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THE POPULATION COUNCIL

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FINAL REPORT

FIXED PRICE TECHNICAL SERVICES CONTRACT

Contract No. 664-0295-C-00-2001-00

Project No. 664-0295

Development of Administrative - Management Systems and Visual Aids

2 October 1981 to 14 January 1982

also available in French M-ANS-161

January 1982

FINAL REPORT
FIXED PRICE TECHNICAL SERVICES CONTRACT
Contract No. 664-0295-C-00-2001-00

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A. NARRATIVE REPORT

I. INTRODUCTION

This report is submitted by the Population Council to the U.S. Agency for International Development/Tunis, in fulfillment of the contract requirement that a final report be prepared. The report covers activities carried out during the period 2 October 1981 to 14 January 1982 in completion of the scope of work outlined in the referenced technical services contract. The report consists of a narrative which discusses the activities undertaken and results achieved, and a series of related attachments.

The following staff and consultants of the Population Council were involved in activities in fulfillment of the contract, and travelled to Tunisia as indicated:

Dr. Margaret McEvoy - Project Director for the Project Agreement between the Population Council and the Government of Tunisia and Rural Health Services Specialist.

Dates of travel: 10/2/81 to 10/14/81.

Ms. Maria-Elena Casanova - Consultant; Materials Development Specialist.

Dates of travel: 10/2/81 to 10/23/81

Dr. George Brown - Director, International Program, Population Council, and Public Health Physician under the contract.

Dates of travel: 11/10/81 to 11/18/81

Ms. Jeanne Betsock Stillman -

Consultant, later named Project Coordinator at the Population Council for the Tunisia Family Planning Project; Program Management Specialist

Dates of travel: 11/10/81 to 12/5/81

The short term technical assistance provided by Population Council was directly related to the development of an agreement between the Population Council and the Government of Tunisia for the provision of long-term financial and technical assistance with the support of USAID. The project agreement was basically agreed upon with Mme Souad Chater, President Director General of the Office National de Planning Familial et de la Population (ONPFP) during the visit by Dr. Margaret McEvoy to Tunisia in October 1981, and finalized during the visit of Dr. Brown and Ms. Stillman in November 1981. It appears as Attachment Number 1 to this report.

The remainder of this report describes the technical assistance which was provided to accomplish the scope of work as described in the contract. The three main objectives of the work were to:

- (1) Develop the administrative-management mechanisms necessary to implement the ONPFP Rural Family Planning Services Program;
- (2) Refine the overall implementation plans included in the basic ONPFP program planning documents; and
- (3) Develop educational family planning visual aids for rural non-literate populations.

In addition to the narrative report, a series of attachments provides in detail the actual administrative mechanisms, implementation plans, and assistance in development of visual aids that were produced under the terms of the contract.

II. ADMINISTRATIVE-MANAGEMENT MECHANISMS

Under this contract, the Population Council staff developed administrative arrangements and the financial, procurement, and reporting procedures to be used by the ONPFP under the newly executed project agreement between the Government of Tunisia and the Population Council. The agreement, dated November 18, 1981, consists of the Project Agreement, a Work Plan (Annex 1), and a Project Agreement Standard Provisions Annex (Annex 2). (See Attachment 1 to this report.)

The sections below discuss accomplishments achieved, and decisions yet to be made. The discussion is presented according to major areas specified in the Technical Services Contract.

A. Administrative Mechanisms

This section is concerned with overall organizational relationships that have been developed in order to facilitate effective management particularly for the rural program of the ONPFP.

1. Official Communications - Population Council/ONPFP

Official communications between the ONPFP and the Population Council will be in writing. Mme. Souad Chater, as President Director General of the ONPFP, and Dr. Margaret McEvoy, as Project Director of the Tunisian Family Planning Project at the Population Council, will be the addressees for their respective organizations.

2. Overall Management, Rural Program

Mme Chater will assume responsibility for direction and general management of activities under the Project Agreement.

Under her supervision, a new Rural Coordination Unit has been organized to start functioning as part of this agreement. Prospective staff for the Unit were interviewed by Dr. McEvoy during her visit in October 1981 and subsequent to this, a Rural Coordinator, Mr. Tofouaik Kilani, and a Rural Supervisor, Mr. Abdelaziz Rachid, have been confirmed as staff for the Unit. A secretary has as yet not been hired for the Unit. Under the terms of the agreement, technical assistance personnel of the Population Council will work directly with the Coordinator and the Supervisor to organize strategies delineated in the project proposal.

Responsibilities of the Rural Coordinator and of the Rural Supervisor are presented in detail in section A.1.c. "Management and Supervision of the Rural Outreach Program", found in Annex 1 to the Project Agreement.

(See Attachment 1 for copy of the Agreement.)

Liaison between the personnel of the Rural Unit and personnel of other divisions of the ONPFP has yet to be worked out in detail. The Rural Coordinator has requested that a person from each of the major divisions of the ONPFP (Population, Medical Services, Information, Education and Communications, and Training) be named to facilitate the necessary liaison. Responsibility for coordination of the peri-urban program has not yet been assigned.

3. Liaison with representatives of other USAID Intermediaries

Discussions with representatives of other intermediaries have taken place in Tunis and in New York. An informal system of information-sharing has been developed, particularly with the program for International Training in Health (INTRAH), the Association for Voluntary Sterilization (AVS), and the International Fertility Research Program (IFRP). More formal methods of exchange of information and planning will be developed during the coming months. (See section below on INTRAH).

a. INTRAH

Regarding liaison with INTRAH, a major intermediary whose training role has a potential considerable impact on the success of the rural program, several telephone conversations have been held with Ms. Rosalia Rodriguez, INTRAH Director of Training. The draft INTRAH contract with the ONPFP has also been reviewed. However, details need yet to be worked out to ensure that the training that will be undertaken with INTRAH assistance will be adequate to the needs of the rural program, with regard both to timing and content.

Several problems have become apparent: The training of animatrices rurales, which began 1 December 1981 and will continue through the end of January 1982, took place without technical assistance from INTRAH. Ms. Stillman participated in the development of plans for this training during her consultancy. It is also likely that training of male educators (educateurs assistants) and possibly other training as well will need to take place before the INTRAH contract takes effect, so as to prevent program delays. (Intermediate steps have been taken by the ONPFP to organize the training for male educators.) Discussion was held by Ms. Stillman with Mr. Anwar Bachbaoub, USAID/Tunis, regarding the need for planning among the ONPFP, INTRAH, and the Population Council.

b. Travel Coordination

Mme. Chater discussed with Ms. Stillman the need to coordinate prospective travel of Population Council staff and consultants with that of other intermediaries, both for the purpose of facilitating programmatic planning and in order to ease pressure upon the ONPFP that might be caused by overlapping travel schedules. Thus Mr. Mourad Ghachem, director of the Bureau of International Cooperation of the ONPFP was asked to advise the Population Council of forthcoming visits by other intermediaries (and other organizations such as UNFPA). A list was provided for December 1981 and January 1982. However, it was mutually recognized that due to frequent alterations in

schedule and occasional short notice of such travel, this would be difficult to keep up to date. It was agreed that Council representatives would attempt to keep informed through their own conversations with other intermediaries, as well as by periodic notification from Mr. Ghachem's office. (The latter might be provided during visits of the Council's staff.)

B. Financial Management System

The basic financial management system for the Population Council/ONPFP project agreement was finalized during the October visit by Dr. McEvoy to Tunisia. It was reviewed, particularly with regard to the French translation of the agreement, during the visit of Dr. Brown and Ms. Stillman. The financial management system is described in detail in several sections of the Project Agreement between the Government of Tunisia and the Population Council.

This document was approved by USAID/Washington upon the return of Dr. McEvoy, and was signed by Dr. Brown and Mme. Chater during Dr. Brown's visit.

Relevant sections of the Project Agreement that relate to financial management include Articles 4,5,6,7,8 and 9. Annex 1 (the Work Plan), stipulates that within the total obligated amount the Recipient may adjust major item amounts up to 5% without prior Council approval. Annex 2, the Project Agreement Standard Provisions Annex, is based on AID standard provisions. Articles in it relating to financial management include Articles B, D and E.

C. Procurement

As with the financial management system, procedures for procurement are delineated in the Project Agreement. Relevant sections are Articles 8 and 9 of the Project Agreement, and Article C of Annex No. 2.

Mr. Griba, of the Division of Administration and Finance, will continue to follow bidding and purchasing procedures in which he has been trained by USAID/Tunis mission personnel. Population Council staff will monitor his activities in this regard to ensure that they conform to standard procedures.

Until the present, no purchasing agent outside the ONPFP has been identified; Mr. Griba serves in that capacity. A procedure for purchasing the three vehicles under the Project Agreement has been developed which will follow that used to purchase the 60-vehicle fleet with USAID/Tunis assistance in 1981. Mr. Alan Getson, USAID/Tunis, briefed Ms. Stillman on this during her November visit. Procedures to be used to purchase the audio-visual equipment and contraceptives and expendable supplies will be discussed during the planned visits of Ms. Stillman and Ms. McEvoy in early 1982.

D. Reporting

During Dr. McEvoy's visit, the reporting system was developed which will be used by the ONPFP in reporting programmatic, technical, and financial progress under the Project Agreement. The Project Agreement specifies types, format, frequency, and distribution of the following types of reports: quarterly progress reports, annual reports, technical reports, and quarterly financial reports. (See Article No. 10 of Project Agreement for details.)

During Ms. Stillman's visit, a draft outline was prepared of the format of the quarterly narrative reports. (See Attachment 2).

III. IMPLEMENTATION PLANS

During the visit of Dr. McEvoy, the general work plan for the period September 30, 1981 to Sept. 29, 1982 was agreed upon with the ONPFP. It appears as Annex 1 to the project agreement (see Attachment 1). Based on the Population Council's proposal to AID and based on existing ONPFP program strategies, three

major program components were identified: a) expansion of services, b) information, education and communications and c) research and evaluation. The component on Expansion of Services is further broken down into rural areas, general strategy and target zones, and peri-urban areas. Provision is also made for international training and travel to appropriate conferences.

The ONPFFP was asked by Dr. McEvoy during her visit of October 1981 to further break down these implementation plans for each program activity. Topics covered should include a timetable, inputs needed from various sources and identification of individuals in charge of program execution, monitoring and supervision. At the time of the visit of Dr. Brown and Ms. Stillman, the implementation plans had not been completed. Discussions were held with Mme. Chater and the responsible people in the Population Division, the IE&C division, and the Rural Coordination Unit regarding development of the implementation of plans. Resulting from these discussions, the IE&C division prepared a timetable for the project activities for the coming year. The timetable, which appears as Attachment 3, is as yet incomplete in some regards. A draft implementation program for the rural areas including both the target zones and the general strategy was prepared by Mr. Kilani and Mr. Rachid, the coordinator and supervisor respectively, with the assistance of Ms. Stillman. A more detailed timetable of activities for the period November 1981 through February 1982 was also drafted. These appear as Attachment 4. Although a draft implementation plan was prepared for the operational research and evaluation component of the project, this was not given to Population Council staff or consultants before their departure. Subsequently, in response to a cable from Dr. McEvoy to Mme. Chater, a telex has been received at the Population Council that all implementation plans are being finalized and should be available by mid-January 1982.

A visit by Dr. Brown to Tunisia is scheduled for mid-January 1982 to review the implementation plans.

Based on the Work Plan that appears in the project agreement, the Population Council staff have also prepared an interim work plan which focuses in a detailed manner on program components and that reviews action to date as of mid-December 1981, future actions or questions to resolve, and actions proposed by Population Council staff, particularly for January through March 1982. The Council's interim work plan will be adjusted as necessary, based upon receipt of ONPFP work plans. A copy of the Population Council interim work plan appears as Attachment No. 5.

IV. EDUCATIONAL AIDS

The process of developing educational family planning visual aids suitable to semi-literate and non-literate populations, especially in rural areas, was begun by Ms. Casanova during her visit to Tunisia. Ms. Casanova has subsequently sent to Mr. Yahia, Director of Information of the ONPFP, a methodology for testing brochures. (See Attachment 6). At the time of the Brown/Stillman visit, data had been received on the reaction of focus groups to brochures, but had not yet been analyzed. Ms. Casanova's report on her consultancy appears as Attachment 7. Ms. Casanova will continue this work as a consultant under the new Project Agreement.

V. OTHER ACTIVITIES UNDERTAKEN

Other significant activities undertaken during travel by Population Council staff in Tunisia included the following:

- Preparation of the budget for the period 1 October to 31 December, 1981, which appears in Annex 1 of the Project Agreement. (Dr. McEvoy);
- Travel with Mr. Kilani and Mr. Rachid to Kairouan and Mahdia to meet regional delegates and staff (Dr. McEvoy);

-Participation in four days of the management training program for regional delegates and secretaries, for the purpose of meeting the ONPFP staff and reviewing presentation to them of the rural program for target areas. (Ms. Stillman);

- Arrangement for Dr. Bchir, Advisor to the President Director General, ONPFP, to visit Thailand to observe commercial distribution systems (Mechai program), evaluation programs (Ministry of Health), and use of Depo Provera (Chulalongkorn). (Dr. Brown);

- Discussions with Dr. Boukhris, Ariana Clinic, on biomedical research issues in Tunisia; proposed research on injectables; research on user attitudes to new contraceptives, in Siliana; possibility of future research on contraceptive Implants; and his role in medical affairs in Tunisia and in the Middle East; (Dr. Brown);

- Assistance in planning and preparation of content and training materials for the rural animatrices training program, which began 1 December 1981. (Ms. Stillman); (For details, see her trip report);

- Review of and assistance in preparation of a record and reporting system for the rural program. (Ms. Stillman) (For details, see her trip report.)

