



Memorandum

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Subject Foreign Trip Report (AID/RSSA): Bangladesh, February 6-19, 1983

To William H. Foege, M.D.
Director, Centers for Disease Control
Through: Dennis D. Tolsma
Acting Director, CHPE *Tolsma*

SUMMARY

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SUMMARY

This consultancy was to assist USAID/Bangladesh in establishing a project to sample condoms in stock with the Bangladesh Population Control and Family Planning Division (PCFPD) for testing to determine the degree of deterioration and suitability for future program use. In addition, I assisted with (1) preliminary data collection and analysis for the contraceptive procurement tables for the FY 1985 annual budget submission, (2) establishing a project to verify and/or correct logistics data in the PCFPD, (3) establishing a procedure for verifying the age of oral contraceptives in stock, and (4) drafting a Position Description for a Logistics Management Officer for USAID/Bangladesh staff.

I. PLACES, DATES, AND PURPOSE OF TRAVEL

Dhaka, Bangladesh, February 8-18, 1983

The purpose of this travel was to assist the Chief, Health and Population Division (HPD), USAID/Dhaka, to establish a sampling methodology for selecting condoms from the inventory of the Bangladesh Population Control and Family Planning Division (PCFPD) of the Ministry of Health and Population Control (MHPC), for testing to determine their degree of deterioration and appropriateness for continued distribution to clients of the PCFPD.

In addition, I assisted the Chief and other officials of the USAID/HPD with the preparation of contraceptive procurement tables for the annual budget submission (ABS), writing a job description for the new HPD position of Logistics Management Officer, establishing a procedure for correcting PCFPD logistics data, and establishing a methodology to determine the quantity of oral contraceptives that are (or soon will be) 5 years old.

This travel was in accordance with the Resource Support Services Agreement (RSSA) between USAID/POP/FPSD and CDC/CHPE/DRH.

II. PRINCIPAL CONTACTS

A. U.S. Embassy

1. Jane A. Coon, Ambassador

B. USAID

1. James A. Norris, Mission Director
2. William Joslin, Deputy Mission Director
3. Suzanne Olds, Chief, Health and Population Division (HPD)
4. Carol Carpenter-Yaman, Ph.D., Population Officer, HPD
5. John Naponick, M.D., Medical Officer, HPD
6. Sk. Ali Noor, Administrative Assistant, HPD

C. Population Control and Family Planning Division (PCFPD)

1. Jalaluddin Ahmed, M.D., Joint Secretary
2. Col. Hashmat Ali, M.D., Director-General, Implementation
3. Rezaur Rahman
4. Md. Monowar Hassain, Logistics Officer (assigned to USAID)
5. Serajuddin Ahmed, Logistics Officer (assigned to USAID)

D. United Nations Fund for Population Affairs (UNFPA)

1. Bal Gopal, K. C., Resident Representative
2. Dharam Gupta, Logistics Advisor
3. J. L. Das, Administrative Assistant

E. Program for the Introduction and Adaptation of Contraceptive Technology (PIACT/Bangladesh)

1. Abu Yusuf Choudhury, Executive Director

III. ACCOMPLISHMENTS

A. Condom Sampling

Upon arrival in Dhaka I met with Suzanne Olds, Chief, HPD, and William Jeslin, Deputy Mission Director, to discuss the scope of work as outlined in Section I of this report.

The first item to be addressed was the methodology for drawing a sample of condoms for testing. I delivered and discussed the instructions for drawing the sample as outlined by Don Newman, AID/FPSD/Washington. We selected at random 15 Districts for selecting samples from District stocks and 3 Districts for selecting from Thana stocks. It was decided that PIACT/Bangladesh was the most logical contractor for the work, and Mr. Choudhury, Executive Director, was invited to submit a proposal. Mr. Choudhury devised a methodology for selecting the sample from shipping cartons and agreed to write a protocol for conducting the study.

