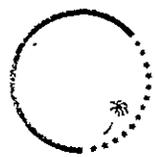


PD-MAD-872
LSN = 36017 P1

CABLE ADDRESS
"SOUTHPACOM" NOUMEA
TELEPHONE . 26.20.00
TELEX SOPACOM139 NM

ADRESSE TELEGRAPHIQUE :
"SOUTHPACOM" NOUMEA
TELEPHONE 26.20.00
TELEX . SOPACOM 139 NM



SOUTH PACIFIC COMMISSION
POST BOX D5
NOUMEA CEDEX
NEW CALEDONIA

COMMISSION DU PACIFIQUE SUD
BOITE POSTALE D5
NOUMEA CEDEX
NOUVELLE-CALÉDONIE/LMD

In reply, please quote PRO 6/1
PLEASE ADDRESS REPLY TO
THE SECRETARY-GENERAL

29 August 1984

LOAN & L/G
AGREEMENT
FM/BFD
FM/CAD
ASIA/DESK
GC/ASIA
PFC/DIU ACQ. (2)
ASIA/PD/FILES

Mr. William E. Paupe,
Regional Development Officer,
United States Agency for International
Development,
U.S. Embassy,
P.O. Box 218,
SUVA,
Fiji.

REC
ARDO
FILE

Dear Bill,

re : Grant No. 879-0005-G-4012 - South Pacific
Commission Health Education Materials and
Advisory Services Project

Thank you for your letter of August 24, 1984, enclosing
copies of the agreement for the above project. Please find enclosed
the original and seven copies, duly signed by SPC.

Would you please pass on to your Government our appreciation
of their financial support for this project.

Yours sincerely,

Tamarii Pierre,
Acting Secretary-General.

Encls. 8.



UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

South Pacific Regional Development Office

American Embassy
P.O. Box 218
Suva, Fiji.

August 24, 1984

Hon. Francis Bugotu
Secretary General
South Pacific Commission
Post Office Box 5D
Noumea, CEDEX, New Caledonia

Grant: 879-0005-G-4012
Appropriation: 72-1141021
Budget Plan Code: HDAA-84-27879-EG130
Obligation No.: PG-879-40080

Dear Mr. Bugotu:

1. I have the honor to refer to your letter of request dated 17 October, 1983 relating to the South Pacific Health Education Materials and Advisory Services Project.
2. I am pleased to inform you that, pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as the Grantor or AID) hereby grants to the South Pacific Commission (hereinafter referred to as the Grantee or SPC) the sum of Sixty-Seven Thousand United States Dollars (\$67,000) to be used for support of your program in Health Education addressing the publication and distribution of health education materials and advisory services. Your letter of 17 October 1983 together with its enclosure are accepted and made a part of this Grant as Attachment A, "Purpose and Implementation Plan". The Grantee will utilize the Grant funds for supplies, equipment, training and other costs necessary to develop viable health education materials and advisory services in collaboration with member Governments of the Grantee and located in the region. Except as AID may otherwise agree in writing, goods and services financed under the Grant will have their source and origin in "free-world" countries.
3. This Grant is effective as of the date of this letter and is applicable to commitments made by the Grantee in support of the project during the period September 1, 1984 through

2/...

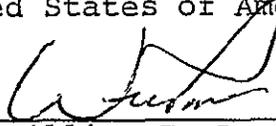
August 31, 1986. Funds disbursed by AID but uncommitted by the Grantee at the expiration of this period shall be returned to AID.

4. AID's contribution to the project is limited to US\$67,000 over the two-year period of this Grant, and SPC agrees to finance or cause to be financed any additional or continuing costs for the project from sources other than AID.
5. It is understood that financial records, including documentation to support entries on accounting records and substantiate charges against this Grant shall be maintained in accordance with the Grantee's usual accounting procedures, which shall follow generally accepted accounting practices. All such financial records shall be maintained for at least 3 years after final disbursement of funds under this Grant.
6. The Grantee confirms that this program will be subject to an independent audit by the Grantee's outside certified or chartered public accountant and agrees to furnish copies of these audit reports to AID along with such other related information as may be requested by AID with respect to questions arising from the audit report.
7. It is understood that the funds granted hereunder shall be disbursed as set forth in Attachment B hereto entitled Payment Provisions.
8. The parties agree that this grant and the activities financed therewith, shall be managed by the Grantee in accordance with its established policies and procedures.
9. If the use of the Grant funds results in the accrual of interest to the Grantee or to any other person to whom the Grantee makes such funds available in carrying out the purposes of this Grant, the Grantee shall refund to AID its pro rata share of any amount of interest earned.
10. The Grantee shall prepare and submit to AID at least four copies of reports in accordance with the schedule set forth in Attachment C.
11. This agreement, in whole or in part, may be terminated by either party at any time upon 30 days written notice. This agreement may be revised only by the written mutual consent of the parties hereto.

