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Population Technical Assistance Project
Semiannual Report (No. 4)
February 1 - July 31, 1986

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I. INTRODUCTION

The Population Technical Assistance Project completed the second year of activity in July 1986. ISTI's initial contract with AID, which became effective August 1, 1984, was valid for a two year period ending July 31, 1986. However, the contract was amended and extended until December 31, 1986. The project amendment was signed on July 21, 1986.

During this reporting period (February 1 - July 31, 1986), several major changes occurred in the management and operations of the Project. Elizabeth Preble, the first, and highly successful Project Director, resigned for personal reasons. A new Director, John McWilliam, was appointed by ISTI. Mr. McWilliam, currently Evaluation Officer in the Policy and Evaluation Division of UNFPA (United Nations Fund for Population Activities), will join the Project in October. Betsy Stephens is Acting Director in the interim. On July 14, 1986, the Project office moved from Washington, D.C. to Arlington, Virginia in the same building with the Office of Population.

II. STATUS OF ASSIGNMENTS

The Project received fewer assignment requests during this period than in previous periods. Of the 16 requests received, 1 assignment did not take place because the task was carried out under other auspices. Five of the assignments are scheduled to begin after the end of the reporting period.

Table II-1
Assignment Requests, by Period of Request

	1st Period (8/84-1/85)	2nd Period (2/85-7/85)	3rd Period (8/85-1/86)	4th Period (2/86-7/86)	Total
No. of Assign. Requests	37	19	21	16*	93
No. of Assign. Cancelled	<u>8</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>11</u>
Total Number of Assign.	29	18	20	15*	82

*5 of these assignments are scheduled to begin after the end of the reporting period.

The majority of assignment requests received during this reporting period, as in previous periods, are for assignments funded by S&T/POP. Again, the largest proportion of those funded by S&T/POP provide technical assistance to USAID missions. One assignment is co-financed by S&T/POP and a USAID mission.

Table II-2
Assignments, by Funding Source

	Assignments 8/84-1/86	Assignments 2/86-7/86	Assignments Total
1. S&T/POP	44*	11*	55* (67%)
TA to S&T/POP	(11)	(1)	
Eval/Centrally funded projects	(11)	(2)	
TA to USAID missions	(22)	(8)	
Supplement to bureau or mis- sion funding	(3)	(1)	
2. USAID Missions	17	4	21 (26%)
3. AID/W: Regional Bureaus	5	0	5 (6%)
4. REDSO/WCA	<u>1</u>	<u>0</u>	<u>1</u> (17%)
	67	15	82

*Excluding assignments for which S&T/POP supplemented bureau or USAID mission funding.

More than one-fourth of all assignments are in the Africa region. The next largest geographic concentration of assignments is in Asia; of these, half are for a single mission, Bangladesh. Assignments categorized as multi-regional include several that did not require international travel, but were evaluations of centrally funded projects with activities in more than one of the four regions. The assignments that are categorized as having taken place in the U.S. were strictly concerned with U.S.-based activities.

Table II-3
Assignments, by Geographic Region

Location	Assignments 1st-3rd periods	Assignments 4th period	Total Assignments
Africa Region	16	5	21 (26%)
Asia Region	12	4	16 (20%)
Latin America/ Caribbean Region	10	2	12 (15%)
Near East Region	6	2	8 (10%)
Multi-regional	10	1	11*(13%)
U.S.	<u>13</u>	<u>1</u>	<u>14</u> (17%)
	67	15	82

*Includes three assignments that did not require overseas travel, but involved projects with multi-regional coverage.

Altogether more than two-thirds of all assignments provided assistance with the design or evaluation of AID-funded programs. The greatest number of assignments involved evaluations or assessments of projects or project components. In one-fourth of the assignments, the Project provided consultants to carry out population/family planning needs assessments or to assist with the design or redesign of projects.

Less than one-third of the assignments required consultants to provide assistance in a technical specialty. Most of the specialized technical assistance has been in the areas of management and administration, including a range of tasks, such as computer advice to S&T/POP, collecting and analyzing data on program costs in Latin America and the Caribbean, and a management analysis of the family planning association in Zimbabwe.

Table II-4
Assignments, by Type of Assistance Provided

Project or Program Evaluation/Assessment	36	(44%)
Needs Assessment	6	(7%)
Project design/redesign/planning	14	(17%)
Conference/workshop participation	2	(2%)
 Specialized Technical Assistance		
Management/administration	14	(17%)
Training	4	(5%)
Demography	3	(4%)
Policy	2	(2%)
IEC	<u>1</u>	<u>(1%)</u>
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III. CONSULTANTS

By the end of the reporting period there were 1020 consultants in the roster. These consultants have a broad range of skills and background. ISTI has been selective and has only entered individuals in the roster who are professionals with training and experience in their respective fields of expertise. More than 80% have had some experience in developing countries and more than half have at least a working knowledge of a foreign language. The majority are Americans, although an ever increasing number of consultants are non-Americans, many from developing countries.