- Travel to Siliana (Dr. Brown and Ms. Stillman), and Kairouan and Mahdia (Ms. Stillman), with Mr. Kilani, to meet regional delegates and staff, and in Siliani to meet with representatives of the Central Tunisia Primary Health Care project.

VI. CONCLUSIONS

The new strategies efforts of the ONPFP program under the Project Agreement with the Population Council are off to a good start, although progress is slower than anticipated in some areas. Working relationships between the ONPFP and the Council staff and consultants have been developed during the course of the first quarter of the project. Areas of technical assistance for the first quarter of 1982 have been identified by the

Population Council in the Interim Work Plan.

For detailed analysis of the status of the project and future actions or decisions, see the Interim Work Plan (Attachment 5). The following is a brief summary of the status of the Project according to information at hand at the end of December 1981.

- Rural Program: The necessary groundwork is still being laid to initiate the program in the rural areas, but good progress is being made, particularly with regard to the target delegations. The rural animatrices are being trained and should begin work in February 1982.

- Peri-Urban Areas: Services are continuing in the peri-urban areas around Tunis, but have yet to be expanded to new clinics and cities; this will be a priority to develop in early 1982.

- Commercial Retail Sales: Expansion of commercial retail sales of contraceptives has been discussed by Council staff with the ONPFP; this awaits further study of the legal issues involved.

- Information, Education and Communications: Activities are underway to analyze focus groups, to develop brochures for semi-literate and non-literate women, and to develop cassettes. Follow-up consultation by Ms. Casanova is tentatively planned for March 1982.

- Operational Research and Evaluation: The major current effort underway is the refinement of the "diagnostic" study whose purpose is to establish targets for the delegations.

- International Training: One study tour, that of Dr. Bchir, has occurred to date.

POPULATION COUNCIL AGREEMENT No : IA81.5-A

PROJECT AGREEMENT

Dated: November 18, 1981

Between The Government of Tunisia, acting through l'Office
National du Planning Familial et de la Population,
THE REPUBLIC OF TUNISIA ("Recipient")
and The Population Council, One Dag Hammarskjold Plaza;
New York, New York 10017, United States ("Council")

This is a subagreement under a cooperative agreement between the Population Council and the Agency for International Development, and forms part of the general cooperative agreement between the Government of Tunisia and the United States of America, dated march 26, 1957. It consists of a Project Agreement of twelve pages, a Work Plan of nineteen pages (Annex 1), and a Project Agreement Standard Provisions Annex of ten pages (Annex 2).

Article 1 : The Agreement

The purpose of this Agreement is to set out the understandings of the parties named above ("Parties") with respect to the undertaking by the Recipient of the Project described herein, and with respect to the financing of the Project by the Parties.

Article 2 : The Project

Section 2.1 Définition of Project. The Project, which is further described in Annex 1 is to assist the Government of Tunisia to address the requirements necessary to strengthen their ability to expand family planning services, primarily in the rural areas, through the following projected activities :

- (1) Overall support to gouvernorats to increase information, educa-

tion and communication services and male participation in family planning activities and to improve effectiveness of mobile units and regional animatrices ;

(2) implementation of a special rural outreach program in eight gouvernorats ;

(3) support of family planning outreach activities in peri-urban areas;

(4) support for commercial distribution of contraceptives;

(5) support for the further development and strengthening of the family planning information, education and communication programs ; and

(6) assistance in developing a stronger operational research and evaluation capability.

Annex 1, attached, amplifies the definition of the Project contained in this Section 2.1.

Within the limits of the definition of the Project in this Section 2.1., elements of the amplified description stated in Annex 1 may be changed by written agreement of the authorized representatives of the Parties named in Section 11.1, without formal amendment of this agreement.

SECTION 2.2. Incremental Nature of Project. (a) It is anticipated that the Council's contribution to the Project will be provided in increments, the initial one being made available in accordance with Section 4.1, of this Agreement. Subsequent increments will be subject to availability of funds to the Council for this purpose, and to the mutual agreement of the Parties, at the time of a subsequent increment, to proceed.

(b) In the event that the Council does not add a contemplated increment of funding in a timely fashion, it is understood that either Party may elect to terminate this agreement in accordance with Agreement Project Standard Provisions Annex Section D.1., provided that within the limits of then available funds committed to the Project by the Parties, the termination

period may be extended beyond a period of 30 days to provide for orderly arrangements, and that each Party will do all it believes appropriate to retain and extend the benefits of Project activity which has already taken place.

(c) Within the overall Project Assistance Completion Date stated in this Agreement, the Council, based upon consultation with the Recipient, may specify in Project Implementation Letters appropriate time periods for the utilization of funds granted by the Council under an individual increment of assistance.

Article 3 : Project Implementation

Following the terms of this agreement, the President Director General of the National Office for Family Planning and Population is responsible for the execution of the project. In her position as Director of the program, the President Director General will be responsible for :

- a) the realization of the objectives cited in the program ; and
- b) formulation of implementation policies in conformity with the undertakings of the present agreement.

In order to supervise the coordination of the various activities of information, education, and communication ; evaluation with various departments ; and to assure the implementation and the coordination of the various activities in the rural zones at the gouvernorat and target zone levels, the Program Director will put in place at the central level a unit which will consist of a Coordinator, a Supervisor and a Secretary. The personnel of this unit will be appointed by the President Director General of the ONPFP in consultation with the Population Council.

**Article 4. Financing (Estimated Cost and Obligated Amount, and
Limitation of Funds)**

SECTION 4.1. The total estimated cost of this agreement to the Council is US \$ 1,383,480 for the fiscal year 1982. The amount obligated to this agreement is US \$ 201,690, which is payable with the signature of the agreement. (See SECTION 4.2. below entitled "Limitation of Funds"). It is anticipated that as of September 30, 1981, costs will be incurred by the Recipient according to the workplan. Such costs will be reimbursed by the Council although the signing of this agreement is not until on or about November 18, 1981. Funds provided under this agreement may be used to finance foreign exchange costs, as defined in Section 8.1. and local currency costs, as defined in Section 8.2 of goods and services required for the project.

SECTION 4.2. Limitation of Funds

This is an incrementally funded cost reimbursable agreement. The amount presently available for payment and obligated under this agreement is US \$ 201,690. It is anticipated that additional funds will be obligated up to the estimated cost of this agreement, if funds are available. The Recipient agrees to perform work under this agreement up to the point of which the total amount paid or payable by the Council according to the terms of this agreement approximates but does not exceed the total amount actually obligated under this agreement.

The Council shall not be obligated to reimburse the Recipient for costs incurred in excess of the total amount from time to time obligated under this agreement and the Recipient shall not be obligated to continue performance under this agreement unless and until the agreement has been amended.

Article 5. Project Assistance Period (Period of Agreement)

a) This agreement covers the financing and the execution of the first year of activities of a five year program of cooperation between the "Office National du Planning Familial et de la Population" and the "Population Council", beginning in October 1981. This five year program has been submitted by the Council to US AID for a total of US \$ 5,932,861 depending on the availability of funds.

b) The effective date of this agreement is September 30, 1981 and the expiration date is September 29, 1982. All services financed under this agreement will have to be performed and all goods financed under this agreement will have to be furnished for the project within this period.

Article 6. Conditions Precedent to Disbursement

SECTION 6.1. First Disbursement

The first payment under this agreement will be made upon receipt of the executed agreement and a statement of the name of the person holding or acting in the office of the Recipient specified in Section 11.1 and a specimen signature of this person specified in such statement. (See Article 9).

SECTION 6.2. Notification

When the Council has determined that the conditions precedent specified in Section 6.1. have been met, it will promptly notify the Recipient.

SECTION 6.3. Terminal Dates for Conditions Precedent

If the conditions, specified in Section 6.1 have not been met within 60 days from the date of this Agreement, or such later date as the Council may agree to in writing, the Council, at its option, may terminate this Agreement by written notice to the Recipient.

Article 7. Special Covenants

SECTION 7.1 Project Evaluation

The Parties agree to establish an evaluation program as an integral part of the Project. Except as the Parties otherwise agree in writing,

the program will include, during the implementation of the Project and at one or more points thereafter : (a) evaluation of progress toward attainment of the objectives of the Project; (b) identification and evaluation of problem areas or constraints which may inhibit such attainment; (c) assessment of how such information may be used to help overcome such problems, in this or other projects, and (d) evaluation, to the degree feasible, of the overall development impact of the Project.

Article 8. Procurement Source

SECTION 8.1. Foreign Exchange Costs

Disbursements will be used exclusively to finance the costs of goods and services required for the Project having their source and origin in the United States (Code 000 of the A.I.D. Geographic Code Book), as in effect at the time orders are placed or contracts entered into for such goods or services ("Foreign Exchange Cost") except as the Council may otherwise agree in writing, and except as provided in the Project Agreement Standard Provisions Annex, Section C. 1 .(b) with respect to marine insurance. Budget item IXC will be Financed by the Council in the United States for the Recipient. Funds will be held at the Council to pay for these purchases. Budget items VII F and IXA and B may be Financed by the Council in the United States and shipped to the Recipient. If such costs are incurred in the United States, funds will be held at the Council to pay for these purchases.

SECTION 8.2. Local Currency Costs.

Disbursements will be used exclusively to finance the costs of goods and services required for the Project having their source and, except as the Council may otherwise agree in writing, their origin in the Republic of Tunisia.

Article 9. Disbursement (Payment)

SECTION 9.1. Payment

US \$ 177.690 will be paid upon receipt of the documents specified in Article 6, Section 6.1 Subsequent payments will be made subject to 1) the obligation of additional funds being made available and 2) the receipt of acceptable quarterly progress and financial reports then due. (See Article 10. Reports).

The amount of US \$ 24.000 will be held at the Council to pay for budget item I XC. Vehicles (3) : US \$ 24.000, which will be financed by the Council for the Recipient for use in the project funded under this agreement. The amount of US \$ 150.000 may be held at the Council to pay for the following budget items : VII F. Audio-visual equipment, supplies and freight : US \$ 72.000; and I X.A and B. Contraceptives and Expendable supplies (surgical gloves, syringes, other) : US \$ 78.000.

If at any time during the period of this agreement the Recipient's expenditures amount to less than seventy-five percent (75%) of the total payments received, subsequent payments shall be adjusted consistent with the rate of expenditure for approved activities under this agreement.

If the Recipient's total costs are less than the sum of the payments received, the Contractor agrees to refund the difference to the Council. At no time shall total payments exceed the total obligation amount of the agreement.

SECTION 9.2. Rate of Exchange

If funds provided under the Agreement are introduced into the Republic of Tunisia by the Council such funds may be converted into currency of the Republic of Tunisia at the highest commercial rate of exchange which, at the time conversion is made, is not unlawful in the Republic of Tunisia.

Article 10. Reports

The Recipient shall submit reports as follows :

A. Quarterly Progress Reports : Summary progress reports which include a brief narrative on major program developments will be submitted to the Council. These quarterly reports will include a discussion of administrative and technical aspects of the program. In particular, progress achieved in the implementation plans for each major program activity will be highlighted along with problems encountered and remedial actions proposed.

B. Annual Reports : An annual report on the overall status of the program will be submitted to the Council for review. The report will include for each major program component :

- (a) a summary of program objectives and work plan;
 - (b) a review of progress in meeting program objectives and in implementing the work plan,
 - (c) recommendations for future action;
 - (d) financial accounting ; and
- significant findings/developments in the Tunisian family planning program will also be noted in the annual report.

C. Technical Reports : Technical reports will record the results of applied research and consulting activities and will include :

- (a) special studies as specified in the annual work plan; and
- (b) ONPFP program statistics and modifications introduced in the data collection system. These reports shall be submitted as they become available.

D. Quarterly Financial Reports : A report of all expenditures made from agreement funds shall be prepared and submitted to the Council quarterly within 30 days of the end of the period. The financial report should be itemized into the various categories and sub-categories of expenditures indicated in the approved agreement budget (Annex I.).

E. Quarterly progress and financial reports are to be submitted to Dr. Margaret Mc Evoy at the address shown in Article 11, Section 1.

F. This agreement will be audited every twelve months by an independent auditor assigned by the Council.

Article 11 : Miscellaneous.

SECTION 11.1 Communication

Any notice, request, document or other communications submitted by either Party to the Other under this Agreement will be in writing or by telegram or cable, and will be deemed duly given or sent when delivered to such party at the following addresses :

To the Recipient :

Mail Address : - **Président Directeur Général
Office National du Planning Familial
et de la Population
Boite Postal 55 - Belvédère 1002
Tunis, Tunisie**

To the Council :

Mail Address : **Margaret Mc Evoy, Dr. P.H.
Associate
International Programs
The Population Council
One Dag Hammarskjold Plaza
New York, New York 10017 U.S.A.**

All such communications will be in English or French, unless the Parties otherwise agree in writing. Other addresses may be substituted for the above upon the giving of notice.

