



TRIP REPORT # 07 :

TRAVELERS: Lynn Knauff, INTRAH Deputy
Director

COUNTRY VISITED: THAILAND,

DATE OF TRIP: November 19-23, 1984

PURPOSE: To meet with USAID and FHD/MOH
staff regarding responsive technical assis-
tance in evaluation and needs assessment

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EXECUTIVE SUMMARY

From November 19 - November 23, meetings and discussions in Bangkok resulted in three possible workscopes:

1. Training and technical assistance in support of recommendations made in the PPII (USAID bilateral project) mid-term evaluation: (a) training needs assessments at the provincial level, and (b) training impact evaluation (see Appendix B for draft proposal)
2. Use of Asian Centre and PDA as sites for CBD management training courses for Africans to be arranged after a visit by Ms. Pauline Muhuhu to Bangkok during which she would be oriented to PDA's field program and would help to draft the course curriculum (see Appendix C).
3. Collaboration with DTCP of UNDP in training and technical assistance, and consideration of DTCP as INTRAH's regional representative in Asia.

Discussions with USAID's H/P/N staff indicated support of the above approaches. USAID and MOPH agreed that PPII project funds will be used to support in-country participants' costs.

SCHEDULE

- | | |
|---------------------|---|
| November 16: | Arrived in Bangkok at 11:30 p.m. |
| November 17 and 18: | Rest, reading, and preparation of Philippines trip report |
| November 19: | USAID briefing and meetings at MOPH |
| November 20: | USAID and visit to Asian Training Centre |
| November 21: | Visit to DTCP and debriefing at USAID |

November 22: Meeting at DTCP

November 23: USAID and meeting at FHD of MOPH.

November 24: Departed for Kathmandu at 10:45 a.m.

I. PURPOSE OF THE VISIT

This visit was the second of three in Asia to discuss training needs and assistance under the PAC II contract. The purpose of the Thailand visit was to discuss training and technical assistance needs with the Family Health Division (FHD) of the MOPH, and regional training potential with the Asian Centre of PDA, and DTCP of the UNDP's Asia and Pacific program.

II. ACCOMPLISHMENTS

1. On the basis of recommendations made in the mid-term evaluation of PPII (the USAID/MOPH bilateral project), INTRAH assistance was requested for training needs assessments at the provincial-level, and for training impact evaluation. A draft proposal, workplan and budget were developed in collaboration with FHD (see Appendix B).
2. A visit was made to the Asian Centre of PDA. It was agreed that PDA would be willing to conduct a regional training course in CBD management for African managers. In advance, it was suggested that Ms. Pauline Muhuhu visit Bangkok to assist in writing the course curriculum and to be oriented to PDA's field program (see Appendix C).
3. Two visits were made to DTCP to discuss the potential for collaboration with INTRAH. Three possibilities were explored: (a) an institutional agreement or sub-contract with DTCP to organize and conduct regional and trans-regional courses and to provide technical assistance and training in INTRAH's projects in the Asia region; (b) a sub-contract with DTCP to secure the services of Dr.

Laertlak Buruspat to provide training and technical assistance during INTRAH's project with the FHD/MOPH; and (c) a sub-contract with DTCP to act as INTRAH's regional representative in Asia (see Appendix D).

4. Briefing and debriefing with Mr. Tiffany and Ms. Moser (who accompanied me to DTCP and MOPH) during which support was expressed for the workscopes discussed with FHD, Asian Centre and DTCP.

III. BACKGROUND

During the summer of 1984, Ms. Knauff was a member of the Thai/U.S. evaluation team for the mid-term evaluation of PPII, USAID's project in support of the National Family Planning Program. During the evaluation, Ms. Knauff worked with the FHD's Training, Supervision and Evaluation Section, and visited PDA and DTCP. Recommendations made by the team and adopted by FHD were followed-up during this visit, as were observations made of the potential contribution of Asian Centre and DTCP to INTRAH's program, later followed-up by letters of inquiry from Dr. Lea to those organizations.

