity accountability, efficient procurement, adequate warehousing and a responsive distribution system.
- (3) Expanded, efficient commodity distribution systems able to deliver Family Planning services in areas not covered or inadequately covered by the present systems.
- (4) Improved management, monitoring and evaluation of the Family Planning program by the developing countries.
- (5) Training programs in logistics management set up and/or conducted by consultants under this contract in developing countries.
- (6) Valid estimates in the projection of future commodity requirements.

d. Planned Inputs

The chief project input is the fielding of qualified consultants in response to developing countries requests or in response to requests from AID/W and/or Involved Mission.

Key inputs could include:

- (1) Development of training courses, commodity management manuals, etc.
- (2) In-country, on-site, training.
- (3) In-country field trips for trainees for observation and evaluation purposes.
- (4) Participant training in the form of country workshops, seminars and management conferences.

USAIDs will perform the usual functions in consultancies of this type such as liaison with host country officials, arrange for in-country travel, office space, etc.

Part III. Project Analysis

A. Technical Analysis

1. LDC organizations in both the public and private sector can benefit materially from skilled technical Population/Family Planning advice and assistance.
 - a. The LDCs have received unfavorable criticisms in the warehousing, distribution and accountability of Family Planning commodities.
 - b. LDCs are expanding the availability of Family Planning/and associated health services into the rural areas.
2. It is urgent that A.I.D. provide the technical assistance to improve the present commodity distribution system as well as provide guidance for projected expanded programs.
3. Advisory assistance can be provided by short and long term consultancies.

B. Financial Analysis and Plan

(1) Financial Rate of Return/Viability

This is a non-revenue producing project.

(2) **Recurrent Budget Analysis of Implementing Agency.**

There will be no recurring costs to this project.

(3) **Financial Plan Table.**

Financial Plan is shown on Annex (A).

(4) **Summary Opinion.**

The financial plan is adequate and sound and project input will assure attainment of project objectives.

C. Social Analysis

Not applicable.

D. Economic Analysis

Among other results, accepted and implemented supply management procedures will:

1. Prevent excessive procurement of Family Planning commodities.
2. Prevent excessive quantities being stored at any level of the distribution system.
3. Prevent commodity deterioration due to excessive inventory.
4. Improve commodity accountability
5. Discourage pilferage.
6. Insure timely delivery of Family Planning commodities in amounts to adequately support the program.

Part IV. Implementation Planning**A. Analysis of the Recipient's and AID's Administrative Arrangements.****1. Recipient**

- (a) All consultancies will be subject to approval by the host country. Host country, as appropriate, will be requested to assign counterparts to assist the consultant(s).

(b) Reports on each completed consultation will be submitted regularly to AID/Washington.

2. A.I.D.

USAIDs will perform the usual functions in consultancies of this type such as liaison with the host government officials, arrange for in-country travel, office space, etc.

B. Implementation Plan

In the execution of this project it is anticipated that, when possible, the PHA/POP/FPSD Population Management Advisor will precede the consultant(s) to perform an on-site evaluation to obtain pertinent information as to what the specific problems are and recommend approaches to the problem areas, individuals to contact, etc. In this manner, there would be a more productive allotment of the consultation field work scheduled under this project. Consultants will receive a thorough briefing from AID/W Regional Division Chiefs, AID/W PHA/POP personnel and Mission Population Officers.

C. Evaluation Arrangements for the Project

- (1) On-site evaluations of the consultancies may be made by the USAID concerned and/or PHA/POP/FPSD.
- (2) The country logistic status report - available after the initial on-site visit - will help in evaluation, by serving as a baseline for measuring subsequent progress.
- (3) Documented corrective action taken by the assisted agency during or subsequent to the consultation will also serve as a means of evaluation.

D. Conditions, Covenants and Negotiating Status

None.

	(000)		
1. Consultants:	<u>CY77</u>	<u>CY78</u>	<u>CY79</u>
a. Commodity management specialists (3)	\$169.	\$435.	\$435.
b. Statistics/accounting advisors (3)			
c. Commodity logistics trainers (6)			
d. FP health program evaluators (3)			
e. Administrative/clerical staff (3)			
2. Travel/Fer diem	\$ 79.	\$221.	\$221.
3. Overhead	\$ 33.	\$ 66.	\$ 66.
4. Training seminars, workshops, management conferences.	\$ 45.	\$ 60.	\$ 60.
5. Training materials, publications and communications	\$ 6.	\$ 9.	\$ 9.
6. Office supplies, equipment, printing, duplication, computer use	\$ 3.	\$ 9.	\$ 9.
7. Letting-up contracts	<u>\$ 15.</u>	<u>\$ -</u>	<u>\$ -</u>
	\$350.	\$800.	\$800.