SECTION 11.2 Representatives

For all purposes relevant to this Agreement, the Recipient will be represented by the individual holding or acting in the office of the President Director General "Office National du Planning Familial et de la Population" and the Council will be represented by Dr. Margaret McEvoy, each of whom by written notice, may designate additional representatives for all purposes other than exercising the power under Section 2.1 to revise elements of the amplified description in Annex 1. The names of the representatives of the Recipient, with specimen signatures, will be provided to the Council, which may accept as duly authorized any instrument signed by such representatives in implementation of this Agreement, until receipt of written notice of revocation of their authority. Signature Authority for this agreement has been delegated to Dr. George F. Brown, by the President of the Council.

Article 12 Substantial Involvement Understandings

It is anticipated that performance of the Work Plan requires substantial technical assistance and supervision by the Council and AID. In the absence of a permanent representative of the Council, both parties agree that the Council key personnel will be able to travel to Tunisia as deemed necessary by the Council to participate in specific areas of technical assistance which include but are not limited to the following:

- (a) development and approval of the Agreement to be executed with ONPFP ;
- (b) development and approval of implementation plans for each program activity. Plans should include a timetable, inputs needed from various sources, and identification of individuals in charge of program execution, monitoring and supervision;

- (c) identification of short-term technical assistance ; and
- (d) participation of the Council and AID in the annual review at ONPFP in order to assess program progress and future strategies. The primary objective of this review will be to study the most effective means to implement the program, including appropriate ways of providing technical assistance.

Article 13. Standard Provisions Annex

A "Project Agreement Standard Provisions Annex" (Annex 2) is attached to and forms part of this Agreement.

Article 14. Approval of this Agreement by USAID/Washington

This agreement shall not be binding upon the parties hereto until such agreement has been approved by the United States Agency for International Development, and such other U.S. Government approvals as may be required.

Article 15. Language of the Agreement

This Agreement has been prepared in both English and French. Only the English language shall be considered the official language of the agreement.

ANNEX 1

WORK PLAN

September 30, 1981 - September 29, 1982

In the first year of this project, three major program components will begin:

- A. Expansion of Services;
- B. Information, Education and Communication; and
- C. Research and Evaluation.

A. Expansion of Services

1. Rural Areas

a. General Strategy

The expansion of rural services will have two main components:

- to improve services and expand rural outreach in existing family planning programs in the twenty Gouvernorats
- to design and implement a special rural outreach program in 14 Delegations in eight Gouvernorats of Central and Southern Tunisia

To achieve these goals, the ONPFP will create a Rural Coordination at the Central level. This division will be staffed by a Program Coordinator and a supervisor. The Population Council technical advisors will work directly with the Rural Coordinator and the Supervisor to organize the strategies delineated in the project proposal.

This includes strengthening each Gouvernorat's management capacities in order to increase rural family planning activities in all Gouvernorats. Some of these activities include:

- increase male participation in family planning activities
- improve mobile unit cost-effectiveness
- increase person-to-person IE and C and services
- increase effectiveness of regional animatrices (rural health workers)

Implementation plans are as follows:

1) Increase male participation

A male Assistant Delegate, or health educator, will be hired, trained, and assigned to each of 20 Gouvernorats. His responsibility will be to further all IE and C activities, and particularly, to work with community male leadership groups and individuals.

2) Improve mobile unit cost effectiveness

A study is now underway to evaluate the mobile teams. Based on these findings there will be reorganization of the mobile team system in order to provide better coverage, and promotional and follow-up activities.

Where appropriate, other health personnel will be integrated in order to provide polyvalent services.

3) Increase person-to-person IE and C and Services

The key to the successful implementation of a rural strategy for increased family planning acceptance will be to capitalize on the presence of multisectoral rural workers to assist in the dissemination of family planning information and services.

It is envisioned during the next year to train male health workers from the Ministry of Health ("infirmiers itinerants") to become part of the family planning outreach cadre.

In addition, social workers from the Ministry of Social Affairs will be trained to provide oral contraceptives in the homes, and to more effectively coordinate referrals for IUD and sterilization acceptors. They will also provide systematic follow-up, especially for pill acceptors.

To facilitate this house-to-house promotion and distribution activity, a travel stipend has been provided in this agreement for 200 social workers. An additional 150 will be paid by UNFPA. Training will be provided by the ONPFP Training Division and supervision will be the responsibility of the Rural Coordinator and his staff.

4) Increase effectiveness of regional animatrices

At present, there are two animatrices in each Gouvernorat. They are working primarily in hospitals and clinics to refer postpartum mothers for sterilization and to provide general follow-up of acceptors. Their activities will be reviewed, and a system designed to measure their effectiveness.

In summary, this agreement will provide support for the Delegates and their staff; the addition of an assistant Delegate; continued support for the two regional health workers; and travel stipends for the social workers to reach outlying areas.

The rural Program Coordinator and the Supervisor will oversee these activities and ensure that all the training, evaluation, IE and C, and medical services components of the ONPFP are coordinated, and that liaison between the other institutions is maintained. The Population Council will provide technical assistance in the design of these activities and provide consultants for each of these components as needed.

b. Rural Outreach Program - Target Areas

In central and Southern Tunisia target areas in 14 Delegations of eight Gouvernorats have been chosen as sites for initiation of intensive rural outreach programs.

A systematic and progressive program will be designed to provide coordinated IE and C, services and follow-up. Eight mobile teams (one per gouvernorat) will be added to this region, and 40 animatrices (5 per gouvernorat) will be recruited from the 14 Delegations and provide IE and C, and contraceptive services in communities and homes. Twenty motorbicycles will be purchased to provide transportation for these workers to reach remote areas.

In these target areas, the existing social workers and itinerant health workers will be the first groups trained, by the Training Division, to coordinate their activities with the mobile teams and the health workers. Newly designed IE and C materials will be tested on a broad scale.

There will be coordinated efforts with other agencies that provide out-

reach work in the target areas. Among these are social workers, itinerant health workers and the traditional birth attendants to be trained. There will also be close collaboration with the AID financed rural health project in Central Tunisia to achieve effective linkages with rural health services.

The specific implementation plans consist of the following:

- 1) A preliminary socio-demographic study of the target areas in order to establish assembly points for the mobile teams;
- 2) Recruitment of the animatrices from the target areas. They will be chosen with the participation of the local leaders and Delegate, and will be most likely chosen from members of the UNFT (Union Nationale des Femmes Tunisiennes) who already have community action experience. These animatrices will undergo an intensive two to three month training program. They will be expected to:
 - a. conduct systematic house to house canvassing and to identify all MWRAs in their areas;
 - b. distribute contraceptives (pills, condoms, foam);
 - c. follow-up all contraceptive acceptors;
 - d. instruct potential acceptors regarding mobile unit itineraries and coordinate transportation for sterilization acceptors;
 - e. educate community leaders and women's groups, etc. and promote IE and C activities. They will also work together with the assistant Delegate to educate and inform male community groups;
 - f. coordinate IE and C activities with other outreach workers in the communities.

It is expected that 60% of the households in the target areas will each be visited three times during the first year of this agreement.

Program planning, supervision and coordination with the regional Delegates and the various Divisions at the Central level will be the responsibility of the Rural Coordinator and his Supervisor. Local physicians will be contracted on a part-time basis to supervise the clinical activities of these mobile teams.

For this project, the agreement will provide the salaries of the 40 animatrices, eight chauffeurs for the mobile teams and part-time salaries for the supervising physicians.

c. Management and Supervision of the Rural Outreach Program

To implement and coordinate the diverse activities for expansion of services on the Gouvernorat level and in the target areas, a new unit will be established at the ONPFP's Central office, under the supervision of Mme. Chater. This unit will consist of a Rural Coordinator, a Supervisor and a Secretary.

The responsibility of the Rural Coordinator will be to serve as a liaison between the various divisions of the ONPFP (medical services, Training, Evaluation, and IE and C) in order that the inputs from each of these divisions are integrated in the program planning and implementation of the rural strategy.

On the regional level, the Rural Coordinator's responsibilities include the following: to plan, implement and monitor the rural outreach strategy in accordance with the specific characteristics and resources of each Gouvernorat; to monitor and participate in ongoing evaluations; to initiate new operational research studies; to supervise various training programs in order that the objectives of the rural strategy are met; to plan and implement the various IE and C and service activities in conjunction with the participating institutions, and to supervise their progress.

The rural Supervisor will be responsible for overseeing the formation of teams of rural animatrices, especially those selected for the first phase of the rural program. He/she will monitor and supervise their activities and be responsible for coordination with other participating agencies.

The Supervisor will also ensure effective liaison between the social workers from the Ministry of Social Affairs and the itinerant health workers of the Ministry of Health, and will coordinate their activities in local communities.

The Rural Coordinator and Supervisor will be recruited from among senior level social workers. The Coordinator should have proven high level administrative capabilities as well as considerable field experience in program planning and supervision. The Supervisor should have considerable background in teaching and training as well as long exposure to, and participation in, rural motivation and communication activities.

This contract will pay the salaries of the Rural Coordinator, the Supervisor and secretary, and will also cover costs of two vehicles.* Upon the termination of the contract, the ONPFP will fund the necessary salaries.

2. Family Planning Outreach Activities in the Peri-Urban Areas

Cognizant of the need to increase contraceptive services to the peri-urban populations, the ONPFP intends to launch a special outreach IE and C program to increase acceptability and knowledge of service delivery points, and to establish consultative services in the dispensaries presently existing in peri-urban areas.

- 1) Outreach of IE and C activities and referrals undertaken by the social workers of the Ministry of Social Affairs presently working in these areas. A special family planning training program will be provided for these workers, and a system will be designed that effectively links the promotional and referral activities of the social workers with the services rendered at the clinics.

- 2) Recruitment of private physicians to provide family planning services in 25 peri-urban clinics in Tunis and 10 peri-urban clinics in smaller cities. It is planned to provide an average of 10 hours a week (2 hours a day) of family planning counseling, services (injectables, IUD insertions and follow-up) and referrals for sterilization. At present it is necessary to recruit additional

*An additional vehicle will be purchased for the IE and C supervisor for the rural areas.

staff time from private physicians until the Ministry of Health has a greater number of physicians, nurses and midwives trained in family planning. Beginning in 1982 courses on family planning will be integrated into the curriculum of the medical and para-medical schools, (financed by the UNFPA).

In order to evaluate this program a referral form will be designed for the social workers, and a trimestral evaluation of outreach activities by the ONPFP will be measured against services delivered at the clinics.

Mini surveys in sample areas on prevalence and choice of provider (clinic versus pharmacy) will give a clear picture of the direction this peri-urban program should pursue in the future. An annual review is planned of the various components of IE and C, training, medical services and evaluation of the proposed programs. This review together with operations research findings, as well as demographic data, will serve as a basis for planning the expansion of these services, and for establishing targets for other peri-urban health centers around the country during the ensuing years.

3. Commercial Distribution of Contraceptives

For the coming year, the Council will continue AID support in the repackaging and detailing work of commercial distribution of contraceptives. The Council will also coordinate the review of past CRS efforts and the development of a new CRS program strategy with the ONPFP.

Operations and marketing research projects may be designed to study markets and to test new commercial delivery systems. Consultant visits will be necessary to help design this program. If this activity grows as anticipated, the number of acceptors of oral contraceptives called for in the Sixth Plan will be substantially increased.

4. International Training

Short-Term training and program visits to the United States and third-world countries are included in this proposal. No further long-term or degree training is called for. Short courses in management, evaluation, communications, marketing, and other specialized areas of relevance to the program are important as the ONPFP develops the capacity to implement its new strategy. Visits to rural outreach and community based distribution programs in other countries is of particular importance to assist the ONPFP in developing its expanded rural program. A limited number of trips to international conferences is also envisaged, to assure exchange of relevant information and experience with other countries and with experts in different aspects of family planning throughout the world.

B. Information, Education and Communication

The ONPFP IE and C Strategy beginning in 1982 is to redirect efforts towards reaching rural and peri-urban populations through a variety of new approaches. These include: 1) Training and effective utilization of several categories of rural outreach workers (Table 2 on p.32 of the proposal) to provide, through person-to-person techniques, information and education appropriate to the needs and concerns of contraceptive users and potential users, both female and male; 2) Development and dissemination of a new series of simple audio-visual and educational materials appropriate for use with illiterate and semi-literate people; and 3) Close coordination of IE and C efforts with other program efforts directed at new rural and peri-urban target regions. This will be accomplished through the office of the Coordinator for Rural Programs.

The design, pre-testing and production of appropriate educational materials requires a significant shift in the operations of the ONPFP's IE and C unit. International and national consultants will be contracted to help implement the new strategy and to design materials suitable for rural populations. A consultant from PIATA of Mexico has initiated plans for the development of simple brochures for illiterate and semi-literate populations. Additional visits by the PIATA consultant are planned to implement her recommendations. Local consultants and ONPFP staff will extensively pre-test, produce and

disseminate these brochures and other materials for education personnel and for potential and actual contraceptive users. Input and feedback from regional staff will be a key element in the production of IE and C materials. This will be facilitated by the Rural Coordination Unit. Close coordination with the National Training Center is also envisaged, so as to produce appropriate training and educational materials for field staff.

The ONPFP will continue its education program and media campaigns throughout all MOH facilities as well as for urban populations, and institutional and community leaders. The program will be directed to diverse segments of the population.

