

1'

PD-AA2-441
61242

ACTION MEMORANDUM FOR THE DIRECTOR, REDSO/ESA

From: REDSO/ESA/PRJ, *WJ* William A. Jeffers

Subject: REDSO/ESA Center for African Family Studies
(CAFS) Family Planning Training Support
Subproject (698-0662.29)

I. ACTION

This memorandum, which serves as a PP Supplement for the CAFS FP Training Support Subproject, seeks your approval for:

- (i) Extending the PACD of the subject project from September 30, 1988 until December 31, 1988;
- (ii) Amending the Grant Agreement (Amendment Number 2);
- (iii) Issuing PIL No. 3 which provides instructions for procurement of commodities and technical services;
- (iv) Waiving source and origin requirements for the procurement of project commodities.

II. DISCUSSION

A. Background

The Center for African Family Studies (CAFS) is the implementing agency for the CAFS FP Training Support Subproject which was authorized and obligated on August 30, 1985. This activity is a regional subproject of the Family Health Initiatives I Project. The planned life of the subproject is three years from the date of obligation. The subproject has a three year budget of \$3,187,000 to which A.I.D. has contributed \$2,300,000.

The purpose of the subproject is to: (1) increase the capacity of CAFS to develop and manage family planning courses and train personnel in family planning; (2) strengthen family planning delivery systems through the training of operational family planning delivery personnel in program management, contraceptive technology, and training of trainers; (3) increase CAFS capabilities and skills in training, program

development, training methodologies, management and evaluation; and (4) to improve delivery of family planning information and services in programs where staff have been trained by CAFS.

The Family Health Initiatives I Project's PACD is December 31, 1988. CAFS, in a letter dated April 15, 1988 (See Attachment A), has requested an extension of the period of the Grant to March 31, 1989.

A mid-term evaluation of the CAFS subproject, which was undertaken during August/September 1987, concluded that the subproject had met or would exceed its project objectives in the area of training. But the evaluation also pointed out shortcomings of the subproject in delivering technical assistance. Based upon the recommendations of the evaluation and experience gained to-date, CAFS has prepared a revised workplan for the remainder of the subproject's projected life. The workplan incorporates the recommendations made in the evaluation and proposes a revised budget. The workplan is discussed in greater detail in the Analysis section which follows.

B. Analysis

1. Extension of LOP:

In response to CAFS' request to extend the subproject PACD, the project committee agrees that additional time is required to implement the recommendations of the recent evaluation and complete the on-going activities. Since AID/W will not extend the PACD of the parent FHI I Project, REDSO/ESA can only extend the CAFS LOP to December 31, 1988. Therefore, it is proposed to extend the CAFS FP Training Support Subproject PACD until that date. This three month extension will result in a total LOP of three years and four months.

2. Projected Activities to December 31, 1988:

The project activities which are planned through December 31, 1988 represent the Center's efforts to redress shortcomings identified by the mid-term evaluation. The proposed activities fall into three broad categories which are described below.

(a) TRAINING

The revised work plan calls for:

- Extension of the planned Training of Trainers (TOT) and Management courses from four to five weeks, and extension of the Contraceptive Technology Update (CTU) course from three to four weeks at a total cost of approximately \$57,650.
- Provision of two additional English Communications courses and another Contraceptive Technology Update in French at a total cost of \$162,000.

The revision and expansion of courses for TOT, Management, and CTU is in accordance with a recommendation of the evaluation which called for a review of these courses to make them more responsive to participant needs. The decision to provide two additional English Communications courses and one CTU course in French is supported by the evaluation team's finding that these were very successful and important courses. Furthermore, provision of these courses will redress imbalances in the geographic distribution of course participants to which reference was made in the evaluation.

