

FD-4156-808  
A.I.D. Grant Agreement No. 87-632-1  
A.I.D. Project No. 698-0462.32

~~DATE~~

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PROJECT GRANT AGREEMENT

BETWEEN

THE KINGDOM OF LESOTHO

and the

UNITED STATES OF AMERICA

for

LESOTHO FAMILY HEALTH SERVICES

DATE: August 31, 1987

Project Grant Agreement

Dated: August 31, 1987

Between

The Kingdom of Lesotho ("Grantee")

And

The United States of America, acting through Agency for  
International Development ("A.I.D.").

Article 1: The Agreement

The purpose of this Agreement is to set out the understandings of the Parties named above ("Parties") with respect to the undertaking by the Grantee of the Project described below, and with respect to the financing of the Project by the Parties.

Article 2: The Project

SECTION 2.1. Definition of Project. The Project, which is further described in Annex 1, will assist the Grantee to reduce its population growth rate by strengthening the capacity of government and non-governmental organizations to implement effective family planning information, education and communications programs and to improve the delivery of family planning services in ways compatible with the culture resources and development objectives of Lesotho. Annex 1, attached, amplifies the above definition of the Project. Within the limits of the above definition of the Project, elements of the amplified description stated in Annex 1 may be changed by written agreement of the authorized representatives of the Parties named in Section 8.3., without formal amendment to this Agreement.

SECTION 3.2. The Grant. To assist the Grantee to meet the costs of carrying out the Project, A.I.D., pursuant to the Foreign Assistance Act of 1961, as amended, agrees to grant the Grantee under the terms of this Agreement not to exceed Six Hundred Ninety-Five Thousand United States ("U.S.") Dollars (\$695,000) ("Grant"). The Grant may be used to finance foreign exchange costs, as defined in Section 6.1., and local currency costs, as defined in Section 6.2., of goods and services required for the Project.

SECTION 3.2. Grantee Resources for the Project.

(a) The Grantee agrees to provide or cause to be provided for the Project all funds, in addition to the Grant, and all other resources required to carry out the Project effectively and in a timely manner.

(b) The resources provided by Grantee for the Project will be not less than the equivalent of U.S. \$174,000, including costs borne on an "in-kind" basis.

SECTION 3.3. Project Assistance Completion Date

(a) The "Project Assistance Completion Date" (PACD), which is August 31, 1991, or such other date as the Parties may agree to in writing, is the date by which the Parties estimate that all services financed under the Grant will have been performed and all goods financed under the Grant will have been furnished for the Project as contemplated in this Agreement.

(b) Except as A.I.D. may otherwise agree in writing, A.I.D. will not issue or approve documentation which would authorize disbursement of the Grant for services performed subsequent to the PACD for goods furnished for the Project, as contemplated in this Agreement, subsequent to the PACD.

(c) Requests for disbursement, accompanied by necessary supporting documentation prescribed in Project Implementation Letters are to be received by A.I.D. or any bank described in Section 7.1. no later than nine (9 months) following the PACD, or such other period as A.I.D. agrees to in writing. After such period, A.I.D., giving notice in writing to the Grantee, may at any time or times reduce the amount of the Grant by all or any part thereof for which requests for disbursement, accompanied by necessary supporting documentation prescribed in Project Implementation Letters, were not received before the expiration of said period.

Article 4: Conditions Precedent to Disbursement

SECTION 4.1. First Disbursement. Prior to the first disbursement under the Grant, or to the issuance by A.I.D. of documentation pursuant to which disbursement will be made, the Grantee will, except as the Parties may otherwise agree in writing, furnish to A.I.D. in form and substance satisfactory to A.I.D.:

A written statement of the name of the person or persons acting as representatives of the Grantee for purposes of the Grant, and a written statement of the names and positions of the persons who will be specifically responsible for implementation of each subproject component together with a specimen signature of each person so specified.

SECTION 4.2. Notification. When A.I.D. has determined that the conditions precedent specified in Section 4.1. have not been met within 120 days from the date of this Agreement, or such later date as A.I.D. may agree to in writing, A.I.D., at its option, may terminate this Agreement by written notice to Grantee.

SECTION 4.3. Terminal Dates for Conditions Precedent.

If all of the conditions specified in Section 4.1. have not been met within 120 days from the date of this Agreement, or such later date as A.I.D. may agree to in writing, A.I.D., at its option, may terminate this Agreement by written notice to Grantee.