IV. ACTIVITIES

A. The Family Health Division of the Ministry of Public Health

A draft proposal, workplan and budget were developed (see Appendix B) consistent with the NFPP Implementation Plan (October 1984 - January 1986). INTRAH training and technical assistance were requested by FHD and USAID for training needs assessments for provincial level, and training impact evaluation.

The proposed workscope includes:

1. Refresher training for three FHD training staff;
2. Trainers' workshop (27 participants) in training needs assessment to develop a model for provincial-level training in needs assessment;
3. Technical assistance before, during and after a series of needs assessments workshops, initially in 4 provinces (16 participants);

4. Chapel Hill-based training in training impact evaluation with microcomputer application for 3 FHD staff, followed by;
5. In-country design and implementation of a training impact evaluation on (a) the 4 pilot provinces involved in training needs assessments; and (b) service uptake as a result of AM's trained in IUD insertion and DMPA administration. In-country technical assistance will be provided by the R/E Section of FHD.

It is hoped that a Thai trainer/assistant, preferably Dr. Lertlak Burusapat, will be the co-trainer for the trainers' workshop (#2 above), and provide the technical assistance in # 3 above.

The in-country costs for participants in 5 workshops (1 trainers' workshop and 4 provincial workshops) will be paid by the bilateral project. INTRAH costs are estimated to be \$105,000 from January 1985 - September 1986.

B. The Asian Centre of the Population and Community Development Association (PDA)

During discussions with Ms. Tanaporn Praditwong, the Acting Manager of the Training Division, she indicated that the Training Staff had been depleted. Further inspection of the CBD course curriculum showed that there were 20 modules offered in the 10 day course, and there were no teaching and learning objectives for the modules. A daily schedule and detailed curriculum were not available.

Unquestionably, PDA's field program is innovative and unique. For this reason, it would be desirable to expose African managers to it and the rural development base upon which it is built. However, it will be necessary and desirable for INTRAH to work with the Asian Centre on a course curriculum emphasizing the management components of PDA's CBD program, and to introduce development of action plans by participants into the course. The field practicum should be a prominent part of the participants' experience.

It is recommended that Ms. Pauline Muhuhu visit Bangkok in February to be oriented to PDA's program and to work with Ms. Tanaporn in

development of a course curriculum, daily schedule, and action plan format. It is also recommended that Ms. Muhuhu attend the course and act as a facilitator. These recommendations were accepted by Ms. Tanaporn (see Appendix C).

C. The Development Training and Communications Planning (DTCP) Program of UNDP

Two visits were made to DTCP (see Appendix D for a summary of discussions). DTCP's status will change in January 1985 which will enable them to subcontract with non-U.N. agencies. Their contacts and work in the region are extensive, and they share INTRAH's orientation to training and technical assistance. Their staff is mainly Asian, and they have a network of Asian consultants and trainers. Recently, they published an inventory of 70 training institutions in Asia, a singular resource.

It is recommended that INTRAH pursue discussions about an institutional agreement/subcontract with DTCP focusing on potential locales and topics for training and technical assistance, a short-term personal services contract through DTCP acquiring the service of Khun Lertlak Buruspat for the FHD/MOPH training and technical assistance assignment, and exploration of the potential for DTCP to serve as INTRAH's regional representative.

V. RECOMMENDATIONS

1. INTRAH should provide training and technical assistance in support of the FHD/MOPH Implementation Plan (October 1984 - January 1986) which calls for (a) training needs assessments at the provincial level; and (b) training impact evaluation. The draft proposal discussed with FHD and USAID (Appendix B) expresses both organizations' perspectives on how this assistance should be provided.