12. The AID Office responsible for monitoring this Grant is the South Pacific Regional Development Office located at the American Embassy in Suva, Fiji.

Please indicate your acceptance of this Grant by signing the original and nine copies of this letter in the space provided below and return the original and seven copies to the Grant Officer. Two copies may be retained for your files.

The United States of America

By: 
William E. Paupe

Title: Regional Development Officer

Date: August 24, 1984

Accepted:

South Pacific Commission

By: _____
Tamarii Pierre

Title: Acting Secretary-General

Date: 29 August 1984

Attachments:

- A. Purpose and Implementation Plan
- B. Payment Provisions
- C. Reporting Requirements

ATTACHMENT A
Grant No. 879-0005-G-4012

CABLE ADDRESS
" SOUTH PACOM " NOUMEA
TELEPHONE : 26.20.00
TELEX : SOPACOM 139 NM

ADRESSE TELEGRAPHIQUE :
" SOUTH PACOM " NOUMEA
TELEPHONE : 26.20.00
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SOUTH PACIFIC COMMISSION
POST BOX D 5
NOUMEA CEDEX
NEW CALEDONIA



COMMISSION DU PACIFIQUE SUD
BOITE POSTALE D 5
NOUMEA CEDEX
NOUVELLE-CALEDONIE

In reply, please quote PRO 6/1
PLEASE ADDRESS REPLY TO
THE SECRETARY-GENERAL

17 October 1983

Mr Bill Paupe
Regional Development Office
U.S. Embassy
SUVA
FIJI

Dear Mr Paupe,

Attached is a copy of a project proposal for the development of Health Education Materials and Advisory Services. I understand that our Health Education Officer, Ms Judith Whitmore, has already discussed this with you informally. We would be grateful for your favourable consideration of this project and look forward to hearing from you soon.

Yours sincerely,


Francis Bugotu
Secretary-General

Encl.

PROJECT PROPOSAL FOR U.S.A.I.D. ASSISTANCE

PROJECT TITLE : HEALTH EDUCATION MATERIALS AND
ADVISORY SERVICES

REQUESTING AGENCY : SOUTH PACIFIC COMMISSION

PROPOSED STARTING DATE : JANUARY 1984.

DURATION : 2 YEARS

HEALTH EDUCATION MATERIALS AND ADVISORY SERVICES

BACKGROUND

Among the many programmes and services provided by the South Pacific Commission to the 22 countries of the Pacific are those addressing the health needs of the region. In this respect the South Pacific Commission employs an Epidemiologist, Dental Public Health Officer, Health Education Officer, Nutritionist (newly created position), and an Adviser in Environmental Health and Food Hygiene. Additional field staff are located on site in specific project areas.

Health education has traditionally been a main component of the SPC health programme due to demand from the Island governments. The Ninth Regional Conference of Permanent Heads of Health Services (French Polynesia, March 1981) recommended 1) that "the South Pacific Commission give assistance upon request to each country to develop and foster its own health education programme and 2) the continuation and strengthening of the Commission's programme in Health Education". In addition, at the Seminar of South Pacific Women (French Polynesia, July 1981), the representatives recommended "that the health education unit of the South Pacific Commission be strengthened by:

- (a) increasing the professional personnel from one health education officer to two;
- (b) increasing the funding of this unit to enable production of health education materials, and for the training of personnel in the production of local materials."

Due to budgetary constraints encountered in recent years, SPC has had to seek external funding for many components of its work programme and to reduce expenditures in others. While SPC will continue to employ the Health Education Officer under its regular budget, funds for materials development, training, clearing-house and advisory services need to be sought from external sources.