Article 5: Special Covenants

The Grantee covenants that, except as A.I.D. may otherwise agree in writing:

SECTION 5.1.a. Prohibition on Abortion Related Activities. None of the funds made available under the Grant may be used to finance any costs relating to: (a) performance of abortion as a method of family planning; (b) motivation or coercion of any person to undergo abortion; (c) biomedical research which relates, in whole or in part, to methods of, or the performance of, abortion as a method of family planning; or, (d) active promotion of abortion as a method of family planning.

b. Population Growth Impact Statistics. Evidence that the Grantee agrees to make the requisite statistics available to the Lesotho Planned Parenthood Association (LPPA) for an analysis of the implications of population growth on various sectors and to make available appropriate Grantee senior decision-makers and rural leaders to attend seminars on the social and economic implications of population growth.

c. Access to Secondary Schools. Evidence that the Grantee affirms and will ensure that all secondary schools will be accessible to organizations that desire to provide population dynamics and family life education in the context of family planning, consistent with resolutions of the 1979 National Conference on Population.

SECTION 5.2. Project Evaluation. The Parties agree to establish an evaluation program as part of the Project. Except as the Parties otherwise agree in writing, the program will include, during the implementation of the Project and at one or more points thereafter:

- (a) evaluation of progress toward attainment of the objectives of the Project;

- (b) identification and evaluation of problem areas or constraints which may inhibit such attainment;
- (c) assessment of how such information may be used to help overcome such problems; and,
- (d) evaluation, to the degree feasible, of the overall development impact of the Project.

SECTION 5.3. The Grantee will ensure that the Ministry of Health (MOH) coordinates with LPPA and the Private Health Association of Lesotho (PHAL) to accomplish subproject objectives in a timely manner, including the development of schedules for the provision of training and technical assistance to be funded under the subproject, the development of training plans for the subproject and the nomination of participants to receive training under the subproject.

SECTION 5.4. The MOH will submit an annual work plan and quarterly reports to A.I.D. in a timely manner as agreed upon by the two parties.

SECTION 5.5. Within eighteen (18) months of signing the Project Agreement, the MOH in cooperation with the LPPA will have devised and begun implementation of a plan for standardizing family planning methods and corresponding contraceptive supplies available to clients.

SECTION 5.6. The Grantee will review its policy of distributing contraceptives with a view toward making it legally less restrictive to distribute oral contraceptives.

#### Article 6: Procurement Source

SECTION 6.1. Foreign Exchange Costs. Disbursements pursuant to Section 7.1. will be used exclusively to finance the costs of goods and services required for the Project having, with respect to goods, their source and origin, and with respect to services their nationality in the Kingdom of Lesotho or countries included in A.I.D. Geographic Code 941 as in effect at the time orders are placed or contracts entered into for such goods or services ("Foreign Exchange Costs"), except as A.I.D. may otherwise agree in writing, and except as provided in the Project Grant Standard Provisions Annex, Section C.1(b) with respect to marine insurance. Ocean transportation costs will be financed under the Grant only on vessels under flag registry of the United States or other countries included in A.I.D. Geographic Code 941, except as A.I.D. may otherwise agree in writing.

SECTION 6.2. Local Currency Costs. Disbursements pursuant to Section 7.2. will be used exclusively to finance the costs of goods and services required for the Project having their source and, except as A.I.D. may otherwise agree in writing, their

origin in the Kingdom of Lesotho ("Local Currency Costs"). To the extent provided for under this Agreement, "Local Currency Costs" may also include the provision of local currency resources required for the Project.

Article 7: Disbursement for Family Planning Projects

SECTION 7.1. Disbursement for Foreign Exchange Costs.

(a) After satisfaction of conditions precedent, the Grantee may obtain disbursement of funds under the Grant for the foreign exchange costs of goods or services required for the Project in accordance with the terms of this Agreement by such of the following methods as may be mutually agreed upon:

- (1) By submitting to A.I.D. with necessary supporting documentation as prescribed in Implementation Letters: (a) requests for A.I.D. to procure commodities or services on the Grantee's behalf for the Project; or, (c) requests for A.I.D. to issue letters of commitment for specified amounts directly to one or more contractors or suppliers committing A.I.D. to pay such contractors or suppliers for such goods or services.

SECTION 7.2. Disbursement for Local Currency Costs.

(a) After satisfaction of conditions Precedent, the Grantee may obtain disbursement of funds under the Grant for local currency costs required for the Project in accordance with the terms of this Agreement by submitting to A.I.D., with necessary supporting documentation as prescribed in Project Implementation Letters, requests to finance such costs. Disbursements by A.I.D. shall be in reimbursement for goods or services required for the Project or, if advances of local currency are mutually agreed upon, disbursements shall be made into a special account to ensure, inter alia, that none of the funds provided by A.I.D. may be used to finance any of the costs prohibited under Section 5.1. of this Agreement.

