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Program for the Introduction and Adaptation of Contraceptive Technology

Program for Appropriate Technology in Health

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TRIP REPORT

Burundi: Print Materials' Technical Assistance

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Prepared by Scott Wittet/PIACT

Dates of in-country work:
March 26-April 9, 1985

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APPENDICES

Appendix A: Family Planning Print Materials for
Illiterates - Project Pre-proposal

Appendix B: Preparations for Training

I. EXECUTIVE SUMMARY

In early 1985, USAID/Bujumbura received several requests for assistance in designing/implementing IEC projects from the MOH, INADES (a Burundi NGO), and BEPES, a department of the MOE. A JHU/PCS consultant (Scott Wittet, PIACT) was sent to Bujumbura March 26 - April 9, 1985 to:

1. Review requests for FP IEC print materials received from MOH and INADES; if feasible, develop a communications strategy with an indication of personnel needs, budget, and a TA implementation plan; write a document outlining the above.
2. Review the MOE request to USAID for video equipment for secondary schools; discuss with MOE, USAID, and JHU/PCS consultant Professor Raymond Lallez possibilities for integrating population education into existing school curricula.
3. Write a brief report to JHU/PCS on the activities and results of the consultancy.

All of the consultancy objectives were met. Within the framework provided by USAID/Bujumbura, a pre-proposal for a collaborative INADES/MOH project to develop primarily pictorial print materials, with TA from JHU/PCS and PIACT, was developed by INADES for submission to USAID/Bujumbura (Appendix A) at an estimated budget of about \$264,000. BEPES was asked to revise and resubmit their proposal, clarifying how the A-V equipment they had requested would be used to promote awareness of population issues. The results of efforts to plan in-school population education programs will be described in Professor Lallez' report.

The consultant's recommendations for future action by USAID/Bujumbura are:

1. Provide all necessary technical assistance to INADES to finalize the print materials project proposal.
2. If the proposed project is approved, INADES should recontact appropriate ministries and other staff interested in the project to invite them to an opening training session providing a project overview. All possible efforts should be made to coordinate this project with existing FP activities.
3. If requested at some future date, USAID/Bujumbura may wish to investigate ways to strengthen the MOH IEC Unit through training and provision of equipment, manpower or TA for various MCH/FP projects.
4. USAID/Bujumbura should seek out opportunities to assist GRB with in-school population projects. If requested, JHU/PCS should provide further TA for such projects. Future consultants should investigate possible collaborative projects with BEPES.

II. ABBREVIATIONS

- A-V - Audio-Visual
- BEPEs - Bureau d'Etudes et Programmes de l'Enseignement Secondaire
(secondary school education programs)
- FGD - Focus Group Discussion
- FP - Family Planning
- GRB - Government of the Republic of Burundi
- IEC - Information, Education, and Communication
- INADES - Institut Africain pour le Développement Economique et Sociale -
Centre Africain de Formation (African Institute for Economic and
Social Development - African Training Center)
- JHU/PCS - Johns Hopkins University/Population Communication Services
- KAP - Knowledge, Attitudes, and Practices
- MOE - Ministry of Education
- MOH - Ministry of Health (Ministère de la Santé Publique)
- MSA - Ministry of Social Affairs (Ministère des Affaires Sociales)
- MWA - Ministry of Women's Affairs (Ministère de la Condition Féminine)
- NGO - Nongovernmental organization
- PIACT - Program for the Introduction and Adaptation of Contraceptive
Technology
- RAPID - Resources for the Awareness of Population Impact on Development
- SAME - Section Animation et Medias Educatifs (Educational Media Division
of BEPEs)
- TA - Technical Assistance
- UNFPA - United Nations Fund for Population Activities
- USAID - U.S. Agency for International Development

III. BACKGROUND

Burundi is the second most densely populated, and one of the poorest, countries in Africa. RAPID presentations given in 1982 stimulated much discussion among GRB officials and medical personnel and helped to create an awareness of the seriousness of Burundi's situation. In July 1983, GRB officially adopted a policy to support population education and provision of family planning services.