WORK TO DATE

In the past the Health Education section has developed many materials addressing the very important area of nutrition education. Production has included posters and booklets on Infant Feeding, the Three Food Groups and Dental Health; Slide/tape shows on Diabetes and Local Foods; a food leaflet series promoting island foods, and a book on nutrition education is in press. However, the recent creation of the post of Nutritionist will now enable the Health Education Officer to address other aspects of health which have been largely neglected in recent years. Outside the area of nutrition, production has included booklets on dengue fever, prevention and treatment of some common childhood diseases, and child safety.

Training courses have been conducted in various countries around the region upon request. The Health Education Officer also provides assistance to the Community Education Training Centre and Mobile Training Units as well as to other relevant SPC-organised conferences and seminars.

BASELINE DATA

Experience in the region and requests from Island governments have led to the conclusion that there is still much work to be done in health education, particularly in the following areas:

- (1) Family health (maternal health, family planning, reproductive physiology, population education, etc.)
- (2) Personal hygiene and cleanliness
- (3) Village sanitation and clean water
- (4) Certain diseases such as malaria
- (5) Smoking and alcohol use and abuse.

Although it is acknowledged that health education is not a panacea for all that ails, it is evident that many persons in the Pacific region do not have adequate information available to help them make informed choices on many aspects of health. The difficulties of communication and transportation add to the isolation of the Island countries, and the spread of health information is not immune to the affects of this isolation.

The South Pacific Commission makes every effort to produce materials relevant to the Pacific region, however variation among the Islands is great and materials which are suited to all countries of the region are difficult to produce. Therefore SPC encourages health and education departments in the region to produce their own materials as well as recognising the need for assistance to the countries in this respect. Translation and printing of materials produced by SPC in Pacific native languages have been carried out in the past upon request and should be continued.

OBJECTIVES AND METHODOLOGY

Long-term objective

To improve the health status of Pacific peoples by reducing incidence of diseases and improving knowledge and understanding of positive health practices.

Short-term objectives

1. To produce simple educational materials in English, French and in some Pacific languages to be distributed throughout the SPC region.
2. To improve SPC's lending library of slides, films and video tapes to better respond to requests from the region in this regard.
3. To provide clearing-house and advisory services in health education in the region.
4. To provide assistance to Island governments interested in developing their own educational materials.

Project activities

1. Revision and reprinting of SPC materials.

There are a limited number of health education materials which have been very popular and are in continuing demand. Among these are the booklet entitled "Primary Care and Prevention of some Common Diseases in Children", "Child Safety" and the French versions of "Dengue Fever" and "Dental Health". It is proposed to reprint those that are in high demand and revise them as necessary.

2. Production of new health education materials.

(a) A series of simple booklets on family health is proposed. Explanation of human reproduction, sexually transmitted diseases, family planning, and population education are areas of great need in the region. Maternal health during pregnancy and after will be included. The effects of alcohol and smoking on health, personal hygiene including prevention and treatment of lice and scabies, and health in older adults are also proposed.

(b) Posters on the dangers of smoking and alcohol on health are proposed.

(c) Village sanitation and clean water are aspects of health that need addressing as demonstrated by the recent cholera epidemic in Truk. A flipchart of steps to good village sanitation and clean water is proposed as well as a slide/tape show on same.

(d) Translation and printing of certain materials in Pacific languages is proposed upon request of the country. Limitation in funds for this service will require decisions on priority areas should multiple requests be received.

3. Improve SPC's lending library of audio-visual materials.

Purchase of films, video tapes and slide shows to be lent to countries in the region upon request is proposed. SPC currently has a library of approximately 12 films, 15 slide shows and 50 filmstrips that are borrowed by governments, health educators and institutions. While filmstrips used to be a popular item, very few requests have been received in recent years for this type of technology. Most requests currently are for 16 mm films, slides or video tapes. Video is used in some schools and homes in even the remotest of the islands and may well be the best technology to target for these more sophisticated types of health education materials.

Materials available for the loan service require renewal and replacement due to depreciation and loss. Purchase of films on smoking and alcohol are of top priority as these items are requested frequently from the region and are currently not available.