B. Contraceptive Procurement and Assessment of Logistics Data

In attempting to prepare the contraceptive procurement tables for the ABS we examined documents on file at USAID and PCFPD. Included in these documents were previous years ABS submissions, field reports on logistics and quantities of contraceptives dispensed to users, central and field inventory reports, records of contraceptive importation, and survey results. We found discrepancies in the data, and the ABS will be based on the best estimates of stock-on-hand and expected dispensation in future years. The following data for [redacted] illustrates the problem; the numbers are in thousands of pieces:

1. Quantity on hand, 1/1/80	112,566
2. Received in 1980	55,224
3. Dispensed to users, 1980	35,704
4. = (1) + (2) - (3)	<u>132,086</u>
5. Quantity on hand, 1/1/81	110,811
6. Received in 1981	2,400
7. Dispensed to users, 1981	42,973
8. = (5) + (6) - (7)	<u>70,238</u>
9. Quantity on hand, 1/1/82	55,682
10. Received in 1982	71,058
11. Dispensed to users, 1981	41,217
12. = (9) + (10) - (11)	<u>85,523</u>
13. Quantity on hand, 1/1/83	56,788

The discrepancies between year end supplies, based on quantities on hand on January 1 and quantities received and dispensed during the year and the following January 1, are as follows. (Quantities on hand were taken from ABS submissions, received were taken from USAID records, and dispensed were taken from the PCFPD Management Information System (MIS)):

	<u>Number</u>	<u>% Change</u>
(4) - (5)	21,275	-16.1
(8) - (9)	14,556	-20.7
(12) - (13)	<u>28,735</u>	-33.6
TOTAL	<u>64,566</u>	

The relative discrepancy has increased yearly. Similar discrepancies, but of less magnitude, are found in the data for oral contraceptives.

We searched alternative data sources but were unable to reconcile the data. Obviously, a discrepancy of some 20M condoms per year must be investigated and reconciled. The error could lie in any of the three figures--on hand, received and/or dispensed--or all of them.

In order to reconcile these differences, the following procedures are recommended:

1. Conduct a thorough audit of condoms and orals received from all sources during the period in question; the 3 years cited should be sufficient to arrive at a conclusion. The figures on the USAID books will be verified and reconciled with the figures in the Bangladesh government (BDG) inventory control system at central and regional warehouses.
2. Since the quantities dispensed are those reported by the BDG MIS system, the auditors should be sure that the MIS system is including all contraceptive dispensations.
3. After the quantities received by the program have been verified, the quantities issued from the port of entry to the central/regional warehouses should be verified; then the quantities issued by the central/regional warehouses to District offices and others should be determined.
4. Determine the quantities on hand January 1, 1980, as reported to the logistics system; it will be difficult to verify these quantities, but this should provide an acceptable starting place for this exercise.
5. The quantities received by the District offices and others from central/regional warehouses should be reconciled with the quantities issued by the central/regional warehouses.
6. For each District office and other locations receiving supplies from the central/regional warehouses, the quantity on hand on 1/1/80 should be added to the quantities received since 1/1/80, and the quantities issued by District warehouses to Thanas and other locations should be subtracted to determine the balance that should remain on hand at the District.
7. Similarly, Thana receipts should be reconciled with District issues and a similar exercise conducted on issues from Thanas to their field workers and other outlets.

The steps in the procedure outlined above should be:

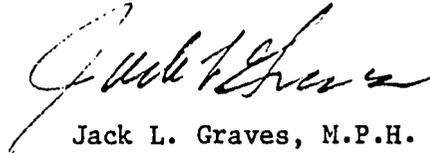
1. After the first four activities are completed, the quantities issued to Districts should be added to the stock on hand 1/1/80, and the quantities dispensed to users since that date deducted to arrive at the amount that should remain. This will then be compared to the reported quantity on hand 12/31/82 (or as of the date of the investigation), and the discrepancies noted. Those districts with the greatest discrepancies should be investigated first by carrying out activities 5 through 7 above.
2. Inventories should be verified by actual count. USAID and PCFPD management expressed concern that there were a number of orals in stock of 1978 or earlier manufacture. A directive was sent to all District offices to report their inventories of orals by date of manufacture. At the time of my visit only three of 20 Districts had submitted reports.

C. Logistics Management Officer Position Description

USAID is establishing the position of Logistics Management Officer for their staff. Ms. Olds asked me to review the Position Description she had drafted and rewrite it to reflect my opinions of the position. Attachment A is the draft of the Position Description.

Since the position of Logistics Management Officer is being established, I recommend that a candidate be located and requested to provide technical assistance in the accomplishment of the above tasks on a TDY basis. This would give USAID the opportunity to evaluate the candidate's suitability for the position. In any event, the tasks described should begin as soon as possible. Since all of them (sampling condoms, reconciling data, and inventorying orals) require extensive field visits, they should be done together.