USAID/Bujumbura has actively sought to provide assistance for health and population projects; unfortunately, several have proven to be "false starts" due to GRB hesitation or reluctance to commit itself to them. During 1984 and 1985, Marie-Claire Rens, a RAPID consultant, and Dennis Baker, USAID Health and Population Project Manager, met with Burundi* personnel from various ministries and NGOs regarding IEC support for population projects. As a result of these visits, USAID received requests for assistance in print materials' production from the MOH, MWA, and INADES. Additionally, a request was received from BEPES, an MOE unit, for A-V equipment for use in secondary schools.

Two JHU/PCS consultancies resulted from these contacts and requests: one involving the integration of population education issues in formal educational curricula (consultant Raymond Lallez) and this consultancy to explore possible JHU/PCS assistance in developing print materials for illiterate target audiences (consultant Scott Wittet, PIACT).

IV. ACTIVITIES

A. OBJECTIVES

The objectives of the Wittet JHU/PCS consultancy were to:

1. Review requests for FP IEC print materials with MOH and INADES; if feasible, develop a communications strategy with an indication of

* NOTE: "Burundi" refers to the country; "Barundi" to a citizen.

personnel needs, budget, and a TA implementation plan; write a document outlining the above.

2. Review the MOE request to USAID for video equipment for secondary schools; discuss with MOE, USAID, and JHU/PCS consultant Lallez possibilities for integrating population education into existing school curricula.
3. Write a brief report to JHU/PCS on the activities and results of the consultancy.

This report (item 3) covers primarily the first objective listed.

B. PRELIMINARY MEETINGS

1. USAID: George Bliss, Mission Director; Dennis Baker, Project Manager - Health and Population; Alan Getson, Health and Population Officer, USAID/Rwanda.

Bliss and Baker briefed Wittet on USAID activities in Burundi and on the project requests that had been received. Though Rens had already returned to the States, she left behind detailed notes on important contacts and had scheduled meetings for the consultant. Getson was in Bujumbura to discuss Rwanda's FP organization, ONAPO, and to share some of the IEC materials they had developed (posters, a calendar, a brochure, and some booklets for literates).

Baker and Wittet discussed several possible approaches for funding IEC projects which might result from the consultancy, and later agreed that the best approach would be for a local organization to submit a proposal directly to USAID/Bujumbura.

Baker was an active participant in the discussions reported below and in planning the proposed project and its budget. He will be a valuable and interested contact in Bujumbura during project implementation.

2. INADES: Catherine Majanganya, Director

Rens had recommended INADES as a reliable and capable producer of textual print materials and reported their interest in working on a primarily pictorial print materials project. Majanganya wanted to ensure, however, that such a project be undertaken in collaboration with one or more ministries. This is important politically and in terms of distribution of the materials and training fieldworkers in their use. Majanganya reported that INADES has the resources to do field work, staff artists, and experience with local printing. She was willing to arrange the project with interested GRB officials once we had presented the concept to them.

3. MOH: Dr. Mpitabakana Paul, Director General; Dr. Gaston Legrain,
UNFPA MCH/FP Advisor to MOH
UNFPA: Mr. Franssens, Representative

One of the print materials requests had come from Dr. Mpitabakana. Though the MOH has a small IEC cell, they have focused on radio programming and are not ready to undertake a print materials project. Mpitabakana is very interested in cooperating with an organization such as INADES, which has the capabilities to produce such materials. Mpitabakana would like to see general motivational materials for birth spacing and an overview of contraceptive methods. He feels that method-specific materials should only be developed after this first step has been taken. Legrain has developed, with a French artist, some first-draft materials, adapting method-specific booklets developed in Nigeria (with financial support from JHU/PCS and TA from PIACT and based on materials prepared and tested in Sierra Leone under a PIACT-supported project) and a Belgian comic strip-style booklet on sexuality and reproduction for teenagers. He has no facilities for testing these materials. It may be that INADES could work with him to pretest and revise his drafts at a later date.

At a later meeting, Franssens, Legrain's supervisor, became quite enthusiastic about the project and asked us to give Legrain help whenever possible.

Kururu Simon, a Burundi IEC expert working for the Ministry of Information, had been contracted by RAPID to develop an overall plan for FP IEC in Burundi. He is very interested in the INADES proposal and may be a useful contact in the future.

4. MWA: Ndayushimiye Libère, Director General

MWA can provide a strong network for dissemination of FP information. They are currently working on curricula for a number of development issues, including FP, which they expect to have finished sometime during the summer of 1985. Ndayushimiye said that MWA was not ready yet to commit itself to a collaboration on a project such as the one proposed. It may be that he feels his young ministry is still in the process of organizing itself and defining its direction. They may be better prepared to collaborate at another time.