2. INTRAH should pursue discussions with DTCP about training and technical assistance, including Dr. Laertlak's consultancy to FHD/MOPH, in view of DTCP's increased flexibility starting in January 1985. DTCP is also a potential candidate for INTRAH's regional representative in Asia. Dr. Lea and Mr. Baker are encouraged to visit Thailand for discussions with DTCP early in CY 1985.
3. The Asian Centre and PDA, after assistance provided by Ms. Muhuhu in preparation of a course curriculum, action plan format, and daily schedule, should be used as the training site for a CBD Management course for African managers. Ms. Muhuhu should visit Bangkok in February 1985 to be oriented to PDA's program, provide assistance as indicated, and arrange the dates for a course in FY 1986.
4. Resource Materials Libraries and supplements should be sent to FHD/MOPH and the Asian Centre.
5. INTRAH should provide assistance, as requested, to USAID/Thailand in identifying U.S. and third-country short-term courses and study opportunities for NFPP personnel. DTCP may be very helpful in identifying relevant opportunities in the Asia region.

APPENDIX A

Persons Contacted

USAID/Bangkok

Mr. Terrence P. Tiffany, HPN Officer
Ms. Patricia Moser, Population Program Assistant
Mr. Robert Halligan, USAID Mission Director
(met at dinner party at Mr. Tiffany's home)

MOPH/Family Health Division

Dr. Morakot Kornkasem, Director
Dr. Suvanee Satayapan, Assistant Director
Ms. Chusie Sujpluem, Head, Training, Education and Supervision Section
Mr. Tony Bennett, Advisor to the Research and Evaluation Section
(met at dinner party at Mr. Tiffany's home)

The Asian Center of the Population and Community Development Association
(PDA)

Ms. Tanaporn Praditwong, Communication and Information Division
Manager, and Acting Head of the Training Division

Development Training and Communication Planning of the UNDP Asia and
Pacific Programme (DTCP)

Dr. John L. Woods, Director
Dr. Romeo H. Gecolea, Deputy Director (will become Director
January 1, 1985)
Mr. Najib M. Assifi, Regional Planner and Programmer for Population
Activities
Mr. John Murray, position not indicated

APPENDIX B

FHD/MOPH (Thailand)/INJRAH PROJECT: TRAINING NEEDS
ASSESSMENTS AND TRAINING IMPACT EVALUATION,
JANUARY 1985-SEPTEMBER 1986

I. Goal

To enable the NFPP to provide technical assistance and training to provincial-level health personnel in forecasting personpower and assessing training needs, and in evaluation of the effects and impact of training.

II. Objectives

A. To train the training staff of FHD (including MCH Centers' Health Promotion Heads) in service plan development and training needs assessments.

B. To provide technical assistance in planning of and curriculum design for training of provincial-level health staff in (1) development of service plans; (2) forecasting training needs based on service and personpower needs; (3) preparation of in-service training plans that are based on service and personpower needs; (4) training effects and impact evaluation.

C. To provide technical assistance and consultation during the development, conduct and evaluation of workshops for provincial-level personnel.

D. To train the training staff of FHD in training impact evaluation and to review and refresh training and supervisory staffs' skills in training effects evaluation.

E. To provide training to training staff in the application of the microcomputer to training needs assessments and evaluation.

F. To provide FHD with reference and training materials relevant to current and projected training topics in order to update training materials and handouts.

G. To provide assistance, as needed, in identifying third country and U.S.-based short courses and observational sites relevant to expressed and/or observed needs of MOPH personnel as these needs relate to: management, organization of integrated services, research management, evaluation, supervision, and planning.

III. Background

The Family Health Division (FHD) of the Ministry of Public Health (MOPH) is responsible for management and technical support of the national family planning program (NFPP). The NFPP is innovative in many aspects of organization and delivery of family planning services; most notably, the use of auxiliary personnel to insert IUDs and nurses to perform post partum sterilization, the partnership of the public and private sector in the delivery of services, the involvement of the Ministry of Interior's administrators at the provincial-level to promote family planning acceptance, and the fielding and evaluation of special projects directed toward populations and geographic areas of demonstrated need for special attention.