The major IE and C activities to be supported by this contract are as follows:

- Educational activities in rural areas, emphasizing the 14 target rural delegation, and populations not yet reached by the family planning program. This includes educational campaigns, and seminars for special target groups;
- Continuation of support for press articles and informational programs for journalists and rural promotional materials;
- Mass-media programs including radio, and television;
- Production of audio-visual material, emphasizing informational brochures for illiterate and semi-literate populations. Production of flip-charts, pocket calendars, training guides for field workers, slides, and duplication of existing films are also included;
- Audio-visual equipment, documentation, and printing of periodicals and other informational material.

C. Operational Research and Evaluation

In order to develop and measure a variety of new program operations designed to achieve the overall objectives of the ONPFP during the sixth plan period, a number of operational research projects and management evaluation studies ("etudes ponctuelles") are planned. These studies are intended to give rapid feedback to management, to determine whether existing and new program efforts are cost-effective, and whether they best satisfy the

needs of different population groups. The following studies are planned during the first year:

- 1) Socio-economic profile and acceptance rates in the 14 rural delegations targetted for the expanded rural outreach program. Attitudes, needs and present use of family planning will be measured, and specific objectives established for each delegation. The present extent of coverage of family planning information and services will be charted for each region, in order to design the program operations and means necessary to achieve the objectives. Similar studies will subsequently be undertaken in additional rural areas, in order to determine existing program limitations and redesign program operations.
- 2) Study of family planning and MCH needs in peri-urban populations. A more detailed understanding of the peri-urban populations of Tunis, Sousse and Sfax is needed gathering essential socio-demographic information on this rapidly growing segment of the population, in order to establish family planning objectives, to determine the extent of coverage by existing services and to provide the basis for services, and to provide the basis for the design and evaluation of an expanded program. Special emphasis will be on the socio-economic and demographic characteristics of recent migrant groups.
- 3) Studies of program operations. A systematic examination of various components of the ONPFP program will be undertaken to determine cost-effectiveness and acceptability of each program element, including mobile units, contributions of different categories of personnel, sterilization services, information and education programs, and training. These studies will be designed to provide management with practical information to modify operations on the basis of objective criteria of effectiveness.
- 4) Assessment of service statistics. Studies of the accuracy and reliability of different elements of the ONPFP Service Statistics will be undertaken, with a view to redesigning the system to satisfy management needs at central and regional levels, and to simplify the system to reduce reporting requirements of service personnel. A new "Diagnostic" information system, introduced in 1981, needs to be evaluated. As the program becomes more decentralized, further modifications in service statistics will be needed.

- 5) Other operational research studies. In order to maintain flexibility and assure a continuing flow of relevant and practical information to program management, a number of other studies will be initiated as needed.
- 6) Data processing and analysis of service statistics. The ONPFP has established a sophisticated service statistics system, on giving computerized data processing and analysis. Components of this system include the daily activity forms from 700 family planning centers, the individual statistical form for each acceptor, and special forms for post-partum acceptors. The system analyzes 58,000 forms per month, including level of activity of each center by acceptor and by method. A monthly statistical report provides the core data on program achievements. Additional special analysis are undertaken periodically. The service statistics system will continue to be supported, and new elements introduced as the program undergoes modification and new data needs are identified.

TIME TABLE

	1981					1982										
	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
3. <u>Equipment</u>																
Needs Assessment																
Ordering materials . (including contraceptives)																
Acquisition of																
Annual inventory																
8. <u>Medical Services</u>																
Re-examination of drug and contraceptive																
expenditure																
Introduction of injectibles																
Elaboration of medical orders and																
technical norms																
Supervision of field activities																
11. <u>Rural Program - Target Areas</u>																
Preliminary study																
Start-up Rural Coordination																
Unit																
Acquisition of vehicles																
Recruitment of animatrices																
Training of animatrices																
Start-up of project																
Monthly evaluations (beginning 6/82)																
Two-year evaluation																
Progressive extension of program																
14. <u>Mobile Team</u>																
Cost effectiveness - studies																
Vehicle replacement																
Study and revision																
Regular bi-annual evaluations																
15. <u>Participation of Social Workers and Itinerant Health Workers</u>																
Definition of terms of collaboration terms (with																
Ministries of Public Health and Social Affairs)																
Certification of personnel at regional level																
Field training and re-training																
Tri-annual evaluations (regional level)																
Bi-annual evaluations (national level)																
16. <u>Information, Education and Communication</u>																
On-site activities at gubernate level																
Programming of activities at regional level																
Bi-annual evaluation of efficiency of programs																
Information (press, mass media)																
Audio-visual production (posters, films, etc.)																
Publication - "Family and Population"																
"Studies in Population"																
17. <u>Research and Evaluation</u>																
Operational studies																
Data processing																

BUDGET

9/30/81 - 12/31/81

	<u>U.S.\$</u>	<u>Local Currency</u> (Dinar)
*I. General Family Planning Support to Rural Areas		
a. Personnel		
1. Assistant family planning educator (male) (1 per 20 gouvernorats) (20 @ \$240/month X 3 months)	14,400	7,385
2. Two Health Educators/gouvernorat (40 @ \$200/month X 3 months)	24,000	12,307
3. Regional delegates (20 @ \$160/month X 3 months)	9,600	4,923
4. Supervisory midwives (20 @ \$150/month X 3 months)	<u>9,000</u>	<u>4,615</u>
Subtotal Personnel:	<u>57,000</u>	<u>29,230</u>
b. Transportation for social workers for Information, Education and Communication and for Distribution	5,000	2,564
c. Mobil Units Gasoline	<u>5,900</u>	<u>3,026</u>
Subtotal I:	<u>67,900</u>	<u>34,820</u>
*II Rural Outreach Program Target Areas (8 gouvernorats/14 delegations)		
a. Personnel		
1. Five rural health workers per gouvernorat (40 @ \$200/month X 2 months)	16,000	8,206
2. One driver/gouvernorat (8 @ \$200/month X 2 months)	3,200	1,641
3. One medical doctor/gouvernorat (8 @ \$600/month X 2 months)	<u>9,600</u>	<u>4,923</u>
Subtotal Personnel:	<u>28,800</u>	<u>14,769</u>
b. Local Travel (M.D.'s and promoters)	<u>2,600</u>	<u>1,333</u>
Subtotal II:	<u>31,400</u>	<u>16,103</u>

	<u>U.S.\$</u>	<u>Local Currency</u> (Dinar)
*III. Management and Supervision of Rural Outreach Program (8 governorats/14 delegations)		
a. Personnel		
1. One rural coordinator (\$800/month X 3 months)	2,400	1,231
2. One rural supervisor (\$400/month X 3 months)	1,200	515
3. One secretary (\$240/month X 3 months)	<u>720</u>	<u>369</u>
Subtotal III:	<u>4,320</u>	<u>2,215</u>
*IV. Support to Peri-urban Areas		
a. Personnel		
1. M.D.'s - Tunis Centers (25) (10 hours/week @ 10/hour X 13 weeks X 25 centers)	32,500	16,666
2. M.D.'s - Regional Centers (10) (10 hours/week @ \$10/hour X 13 weeks X 10 centers)	<u>13,000</u>	<u>6,666</u>
Subtotal IV:	<u>45,500</u>	<u>23,332</u>
*V. Information, Education and Communication		
a. Rural Education Personnel		
2 local consultants (2 @ \$700/month X 2 months)	2,800	1,436
b. Audio-visual production	<u>8,000</u>	<u>4,102</u>
Subtotal V:	<u>10,800</u>	<u>5,538</u>
*VI. Research and Evaluation		
a. Operational Research	16,620	8,523
b. Data Processing	<u>1,150</u>	<u>590</u>
Subtotal VI:	<u>17,770</u>	<u>9,113</u>
*VII. Provision of Material and Equipment		
a. Vehicles (3)	<u>24,000</u>	<u>12,307</u>
TOTAL:	<u>\$201,690</u>	<u>103,427</u>

US \$1 = .5128 Dinar (9/30/81-Chase Money Center)

Total expenditures reimbursable under this agreement by the Council shall not exceed the obligated amount of \$201,690. Within the total obligated amount, the Recipient may adjust major line item amounts up to 5% without prior Council approval.*

*Line items are: General Family Planning Support to Rural Areas; Rural Outreach Program-Target Areas; Management and Supervision of the Rural Outreach Program; Support to Peri-Urban Areas; Commercial Distribution of Contraceptives; International Training; Information, Education and Communication; Research and Evaluation; and Provision of Material and Equipment.

BUDGET
9/30/81 - 9/29/82

	<u>U.S. \$</u>	<u>Local Currency</u> (Dinar)
*I. <u>General Family Planning</u>		
<u>Support to Rural Areas</u>		
A. Personnel		
1. Assistant family planning educator (male) (1 per 20 governorats) 20 @ \$240/month x 12 months	57,600	29,537
2. 2 Health Educators/gouvernorat 40 @ \$200/month x 12 months	96,000	49,229
3. Regional delegates 20 @ \$160/month x 12 months	38,400	19,692
4. Supervisory midwives 20 @ \$150/month x 12 months	36,000	18,461
5. Regional secretaries 20 @ \$47/month x 12 months	11,280	5,784
6. Drivers 20 @ \$200/month x 12 months	<u>48,000</u>	<u>24,614</u>
Subtotal for personnel	<u>287,280</u>	<u>147,317</u>
B. Transportation for social workers for Information, Education & Communication & for Distribution 200 @ \$20/month x 12 months	48,000	24,614
C. Mobile Units		
Gasoline	108,000	55,383
Maintenance & repairs	<u>72,000</u>	<u>36,922</u>
Subtotal I	<u>515,280</u>	<u>264,236</u>
*II. <u>Rural Outreach Program</u>		
<u>Target Areas</u> (3 governorats/14 delegations)		
A. Personnel		
1. 5 rural health workers per governorat 40 @ \$200/month x 12 months	96,000	49,229
2. 1 driver/gouvernorat 8 @ \$200/month x 12 months	19,200	9,845
3. 1 medical doctor/gouvernorat 8 @ \$600/month x 9 months	43,200	22,153

	<u>U.S. \$</u>	<u>Local Currency</u> (Dinar)
B. Local Travel (M.D.'s and promoters)	16,000	8,205
C. Data collection & monitoring	<u>2,000</u>	<u>1,026</u>
Subtotal II	<u>176,400</u>	<u>90,458</u>
*III. <u>Management and Supervision of</u> <u>the Rural Outreach Program</u> (8 governorats/14 delegations)		
A. Personnel		
1. 1 rural coordinator \$800/month x 12 months	9,600	4,923
2. 1 rural supervisor \$400/month x 12 months	4,800	2,461
3. 1 secretary \$240/month x 12 months	<u>2,880</u>	<u>1,477</u>
Subtotal III	<u>17,280</u>	<u>8,861</u>
*IV. <u>Support to peri-urban areas</u>		
A. Personnel		
1. M.D.'s - Tunis Centers (25) 10 hours/week @ \$10/hour x 48 weeks x 25 centers	120,000	61,536
2. M.D.'s - Regional Centers (10) 10 hours/week @ \$10/hour x 48 weeks x 10 centers	<u>48,000</u>	<u>24,614</u>
Subtotal IV	<u>168,000</u>	<u>86,150</u>
*V. <u>Commercial Distribution</u> <u>of contraceptives</u>	<u>23,600</u>	<u>12,102</u>
*VI. <u>International Training</u> (Fellowships)	<u>25,000</u>	<u>12,820</u>

	<u>U.S. \$</u>	<u>Local Currency</u> (Dinar)
*VII. <u>Information, Education & Communication</u>		
A. Rural Education Personnel		
-2 local consultants		
2 @ \$700/month x 6 months	8,400	4,308
B. Educational Activities		
-campaigns, seminars, meetings, special programs	40,000	20,512
C. Information & Promotion (through press)	20,400	10,461
D. Mass Media		
-radio & television broadcasts	13,320	6,830
E. Audio-visual production		
-brochures, posters, etc.	32,800	16,820
F. Audio-visual equipment & supplies		
-equipment	50,000	25,640
-supplies (films, slides)	4,000	2,051
-freight	18,000	9,231
Subtotal for Audio-visual equipment	72,000	36,922
G. Documentation & Printing	<u>69,000</u>	<u>35,383</u>
Subtotal VII	<u>255,920</u>	<u>131,236</u>
*VIII. <u>Research & Evaluation</u>		
A. Operational research	60,000	30,768
B. Data processing	<u>40,000</u>	<u>20,512</u>
Subtotal VIII	<u>100,000</u>	<u>51,280</u>

	<u>U.S. \$</u>	<u>Local Currency</u> (Dinar)
*IX. <u>Provision of</u>		
<u>Material & Equipment</u>		
A. Contraceptives		
Pills		
IUDs	\$ 50,000	25,640
Condoms		
Other	10,000	5,128
B. Expendable supplies		
Surgical gloves	10,000	5,128
Syringes	8,000	4,103
Other		
C. Vehicles (3)	<u>24,000</u>	<u>12,307</u>
Subtotal IX	<u>102,000</u>	<u>52,306</u>
TOTAL	<u><u>\$1,383,480</u></u>	<u><u>709,449</u></u>

US\$1 = .5128 Dinar (9/30/81-Chase Money center)

Total expenditures reimbursable under this agreement by the Council shall not exceed the obligated amount of \$201,690. Within the total obligated amount, the Recipient may adjust major line item amounts up to 5% without prior Council approval.*

*Line items are: General Family Planning Support to Rural Areas; Rural Outreach Program-Target Areas; Management and Supervision of the Rural Outreach Program; Support to Peri-Urban Areas; Commercial Distribution of Contraceptives; International Training; Information, Education and Communication; Research and Evaluation; and Provision of Material and Equipment.