Though MWA had submitted a proposal to USAID/Bujumbura for \$96,000 in A-V equipment and for assignment of several experts, the Director did not discuss it during our meeting. Rens had asked that he rewrite and resubmit the document, as it was not clear how the requested equipment and personnel would fit into his program.

5. MSA: Nizigiyimana Daniel, Director General; Monderere Didace, Sociologist, Bakunde Marie-Thérèse, Assistante Sociale
UNICEF: Mr. Mikaza, Communications Officer

Nizigiyimana is very interested in FP and is aware of the importance of IEC and of using systematic methods (such as pretesting) to develop materials. UNICEF is sponsoring a communications unit within MSA to develop media for all of their varied programs (agriculture, cottage industries, health, etc.). The Director has high hopes for this unit and suggested that it will be able to supply

MSA with the materials it needs. It may be that later he will be more willing to coordinate efforts, especially if his unit is not able to develop materials on all MSA topics at once (FP will probably not be their highest priority).

In a later meeting, Mikaza described plans for the IEC unit. They are to start developing messages on a number of different topics soon (Bakunde and another assistante sociale will be in charge of this) with the help of a yet-to-be organized advisory committee chosen from several ministries. They hope to begin pretesting in October and to produce posters, slides, and radio and TV programming beginning in 1986. They will also be active in training fieldworkers to educate villagers. We invited members of the MSA IEC unit to attend the INADES project training in order to share ideas and compare methods and messages (and to avoid duplication of effort). Mikaza was very interested in the proposed print materials project and in keeping lines of communication between UNICEF, MSA, USAID, and INADES open.

Monderere is a researcher who has written one paper dealing with Barundi KAP regarding FP and is planning to do further research. He may be a useful resource person for the proposed project.

6. CARITAS: Sister Jeanne Chanel, Bujumbura; Sister Madelaine, Busiga Educational Materials Development Unit; Father Belley, Gitega Audio-Visual Unit

CARITAS, a Catholic missionary organization, has two workshops for producing educational materials. The Busiga workshop produces posters and flipcharts primarily for training fieldworkers (including TBAs) and for villager education. Sister Madelaine has developed a system for reproducing posters with solar lightboxes and hand-coloring them. When she needs more than 100 copies, she has them printed in black in Bujumbura, then adds color in Busiga. She has produced a wide range of materials on health topics and some on natural family planning. While CARITAS clinics do not distribute

any contraceptive devices, they do inform clients about them and refer clients for services at government clinics, if desired. She also writes training aids explaining the use of the materials. Sister Madelaine felt that the messages in the Gambian "Why Family Planning" booklet would be well received in Burundi, after adaptation.

The A-V workshop in Gitega, run by Father Belley, produces slide/tape shows, boites à images (a flipchart in a wooden box/stand), silk-screened materials, and will be producing video-tapes. Father Belley is concerned about GRB's policy of refusing visa extensions to some missionaries, however, and is afraid that his work may soon come to an end. Both Sister Madelaine and Father Belley should be invited to attend the opening session of the workshop and, perhaps, to sit on the advisory committee.

7. Ministry of the Interior, Dept. of Population: Mr. Léonce Segamba, Director

Segamba's department has recently completed a KAP study on FP, the results of which are now being analyzed and should be available within several months. He has a bright, young staff, some of whom may be interested in attending the INADES training (at least the introductory sessions).

C. FP PRINT MATERIALS PROJECT

Dennis Baker (USAID/Bujumbura), Catherine Majanganya (INADES), Dr. Mpitabakana Paul (MOH), and the JHU/PCS consultant developed a pre-proposal for a two-year project to produce FP print materials for illiterates, to distribute the materials to interested ministries and organizations, and to give INADES the materials and skills to implement the project (Appendix A). The project would be funded by USAID/Bujumbura with TA from JHU/PCS through PIACT.

INADES proposes to produce two colored booklets, one motivating clients toward FP, the other an overview of contraceptive methods (12,000 copies

each), three motivational FP posters (1,000 copies each), and a motivational calendar (5,000 copies). If requested by USAID/Bujumbura, PIACT staff will conduct three in-country TA consultancies: a training/project start-up visit and two follow-up consultancies at critical points in the project.