4. Clearing-house and advisory services.

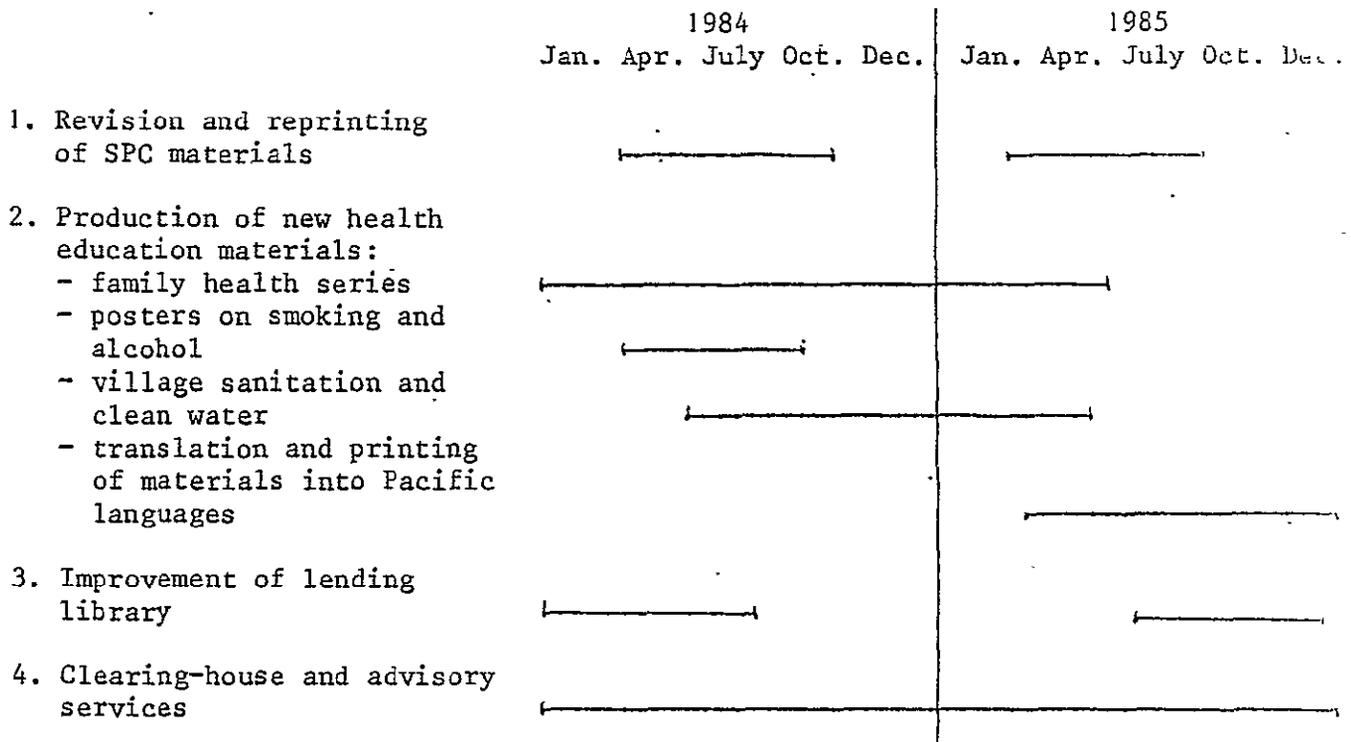
Advice, assistance and training are provided on request to countries on health matters and programme formulation. Advice on the development of school health education programmes is an example of assistance that is in demand currently. Although SPC's budget includes funds for travel, this service also requires materials assistance in terms of photocopying and other basic supplies.

Assisting countries in developing their own health education materials is an important adjunct to this service. Requests for funds for printing costs or purchase of basic production materials are frequent and their provision would encourage the creative production of materials adapted to specific countries.

REVIEW AND EVALUATION

Review and evaluation will be carried out by the SPC Health Education Officer based on reports of the user agencies and groups in participating countries. She will also prepare progress reports for the funding agency to the required schedules.

TIME FRAME



ASSUMPTIONS

The success of the project assumes the continuing support of governments of the region for SPC activities and the need for improvement of health education programmes in the region.