(b) IN-COUNTRY FOLLOW-UP

The revised work plan calls for an impact assessment study to assess the effectiveness of CAFS' training programs. CAFS is accordingly planning an in-country follow-up mission which will also include training needs assessment, and which will be used to explore opportunities for the application of Operations Research in FP programs. Three teams will be fielded for this exercise. One team will gather information in Anglophone countries in the East, Central and Southern Africa region. The second team will collect information on Francophone countries in the Central and West African region. The third team will cover Anglophone countries in West Africa. Technical assistance will be required in this major data gathering and analysis exercise. The total cost of this activity will be \$121,100 including a TA component of \$38,910.

The planned in-country follow-up mission is in accordance with a recommendation of the evaluation that CAFS design and implement in-country follow-up strategies for participants in A.I.D. supported courses. The data generated will be used in

structuring a planned follow-on project and will also provide REDSO, CAFS and IPPF options for implementing in-country follow-up assistance to past participants.

(c) INTERNAL MANAGEMENT

The revised work plan also seeks to enhance CAFS' institutional programme capacity by strengthening the Center's internal management procedures, hiring additional staff and procuring essential project commodities. Major elements in this category include:

- Staff recruitment (\$111,570) including a Management Trainer (Anglophone), a Communications Trainer (Anglophone), and support staff (a Senior Finance/Administrative Officer, a bilingual secretary and a book-keeper).
- A staff retreat (\$5,000).
- Acquisition of audiovisual equipment (\$8,650), management films (\$9,100), a microprocessor with networking facilities (\$31,060), office furniture and equipment (\$30,140) and a project vehicle (\$18,000).

The proposed expenditures for additional support staff and the staff retreat are specifically recommended by the evaluation. The expanded programs and added workload require additional training staff and supporting staff. The need for additional training staff is particularly acute in the Management and Communications programs. The staff retreat will enable senior CAFS staff to meet and jointly review their performance, programs and training approaches, reconsider institutional program priorities and procedural methods as recommended.

The commodity acquisitions will facilitate and improve the expanded operations of the Center. Although not specifically addressed in the evaluation, the proposed commodity procurement is in accordance with the objectives of the CAFS FP Training Support Subproject. The commodities are critical to the success of the subproject and non-AID funding sources are not available.

3. Revised Budget:

A reapportionment of the planned expenditures over the extended life-of-project, including expenditures on activities highlighted in section B.2. above, is contained in the budget

tables attached hereto (Attachment B). This revised budget also seeks to clarify the distribution of technical assistance costs between the budget elements. The original budget for the CAFS subproject included authorization for \$300,000 for Technical Assistance and also authorized procurement of \$158,000 worth of technical assistance from countries included in Geographic Code 941. To-date only \$160,000 has been allocated to the TA budget element for services provided by John Hopkins University under the Population Communication Services (PSC) Cooperative Agreement No. DPE3004-A-00-2018-00. Other small expenditures incurred by CAFS for consulting services have been allocated to the line item Consultants/Experts for Special Courses under the Staff Support budget element. Since TA expenses will be small over the remaining LOP, the revised budget includes all additional TA costs in this latter budget element. The associated travel costs will be allocated to the Travel and Per Diem budget element.

III. AUTHORITY

Under AID Delegation of Authority No. 551, you are authorized to amend project authorizations executed by any A.I.D. official unless the amendment will: (1) result in a total LOP of more than \$30 million; (2) present significant policy issues or deviates from the original project purpose; (3) require issuance of waivers that may be approved only by the Assistant Administrator or the Administrator; or (4) result in a total LOP, including prior extensions, of more than ten years. These exceptions do not apply in this instance.

Also, pursuant to the Redlegation of Authority No. 149.1.1, you have the authority to sign amendments to grants which do not result in a grant exceeding \$5 million in value. The proposed no-cost extension of this Grant therefore falls within your authority.

In addition, AID Delegation of Authority No. 551, Section 5D, delegates to you the authority to waive and grant exceptions to source and origin requirements, in accordance with Supplement B of Handbook 1, to permit the procurement of goods and services from outside the authorized geographic code for individual transactions not exceeding \$5,000,000 per transaction.