The budget also includes funding for about seven full-time staff members or equivalent at INADES, plus print and photographic equipment and two all-terrain vehicles. The INADES personnel will be used during the two-year life of the project to develop, pretest, and distribute materials as well as train health personnel in their use. The printing and photographic equipment can be used for production of these and other materials. Vehicles will facilitate pretesting, training, distribution, and other outreach activities. The consultant was informed that Mission funds might be available to cover these costs.

Discussions of the attached pre-proposal are continuing between INADES and USAID/Bujumbura. The document is subject to review by the Board of Directors of INADES, by USAID/Bujumbura, and by the USAID regional office in Nairobi prior to allocation of funds. The JHU/PCS consultant will work with INADES and USAID to finalize the proposal, as necessary.

A document outlining activities to be conducted by INADES prior to the first JHU/PCS-PIACT consultancy was also drafted prior to the consultant's departure from Bujumbura (Appendix B).

D. SECONDARY SCHOOL POPULATION EDUCATION: A-V SUPPORT

The SAME division of BEPES had submitted a proposal to USAID/Bujumbura to procure TVs, VCRs, and antennas for all 82 secondary schools in Burundi. The schools would then be able to tape educational programs for replay for students and the community. The proposal did not focus on using the equipment to promote awareness of population issues, which made it impossible for USAID to use population funds to support the project. In a meeting with SAME/BEPES staff and JHU/PCS consultant Lallez, it was made clear that the proposal should be rewritten to

clarify the population education component of the project. Lallez will consider including the project as part of his overall plan for integrating population education into national curricula.

Use of PIACT-type materials, in conjunction with specially developed films or videos on population topics, was also discussed. This possibility could be explored when the first INADES materials are produced. It was also suggested that video-taped FGDs could be edited into population education films.

V. CONCLUSIONS AND RECOMMENDATIONS

Discussions with Burundi ministries, INADES, and international organizations revealed a strong interest in developing IEC materials on population issues in a number of media. Both the MOH and the MSA have or will soon have their own small IEC units. CARITAS has been producing posters, flipcharts, slides, and cassette tapes on many development topics including FP. INADES has created several publications for literate audiences on the subject as well. So far, almost no print materials for illiterate audiences have been produced.

Lack of a national FP organization in Burundi impedes coordination of population activities, including IEC. In order to develop materials which will be acceptable for use by the many different agencies involved in population work, it is important to have them collaborate in materials production. For this reason, a strong recommendation of this consultancy is to organize an advisory group, composed of representatives of appropriate agencies, for the print materials project proposed for implementation by INADES and MOH. This project seeks to:

1. Produce a series of primarily pictorial print materials for illiterate Burundis, aimed at sensitizing them to the importance of birth spacing and the advantages of having fewer children, and providing them with an overview of modern FP methods. Specifically, these materials will include: two colored booklets, three posters, and an illustrated calendar.

2. Give INADES the capability to develop and produce materials of this type on specific FP methods and other MCH/FP topics.
3. Provide these materials to GRB ministries and other organizations active in FP education and to train fieldworkers in their use.

The full text of the pre-proposal is included as Appendix A. The pre-proposal will be further developed by INADES and USAID/Bujumbura before a funding decision can be made. JHU/PCS is not being asked to fund any part of this project; the Mission has adequate funds to cover all local costs.

Consultant Lallez, will further discuss the BEPES proposal to USAID/Bujumbura following its revision. There may be some possibilities for BEPES-JHU/PCS-PIACT collaboration in the future, notably in developing a mixed print/video project or conducting FGDs.

As stated in the Executive Summary, recommendations for future action by USAID/Bujumbura are:

1. Provide all necessary technical assistance to INADES to finalize the print materials project proposal.
2. If the proposed project is approved, INADES should recontact appropriate ministries and other staff interested in the project to invite them to an opening training session providing a project overview. All possible efforts should be made to coordinate this project with existing FP activities.
3. If requested at some future date, USAID/Bujumbura may wish to investigate ways to strengthen the MOH IEC unit through training and provision of equipment, manpower or TA for various MCH/FP projects.
4. USAID/Bujumbura should seek out opportunities to assist GRB with in-school population projects. If requested, JHU/PCS should provide further TA for such projects. Future consultants should investigate possible collaborative projects with BEPES.