ANNEX B

Guidelines for Selection and Supervision of Indefinite
Quantity Contractors (IQCs) for Logistics Support

- I. Requests for contractual services in the IQCs can originate in any USAID Mission, Office of Population or from the Director, Office of Population.
- II. Normally any USAID Mission request will be forwarded to the appropriate Area or Division and thence to the Director, Office of Population.
 - A. The Chief, FPSD will review the request against the eligible activities contained in the basic IQCs to insure that:
 1. The need for such services is clearly defined and falls within the scope of the IQCs.
 2. The skills required are clearly related to those described in the basic IQCs.
 3. From a technical standpoint, the request conforms with Agency programming policies and approved program strategies.
 - B. Check the time urgency of the proposal with a view to:
 1. Insuring, within reasonable limits, that all Agency sources have been screened for qualified in-house, PASA or contract sources prior to activating the IQC system.
 2. Insuring that the originating office or USAID Mission request is given high priority consideration.
 - C. If it is determined that the request does not meet the criteria in Para. II. above, the request will be returned to the originator for resolution through other means.
- III. If it is determined that all the criteria listed in Para. II above, have been met, then the Office of PHA/POP/FPSD will:
 - A. Review the capabilities and availability of personnel of all the IQC firms in collaboration with the requesting office, if possible.
 - B. Poll one or more of the firms to ascertain interest and availability of qualified personnel within the required time frame.

ANNEX C

PHA/POP/FPSD Indefinite Quantity Contractor

Selection Committee

1. Member designated by the Contracting Office.
2. R. T. Ravenholt, Director, PHA/POP or his designee.
3. H. A. Pedersen, Chief, PHA/POP/FPSD or his designee.
4. A. T. Wiley, PHA/POP/FPSD or his designee.
5. J. M. Loudis, PHA/POP/FPSD or his designee.
6. Director, SER/CM or his designee.

AGENCY FOR INTERNATIONAL DEVELOPMENT
**PROJECT AUTHORIZATION AND REQUEST
 FOR ALLOTMENT OF FUNDS PART I**

1 TRANSACTION CODE

A

A ADD
 C CHANGE
 D DELETE

PAF

2 IMPLEMENTATION CODE
5

3 COUNTRY ENTITY

Interregional

4 DOCUMENT REVISION NUMBER

1

5 PROJECT NUMBER (7 digits)

932-0634

6 BUREAU OFFICE

A SYMBOL B CODE

PHA

5

7 PROJECT TITLE (Maximum 40 characters)

Logistics Support

8 PROJECT APPROVAL DECISION

ACTION TAKEN

A A APPROVED
 B DISAPPROVED
 C AUTHORIZED

9 EST. PERIOD OF IMPLEMENTATION

YRS **03**

QTRS **0**

10 APPROVED BUDGET AID APPROPRIATED FUNDS (\$000)

A APPROPRIATION	B PRIMARY PURPOSE CODE	PRIMARY TECH CODE		E 1ST FY 77		H 2ND FY 78		K 3RD FY 79	
		C GRANT	D LOAN	F GRANT	G LOAN	I GRANT	J LOAN	L GRANT	M LOAN
(1) PH	440	440		350		800		800	
(2)									
(3)									
(4)									
TOTALS				350		800		800	

A APPROPRIATION	N 6TH FY		Q 5TH FY		LIFE OF PROJECT		PROJECT FUNDING AUTHORIZED	
	C GRANT	D LOAN	R GRANT	S LOAN	T GRANT	U LOAN	V ENTER APPROPRIATE CODES: 1 LIFE OF PROJECT 2 INCREMENTAL LIFE OF PROJECT	W GRANT X LOAN
(1)					1950			
(2)								
(3)								
(4)								
TOTALS					1950			2 FY 79

12 INITIAL PROJECT FUNDING ALLOTMENT REQUESTED \$000

A APPROPRIATION

PH

350

B ALLOTMENT REQUEST NO **1**

13 FUNDS RESERVED FOR ALLOTMENT

TYPED NAME (NAME/NEW AGENCY)

SIGNATURE

DATE

14 SOURCE ORIGIN OF GOODS AND SERVICES

XY 000

341

LOCAL

OTHER

15 FOR AMENDMENTS, NATURE OF CHANGE PROPOSED

BEST AVAILABLE COPY

FOR PPC/PIAS USE ONLY	16 AUTHORIZING OFFICE SYMBOL	17 ACTION DATE	18 ACTION REFERENCE (Optional)	ACTION REFERENCE DATE
		MM DD YY		MM DD YY