POST-PROJECT EXPECTATIONS

This project will provide the region with basic health education tools on which local health educators may base their programmes, particularly in the areas of family health, village sanitation and clean water, and the effects of smoking and alcohol. Additional advisory services and training will better equip health educators to perform their tasks and to develop health education materials themselves.

FINANCIAL NARRATIVE

	<u>1984</u>	<u>1985</u>
1. INPUT BY SPC (in CFP francs 00's)		
Health Education Officer		
Salary and ancillary costs	35,875	33,000
Travel costs of Health Education Officer	8,000	8,000

The SPC Regional Media Centre will provide some assistance in material production.

PROPOSED BUDGET FOR U.S.A.I.D. FUNDS (in \$US)

	<u>1984</u>	<u>1985</u>
1. Revision and reprinting of SPC materials	3,000	4,000
2. Production of new health education materials:		
- Family health series	10,000	6,000
- Posters on smoking and alcohol	3,000	2,000
- Village sanitation and clean water : flipchart slide/tape	5,000	5,000
- Translation	1,000	1,000
- Printing in other languages	5,000	6,000
3. Upgrading of lending library	2,000	2,000
4. Clearing-house and advisory services	3,000	3,000
5. Distribution of materials, postage and freight	3,000	3,000
	<u>35,000</u>	<u>32,000</u>

TOTAL : \$US 67,000

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Payment Provisions

Project 879-0005
South Pacific Commission, Health Education Materials and
Advisory Services Project.

To facilitate project implementation and assure availability of AID funds to SPC, the advance payment method of financing shall be used in the project. The following advance payment provisions shall be used.

- a. Request for Advance Payment - To request advance payment, SPC will submit to the Regional Development Office (RDO), voucher form SF-1034 in original and four copies, with a certified consolidated projected cashflow statement (Annex 1). The advance payment to be requested, initial or otherwise, must not be more than 90-day cash requirement unless there are compelling reasons that can be fully justified.
- b. Special Bank Account - Until all advance payments made hereunder are liquidated, the initial advance and all other payments under the grant shall be deposited by SPC in its special multi-donor bank account(s). All receipts and payments shall be recorded by the SPC finance office in such manner that it will be possible for AID to ascertain its share of the balance in such account(s) at any time.
- c. Use of Funds - The funds in the special bank account(s) may be withdrawn by SPC solely for the purpose of making payments for items of allowable cost as provided in the grant agreement, or to reimburse SPC for such items of allowable cost.
- d. Replenishment/Liquidation - Each advance payment, whether initial or otherwise, must be accounted for on at least a bi-monthly basis, in order for any subsequent advance payment to be made. If a request for an additional advance is desired, then the voucher SF-1034 should show "no pay" for the liquidation of the outstanding advance; should show the amount of the new advance requested and should be accompanied by a certified consolidated expenditure report (Annex 2) as well as the projected cash flow statement (Annex 1).
- e. Administrative Review - The RDO, upon receipt of the above-mentioned documents, will review and if in order, will transmit them to AID Controller, Manila, for processing of the next advance payment and/or liquidation of the corresponding outstanding advance.
- f. Unexpended Funds - Within sixty (60) days after project completion date, unexpended funds remaining on the advance, if any, must be refunded by SPC in the name of "The Treasury of the United States of America", c/o USAID/Philippines.

Attachment B
Annex 1
(Sample)

Date:

South Pacific Commission
Health Education, Materials and Advisory Services Project
Grant No. 879-0005-G-4012
Consolidated Projected Cash Flow Statement
(Period Covered)
In U.S. Dollars

a. Cash disbursements to date (cumulative since inception)	\$ xxxx
b. Projected disbursements (Annex 1.1 and 1.2)	<u>\$ xxxx</u>
Estimated cash disbursements	\$ xxxx
c. Cash advances received to date	(\$ xxxx)
d. Cash required next quarter	<u>\$ xxxx</u>
e. Cash advances outstanding to date (c-a)	<u>\$ xxxx</u>

The undersigned hereby certifies: (1) that the above represents the best estimates of funds needed for expenditures to be incurred over the period described; (2) that appropriate refund or credit to the grant will be made in the event funds are not expended; (3) that appropriate refund will be made in the event of disallowance in accordance with the terms of this grant; and (4) that any interest accrued on the funds made available herein will be refunded to AID.