ANNEX 2

PROJECT AGREEMENT STANDARD

PROVISIONS ANNEX

Definitions: As used in this Annex, the "Agreement" refers to the Project Agreement to which this Annex is attached and of which this Annex forms a part. Terms used in this Annex have the same meaning or reference as in the Agreement.

Article A: Project Implementation Letters

To assist the Recipient in the implementation of the Project, the Council, from time to time, will issue Project Implementation Letters that will furnish additional information about matters stated in this Agreement. The parties may also use jointly agreed-upon Project Implementation Letters to confirm and record their mutual understanding on aspects of the implementation of this Agreement. Project Implementation Letters will not be used to amend the text of the Agreement, but can be used to record revisions or exceptions which are permitted by the Agreement, including the revision of elements of the amplified description of the Project in Annex 1.

Article B: General Covenants

SECTION B.1. Consultation. The Parties will cooperate to assure that the purpose of this Agreement will be accomplished. To this end, the parties, at the request of either, will exchange views on the progress of the Project, the performance of obligations under this Agreement, the performance of any consultants, contractors or suppliers engaged on the Project, and other matters relating to the Project.

SECTION B.2. Execution of Project. The Recipient will:

(a) carry out the Project or cause it to be carried out with due diligence and efficiency, in conformity with sound technical, financial, and management practices, and in conformity with those documents, plans, specifications, contracts, schedules or other arrangements, and with any modifications therein, approved by the Council pursuant to this Agreement; and

(b) provide qualified and experienced management for, and train such staff as may be appropriate for the maintenance and operation of the Project, and, as applicable for continuing activities, cause the Project to be operated and maintained in such manner as to assure the continuing and successful achievement of the purposes of the Project.

SECTION B.3. Utilization of Goods and Services.

(a) Any resources financed under the Agreement will, unless otherwise agreed in writing by the Council, be devoted to the Project until the completion of the Project, and thereafter will be used so as to further the objectives sought in carrying out the Project.

(b) Goods or services financed under the Agreement, except as the Council may otherwise agree in writing, will not be used to promote or assist a foreign aid project or activity associated with or financed by a country not included in Code 935 of the A.I.D. Geographic Code Book as in effect at the time of such use.

SECTION B.4. Taxation

(a) This Agreement will be free from any taxation or fees imposed under laws in effect in the territory of the Recipient.

(b) To the extent that (1) any contractor, including any consulting firm, any personnel of such contractor financed under the Agreement, and any property or transaction relating to such contracts and (2) any commodity procurement transaction financed under the Agreement, are not exempt from identifiable taxes, tariffs, duties or other levies imposed under laws in effect in the territory of the Recipient, the Recipient will, as and to the extent provided in and pursuant to Project Implementation Letters, pay or reimburse the same with funds other than those provided under the Agreement.

SECTION B.5. Reports, Records, Inspections, Audit.

The Recipient will:

(a) furnish the Council such information and reports relating to the Project and to this Agreement as the Council may reasonably request;

(b) maintain or cause to be maintained, in accordance with generally accepted accounting principles and practices consistently applied, books and records relating to the Project and to this Agreement, adequate to show, without limitation, the receipt and use of goods and services acquired under the Agreement. Such books and records will be audited regularly, in accordance with generally accepted auditing standards, and maintained for three years after the date of last disbursement by the Council; such books and records will also be adequate to show the nature and extent of solicitations of prospective suppliers of goods and services acquired, the basis of award of contracts and orders, and the overall progress of the Project toward completion;

(c) afford authorized representatives of the Council and AID the opportunity at all reasonable times to inspect the Project, the utilization of goods and services financed by such Party, and books, records and other documents relating to the Project and the Agreement.

SECTION B.6. Completeness of Information.

The Recipient confirms;

(a) that the facts and circumstances of which it has informed the Council, or caused the Council to be informed, in the course of reaching agreement with the Council on the Agreement, are accurate and complete, and include all facts and circumstances that might materially affect the Project and the discharge of responsibilities under this Agreement;

(b) that it will inform the Council in timely fashion of any subsequent facts and circumstances that might materially affect, or that it is reasonable to believe might so affect, the Project or the discharge of responsibilities under this Agreement.

SECTION B.7. Other Payments. The Recipient affirms that no payments have been or will be received by any official of the Recipient in connection with the procurement of goods or services financed under the Agreement, except fees, taxes, or similar payments legally established in the country of the Recipient.

SECTION B.8. Information and Marking. The Recipient will give appropriate publicity to the Agreement and the Project as a program to which the Council has contributed, identify the Project site, and mark goods financed by the Council, as described in Project Implementation Letters.

Article C: Procurement Provisions

SECTION C.1. Special Rules.

(a) The source and origin of ocean and air shipping will be deemed to be the ocean vessel's or aircraft's country of registry at the time of shipment.

(b) Premiums for marine insurance placed in the territory of the Recipient will be deemed an eligible Foreign Exchange Cost, if otherwise eligible under Section C.7. (a).

(c) Any motor vehicles financed under the Agreement will be of United States manufacture, except as the Council may otherwise agree in writing.

(d) Transportation by air, financed under the Agreement, of property or persons (and their personal effects) will be on carriers holding United States certification, to the extent service by such carriers is available. Details on this requirement will be described in a Project Implementation Letter.

SECTION C.2. Eligibility Date. No goods or services may be financed under the Agreement, which are procured pursuant to orders or contracts firmly placed or entered into prior to the date of this Agreement, except as the Parties may otherwise agree in writing.

SECTION C.3. Plans, Specifications, and Contracts. In order for there to be mutual agreement on the following matters, and except as the Parties may otherwise agree in writing:

(a) The Recipient will furnish to the Council upon preparation,

(1) any plans, specifications, procurement or construction schedules, contracts, or other documentation relating to goods or services to be financed under the Agreement, including documentation relating to the pre-qualification and selection of contractors and to the solicitation of bids and proposals. Material modifications in such documentation will likewise be furnished the Council on preparation;

(2) such documentation will also be furnished to the Council, upon preparation, relating to any goods or services, which, though not financed under the Agreement, are deemed by the Council to be of major importance to the Project. Aspects of the Project involving matters under this subsection (a) (2) will be identified in Project Implementation Letters;

(b) Documents related to the prequalification of contractors, and to the solicitation of bids or proposals for goods and services financed under the Agreement will be approved by the Council in writing prior to their issuance, and their terms will include United States standards and measurements;

(c) Contracts and contractors financed under the Agreement for engineering and other professional services, for construction services, and for such other services, equipment or materials as may be specified in Project Implementation Letters, will be approved by the Council in writing prior to execution of the contract. Material modifications in such contracts will also be approved in writing by the Council prior to execution; and

(d) Consulting firms used by the Recipient for the Project but not financed under the Agreement, the scope of their services and such of their personnel assigned to the Project as the Council may specify, and construction contractors used by the Recipient for the Project but not financed under the Agreement, shall be acceptable to the Council.

SECTION C.4. Reasonable Price. No more than reasonable prices will be paid for any goods or services financed, in whole or in part, under the Agreement. Such items will be procured on a fair and, to the maximum extent practicable, on a competitive basis.

SECTION C.5. Notification to Potential Suppliers. To permit all United States firms to have the opportunity to participate in furnishing goods and services to be financed under the Agreement, the Recipient will furnish the Council such information with regard thereto, and at such times as the Council may request in Project Implementation Letters.

SECTION C.6. Shipping.

(a) Goods which are to be transported to the territory of the Recipient may not be financed under the Agreement if transported either: (1) on an ocean vessel or aircraft under the flag of a country which is not included in A.I.D. Geographic Code 935 as in effect at the time of shipment, or (2) on an ocean vessel for which the Council, by written notice to the Recipient has not given prior Council approval.

(b) Costs of ocean or air transportation (of goods or persons) and related delivery services may not be financed under the Agreement, if such goods or persons are carried: (1) on an ocean vessel under the flag of a country not, at the time of shipment, identified under the paragraph of the Agreement entitled "Procurement Source: Foreign Exchange Costs", without prior written Council approval; or (2) on an ocean vessel which the Council, by written notice to the Recipient, has designated as ineligible; or (3) under an ocean vessel or air charter which has not received prior Council approval.

(c) Unless the Council determines that privately-owned United States-flag commercial ocean vessels are not available at fair and reasonable rates for such vessels, (1) at least fifty percent (50%) of the gross tonnage of all goods (computed separately for dry bulk carriers, dry cargo liners and tankers) financed by the Council which may be transported on ocean vessels will be transported on privately owned United States-flag commercial vessels, and (2) at least fifty percent (50%) of the gross freight revenue generated by all shipments financed by A.I.D. and transported to the territory of the Recipient on dry cargo liners shall be paid to or for the benefit of privately owned United States-flag commercial vessels. Compliance with the requirement of (1) and (2) of this subsection must be achieved with respect to both any cargo transported from U.S. ports and pay cargo transported from non-U.S. ports, computed separately.

SECTION C.7. Insurance.

(a) Marine insurance on goods financed by the Council which are to be transported to the territory of the Recipient may be financed as a Foreign Exchange Cost under this Agreement provided (1) such insurance is placed at the lowest available competitive rate, and (2) claims thereunder are payable in the currency in which such goods were financed or in any freely convertible currency. If the Recipient (or government of Recipient), by statute, decree, rule, regulation, or practice discriminates with respect to Council-financed procurement against any marine insurance company authorized to do business in any States of the United States, then all goods shipped to the territory of the Recipient financed by the Council hereunder will be insured against marine risks and such insurance will be placed in the United States with a company or companies authorized to do a marine insurance business in a State of the United States.

(b) Except as the Council may otherwise agree in writing, the Recipient will insure, or cause to be insured, goods financed under the Agreement imported for the Project against risks incident to their transit to the point of their use

in the Project; such insurance will be issued on terms and conditions consistent with sound commercial practice and will insure the full value of the goods. Any indemnification received by the Recipient under such insurance will be used to replace or repair any material damage or any loss of the goods insured or will be used to reimburse the Recipient for the replacement or repair of such goods. Any such replacements will be of source and origin of countries listed in A.I.D. Geographic Code 935 as in effect at the time of replacement, and, except as the Parties may agree in writing, will be otherwise subject to the provisions of the Agreement.

Article D: Termination : Remedies

SECTION D.1. Termination. Either Party may terminate this Agreement by giving the other Party 30 days written notice. Termination of this Agreement will terminate any obligations of the Parties to provide financial or other resources to the Project pursuant to this Agreement, except for payments which they are committed to make pursuant to non-cancellable commitment entered into with third parties prior to the termination of this Agreement. In addition, upon such termination the Council may, at the Council's expense, direct that title to goods financed under the Agreement to be transferred to the Council if the goods are from a source outside Recipient's country, are in a deliverable state and have not been offloaded in ports of entry of Recipient's country.

Article E: Refunds

(a) If use of the Agreement funds results in accrual of interest to the Recipient or to any other person to whom Recipient makes such funds available in carrying out the purposes of this Agreement, the Recipient shall refund to the Council an amount equivalent to the amount of interest accrued.

(b) Funds obligated hereunder, but not disbursed to the Recipient at the time the Agreement expires or is terminated, shall revert to the Council, except for funds encumbered by the Recipient by a legally binding transaction applicable to this Agreement. Any funds disbursed to but not expended by the Recipient at the time of expiration or termination of the Agreement shall be refunded to the Council.

(c) If, at any time during the life of the Agreement, it is determined by the Council that funds provided under the Agreement have been expended for purposes not in accordance with the terms of the Agreement, the Recipient shall refund such amounts to the Council.

Article F: Controlling Laws

This Agreement shall be governed and construed in accordance with the laws of the State of New York and the Republic of Tunisia.

Article G: Voluntary Participation

(a) The Recipient agrees to take any steps necessary to ensure that funds made available under this Agreement will not be used to coerce any individual to practice methods of family planning inconsistent with such individual's moral, philosophical, or religious beliefs. Further, the Recipient agrees to conduct its activities in a manner which safeguards the rights, health, and welfare of all individuals who take part in the program.

(b) The Recipient shall insert paragraphs (a) and (b) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

Article H: Prohibition on Abortion-Related Activities

(a) No funds available under this Agreement will be used to finance, support or be attributed to the following activities: (1) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (2) special fees or incentives to women to coerce or motivate them to have abortions; (3) payments to persons to perform abortions or to solicit persons to undergo abortions; (4) information, education, training, or communication programs that seek to promote abortion as a method of family planning.

(b) The Recipient shall insert paragraphs (a) and (b) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

Article I: Protection of the Individual as a Research Subject

Safeguarding the rights and welfare of human subjects involved in research supported by the Council is a responsibility of the Recipient. It is the policy of the Population Council that no work shall be initiated under an Agreement which entails research involving human subjects unless the research is to be given initial and continuing review. This review shall assure that a) the rights and welfare of the individuals involved are adequately protected, b) the methods used to obtain informed consent are adequate and appropriate, c) the potential risks and medical benefits to the individual are assessed and deemed acceptable by the Investigator-in-Charge and the subject, and d) the investigation is carried out in accord with local and national policies and regulations pertaining to clinical research.