VI. CONTACT LIST

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FAMILY PLANNING PRINT MATERIALS FOR ILLITERATES

Project Pre-proposal

A. PROJECT PURPOSE AND DESCRIPTION

1. To produce a series of primarily pictorial print materials for illiterate Burundis, aimed at sensitizing them to the importance of birth spacing and the advantages of having fewer children, and providing them with an overview of modern family planning (FP) methods. Specifically, these materials will include: two colored booklets, three posters, and an illustrated calendar.
2. To give the Institute for African Economic and Social Development - Center for African Training (INADES) the capability to develop and produce materials of this type on specific FP methods and other MCH/FP topics.
3. To provide these materials to government of the Republic of Burundi (GRB) ministries and other organizations active in FP education and to train fieldworkers in their use.

B. PROJECT BACKGROUND AND ANALYSIS

The Republic of Burundi is the second most densely populated nation in Africa. In 1983, the GRB adopted an official policy of supporting FP activities to improve the quality of life of the population. FP services have slowly been introduced into the national health care system. However, the awareness of Burundis regarding the importance of FP, and its methods, is still low. Many GRB ministries and other organizations recognize the critical role that FP education must play in a successful population program. Currently there is very little information on FP available in Burundi and almost nothing aimed specifically at the most important target population for FP programs: the illiterate majority. While some radio and television programming has been broadcast, the effectiveness of these media is limited due to the shortage of receivers in rural areas.

Print materials for use as teaching aids by fieldworkers and designed to be understood by illiterate clients (through pictures) have been successfully used in many countries. The development and use of such materials will complement USAID/Bujumbura projects to train health care providers and other field staff in FP. Following production of the materials, they can be introduced into all development worker training programs. Several GRB ministries and other organizations have expressed interest in using such materials in their programs.

Currently, however, no Burundi organization has the technical skills for developing such publications--a process which must allow for participation of the target audience in materials design in order to ensure comprehensibility and effectiveness. Given the lack of a central body to coordinate FP activities (which could be equipped with a communications cell responsible for all FP IEC), INADES is the most capable organization for this type of project. A project advisory group, composed of representatives of relevant organizations, will be asked to help with development and distribution of the materials. Technical assistance (TA) will be obtained from Johns Hopkins University/Population Communications Services (JHU/PCS) and the Program for the Introduction and Adaptation of Contraceptive Technology (PIACT).

INADES is a Burundi nongovernmental organization (NGO) which has already produced print materials on FP for literate audiences. It has worked closely with a number of GRB ministries, helping to meet their IEC needs. This is important, as the success of the proposed project will depend upon collaboration between INADES and the Ministries of Health (MOH), Social Affairs (MSA), Women's Affairs (MWA), and other organizations which will advise on content and be responsible for most of the distribution and field use of the materials. Following provision of equipment and supplies for field work and materials' production by USAID/Bujumbura and TA provided by JHU/PCS through USAID central funding, INADES will be able to produce the materials proposed in this project, and others as required in the future.

C. PROJECT DESIGN AND IMPLEMENTATION

The main project activities are outlined below with comments. A project schedule is also included.

1. ORGANIZATION OF PROJECT ADVISORY GROUP AND IDENTIFICATION OF CORE PROJECT STAFF

The advisory group will be composed of individuals active in FP programs (especially IEC) in various ministries and other organizations. They will help develop the content of the materials and review them to be sure that they are consistent with program goals and needs. They will also help to introduce the materials into their respective programs and to facilitate distribution. The core project staff will be INADES personnel assigned specifically to this project, including a project manager and an artist. The advisory group and core staff will begin working with PIACT consultants prior to the initiation of the training.

2. TRAINING AND PROJECT START-UP

INADES project staff and IEC staff of some other organizations (ministries, international organizations) will be invited to attend a training in the methodology for the development of primarily pictorial print materials. All of the project activities described below will be covered in the training. A total of 20 people will be trained. Additionally, a number of persons from organizations which are interested in using the materials will be invited to an opening, introductory session held on the first day of the training.

The trainers will alternate classroom sessions with field experiences in all phases of materials' development. By the close of training (one week), first drafts of some of the materials will already be developed, pretested, and revised.