By: _____
(Position)

Date: _____

Date:

South Pacific Commission
Health Education Materials and Advisory Services Project
Grant No. 879-0005-G-4012
Projected Disbursement
(September 1 to November 30, 1984)
in U.S. Dollars 1/

<u>Projected Element(s) 2/</u>	<u>Projected Disbursements</u>
01 Revision and Reprinting current materials	\$ xxxx
02 Production of new materials	xxxx
03 Upgrading lending library	xxxx
04 Clearing house and advisory services	xxxx
05 Distribution of materials, postage and freight	<u>xxxx</u>
Total Cash Requirement	\$ xxxx
	<u><u> </u></u>

1/ Period covered indicated is for illustration purposes only

2/ Elements listed are for illustration purposes and may be changed

Attachment B
 Annex 1.2
 (For subsequent quarters
 advance)

Date:

South Pacific Commission
 Health Education Materials and Advisory Services Project
 Grant No. 879-0005-G-4012
 Projected Disbursement
 (December 1, 1984 to February 28, 1985) 1/
 In U.S. Dollars

<u>Project Element(s) 2/</u>	<u>Projected Disbursements</u>		
	<u>Nov. 3/</u>	<u>Dec - Feb 4/</u>	<u>Total</u>
01 Revision and Reprinting current materials	\$xxxx	\$xxxx	\$xxxx
02 Production of new materials	xxxx	xxxx	xxxx
03 Upgrading lending library	xxxx	xxxx	xxxx
04 Clearing house and advisory services	xxxx	xxxx	xxxx
05 Distribution of materials, postage and freight	xxxx	xxxx	xxxx
TOTAL	<u>\$xxxx</u>	<u>\$xxxx</u>	<u>\$xxxx</u>

1/ Period covered indicated is for illustration purposes only.

2/ Elements listed are for illustration purposes.

3/ Pertains to projected disbursements for the month or months
 in the current quarter in which advances have been made but
 not yet liquidated at expenditure's report date.
 Period indicated is for illustration purposes only.

4/ Pertains to projected disbursements for the next quarter.
 Period indicated is for illustration purposes only.

Attachment B
Annex 2
(Sample)

Date:

South Pacific Commission
Health Education Materials and Advisory Services Project
Grant No. 879-0005-G-4012
Consolidated Expenditure Report
(Period - Bi-monthly)
In U.S. Dollars

	<u>Accrued Expenditures</u>		
	<u>Cum. Disb. (Inception) to previous Period</u>	<u>Disb. this Period</u>	<u>Accounts Payable</u>
01 Revision and Reprinting current materials	\$xxx	\$xxx	\$xxx
02 Production of new materials	xxx	xxx	xxx
03 Upgrading lending library	xxx	xxx	xxx
04 Clearing house and advisory services	xxx	xxx	xxx
05 Distribution of materials, postage and freight	---	---	---
TOTAL	Sxxx	\$xxx	\$xxx

"I, the undersigned, hereby certify that: (1) the expenditures claimed under the cited agreement are proper and due and that appropriate refund to AID will be made promptly upon request of AID in the event of non-performance, in whole or in part, under the terms of the agreement or for breach of the terms of the agreement; (2) the information on the fiscal report is correct and such detailed supporting information as AID may require will be furnished at the grantee's home office, as appropriate; (3) all requirements called for by the agreement to date of this certification had been met."

BY: _____

TITLE: _____

DATE: _____

Reporting Requirements

The Grantee will provide copies of the following reports to the Grantor and others listed below:

1. Quarterly Budget Report
2. Quarterly Program Progress Reports
3. A Final Evaluation of the project which is to be conducted in consultation with AID sometime approximately during the last two months of the project (July - August 1986).

South Pacific Regional Development Office
American Embassy
G.P.O. 218
Suva, FIJI (2 copies)

Regional Legal Advisor
American Embassy (ID)
APO San Francisco 96528
CA USA

Office of East Asia Affairs
Bureau for Asia (AID/ASIA/EA/ISP)
Agency for International Development
Washington, DC 20523
USA