The Recipient and Investigator-in Charge hereby assure The Population Council that they will abide by this policy for all Council-supported research involving human subjects. Furthermore, prior to the initiation of any such work under a Population Council Agreement, the Recipient agrees to submit to the Council a written description of the review procedures. The Population Council reserves the right to withhold Recipient funds for work involving human subjects in the event that procedures reported are considered inadequate to protect the rights of the individual. In such case, to be indicated in writing by The Population Council within 20 days of receipt of the descriptive information, the specific inadequacies will be listed so that they may be rectified by the Recipient in order to allow the release of any withheld funds.

Article J: Patent Assignment

The Recipient will:

- (a) assign to The Population Council the entire right, title and interest in and to any and all inventions relating to methods, devices, apparatus or compositions used or useful in the field of fertility control (and in and to any and all United States foreign patents that may be issued for such inventions) made, conceived or developed by the Recipient or any employees of the Recipient during the course of or that result directly or indirectly from research, clinical tests or other studies relating to fertility control conducted by or for the Recipient pursuant to this agreement;
- (b) enter into such contracts with its employees as may be necessary to give effect to the provision of subparagraph (a) hereof;
- (c) furnish to the Council promptly a complete record and disclosure of all inventions coming within subparagraph (a) above and (i) to do (or to cause to be done) all lawful things and (ii) to execute and deliver (or to cause to be executed and delivered) all proper documents that are deemed necessary or desirable by the Council to secure and maintain for the Council patent protection for such inventions and to vest title thereto in The Population Council, provided the Council bears all expenses in connection therewith.

Article K: Publications

If it is the Recipient's intention to identify AID's and the Council's contribution to any publications resulting from this Agreement, the Recipient shall consult with the Council on the nature of the acknowledgement prior to the publication.

The Recipient shall provide the Council with ten copies of all published works developed under this Agreement and lists of other written work produced under this Agreement.

In the event that funds under this Agreement are used to underwrite the cost of publishing in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such costs shall be credited to the Agreement.

The Recipient is permitted to secure copyright to any publication produced or composed under this Agreement provided that the Recipient agrees and does hereby grant to the Council and to the U.S. Government a royalty-free, non-exclusive and irrevocable license throughout the world to use, duplicate, disclose, or dispose of such publications in any manner and for any purpose to permit others to do so.

Article L: Modifications

All modifications of this Agreement shall be mutually agreed upon in writing by both parties.

PROJET RELATIF A L'EVALUATION
TRIMESTRIELLE DU PROJET POPULATION COUNCIL

L'évaluation du programme sera conduite en tenant compte du Plan d'Action annuel d'une part et en fonction des activités prévues pour le trimestre.

A cet effet, il s'agit de dresser un compte-rendu des activités par rapport aux objectifs assignés. Les objectifs seront surcotés pour chaque branche d'activités.

Les éléments d'évaluation seront composés à cet effet, des réponses apportées et pour chaque objectifs aux questions suivantes :

- Q.1 - Quelles activités ont été accomplies durant ces trois mois ?
- Q.2 - Quelles sont les activités programmées et non accomplies durant cette même période ?
- Q.3 - Quelles sont les activités qui, pour une raison ou pour une autre, ont été réalisées sans avoir fait l'objet d'une programmation préalable.
- Q.4 - Quelles sont les nouvelles mesures que vous comptez entreprendre pour réaliser les activités non accomplies ?
- Q.5. - Si vous avez répondu à la Question Q.2., énumérez
- Q 2.1 Difficultés d'ordre techniques
 - Q 2.2. " " administratif
 - Q 2.3. " " financier
 - Q.2.4. Autres ...

- Q.6. - Si votre objectif comporte un aspect quantitatif (chiffre à atteindre), faites ressortir le rapport réalisations/objectifs et commentez ce rapport.
- Q.7_ - Énumérez les activités[■] connexes à cet objectif ?
- Q.8 - Avez-vous identifié de nouveaux besoins ?

[■] Activités non prévues dans ce projet mais qui sont en liaison directe ou indirecte avec cet objectif.



PROGRAMME DES ACTIVITES I E C

1982

ATTACHMENT No. 3

ATTACHMENT No. 4

PROGRAMME EN MILIEU RURAL

Catégorie et Activités	Timing														
	1981						1982								
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1. Animatrices: - Recrutement - Formation Théorique - Formation Pratique - Participation à l'étude du milieu - Travail sur le terrain	→														
2. Educateurs: - Recrutement - Formation Théorique - Formation Pratique															
3. Chauffeurs: - Recrutement - Formation et initiation au P.F.															
4. Assistantes sociales du M.A.S. appelées à faire un travail de coordination - Stage de Formation															
5. Personnel impliqué dans le programme Rural. - Identification sur le terrain - Formation															
6. Constitution définitive de l'unité de coordination. - Réunion de l'unité avec les divisions de l'office - Secrétaire - Véhicule de supervision															
7. Véhicules: - Achat - Démarrage sur le terrain															
8. Evaluation et Données administratives - Etude préliminaire - Visite du terrain pour détermination des points de rassemblement et itinéraire et connaissance du milieu															
9. Rapports statistiques et qualitatif															
10. Evaluation périodique															

PROGRAMME RURAL - ZONES CIBLES (DRAFT)

PLAN DETAILLEE

Novembre 1981 - Février 1982

Novembre 1981

Visites du terrain

Recrutement des animatrices

Stage de formation des délégués (exécution)

Stage de formation des animatrices (conception)

Essai pour l'achat de clinique

Conception des Fiches

Décembre 1981

Constitution définitive de l'unité de coordination et ses attributions.

Stage de formation des animatrices (exécution)

Conception définitive des fiches avec la division de la Population

Itinéraire et points de rassemblement

Désignation des assistantes du Ministère des Affaires Sociales.

Recrutement des chauffeurs

Recrutements des éducateurs adjoints.

Rapport trimestriel

Janvier 1982

Etude du milieu et population cible (conception définitive)

Stage pratique pour les animatrices

Orientation de toutes les ressources humaines et matérielles (complètes l'étude du milieu)

Stage de formation des éducateurs adjoints

Itinéraire définitif à l'intérieur de chaque gouvernorat

Exécution du programme

Plan de supervision et de coordination

Etude préliminaire pour l'évaluation du programme

Les causes et nature des défaillances (Personnel et équipement)

Rapport qualitatif des 'délégués' dans les zones cibles (calendrier, itinéraires des équipes, personnel défaillant, obstacles et solutions)

Février 1982

Développement d'un système de réapprovisionnement

**Calendrier de visites, 1er visite, 2eme visite, 3eme visite
(Etude ponctuelle apres 6 mois) Août**

Calendrier de supervision

Calendrier de coordination

Chaque membre de l'équipe établit un rapport mensuel

Conception du stage de recyclage du personnel employé dans le programme

POPULATION COUNCIL
INTERIM WORK PLAN
TUNISIA FAMILY PLANNING PROGRAM
DECEMBER 1981

ATTACHMENT No. 5

1

OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION, OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL	
			ACTION	WHO AND WHEN
A. EXPANSION OF SERVICES 1. Rural Areas a. Target zones 1) Establish a unit to coordinate rural strategy	1) Coordinator and Supervisor selected; secretary as yet not selected	1) -Who will coordinate activities in governorats that do not have target delegations? -Has secretary been hired?	1) -Discussion with Mme Chater No action	Brown - January 1982
2) Plan and implement a strategy concerning development of activities in target zones, in accordance with specific characteristics of each governorat	2) Process begun; visits made by Coordinator to Kasserine, Kairouan, Mahdia, Siliiana; discussions held by Coordinator with delegates and secretaries of 7 regions who attended Management course, 16-28 November 1981.	2) -Have detailed plans been made to launch the program in each governorat? -Have data been collected on specific characteristics of each governorat?	2) -Review the general strategy and plans for launching the strategy in each governorat	Stillman - rural February 1982
3) Supervise training programs to assure that the objectives of the program are met: -animatrices rurales (motivators) -educateurs assistants (male educators) -infirmiers hygienists (environmental nurses) -infirmiers itinerants (traveling nurses - vaccinators) -social workers	3) Training program for animatrices rurales supervised and underway Others to be designed	3) -Training Center in collaboration with National School of Social Service and participation of Rural Coordination Unit will conduct training of educateurs assistants after animatrices rurales begin their work -Have training programs been planned for infirmiers hygienists, infirmiers itinerants, and social workers in each governorat? -What role do the Coordinator and Supervisor have in ensuring that training content will meet needs of the rural program?	3) -Review planning schedule, and content of training -Review links between INTRAH plans and training needs for 1982 program	Stillman - Feb. 1982 Stillman and McEvoy - Feb. March 1982
4) Coordinate the planning and implementation of I E and C activities and family planning with activities of rural animatrices	4) No action to date	4) -What I E and C activities have been planned for each governorat? -What plans exist, or what problems exist, in planning for family planning service coverage by mobile team in each target delegation?	4) -Review I E and C planning (as part of training programs) -Review status of I E and C brochure development and supervise and assist in photography of brochures -Review status of mobile team schedules and plans for assembly points -Follow-up on family planning service delivery	Stillman - Feb. 1982 Casanova - March 1982 Stillman - Feb. 1982 McEvoy - March 1982

POPULATION COUNCIL
INTERIM WORK PLAN
TUNISIA FAMILY PLANNING PROGRAM
DECEMBER 1981

OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL ACTION	WHO AND WHEN
a. Target zones (continued)				
5) Design Service Statistic records, referral, and supervision forms	5) Draft forms prepared for: a) supervisory visits; b) daily notebook and c) monthly report for animatrices rurales; d) fiche de liaison for animatrices rurales; and e) etude de milieu	5) -Have the draft forms been reviewed by the Population Division? -Have they been pre-coded and pre-tested in the field? -Have draft analyses of data been made as part of the pretest?	5) Review draft forms, field testing and efficacy	Stillman - Feb. 1982 McEvoy - March 1982
6) Implementation plan	6) Draft prepared	6) Has plan been revised?	6) Review all strategy to date and implementation plans for next three-month period	McEvoy - March 1982

POPULATION COUNCIL
INTERIM WORK PLAN
TUNISIA FAMILY PLANNING PROGRAM
DECEMBER 1981

3

OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL	
			ACTION	WHO AND WHEN
A. EXPANSION OF SERVICES 1. Rural Areas b. General strategy 1) To increase male participation, recruit, hire, and train male assistant educators	1) Decision taken to recruit in January 1982	1) Cable received from Mme. Chater 19 December that they will be trained after animatrices rurales begin to work. The National Training Center of ONPPF, and the National School for Social Service, in collaboration with the Rural Coordination Unit will carry out the training. -Has their job description been prepared? -Has the training program been prepared?	1) Information requested on who will train them given that INTRAH unable to do so Follow up to training plans described in cable from Mme. Chater of 19 December 1981	McEvoy, cable : 16 Dec. 1981 Stillman - February 1982
2) To improve mobile units; a) carry out study of cost effectiveness b) Reorganize mobile teams based on findings of cost-effectiveness study c) Integrate other health personnel into mobile teams to provide polyvalent services	2) a) -A preliminary study has been done in two regions. Mr. Charfeddine has mentioned Frederick Hachette as possible consultant for future study b) -Action premature c) -This is being done ad hoc at the level of individual governorats; example, in Mahdia, a pediatrician accompanies a mobile team.	2) a) -Review study already done, consider possibility of consultant to assist in developing appropriate study b) -Action to be based on findings of study c) -To what extent is this being done in each governorat? -What are the results in terms of the perspective of potential and actual users? -Are the integrated services adequately publicized? -Determine other important research questions	2) a) Obtain and review study done -Arrange for appropriate consultant (Hachette unavailable for 6 months) b) Study results of "diagnostic" for relationship of assembly points with proposed study of clinics Follow-up c) Review existing data regarding integration of health personnel into mobile teams	Brown - January 1982 Brown - January - February 1982 Brown - January 1982 McEvoy - Jan. 1982 Stillman - February 1982
3) To increase person to person I E and C, and Services: a) Train infirmiers itinerants	3) a) -Planned under INTRAH contract that is being discussed	3) a) For when is the training scheduled? -Have the roles of these personnel been worked out at national and governorat levels with the Ministry of Health officials responsible?	a) Review plans Follow-up	Stillman - February 1982 McEvoy - March 1982

