



Memorandum

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From Richard S. Monteith, M.P.H., Program Analyst, Program Evaluation Branch,
Division of Reproductive Health (DRH), Center for Health Promotion and
Education (CHPE)

Subject Foreign Trip Report (AID/RSSA): Guatemala, June 12-16, 1983—Preparation of
the FY 1985 Contraceptive Procurement Tables

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

SUMMARY

- I. PLACES, DATES, AND PURPOSE OF TRAVEL
 - II. PRINCIPAL CONTACTS
 - III. CONTRACEPTIVE PROCUREMENT TABLES
 - IV. FAMILY PLANNING AND MATERNAL/CHILD HEALTH SURVEY
- ATTACHMENT 1

SUMMARY

During June 13-15, 1983 I assisted USAID/Guatemala in preparing contraceptive procurement tables as part of AID's FY 1985 Annual Budget Submission, and assisted APROFAM in planning for a Family Planning/Maternal-Child Health Survey which will begin in September 1983. The contraceptive procurement tables were forwarded to Mr. Anthony Boni, S&T/POP/FPSD, on June 21, 1983. The Mission was requested to cable Mr. Boni regarding their acceptance of the tables.

Survey planning included revision of the preliminary budget which was prepared in January 1982, and an investigation of the possibility of having data entry, verification and editing done in Guatemala by the Instituto de Nutricion de Centro America y Panama (INCAP). The Mission has funds to contract INCAP and to cover an estimated increase in survey costs (field work).

I. PLACES, DATES, AND PURPOSE OF TRAVEL

Guatemala, June 12-16, 1983, at the request of S&T/POP/FPSD and USAID/Guatemala, to provide assistance in the preparation of the FY 1985 Contraceptive Procurement Tables, and by the Asociacion Pro-Bienestar de la Familia de Guatemala (APROFAM), to assist in further planning for the 1983 Family Planning and Maternal/Child Health Survey. This consultation was provided by Richard S. Monteith, M.P.H., Program Analyst, DRH/CHPE/CDC. This travel was in accordance with the Resource Support Services Agreement (RSSA) between the Office of Population, AID, and DRH/CHPE/CDC.

II. PRINCIPAL CONTACTS

A. USAID/Guatemala

1. Mr. Clifford Belcher, Health and Population Officer, Public Health Division

B. Asociación Pro-Bienestar de la Familia (APROFAM)

1. Dr. Roberto Santiso, Executive Director
2. Lic. Antonieta Pineda, Chief, Department of Studies and Evaluation
3. Sr. Victor Hugo Fernandez, Administrator

C. Other

1. Mr. Bruce Newman, Chief, Computer Center, Instituto de Nutricion de Centro America y Panama

III. CONTRACEPTIVE PROCUREMENT TABLES

I prepared contraceptive procurement tables as part of the FY 1985 Annual Budget Submission for APROFAM and for the Commercial Retail Sales (CRS) program, which is scheduled to be implemented in October 1983. The tables were prepared by method/brand and by program.

The APROFAM tables, for which Sr. Victor Hugo Fernandez provided data, include commodities that will be issued to the Ministry of Health (MOH). The Direct Distribution Program (DDP), in which APROFAM provides logistics support to MOH facilities in 11 departments of the country, will terminate at the end of July. This may result in a reduction in the number of contraceptives dispensed to users in the Ministry program and, thus, in quantities that will need to be issued to the MOH. I recommend that issues to the MOH be monitored closely in order to modify, if necessary, MOH contraceptive requirements during this and subsequent years. Finally, the APROFAM tables assume that Norminest will be made available for APROFAM's programs.

Tables for the CRS program assume that Mr. Carl Fehlandt's sales estimations are correct (see "Report of the Implementation Plan for the CRS Program for Guatemala," by Carl Fehlandt, The Futures Group, Authorization: AID/DSPE-CA-0087). The tables also assume that oral contraceptive requirements for the program will be 50 percent Noriday and 50 percent Norminest.