III. RECOMMENDATION

It is recommended that you:

- (i) Approve this Action Memorandum developed as a PP Supplement for the subproject thereby endorsing the 4 month PACD extension and revising the subproject budget;
- (ii) Sign the attached Second Amendment to Subproject Authorization thereby extending the LOP until December 31, 1988;
- (iii) Sign the attached letter Grant Amendment No. 2 which extends the grant expiration date until December 31, 1988 and revises the budget as specified in the tables contained in this Memorandum;
- (iv) Sign the attached PIL No. 3 which provides instructions to CAFS for procuring commodities and technical assistance; and
- (v) Sign the attached Source/Origin procurement waivers.

APPROVED

Satish P. Sha

DISAPPROVED

DATE

July 7, 88

Attachments:

- A. CAFS Letter dated April 15th, 1988
- B. Revised Project Budget
- C. Subproject Authorization Amendment No. 1
- D. Grant Agreement Amendment No. 2
- E. PIL No.3
- F. Procurement Waivers (2)

Drafted:REDSO/PRJ:JLuguya	<u>[Signature]</u>	Date: <u>5/27/88</u>
Cleared:REDSO/PRJ:WAJeffers	<u>[Signature]</u>	Date: <u>6/2/88</u>
REDSO/APD:ADanart	<u>[Signature]</u>	Date: <u>5/21/88</u>
REDSO/APD:RVBurke	<u>[Signature]</u>	Date: <u>5/17/88</u>
REDSO/RLA:BBarrington	<u>[Signature]</u>	Date: <u>6/29/88</u>
RFMC:AHulliang	<u>[Signature]</u>	Date: <u>7/6/88</u>
REDSO/DDIR:MKSinding	<u>[Signature]</u>	Date: <u>7/6/88</u>
REDSO/RCO:PShirk	<u>[Signature]</u>	Date: <u>7/6/88</u>

DISTRIBUTION:

File - Original
PRJ - 1 (Luguya)
RCO - 1
RFMC - 1
ANA - 1
RLA - 1
AFR/PD/IPS - 2
AFR/EA - 1
AFR/EA/EAP - 1

BUDGET CAFS FP TRAINING SUPPORT PROJECT

I. USAID Contribution

	Year 1 Oct. 1985/ Sept. 1986 Actual Spent	Year 2 Oct. 1986/ Sept. 1987 Actual Spent	Year 3 Oct. 1987/ Dec. 1987 Actual Spent	Year 4 Jan. 1988/ Dec. 1988 from Original Budget	Cost of New Activities	Revised Budget	Original Budget
Technical Assistance							
Contraceptive Update Nurse/Midwife (PSC - 5 pm)							40,000
FP TOT Specialists (PSC - 8 pm)							64,000
FP Management Specialist (PSC - 4 1/2 pm)							36,000
Communication (PSC Subgrant - 16 pm) (at 10,000/month)							160,000
Sub-Total							
Staff Support							
Project Director (3 mos./yr)	9,086	12,475	3,869	11,013	-	36,443	30,000
Project Administrative Officer	13,363	19,230	-	11,499	49,000	93,097	48,000
Administrative Assistant (bilingual)	5,050	13,037	3,747	18,316	27,863	68,013	45,000
Nurse Midwife Tutor	4,991	16,659	5,195	25,800		52,645	75,000
Physician (8 mos./yr)	-	9,493	6,790	27,160	1,008	44,451	60,000
Management Trainer (6 mos./yr)	8,503	17,170	7,500	6,720	1,008	40,901	37,500
Management Co. Trainer (6 mos./yr)	4,952	16,845	5,400	6,160		33,357	21,000
Comm. Trainer	5,588	23,829	5,660	-	35,717	70,794	75,000
Comm. Co. Trainer (6 mos./yr)	7,775	11,262	5,300	-		24,337	37,500
Consultant/Experts for Special Course Topics (\$3000/mo.)	21,614	10,904	1,910	10,875	39,910	85,213	18,000
Sub-Total	80,927	150,904	45,371	130,428	153,498	561,128	447,100
Training: Short Courses for Staff							
Technology Update	-	-	-	10,575		10,575	20,000
Training of Trainers	-	-	-	-		-	20,000
FP Management	-	-	-	-		-	20,000
Communications	-	-	-	-		-	15,000
Sub-Total	-	-	-	10,575	-	10,575	75,000