POPULATION COUNCIL
INTERIM WORK PLAN
TUNISIA FAMILY PLANNING PROGRAM
DECEMBER 1981

OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL	
			ACTION	WHO AND WHEN
<p>1. Rural Areas a. General strategy Continued</p> <p>b) Train social workers from Ministry of Social Affairs for referral and resupply</p> <p>c) Set up supervisory system for the above personnel in their provision of family planning services</p> <p>d) Begin use of new I E and C materials being prepared, for example, cassettes and brochures on methods</p>	<p>b) Planned under INTRAH contract that is being discussed</p> <p>c) No action to date</p> <p>d) Premature materials are still being developed - See I E and C Section B below</p>	<p>b) For when is the training scheduled?</p> <p>-Have the roles of these personnel been worked out at national and governorat levels with the Ministry of Social Affairs officials responsible?</p> <p>c) Has a supervisory system been established?</p> <p>-What will it be, and what does it entail?</p> <p>d)-When will the cassettes be ready? -Have they been pretested? -When will the brochures be ready? -Will there be need to train personnel in-service, after initial training described above, to use these materials?</p>	<p>b) Review plans</p> <p>Follow-up</p> <p>c) Review supervisory system</p> <p>d) Review status of testing of cassettes and brochures</p>	<p>Stillman - Feb. 1982</p> <p>McEvoy - March 1982</p> <p>McEvoy - March 1982</p> <p>Casanova - March 1982</p>
<p>4) Increase effectiveness of existing regional animatrices, by:</p> <p>a) Reviewing their activities</p> <p>b) Designing system to measure their effectiveness</p> <p>c) Introducing new training or new administrative arrangements based on result of study</p>	<p>4)</p> <p>a) No action known to date</p> <p>b) No action known to date</p> <p>c) No action known to date</p>	<p>4)</p> <p>a)-What kind of studies should be set up? -Who will set these up, and when?</p> <p>b) To be done after studies undertaken and analyzed</p> <p>c) To be done after studies undertaken and analyzed</p>	<p>4)</p> <p>a) Learn who is responsible and review existing plans or ideas</p> <p>Program the studies</p>	<p>Stillman - Feb. 1982</p> <p>McEvoy - March 1982</p>

POPULATION COUNCIL
INTERIM WORK PLAN
TUNISIA FAMILY PLANNING PROGRAM
DECEMBER 1981

OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	/ FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL WHO AND WHEN
<p>A. EXPANSION OF SERVICES 2. Peri-urban Areas</p> <p>1) Plan and implement a strategy concerning expansion of services in 25 peri-urban clinics in smaller cities</p>	<p>1) a) M.D.'s providing services in Tunis area; no other activities to date</p>	<p>1) -Who is charged with coordination of peri-urban activities? -When will physicians be hired for cities other than Tunis? -Do training needs exist? -Which clinics have been selected? - Which cities? -How does this relate to target hours of service?</p>	<p>1) -Review plans for peri-urban strategy and coordination, including status of physician recruitment and training needs; -Review status of clinic selection -Overview Stillman - Feb. 1982 -Follow-up and programming as needed McEvoy - March 1982</p>
<p>2) Establish liaison with Ministry of Social Affairs to provide I E and C activities and referrals to clinics</p> <p>a) Provide training for social workers</p> <p>b) Design referral form for social workers</p> <p>c) Evaluate outreach activities on trimestrial basis against services delivered at clinics</p>	<p>2)</p> <p>a) No action to date</p> <p>b) Referral form drafted</p> <p>c) Evaluation not yet appropriate</p>	<p>2)</p> <p>a)-What steps have been taken to involve the Ministry of Social Affairs? -Have social workers been designated for training? -What are the plans for training? -Have curricula been developed? -How does training fit into INTRAH contract? -Are the I E and C materials being developed, incorporated into the training plans?</p> <p>b)-Has the form been pre-tested? Is it being used? -How will results be analyzed? -How will data be used for management purposes?</p> <p>c)-Has an evaluation system been designed?</p>	<p>2)</p> <p>a) Review status of involvement of social workers and training plans Stillman - Feb. 1982</p> <p>b) Review pre-testing and use of referral form McEvoy - March 1982</p> <p>c) Review plans McEvoy - March 1982</p>
<p>3) Coordinate general I E and C activities of I E and C division with service activities in peri-urban areas</p>	<p>3) Detailed information unavailable</p>	<p>3) -How are I E and C activities being coordinated with service activities?</p>	<p>3) -Review coordination plans McEvoy - March 1982</p>
<p>4) Conduct mini-surveys on prevalence and on choice of provider (clinics versus pharmacy)</p>	<p>4) Mini-surveys under consideration, but not yet developed</p>	<p>4) -When will the mini-surveys be carried out? -How are these connected with the commercial retail sales survey that has been discussed?</p>	<p>4) -Review status of mini-surveys Browm - Jan. 1982 -Follow-up McEvoy - March 1982</p>
<p>5) Conduct annual review and establish new targets</p>	<p>5) Not applicable</p>	<p>5) Not applicable</p>	<p>5) -Review relation of target number of service hours to implementation plans McEvoy - March 1982</p>

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OCTOBER 1981

OBJECTIVES AND ACTIVITIES	ACTION TO DATE (OCTOBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL ACTION WHO AND WHEN
<p>A. EXPANSION OF SERVICES 2. Peri-urban Areas 1) Plan and implement a strategy concerning expansion of services in 25 peri-urban clinics in smaller cities</p>	<p>1) a) N.D.'s providing services in Tunis area; no other activities to date</p>	<p>1) -Who is charged with coordination of peri-urban activities? -When will physicians be hired for cities other than Tunis? -Do training needs exist? -Which clinics have been selected? - Which cities? -How does this relate to target hours of service?</p>	<p>1) -Review plans for peri-urban strategy and coordination, including status of physician recruitment and training needs; -Review status of clinic selection -Overview Stillman - Feb. 1982 -Follow-up and programming as needed McEvoy - March 1982</p>
<p>2) Establish liaison with Ministry of Social Affairs to provide I E and C activities and referrals to clinics a) Provide training for social workers b) Design referral form for social workers c) Evaluate outreach activities on trimestrial basis against services delivered at clinics</p>	<p>2) a) No action to date b) Referral form drafted c) Evaluation not yet appropriate</p>	<p>2) a)-What steps have been taken to involve the Ministry of Social Affairs? -Have social workers been designated for training? -What are the plans for training? -Have curricula been developed? -How does training fit into INTRAH contract? -Are the I E and C materials being developed, incorporated into the training plans? b)-Has the form been pre-tested? Is it being used? -How will results be analyzed? -How will data be used for management purposes? c)-Has an evaluation system been designed?</p>	<p>2) a) Review status of involvement of social workers and training plans Stillman - Feb. 1982 b) Review pre-testing and use of referral form McEvoy - March 1982 c) Review plans McEvoy - March 1982</p>
<p>3) Coordinate general I E and C activities of I E and C division with service activities in peri-urban areas</p>	<p>3) Detailed information unavailable</p>	<p>3) -How are I E and C activities being coordinated with service activities?</p>	<p>3) -Review coordination plans McEvoy - March 1982</p>
<p>4) Conduct mini-surveys on prevalence and on choice of provider (clinics versus pharmacy)</p>	<p>4) Mini-surveys under consideration, but not yet developed</p>	<p>4) -When will the mini-surveys be carried out? -How are these connected with the commercial retail sales survey that has been discussed?</p>	<p>4) -Review status of mini-surveys Brown - Jan. 1982 -Follow-up McEvoy - March 1982</p>
<p>5) Conduct annual review and establish new targets</p>	<p>5) Not applicable</p>	<p>5) Not applicable</p>	<p>5) -Review relation of target number of service hours to implementation plans McEvoy - March 1982</p>

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OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL ACTION WHO AND WHEN	
A. EXPANSION OF SERVICES 3. Commercial Distribution of Contraceptives 1) Continue support for repackaging and detailing work of commercial distribution of contraceptives	1) Financial support for repackaging and detailing work in budget	1) Activity to continue	1) Continued financial support	Budgeted
2) Develop new commercial retail sales program strategy	2) Matter being considered by P.D.G. and ONPFP medical staff	2) Legal issues regarding commercial retail sales must be studied	2) Discussions regarding CRS strategy and possible involvement of Futures Group initiated -Follow-up on discussions, and study of legal issues	Brown - Nov. 1982 Brown - Jan. 1982 Others?
3) Design operations and marketing research projects to study markets and to test new commercial delivery system	3) No operations or marketing research projects designed to date	3) -How do studies foreseen above fit with the mini-surveys of consumer preference for clinics or pharmacies discussed under the peri-urban program strategy? -Nature and timing of studies pending	3) Council will assist with research design as needed -Follow-up -Consultants	Correspondence as needed Brown - April 1982 To be determined

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B. INFORMATION, EDUCATION AND COMMUNICATION

The I E and C activities described below overlap somewhat with training activities described elsewhere under A. above. They are also presented in the document entitled "Programme des Activités I E and C 1982" prepared by the Division of I E and C in December 1982. This document lists I E and C activities and their proposed schedule of initiation and completion by month. It is hereafter called the "timing".

The need for coordination of I E and C activities with the Rural Coordination Unit, with the Peri-Urban Program, and with the Training Center, is discussed in the Accord, and emphasized below under each area wherever important.

For the I E and C component of the Program the points below relate only to broad themes, and not to specific details. They follow the listing of major I E and C activities found in the Work Plan, Annex I to the Accord.

OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL ACTION WHO AND WHEN	
1) Educational activities in rural areas Educational campaigns and seminars for special target groups	1) Tentative schedule proposed in the "timing", under the headings "Activites de formation"; "Activites de Sensibilisation"; and "Activites d'education." None carried out to date	1) Roles are yet to be worked out between I E and C Division, Rural Coordination Unit, Regional Delegates, Training Center, and INTRAH, regarding timing of activities, and technical, material, and financial support. -To what extent has this been done? -Are curricula available for the various training groups? -Seminars? "Information days", etc." -When will documents needed to carry out training be available? -Who will actually conduct the training or information sessions for each group? -Is the current programming realistic, or should it be adjusted? -Is the I E and C Consultancy under consideration directly linked to this area of activity?	1) -Review the status of the proposed activities and their coordination. -Discussion proposed I E and C Consultancy terms of reference -Follow-up -Discussions of coordination with INTRAH	Stillman - Feb. 1982 McEvoy - March 1982 McEvoy - New York Feb. 1982
2) Continuation of support for press articles and information programs for journalists and rural promotional materials;	2) Not specifically mentioned in the "timing"	2) -Who is doing this? -How high a priority is it?	2) Review status	McEvoy - March 1982
3) Mass-media programs including radio and television	3) Activities proposed without schedule, in the "timing". Discussions held concerning locating consultant to assist in adding family planning information to the Dr. Hakim radio program	3) What further discussions must be held before a decision is made regarding a consultant to assist with this? -How high a priority is it? -What is being done currently? -Have radio messages in use now been evaluated for their impact?	3) Discuss with Mue Chater and I E and C Division Follow-up - consultant as needed	Stillman - Feb. 1982 Stillman/McEvoy - March/April 1982

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OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL	
			ACTION	WHO AND WHEN
B. INFORMATION, EDUCATION AND COMMUNICATION (Continued)				
<p>4)</p> <p>a) Production of audio-visual material, emphasizing informational brochures for illiterate and semi-literate populations</p> <p>b) Production of flip-charts, pocket calendars, training guides for field workers</p>	<p>4)</p> <p>a) Informational brochures on contraceptive methods for illiterate and semi-literate populations</p> <p>-Draft brochures being tested and results analyzed</p> <p>b) Other items</p> <p>Action to date unknown in detail</p> <p>Plans for developing materials, with schedule, appear in the "timing" document</p>	<p>4)</p> <p>a) -Informational brochures</p> <p>-Is the schedule set forth for testing and producing the P.I.N.C.T.-type brochures being followed?</p> <p>-Have the results of testing been analyzed?</p> <p>-Is the production schedule on time? (See "timing")</p> <p>b) Other items</p> <p>-What is the status of production of other materials?</p> <p>-Are all materials being pretested before final production?</p> <p>-Who is responsible for producing the A.V. materials described in the timing?</p>	<p>4)</p> <p>a) Informational brochures</p> <p>Casanova - Dec.'81/Jan.'82 Mexico</p> <p>Drawings; supervise and assist photography</p> <p>Casanova - March 1982 Tunisia</p> <p>b) Other items</p> <p>McEvoy - Mar. 1982</p> <p>Review status</p> <p>Casanova - Mar. 1982</p>	
<p>5) Audio-visual equipment, documentation, and printing of periodicals and other informational material</p>	<p>5) No action to date with regard to equipment purchase, as ONPFP has just placed a sizeable equipment order through USAID/Tunis. Status of other items unknown.</p>	<p>5) -Who is responsible for selecting, reviewing, and testing materials?</p> <p>-Has a needs assessment for new material been undertaken?</p>	<p>5) Discussion with I E and C staff, and training staff</p> <p>Stillman - Feb. 1982</p> <p>Follow-up as needed</p> <p>McEvoy and Casanova March 1982</p>	