The recently-conducted mid-term evaluation of the USAID-assisted Population Planning II (PP II) project revealed that the number of continuing acceptors and an anticipated increase of 30% in married women in the reproductive age group (MwRA) would place increasing demands on the service system. In view of this challenge, the evaluation team

recommended that: (1) FHD should continue to train auxiliary personnel to insert IUD's and administer DMP; (2) Service personpower and training needs should be assessed and updated annually at the provincial-level; (3) training impact evaluation should be designed and implemented; and (4) decentralization of training should continue.

Appendix A shows the organization of the FHD and Appendix B illustrates the organization and staffing of the Training, Education and Supervision Section. The Section is responsible for organization, management, evaluation and technical support of in-service training. The only basic training for which the Section is responsible is. Auxiliary Midwifery conducted at Schools adjacent to MCH Centers which are primary sites for in-service training of many categories of personnel.

The Family Health Division and USAID/Thailand have requested INTRAH's assistance in training and technical assistance in implementing two of the evaluation team's recommendations:

1. Provincial-level training needs assessment;
2. Training impact evaluation.

The USAID bilateral project will support in-country training costs. The FHD's Implementation Plan for October 1984-January 1986 projects local training costs for training needs assessment workshops to be \$41,615.

IV. FHD/MOPH/INTRAH WORKPLAN: FY 1985-SEPTEMBER 1986

ACTIVITY	DATES	SITE	PARTICIPANTS	COMMENTS
<p>Refereshes in Training Skills, and Update in Curriculum Development and Participant Follow-Up.</p>	<p>January 1985 2 or 3 weeks</p>	<p>Santa Cruz California</p>	<p>3: Two from Central; 1 from Region IV (Khon Kaen) (Pienchai Sattayut, Training Sub-Section; Benjalak Sangsinkeo, Supervision Sub-Section; Somsanit Wangwon, Head of Health Promotion Section, Region IV).</p>	<p>Participants would outline a workshop curriculum in training needs assessment.</p>
<p>Workshop in Service Plan Development and Training Needs Assessment Model</p>	<p>March (2 weeks)</p>	<p>Pattaya</p>	<p>27: 22 from NFPP (16 from Training Section, 1 from R&E, 2 from Planning Section, 1 from IE&C, 2 from Rural Health Division), and 5 Health Promotion Section Heads from MCH Centers</p>	<ul style="list-style-type: none"> . 1 U.S. trainer and 1 Thai trainer. . The participants' per diem and travel, and rental of workshop facility will be paid by USAID/MOPH bilateral project. . A training needs assessment model will be developed for implementation with provincial-level personnel

ACTIVITY	DATES	SITE	PARTICIPANTS	COMMENTS
Technical Assistance in Design, Conduct and Evaluation of Needs Assessments Workshops for Provincial-Level Personnel.	April 1985-January 1986 (intermittent)	Bangkok and regional training sites (MCH Centers and/or PHC Training Centers).	288 trainees from 72 provinces, starting with 4 pilot workshops which will be completed by January 1986	The Thai trainer for the two February/March 1985 workshop will provide the technical assistance. Costs for the workshops will be paid by the USAID/MOPH bilateral project
Training Impact Evaluation with Microcomputer Applications (I).	Summer 1985 (6 weeks)	Chapel Hill; N.C.	3: * Two from Training/Supervision/Education Section and 1 from R/E Section.	In-country technical assistance will be provided by the R/E Section.
Training Impact Evaluation with Microcomputer Applications (II).	Summer 1986 (6 weeks)	Chapel Hill, N.C.	Same as above	

* Khun Chusie Sujpluem, Head, Training, Supervision and Education Section
 Khun Tussanee Rachanasakoon, Instructional Media Specialist, Technical Support Sub-Section of T/S/E
 Khun Yupa Poonkhum, R&E Section

INTRAH's assistance will be directed toward capacity-building in training needs assessments and impact evaluation to enable the Family Health Division to meet objectives contained in their Implementation Plan. INTRAH will also supply a Training Resource Materials Library and supplement, and selected training reference texts to the Training/Supervision/Education Section.