I will investigate the possibility of a CDC staff person assuming these responsibilities.



Jack L. Graves, M.P.H.

ATTACHMENT A

DRAFT POSITION DESCRIPTION

Logistics Management Officer (LMO) for the Family Planning Services Project, USAID/Bangladesh

I. Background

USAID involvement with BDG FP program over the years has included many commodities. Management capability has been limited, resulting in maldistribution of supplies, particularly contraceptives. TDY technical assistance produced a documented (supply manual) supply system. Off-and-on attempts to make the system work. UNFPA/UNICEF input = TEMO I and II, including resident logistics advisors.

II. Justifications

TDY technical assistance produced systems, evaluations, recommendations, but followup has been difficult because no expert on the staff to devote required amount of time. Anticipate continued heavy input of commodities from USAID and others. Success of program depends heavily on logistics support.

III. Objectives

It is expected that the following conditions will exist at the end of the assignment.

1. Logistics files of the USAID/PHD will be complete and properly organized for easy access. Included will be (1) complete records of all USAID shipments received including dates, quantities, descriptions of the commodities, and all other pertinent information; (2) complete records of shipments in progress; (3) records of other strategic commodities used by the program and purchased by local funds or other donors; (4) forecasts for future needs of the program; (5) records pertaining to technical assistance provided to the BDG FP program by the LMO and outside consultants; (6) records of coordination with other donors; (7) data analyses of the use and/or projected use of strategic commodities; (8) records and analyses of the operation of the BDG FP program logistics system; (9) other records as may be required to support the continuing efforts of USAID to provide strategic commodities to the program.
- 2) The logistics system of the BDGFP program will be functioning so that needed commodities are being held at all program levels commensurate with the local demand for each article and the availability of each article. The BDG FP program will be organized and staffed so that all functions of the logistics system are understood and being carried out efficiently and effectively in so far as it is possible to do so. Data on logistics management are being produced, analyzed, and summarized by BDG FP staff so that top officials are kept informed of the status of the commodities used by the program.

IV. Scope of the Position

A. USAID Office

1. Organize existing data on USAID procured FP commodities--past, present, future, maintain data files--others where possible.
2. Prepare documents for USAID direct and central procurement (PIOC's, etc.)
3. Supervise Bangladeshi staff assigned to logistics duties.
4. Collaborate with other USAID staff in preparing documents for project support (PROAG, PIP, PROP, ABS, etc.)
5. Determine the need for and provide support for any consultants in the logistics area.
6. Provide technical assistance to other USAID staff in determining commodity needs for routine and/or special projects.
7. Maintain data and other information on commodities supplied from other than USAID sources (other donors, BDG purchases, etc.)
8. Acquire a thorough knowledge of logistics, rules and regulations governing the management of supplies within the BDG government, including personnel policies and other related issues.

B. Technical Assistance to the BDG FP program. In collaboration with responsible BDG officials and other donors:

1. Conduct a thorough evaluation of the logistics system at all program levels including procurement, storing, distributions, and dispensing practices.
2. Identify problem areas.
3. Recommend remedial measures and agree on action.
4. Document improved supply management procedures, including designing forms and writing instructions. Test in limited implementations.
5. Design and participate in the conduct of training programs as appropriate for logistics personnel at all program levels.
6. Monitor the progress of implementing improved supply management procedures at all program levels.
7. Monitor the distributions of program commodities.

8. Analyze logistics data and correct deficiencies.
9. Forecast future needs for commodities, including determining lead times for procurement.

V. Supervision

The Logistics Management Officer will be under the direct supervision of the Chief, Population and Health Division.

VI. Special Considerations

1. This position requires extensive travel within Bangladesh.
2. The Chief Logistics Officer in the BDG FP program will be the counterpart of the LMO.

VII. Qualifications for LMO

A. Required:

1. Demonstrated competence in evaluating, designing, and monitoring logistics systems in developing countries.
2. Demonstrated ability to work effectively in developing countries with officials at all program levels.
3. In good health and willing to travel throughout Bangladesh, sometimes under austere conditions.
4. Infinite capacity to live with frustration.

B. Desired:

1. Prior experience in the Indian subcontinent, preferably Bangladesh.
2. Knowledge of or ability to learn the Bangladesh language.