Completed tables were sent to Mr. Anthony Boni, S&T/POP/FPSD, on June 21, 1983. Before departing Guatemala, I requested that the Mission cable Mr. Boni regarding their acceptance of the tables.

IV. FAMILY PLANNING AND MATERNAL/CHILD HEALTH SURVEY

In discussions with Mr. Belcher, Dr. Santiso, and Lic. Pineda, it was decided that the survey will begin in mid-September 1983. Interviewer training will be conducted during the week of September 19, with field work beginning the following week.

Page 3 - William H. Foegen, M.D.

During the last week of July, Leo Morris and Mark Oberle will travel to Guatemala to select the second stage sample. This was originally to be done in Atlanta, but the Ministry of Defense denied permission to remove the census sector maps from the country.

Tasks that must be completed by APROFAM before September include:

- (1) Translate the Spanish questionnaire into four Indian dialects; one translation is already completed.
- (2) Pretest the Indian dialect questionnaires.
- (3) Identify and employ a survey coordinator.
- (4) Make arrangements for the rental of three 4-wheel drive vehicles.

DRH/CDC personnel will write the first draft of the interviewer's manual.

The preliminary budget for the survey, which was prepared in January 1982 (see CDC Foreign Trip Report, Guatemala, February 25, 1982) was revised during this consultation. The revised budget, which is attached, is US \$6,585 greater than the January 1982 budget. Fifty-eight percent of the increase reflects an increase in transportation costs.

The budget should be further revised following the Morris/Oberle consultation in July when the exact number of households that will be included in the sample will be known. Originally, it was estimated that 4,500 households would be necessary to obtain completed interviews for 3,000 women age 15-44 in order to obtain a 95 percent confidence interval of plus or minus 5 percent. However, in five departments it will not be possible to conduct interviews outside of the municipal capitals. Therefore, the number of households to be visited may be less than 4,500, resulting in lower field costs.

I met with Mr. Bruce Newman of INCAP to discuss data entry, verification, and editing of the survey data. Based on 3,500 completed questionnaires, Mr. Newman's preliminary costs estimations were:

Data Entry and Verification (US \$1.00/questionnaire)	US \$3,500
Edit and Data Correction	<u>6,500</u>
	US \$10,000

The above tasks could be conducted during field work, with the following advantages: early detection and correction of interviewer errors, and earlier publication of a preliminary report. The decision to contract INCAP will be made during the Morris/Oberle consultation. USAID/Guatemala has funds available to contract INCAP and to cover the additional survey costs.

Richard S. Monteith, M.P.H.

4

ATTACHMENT 1

REVISED BUDGET

1983 GUATEMALA CONTRACEPTIVE PREVALENCE SURVEY

<u>Personal</u>		\$ 19,224
1 field coordinator at \$600/mo. x 5 mo.	\$ 3,000	
3 team supervisors at \$400/mo. x 3 1/2 mo.	4,200	
9 interviewers at \$300/mo. x 2 mo.	5,400	
15 bilingual interviewers at \$10/day x 270 person days	2,700	
3 drivers at \$200/mo. x 3 1/2 mo.	2,100	
1 secretary at \$200/mo. x 2 mo.	400	
Social Security (8 percent)	1,424	
 <u>Per Diem</u>		 \$ 14,767
Department of Guatemala: \$5/day x 308 person days	\$ 1,540	
Interior: \$15/day x 835 person days	12,525	
Indian guides: \$3/day x 234 person days	702	
 <u>Transport</u>		 \$ 14,625
Car rental (4 wheel drive), gasoline, maintenance and insurance at \$65/day x 225 vehicle days.		
 <u>Material</u>		 \$ 3,180
Census maps at \$3 x 360 maps	\$ 1,080	
Paper and printing	1,600	
Office supplies	500	
 <u>Coding (5 weeks x 4 coders x \$40/week)</u>		 \$ 800
 <u>Other</u>		 \$ 4,190
Translation and verification of questionnaire	\$1,800	
Indirect costs	2,390	
 T O T A L.....		 \$ 56,786