Table III-1
Computerized Consultant Registry,
by Selected Category

Population Technical Assistance Project
Computerized Consultant Registry
by Selected Category
as of August 15, 1986

Total in system	Attribute	Number of consultants with this attribute	Percentage of total con- sultants in the system
1020			
	REGIONAL EXPERIENCE		
	Any regional experience	830	81%
	Experience in Africa	436	43%
	Experience in Asia	424	42%
	Experience in the Caribbean	178	17%
	Experience in Latin America	278	27%
	Experience in the Mid/Near East	199	20%
	LANGUAGE CAPABILITY		
	Any foreign language	567	56%
	French	329	32%
	Spanish	267	26%
	Arabic	65	6%
	SEX		
	Female	505	50%
	Male	515	50%
	MEDICAL PROFESSIONALS		
	Physicians	160	16%
	Nurses	110	11%
	SKILLS		
	01 Family Planning Services	463	45%
	02 Maternal & Child Health	385	38%
	03 Population Policy	96	9%
	04 Demography	173	17%
	05 Statistics	83	8%
	06 Census Management	16	2%
	07 Operations Research	98	10%
	08 Bio-Medical Research	73	7%
	09 Contraceptive Technology	62	6%
	10 Training	258	25%
	11 Curriculum Development	92	9%
	12 Info./Educ./Communication	192	19%
	13 Planning	141	14%
	14 Administration	225	22%
	15 Logistics	41	4%
	16 Social Marketing	61	6%
	17 Community Org./Participation	42	4%
	18 Program & Project Design	163	16%
	19 Evaluation	255	25%
	20 Private Sector Programs	34	3%
	21 Health Economics	72	7%
	22 Sterilization	40	4%
	23 Information Management	31	3%
	24 Women in Development	84	8%
	25 Management Analyst	64	6%
	26 Computer Skills	61	6%
	27 Social Science Research	141	14%
	30 Anthropology	40	4%

During the course of the two-year period, the Project used 115 individual consultants who worked a total of 3394 person days. Twenty of the consultants participated on more than one assignment, of whom nine worked on three assignments, and one worked on five assignments. It is interesting to note the skills of those consultants who have been used by the Project; nearly one-fifth are physicians and more than half have had experience with family planning services. A large proportion have had experience in evaluation and the design of programs or projects.

Table III-2
Consultants Who Have Worked on Project Assignments,
by Skill Category

Total used on assign- ments	Attribute	Number of consultants with this attribute	Percentage of total con- sultants used
MEDICAL PROFESSIONALS			
	Physicians	22	19%
	Nurses	6	5%
SKILLS			
01	Family Planning Services	64	56%
02	Maternal & Child Health	34	30%
03	Population Policy	23	20%
04	Demography	31	27%
05	Statistics	7	6%
06	Census Management	2	2%
07	Operations Research	13	11%
08	Bio-Medical Research	17	15%
09	Contraceptive Technology	15	13%
10	Training	24	21%
11	Curriculum Development	7	6%
12	Info/Educ/Communication	16	14%
13	Planning	12	10%
14	Administration	31	27%
15	Logistics	2	2%
16	Social Marketing	8	7%
17	Comm. Organization/Partip.	0	0%
18	Program & Project Design	28	24%

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Table III-2 (continued)

19	Evaluation	41	36%
20	Private Sector Programs	2	2%
21	Health Economics	14	12%
22	Sterilization	5	4%
23	Information Mangement	1	1%
24	Women in Development	6	5%
25	Management Analyst	11	10%
26	Computer Skills	8	7%
27	Social Science Research	19	17%
28	Anthropology	5	4%

IV. REPORTS

ISTI published seven new reports during this period. (See List of Reports attached for a complete list of reports that have been published to date and of reports in progress.) At the end of the reporting period fourteen reports were in progress; that is, they had been received by ISTI and the process of editing, review by the authors, and obtaining the requisite clearances had begun. Four of these reports were begun in the previous reporting period.

Delays in the publication of reports occur for a variety of reasons. In some cases the authors are slow in submitting their drafts to ISTI. This may be due to the pressure of work when the consultant returns to home base or the problem of a team leader having to coordinate the drafts of several team members. A number of consultants either live abroad or move abroad after the assignment and obtaining the initial report or their reaction to an edited report is extremely slow because of the lag time in the mail. Several reports have been held up because clearances from concerned offices from within AID, especially the missions, took a very long time. Some reports have been through several iterations, either because they were poorly written, particularly reports with several authors, or because there were inaccuracies that had to be corrected. Each version must be cleared by the authors and other concerned parties.

In view of anticipated delays in the publication of final reports, the client is requested to ensure that they are well briefed by the consultants before they complete the assignment. In the case of a mission specific assignment, a letter is sent to the mission explaining that consultants are expected to leave a complete draft with the mission and that the mission should be satisfied with the substance of the report or have discussed changes with the authors and have notified ISTI.

V. STATUS OF THE BUDGET

Table IV-1
Project Expenditures

	Project Budget	Expenditures 8/84-7/86	Percentage of Budget Expended
Salary & Wages	\$ 415,232.00	\$ 342,461.96	82%
Travel	\$ 331,200.00	\$ 267,201.39	81%
Consultants	\$1,371,500.00	\$ 884,490.61	64%
Other Direct Costs	\$ 97,176.00	\$ 121,229.13	125%
Indirect Costs	<u>\$ 841,616.00</u>	<u>\$ 662,894.50</u>	<u>79%</u>
	\$3,056,724.00	\$2,278,277.59	75%

The Project expended approximately 75% of the funds budgeted for the two year period. The overall underspending is largely attributable to the fact that there were fewer consulting days than projected. Moreover, several consultants were seconded to the Project from other organizations or chose not to receive an honorarium. Furthermore, two members of the Project staff, Elizabeth Preble and Betsy Stephens, worked on several specific field assignments for a total of 90 person days. These consulting days are included in the Wages and Salaries line item rather than under Consultants.

Expenditures for Other Direct Costs exceeded the budget. However, although the percentage is high, the amount of money is very small. The unanticipated expenditures in this line item were periodic typists and part time editors to assist with the production of reports. As the Project did not have a full time secretary until the very end of the reporting period, typists were hired as needed. The Project used temporary editors, primarily when the full time Project editor was on leave.

The unspent obligated funds will remain in the Project budget that is in the amendment extending the Life of Project until December 31, 1986.