Following the close of training, detailed project workplans and schedules

will be developed. The next consultancy will be planned, and any necessary assistance with project implementation will be supplied.

3. FOCUS GROUP DISCUSSIONS (FGDs) AND ANALYSIS OF RESULTS

The first phase of target audience participation in materials' development is the FGD. This is a technique for gaining insight into the information needs of the target group. The results of the FGDs help guide project staff in the development of appropriate messages for the materials. A total of six to eight FGDs will be held with male and female groups in Bujumbura and the interior. This process will begin during training.

4. MESSAGE AND ILLUSTRATION DEVELOPMENT (FIRST DRAFTS)

Based on FGD results and discussions with the advisory group, messages for booklets, posters, and other materials will be developed. Working with artists, the project staff will design illustrations to communicate these messages. This process will also begin during training.

5. PRETESTING AND REVISION OF MATERIALS

Project staff will pretest all materials with target audience members in Bujumbura and the interior. This is a critical step for evaluating the effectiveness of the materials. Twenty respondents will be interviewed in each round of pretesting for each booklet, poster, etc. Following each round, the materials will be revised based upon pretest results. Often five to seven rounds of pretesting are required for each piece of material before all messages and illustrations are judged acceptable. First pretests of some materials will begin during the training.

6. FINALIZATION OF MATERIALS

After acceptable pretest results are obtained, final decisions will be made regarding the materials' format, colors, quantity to be printed, etc.

7. DEVELOPMENT OF MATERIALS FOR FIELDWORKERS

It is important to explain the use of the materials to fieldworkers. This can be done through simple fact sheets or by designing booklets adapted from the materials and expanded with more technical information, charts, and anatomical drawings, if desired. These new booklets are then used as fieldworker training materials.

8. INITIAL PRINTING

Initial printing of the two booklets (2,000 copies each); first and only printing of the three posters (1,000 copies each) and calendar (5,000 copies). Distribution of the materials, with trainings for health workers in their use, in known areas so that an evaluation of field use can be done.

9. EVALUATION AND REVISION

Three to six months following initial distribution, the materials are evaluated through discussions with fieldworkers and target audience members. Based on their comments, final revisions of the two booklets will be made.

10. MASS PRINTING OF THE TWO BOOKLETS AND FURTHER DISTRIBUTION

Ten thousand copies of the final versions of each of the two booklets will be printed.

11. DISTRIBUTION

Distribution through appropriate organizations with training of health workers in use of the materials.

12. OTHER ITEMS

The budget also includes funding for a minimum of five full-time staff

members or equivalent at INADES, plus printing and photographic equipment and two all-terrain vehicles. The INADES personnel will be used during the two-year life of the project to develop, pretest, and distribute materials as well as train health personnel in their use. The printing and photographic equipment can be used for production of these and other materials. Vehicles will facilitate pretesting, training, distribution, and other outreach activities.

PROJECT SCHEDULE

<u>Activity</u>	<u>Time Frame</u>
1. Organization of advisory group and identification of core staff	Prior to beginning of project (August 1985)
2. Training and project start-up	September 1985
3. FGDs	September-October 1985
4. Development of messages and illustrations (first drafts)	September-November 1985
5. Pretesting and revision of materials	September 1985, December 1985-July 1986
6. Finalization of materials	August 1986
7. Development of materials for fieldworkers	August 1986
8. Initial printing and distribution	September 1986-February 1987
9. Evaluation and revision of materials	March-May 1987
10. Mass printing of booklets	June-July 1987
11. Distribution	From August 1987

PERSONNEL NEEDS

- A. Project Core Staff: A minimum of five INADES staff members including artist, photographer (if using photographs in final materials), editor, and project manager.
- B. Advisory Group: Up to eight individuals from appropriate ministries and organizations.