It is INTRAH's intention to identify and support a Thai consultant who will be responsible for the technical assistance to be provided before, during and after the series of needs assessment workshops both because the workshops will be conducted in Thai and INTRAH is committed to support of local resource persons whenever possible. Intermittently, an INTRAH staff member will visit Bangkok to assess the progress of this project, and to identify additional needs for technical assistance and training with FHD/MOPH and USAID.

V. Outcomes

1. Development of a training needs assessment model.
2. Teams of central and regional trainers trained to plan, conduct and evaluate training needs assessments workshops for provincial-level personnel.
3. Training workshops in needs assessments conducted and evaluated for Health Promotion/Training and Planning personnel from 72 provinces.
4. Evaluation of the impact of the use of training needs assessments in the 4 pilot provinces.
5. Training impact evaluation on service uptake designed and conducted.

VI. Budget

A. USAID/MOPH-Supported Assistance

Costs of 5 in-country workshops (training of NFPP staff and 4 pilot workshops) to be supported by PP II project

Sub-Total \$41,615

B. INTRAH-Supported Assistance

1. Technical Assistance

Two workshops: 2 persons x 4 weeks x \$150 per person. \$ 8,400

Consultation and technical assistance during series of regional workshops: 1 person x 100 days x \$150 per day. 5,000