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OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL	
			ACTION	WHO AND WHEN
<p>C. OPERATIONAL RESEARCH AND EVALUATION</p> <p>Objectives are to carry out the following studies:</p>				
<p>1) Socioeconomic profile, KAP, objectives for each delegation targeted for expanded rural outreach program</p>	<p>1) Socioeconomic profile--currently underway</p>	<p>1) -Have all the socioeconomic profiles been completed? -How will they be used?</p>	<p>1) -Review the socioeconomic profiles -Follow-up as needed</p>	<p>Brown - Jan. 1982 McEvoy - Mar. 1982</p>
<p>2) Study of family planning and MCH needs in peri-urban populations, especially of Tunis, Sousse, and Sfax; special emphasis on recent migrant groups</p>	<p>2) Study of peri-urban populations - No information about action</p>	<p>2) -When is the study of peri-urban populations scheduled? -Has the methodology been developed?</p>	<p>2) -Review status of peri-urban studies -Follow-up</p>	<p>Brown - Jan. 1982 McEvoy - Mar. 1982</p>
<p>3) Studies of program operations, including cost-effectiveness and acceptability of each program element, including mobile units, contributions of different categories of personnel, sterilization services, information and education program, and training.</p>	<p>3) Logistic study of Mahdia and Kasserine mobile team was carried out but is considered unsatisfactory as a methodology</p>	<p>3) To be developed</p>	<p>3) -One potential consultant, (Fraderick Hachette), unavailable for at least 6 months; -Locate and interview other potential consultants for assistance with cost-effectiveness studies</p>	<p>Brown - Jan. 1982 Tunis and New York</p>
<p>4) Assessment of service statistics for management needs; Evaluation of "Diagnostic" information system</p>	<p>4) New forms being prepared for target zones program in rural areas (see discussion under A above).</p>	<p>4) -Have the newly developed forms been pre-tested? -What are the results? -What needs exist for new management data?</p>	<p>4) -Review existing forms</p>	<p>Stillman/McEvoy Jan. - March 1982</p>
<p>5) Other operational research studies as needed</p>	<p>5) No action</p>	<p>5) No immediate action foreseen</p>	<p>5) No immediate action foreseen</p>	
<p>6) Data processing and analysis of service statistics (continued support for system)</p>	<p>6) Continuing operation</p>	<p>6) Continuing operation</p>	<p>6) No immediate action foreseen</p>	

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OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL WHO AND WHEN
<p>D. INTERNATIONAL TRAINING</p> <p>1) Short-term training in management, evaluation, communications, marketing, et cetera</p>	<p>1) None</p>	<p>1) Identify training needs</p>	<p>1) -Identify appropriate training programs, and recommend them to ONPFP</p> <p>-Identify persons who would benefit from training;</p> <p>-Facilitate admission as possible</p> <p>-Respond to ONPFP initiatives</p> <p style="text-align: right;">McEvoy/Stillman Throughout year</p>
<p>2) Visits to rural outreach and community-based distribution programs in other countries</p>	<p>2) Visit by Mr. Bchir to Thailand</p>	<p>2) -Identify persons who would gain appropriate experience and;</p> <p>-Identify appropriate travel</p>	<p>2) -Identify appropriate training programs, and recommend them to ONPFP</p> <p>-Identify persons who would benefit from training;</p> <p>-Facilitate admission as possible</p> <p>-Respond to ONPFP initiatives</p> <p style="text-align: right;">McEvoy/Stillman Throughout year</p>
<p>3) Limited number of trips to conferences</p>	<p>3) None</p>	<p>3) -Propose appropriate travel</p>	<p>3) -Identify appropriate programs, and recommend them to ONPFP</p> <p>-Identify persons who would benefit</p> <p>-Facilitate admission as possible</p> <p>-Respond to ONPFP initiatives</p> <p style="text-align: right;">McEvoy/Stillman Throughout year</p>

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OBJECTIVES AND ACTIVITIES	ACTION TO DATE (DECEMBER 1981)	FUTURE ACTION OR QUESTIONS TO RESOLVE	ACTION BY THE POPULATION COUNCIL ACTION WHO AND WHEN
E. REPORTS OF THE ONPPP 1) Quarterly Progress Reports, narrative	1) Draft report format devised	1) -Finalize report format -Prepare first and subsequent quarterly narrative reports	1) -Review draft quarterly progress report Brown - Jan. 1982 -Review quarterly reports as submitted McEvoy/Stillman
2) Annual Report	2) No action needed to date	2) No action needed until September 1982	2) No immediate action
3) Technical Reports	3) No action to date	3) Submit to Population Council as they become available	3) Review as reports received McEvoy
4) Quarterly Financial Reports	4) Report format devised and agreed upon	4) Submit first quarterly report end January 1982	4) -Review and disburse additional funds based on stipulations in accord McEvoy -Feb. 1982 Administrative action Stillman - Mar. 1982

~~Attachment No. 3~~

**METHODOLOGIE POUR L'ELABORATION DES MATERIAUX EDUCATIVES POUR LA
POPULATION ANALPHABETE.**

TESTING DES BROCHURES:

1. Faites chaque entrevue avec seulement une femme à la fois. Si vous avez deux personnes ou plus en voyant le matériel ensemble, il vous sera impossible de séparer ce qu'elle sait de ce qu'elle entend de ses amies.
2. Expliquez à chaque femme, avant de commencer l'entrevue que c'est elle qui est l'experte et qu'on a besoin de son aide, de sa coopération. Assurez la que ce n'est pas un examen et qu'on ne va pas la juger.
3. Tester chaque message séparément. Même s'il y a deux ou plusieurs versions d'un message, présenter un seul à la fois. Comme ça, l'attention de la femme sera concentrée sur un seul concept à la fois.
4. Montrez le premier message à la femme. Demandez lui de vous dire ce qu'elle voit. Si elle comprend le message correctement, marquez "Bien" sur la forme du testing et continuez avec le message suivant. Si elle comprend seulement une partie du message, demandez une question plus directe, en signalant la portion qu'elle n'a pas compris, comme "Qu'est ce que vous voyez ici?".

Cependant, l'autre personne prend note des réponses; de la réponse initial et des suivantes (si c'est le cas) pour chaque message/image, sans oublier de noter le numéro de l'image au début. Si la femme a complètement raté le message, marquez "Mal", prenez note de sa réponse, ensuite expliquez le message et demandez lui comment voudrait elle exprimer le même message d'une façon plus claire. Prenez note de ces idées.
5. Quand vous auriez fini avec le premier message, continuez avec la deuxième illustration.
6. Continuez de cette façon avec tous les messages, en faisant très attention de bien noter tous les commentaires de chaque femme et ses idées pour mieux exprimer les messages pas compris.
7. Avant de terminer avec chaque femme, assurez vous de que la forme soit complète et que vous aviez pris note de tout ce qu'il faut.

PROGRAMA PARA LA INTRODUCCION Y ADAPTACION DE TECNOLOGIA ANTICONCEPTIVA

DEVELOPMENT OF INFORMATION, EDUCATION AND COMMUNICATION
MATERIALS FOR THE TUNISIAN NATIONAL FAMILY PLANNING AND
POPULATION OFFICE

TRIP REPORT: Prepared by María Elena Casanova, Consultant
during the period October 2-23, 1981

During the above three weeks in Tunisia, activities were carried out in order to initiate the development of I E & C materials for the rural population on three contraceptive methods - the pill, the IUD and female sterilization - following the PIACT de México methodology.

The first week was spent in meetings and discussions with staff members of the I E & C Department of the National Family Planning and Population Office (ONPFP) and with the AID Health and Population Office in Tunis, planning activities and field trips to take place over the next two weeks.

Since the materials must be printed and distributed as early as possible, and in order to accelerate the development process, the first pre-testing phase would be done using the Mexican pamphlets, on which the necessary changes and adaptations would be identified.

Two months before our arrival in Tunis, the ONPFP had contracted a graphic artist to illustrate the main message for the pamphlet on sterilization. This artist had produced a series of cartoon-like, simple-line drawings, and, even though they portrayed Tunisian people in a Tunisian atmosphere, they were too primitive to convey the messages clearly and made an enormous contrast with the photographs used in the Mexican pamphlets (sample enclosed). The drawings were to be taken to the field since the President and Director General of the ONPFP, Mme. S. Chater, had very clearly indicated that the pamphlets should be produced using drawings instead of photographs; nevertheless, after several meetings

with the I E & C staff, it was agreed that during the pre-testing process, the women would be shown both versions of the pamphlets and asked which one they preferred. The pamphlets would then be developed according to the preference and comments expressed by the women themselves. It was then agreed that three field trips would be taken to three different areas of the country - Zaghuan, Beja and Mahdia.

Individual interviews testing the pamphlets would be carried out by the mobile teams, after each team had been briefed and given a detailed explanation of the testing procedure.

During the second week, visits to the three gouvernorat mentioned above - and accompanied by Mr. Abdelkim Yahia, Head of Information Services, ONPFP - were organized and carried out, always following the same procedure:

At 8.00 a.m. we reported to the corresponding regional F.P. centre for a meeting with the Regional Delegate before the departure of the mobile team to the field. The members of the mobile team - the midwife and the motivator - were then given a detailed explanation both on the Mexican materials and on the procedure to be followed in carrying out each interview and in filling out the corresponding compilation form. We then joined the mobile team and went to one or two rural dispensaries in each area. Under my direct supervision, the midwife and the motivator interviewed each woman as she finished her consultation. During each interview, one pamphlet was tested page by page for comprehension of each message, questions were asked by the team, doubts were clarified, and the forms were discussed, until they were able to do the complete interview without any assistance from me. Fifteen compilation forms were left with each mobile team, for 15 interviews, five on each pamphlet. Once the forms are completed they will be sent to the ONPFP where they will be analyzed in order to identify the adaptations required in each pamphlet.

Two very important points became evident during our field-testing week, contrary to the ideas previously expressed by the ONPFP staff:

1. The testing of the materials is a very slow, time-consuming process that requires much patience.

2. All the women we interviewed in the three areas of the country very clearly stated that they preferred photographs instead of drawings.

A couple of symbols/messages in the existing pamphlets were already identified as "no good" during our interviews, such as the calendars to express time periods or a specific day, and the candle to indicate night time (this should be changed for a petrol lamp). Women do not identify the calendar; they do not know what a calendar is. Years are counted by religious holidays and they have a very different concept of time. This illustration will be decided on, once the results of the first pre-testing phase are submitted. Pamphlets and data forms will be sent to Kasserine and Sfax, to take advantage of the contacts made with the two Regional Delegates in those regions in November 1980; both Delegates, Mr. Abdelwaheb and Mrs. Gargouri, understood the development process, participated in some pre-testing sessions, were very enthusiastic about the project, and offered their full assistance if and when the project is initiated.

After that field-testing week, a meeting was held with Mrs. Chater to report on our experiences in the field and to propose a plan of action for the next phase of the project.

When told of the women's reaction to photographs vs. drawings, Mrs. Chater immediately agreed to have the pamphlets developed with photographs. Once this point was agreed on, I outlined the development process, explaining that the pre-tests must be done with drawings which should be corrected and changed until the messages are well understood, before producing the prototypes with photographs. It was agreed with Mrs. Chater that attempts would be made at the Information Services' Department to find a competent artist who could produce very realistic, good-quality illustrations, to elaborate the pre-testing material. If the ideal person could not be located in Tunisia, I proposed that the illustrations be done at PIACT de México and sent to Tunisia for testing and further adaptations. Mme. Chater approved of this and I then proceeded to present a tentative Work Plan for the next phase of the programme, as follows:

November 1981: The completed data forms are returned to the ONPFP from the five different gouvernorats.

December 1981: The ONPFP analyzes, summarizes the results, and sends a list of the required changes and adaptations to PIACT de México. Drawings are produced in Mexico.

Mid-January 1982: Draft brochures are sent back from Mexico to Tunis for a second testing.

February 1982: The draft brochures are tested for comprehension in three different regions of Tunisia, and results are submitted to the ONPFP.

March 1982: The ONPFP analyzes results and prepares to take the necessary photographs. PIACT Consultant travels to Tunisia to supervise and assist in the photographic operations, and to work with the graphic artist to develop originals for printing. At this point, and in accordance with the pace at which the above activities are developed, decisions will be taken as to when the Consultant will need to make the next trip to Tunis.

The ONPFP will then print the brochures in-house, and sub contract an art firm to develop large flip charts of each of the pamphlets, for use in group education in the centres, before the small brochures are individually distributed.

It is of utmost importance for the ONPFP to keep in close contact with Dr. M. McEvoy so as to ensure the development of activities as described. The shooting of photographs and development of originals for printing is a delicate process whose accuracy is fundamental for the success of this project; therefore, this phase requires close personal supervision by the Consultant. The ONPFP must not proceed with this without obtaining Dr. McEvoy's approval.

This Consultant shall keep Dr. McEvoy informed of every development and every action taken, both in Tunis and in Mexico, on the project.

Persons Contacted

US/AID:

Ms. Dale C. Gibb
Health Population & Nutrition Development Officer

Mr. Alan Getson
Family Planning Development Officer

Mr. Anwar Bachbaouab, Development Specialist
Health Nutrition, Family Planning Programme

ONPFP:

- Mrs. Souad Chater, President and Director General
- Mr. Mourad Ghachem, Chief, Cooperation Bureau
- Mr. Mongi Bchir, Consultant
- Mr. Abdelkrim Yahia, Chief, Information Services
- Mr. Hedi Loumi, Information Office
- Mr. Mohamed Rezgui, Audiovisual Section
- Mr. Boubaker Benzerti, Chief, Communications
- Dr. Mourad Elgoulli, Director, l'Ariana Clinic

Zaghouan:

- Mr. Mohamed Bouchiha, Regional Delegate
- Ms. Yamina Landolsi, Midwife
- Ms. Habiba Ghannouchi, Social Worker/Motivator
- Contraceptive users and potential users at rural dispensary

Beja:

- Mr. Chedly Ben Achour, Regional Delegate
- Ms. Blaqui Mahouka, Nurse
- Ms. Rebai Zina, Midwife
- Users and potential users at rural dispensary

Mahdia:

- Ms. Safia Belhareth, Regional Delegate
- Ms. Chaâhane Chefiaâ, Motivator
- Ms. Souad Kehia, Motivator, Tunisian Family Planning Association