D. FINANCIAL PLAN

I. TRAINING AND PROJECT START-UP

	FBU	US\$*
1. <u>Salaries</u> (312 man/days x 3,000/day)	936,000	7,514.45
2. <u>Facilities</u>	50,000	401.41
3. <u>Field Work</u> Per diems (40 man/days x 2,000/day) POL (gas, oil, repairs)	80,000 37,000	642.26 297.05
4. <u>Training Support Costs</u>	50,000	401.41
5. <u>Administrative Support (10%)</u>	<u>115,300</u>	<u>925.66</u>
SUBTOTAL	1,268,300	10,182.24

II. MATERIALS' DEVELOPMENT

1. <u>Salaries</u> Present Staff (362 man/days x 3,000/day) = 1,086,000 New Artist 120,000 New Printer 200,000 New Editor 220,000	1,626,000	13,053.95
2. <u>Supplies</u> (paper, ink, photo-paper, etc.)	1,000,000	8,028.25
3. <u>Equipment</u> Vehicles: 1 combi, 1 4WD Photo equipment	4,000,000 1,000,000	32,113.04 8,028.25
4. <u>Field Work</u> Per diems (130 man/days x 2,000/day) POL	260,000 1,150,000	2,087.35 9,232.49
5. <u>Administrative Support (10%)</u>	<u>865,800</u>	<u>6,950.85</u>
SUBTOTAL	9,901,800	79,494.22

III. MATERIALS PRODUCTION	FBU	US\$*
1. <u>Salaries</u>		
Present Staff (32 man/days x 3,000/day = 976,000	2,496,000	20,038.54
New Printer 2,400,000		
2. <u>Printing Equipment</u>	4,000,000	32,113.04
3. <u>Supplies</u>		
2 Booklets (2,000 copies each) 400,000	9,400,000	75,465.64
2 Booklets (10,000 copies) 4,000,000		
1 Calendar (5,000 copies) 3,000,000		
3 Posters (1,000 copies each) 2,000,000 (est.)		
4. Administrative Support (10%)	<u>1,409,000</u>	<u>11,311.82</u>
SUBTOTAL	17,305,000	138,929.03
IV. DISTRIBUTION		
1. <u>Training of Trainers</u>		
Salaries (312 man/days x 3,000/day)	936,000	7,514.45
Training support costs	50,000	401.41
Per diems (40 man/days x 2,000/day)	80,000	642.26
POL	50,000	401.41
Facilities	50,000	401.41
2. Shipping/packaging	100,000	802.83
3. Administrative Support 10%	<u>126,600</u>	<u>1,016.38</u>
SUBTOTAL	1,392,600	11,180.15
V. MISCELLANEOUS/CONTINGENCY (10% total project)	<u>2,986,700</u>	<u>23,978.00</u>
GRAND TOTAL	<u>32,854,470</u> =====	<u>263,764.21</u> =====

* US \$1 = FBU 124.56 (4/8/85)

PREPARATIONS FOR TRAINING1. Identify Core INADES Project Staff (4-12 people) and the Project Advisory Group.

The advisory group should be composed of people familiar with Burundi family planning (FP) activities (especially IEC) who are associated with ministries and other groups who may be using the materials. Suggestions: representatives of the Ministères de la Sante, Affaires Sociales, Condition Feminine, Interieure (Dept. de la Population), Education, and CARITAS, UNICEF, UNFPA, researchers, etc. However, the group must be small enough to be able to work together efficiently. They will work with INADES and PIACT to design the messages for the materials.

2. Arrange Meeting of INADES Core Staff, Advisory Group and Artist for the Second Full Day of the First PIACT Consultancy (the week before the training begins).

Ask the advisory group to bring curricula for FP that is being used by their organizations. This will be a working session to design the messages for the materials.

3. Invite Guests for the First Two-Hour Training Session.

This session will be an introduction to the project. Guests should be people who we want to support the project and to use the materials in their programs. Suggestions: most of the same groups listed under item 1. Plan the first day of the training for the seventh full day of the consultancy.

4. Plan for Two Days of Field Work During the Training Week.

The field work should be in an area not too far from Bujumbura so that we do not spend too much time driving, but far enough away so that the participants are not all "city people".

First Day: We will need to work with two groups of rural women (each a group of 8-10 people) and two groups of rural men (same size). We will need private or semi-private rooms or spaces in which to hold focus group discussions with these people. The participants should not be very well educated and should be aged 15-50.

Second Day: We will need 20 individuals, men and women, 15-50 years old, not literate, if possible. We will need private spaces in which to interview them for pretesting purposes.

We will not know the exact dates of the field work days until the consultants arrive in Bujumbura. Any arrangements that can be made (notifying local contacts that we will be coming sometime during the training week, getting permission and help from local leaders) prior to the arrival of the consultants will be helpful.

- i. Arrange a Room for the Training, Transport to the Field, Etc.