2. Per Diem and Travel

Two persons x \$60 per day x 30 days. 3,600

In-country travel and per diem in support of regional workshops. 1,500

3. Support Services

Telephone, cables, typing. 1,000

4. U.S.-Based Training

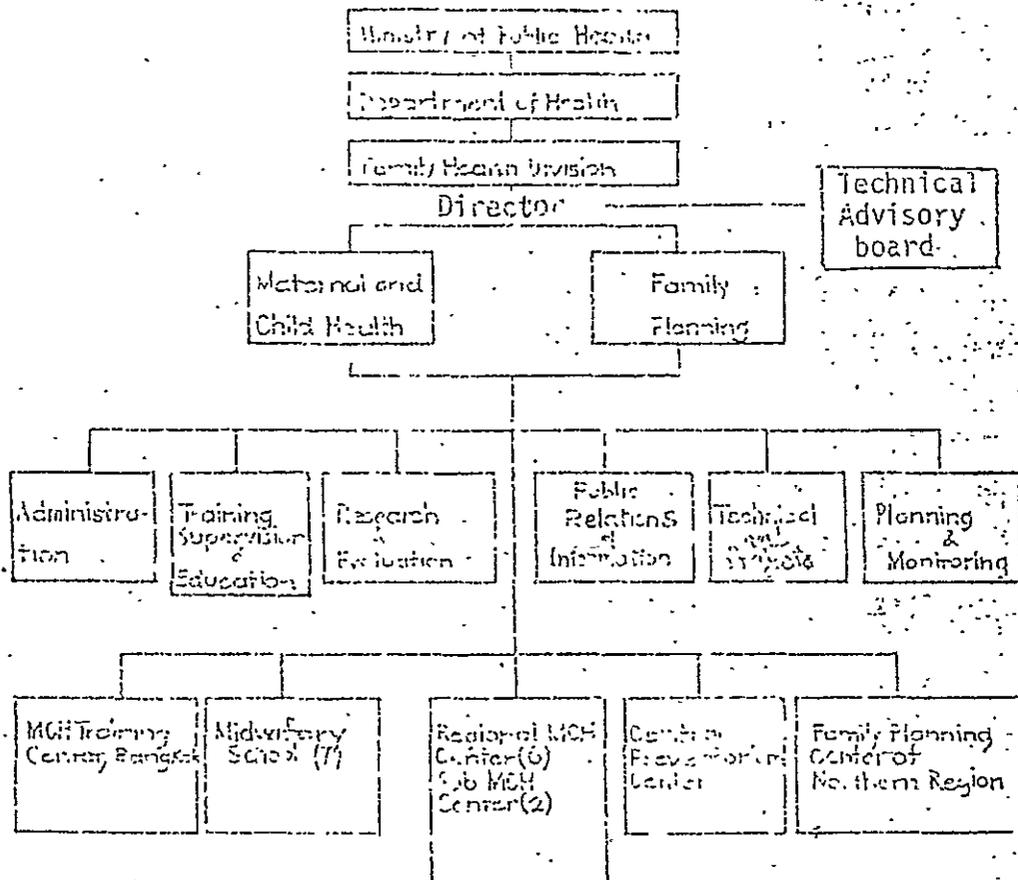
9 persons x 8,500 per person. 76,000

5. Reference and Resource Materials, including shipping.

1,000

Sub-Total 106,500

Page 2.4
 THE NATIONAL FAMILY PLANNING PROGRAMME,
 MINISTRY OF PUBLIC HEALTH
 ORGANIZATIONAL CHART



III. TRAINING AND SUPERVISION

A. Organizational Locus and Responsibilities for Training and Supervision

Within the Family Health Division, the planning and technical support locus for training and supervision is the Training Supervision and Education Section, organized into four sub-sections as follows:

Training Sub-Section
(about 24 training staff)
Responsible for:

- Special emphasis training
- Refresher courses
- TOT and other special topical courses.

Education Sub-Section
(12 staff)
Responsible for:

- Standardizing the curriculum and assuring maintenance of teaching standards in the 7 Schools of Auxiliary Midwifery.
- Distributing information about and managing applications to continuing education courses for FHD personnel.
- Orientation to FHD and family planning (one week) for new nurses who will be employed in provincial hospitals and MCH Centers.
- Special projects: development of curricula for in-service training courses.

Supervision Sub-Section
(9 supervisory staff)

Responsible for:

- Field supervision (with provincial staff) of midwives and nurse/midwives who have been trained in IUD insertion.
- Field-based problem identification that flows into basic and in-service training needs assessments, supervisory needs, and field level technical or other support needed from central and provincial levels.

Technical Support Sub-Section
(18 staff, many without professional background)
Responsible for:

- Distribution of audio-visual equipment for training programs.
- Preparation of slide-shows, hand-outs, training manuals and training materials for in-service training courses.
- Training data collection, presentation and reporting to FHD, UNFPA, and USAID.
- Evaluation study of the multi-purpose competent training program.

C
APPENDIX C

November 21, 1984

To: Dr. James W. Lea, Director

From: Lynn K. Knauff, Deputy Director *LKK*

Subject: The Asian Centre of Population and Community Development Association (PDA)

On November 20, I visited the Asian Centre to discuss their interest in organizing and conducting CBD management courses for INTRAH-sponsored participants from African health and family planning institutions. I met for about three hours with Khun (Miss) Tanaporn Praditwong, the Manager of the Communications and Information Division and Acting Manager of the Training Division. The PDA Building and training facilities are new, well-appointed, spacious, and in a quiet but central location.

I reviewed the CBD course modules and handouts. There are no teaching and learning objectives for each module, and there is not a standard product that is expected of participants. I explained that INTRAH would request and require teaching and learning objectives and a curriculum that would include the resource persons/trainers, a daily schedule, the materials to be used and given, and a daily and end-of-course evaluation. I also noted that 20 modules seemed a heavy load for a ten-day course, and that 10 or 12 might be selected to receive intensive attention.

Since the training staff is much depleted (there are currently two full-time trainers on-site), I suggested that Pauline Muhuhu come to Bangkok to orient herself to PDA's field program and work with Khun Tanaporn on the curriculum. And, that it might be prudent for Pauline to attend the course and act as a facilitator. Khun Tanaporn foresaw no problems with that, and suggested that Pauline come in late January or any time in February. We thought a three-week visit would be sufficient. They could arrange the dates for the course, as well. We proposed FY86 as possible since PDA's training schedule is tight after February.