Travel and Perdiem

Technology Update (20 parts. 1 yr)	30,879	37,316	5,436	37,550	115,020	226,201	165,000
Training of Trainers (30 parts/yr)	17,566	71,666	21,000	67,500	22,560	200,292	240,000
Management (30 parts/yr)	25,621	114,680	62,902	34,050	11,640	248,893	255,000
Communications Workshop (1) and Courses (4)	16,366	108,924	58,731	39,020	79,383	300,424	220,000
Staff and Consultant Travel	34,573	45,749	-	33,080	53,185	166,587	75,000
Sub-Total	125,005	378,335	146,069	211,200	281,788	1,142,397	955,000

Other Costs

Clinic Use Fees	19	-	-	250	3,258	3,527	6,000
Training Materials	19,768	26,695	6,467	20,475	-	73,405	75,000
Library	-	-	-	5,000	-	2,000	9,000
Office and Class Rental (60%)	25,559	21,555	8,582	39,328	-	95,024	75,000
Staff Recruitment	24,003	-	-	4,250	112,000	140,253	15,000
Conf/Training Rooms (non-Nairobi courses)	963	1,191	1,489	2,600	-	6,243	15,000
Other Administrative Costs	9,722	11,765	18,032	16,629	7,800	63,948	30,000
Evaluation	-	33,500	-	-	-	33,500	30,000
Sub-Total	80,034	94,706	34,570	85,532	123,058	417,900	255,000

Total							2,052,000
Inflation (6%)							98,000
Contingency (5%)					8,000	8,000	170,000

USAID Grand Total	445,966	623,945	226,010	437,735	566,344	2,300,000	2,300,000
-------------------	---------	---------	---------	---------	---------	-----------	-----------

AID Delegation of Authority No. 551, Section 5D, delegates to you the authority to waive and grant exceptions to source and origin requirements, in accordance with Supplement B of Handbook 1, to permit the procurement of goods and services from outside the authorized geographic code for individual transactions in amounts not exceeding \$5,000,000 per transaction. Further, delegation of Authority 551 requires that waivers or exceptions be based upon one or more of the criteria set forth in Section 5B.4a of Handbook 1, Supplement B. One criteria under Section 5B.4a is that procurement in the cooperating country will best promote the objectives of the foreign assistance program. As stated above, it would not be practicle to purchase items like office furniture from the U.S. at great cost when these commodities are available locally at much lesser cost.

RECOMMENDATION:

For the reasons cited above, it is recommended that you approve this request for a source and origin waiver in the amount of approximately \$15,000 to permit procurement of office furniture from Kenya.

Approved: Satish P. Sharma

Disapproved: _____

Date: July 6, 88

Drafted: REDSO/ESA/PRJ:JLUGUYA:	<u>[Signature]</u>	Date: <u>5/27/88</u>
Clearance: REDSO/ESA/PRJ:WAJEFFERS:	<u>[Signature]</u>	Date: <u>6/21/88</u>
REDSO/ESA/APD:ADANART:	<u>(DRAFT)</u>	Date: <u>6/21/88</u>
REDSO/ESA/APD:RVBURKE:	<u>[Signature]</u>	Date: <u>7/27/88</u>
REDSO/FSA/RCMO:RBSTADER:	<u>(DRAFT)</u>	Date: _____
REDSO/ESA/RLA:BBARRINGTON:	<u>[Signature]</u>	Date: <u>6/21/88</u>
REDSO/DDIR:MKSINDING:	<u>[Signature]</u>	Date: <u>6/21/88</u>

115