If you agree with this arrangement, I will discuss it with Pauline when I am in Nairobi in early December, and suggest that she make direct contact with Khun Tanaporn to arrange for the visit.

cc: Ms. Pauline Muhuhu
Ms. Tanaporn Praditwong
Mr. Terrence Tiffany, H/P/N. Officer, USAID ✓

APPENDIX D

November 23, 1984

TO: Dr. James Lea, PH.D, Director
FROM: Lynn Knauff, Deputy Director *LK*
SUBJECT: Development Training and Communications Planning (DTCP) of
the UNDP

On November 21 and 22, I visited the DTCP to discuss the potential for DTCP/INTRAH collaboration. Patricia Moser, USAID's Assistant Population Officer, accompanied me on the 22nd.

Starting in January, John Woods, the current DTCP director will be succeeded by the current deputy director, Romeo (Romie) H. Gecolea, PH.D, and DTCP will become a self-financed service under the UNDP umbrella which will allow for greater flexibility with respect to collaboration with non-U.N. agencies.

DTCP has a staff of seven professionals augmented, as necessary, by personal service contractors for short-term consultations and training assignments. In addition to staff consultants and trainers, DTCP's program support services include: a publications program, a training reference collection, an inventory of training institutions, a consultant master file, an AV equipment and information collection, an AV equipment demonstration room, a fieldworker educational aids collection, a research/evaluation collection, and training and meeting facilities.

DTCP's orientation to training is similar to INTRAH's: the approach is developmental with a focus on institution-building. Their contacts and projects in the Asia and Pacific regions are extensive, and their experience is documented in many short, to-the-point publications (list attached). The recently-completed inventory of 70 Asian training institutions is a singular resource which I mailed to Chapel Hill yesterday. In exchange, please ask Cathy Murphy to mail copies of our two manuals to Mr. Najib Assifi.

Because of the flexibility now possible, there is potential for DTCP to sub-contract with INTRAH for a variety of assignments in the region that might include: training/technical assistance in support of INTRAH's project with MOPH/Thailand; visual communications training and in-country follow-up technical assistance; manuals development training and

technical assistance, adaptation to the Asian context and distribution of INTRAH's manual on Teaching and learning with Visual Aids; TOT's; Workshop planning and work plan training; training effects and impact evaluation; consultation and training on microcomputer applications for improved management information; training needs assessments; program monitoring; training in supervision; and recruitment and handling of consultants for short-term assignments.

In view of DTCP's access to and work in the region and the array of skills the staff and their consultants represent, DTCP is a likely candidate to be INTRAH's regional representative. You may recall that FPIA and Population Council have regional offices in Bangkok.

I would suggest that you and Ray Baker visit Thailand in February to hold discussions with Dr. Gecolea about this possibility. I was informed that Dr. Gecolea is authorized to sign sub-contracts for amounts up to \$50,000; sub-contracts exceeding that amount must be sent to the New York Office of Projects Execution (OPE) of the UNDP. The overhead charges have been 13% on all costs (the UN rate), but actual charges can also be calculated, prorated, and used. They are also able to buy supplies and equipment for projects which may be of great help to us since purchase in Bangkok would ensure prompter delivery than surface shipping from the U.S.

Our next step should be discussion at INTRAH about a potential scope of work for DTCP and a letter to Dr. Gecolea about the results of our discussion. Should you want to write him or phone him prior to my return, the address and phone numbers are:

Dr. Romeo H. Gecolea
UNDP/DTCP
P.O. Box 2-147
19 Phra Atit Road
Bangkok 10200, Thailand

Tel: 281-1745 or 1766, or 5177 or 5182
Home Phone: 391-9513

Encl: A/S

cc: Mr. Terrence P. Tiffany, HPN, USAID/Thailand
Dr. John Woods
Dr. Romeo Gecolea