(b) Local currency advanced by A.I.D. to the Grantee may thereafter be advanced by the Grantee to any other entity for purposes of the Project with the Agreement of A.I.D. only if such advances are also made into a segregated account or accounts to ensure that such funds may not be used to finance any costs prohibited under Section 5.1. of this Agreement.

SECTION 7.3. Other Forms of Disbursement. Disbursements of the Grant may also be made through such other means as the Parties may agree to in writing.

SECTION 7.4. Rate of Exchange. Except as may be more specifically provided under Section 7.2., if funds provided under the Grant are introduced into the Kingdom of Lesotho by A.I.D. or any public or private agency for purposes of carrying out obligations of A.I.D. hereunder, the Grantee will make such arrangements as may be necessary so that such funds may be converted into currency of the Kingdom of Lesotho at the highest rate of exchange which, at the time the conversion is made, is not unlawful in the Kingdom of Lesotho.

Article 8: Miscellaneous

SECTION 8.1. Communications. Any notice, request, document, or other communication submitted by either Party to the other under this Agreement will be in writing or by telegram or cable, and will be deemed duly given or sent when delivered to such party at the following addresses:

To the Grantee: Principal Secretary, Ministry of Planning  
and Economic Affairs

[MAIL] P.O. Box 630, Maseru 100, Lesotho

[CABLES] Plannoff, Maseru

To A.I.D.: Mission Director, USAID/Lesotho

[MAIL] c/o American Embassy, P.O. Box 333,  
Maseru 100, Lesotho

All such communications will be in English, unless the Parties otherwise agree in writing. Other addresses may be substituted for the above upon the giving of notice. The Grantee, in addition, will provide the USAID Mission with a copy of each communication sent to A.I.D.

SECTION 8.2. Representatives. For all purposes relevant to this Agreement, the Grantee will be represented by the individual holding or acting in the office of Principal Secretary, Ministry of Health and A.I.D. will be represented by the individual holding or acting in the office of Mission Director, USAID/Lesotho, each of whom, by written notice, may designate additional representatives for all purposes other than exercising the power under Section 2.1. to revise elements of the amplified description in Annex 1. The names of the representatives of the Grantee, with specimen signatures, will be provided to A.I.D., which may accept as duly authorized any instrument signed by such representatives in implementation of this Agreement, until receipt of written notice of revocation of their authority.

SECTION 8.3. Standard Provisions Annex. A "Project Grant Standard Provisions Annex" (Annex 2) is attached to and forms part of this Agreement.

SECTION 8.4. Language of Agreement. This Agreement is prepared in English only.

IN WITNESS WHEREOF, the Grantee and the United States of America, each acting through its duly authorized representative, have caused this Agreement to be signed in their names and delivered as of the day and year first above written.

UNITED STATES OF AMERICA

KINGDOM OF LESOTHO

By: *Robert M. Smalley*  
Honorable Robert M. Smalley

By: *Michael M. Sefali*  
Michael M. Sefali

Title: United States Ambassador to Lesotho

Title: Minister of Planning and Economic Affairs

By: *Jesse E. Snyder*  
Jesse E. Snyder

By: *Dr. S.T. Makenete*  
Dr. S.T. Makenete

Title: Mission Director USAID/Lesotho

Title: Minister of Health

Appropriation: 72-1171021.4  
Budget Plan Code: GDPA-87-21632-KG12  
Projec Number: 698-0462.32  
Amount Obligated: \$695,000  
State 87 227254

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ANNEX A

PROJECT DESCRIPTION

As a subproject of the regional Family Health Initiatives (FHI) II Project, the Lesotho Family Health Services (LFHS) activity will assist the principal governmental and non-governmental organizations involved in providing family planning information, education and communication (IEC) and family planning services throughout Lesotho. The Subproject purpose is to strengthen the capacity of government and selected non-governmental organizations to implement effective family planning information, education and communication programs and to improve the delivery of family planning services in ways compatible with the culture, resources and development objectives of Lesotho.

The Life of Project (LOP) funding for this four-year activity is \$1,793,000. AID's FHI II contribution, at \$1,175,000 will finance a grant of \$695,000 to the Government of Lesotho (GOL) and a grant of \$480,000 to the Lesotho Planned Parenthood Association. These grants will provide funds for the procurement of commodities such as vehicles, audio-visual equipment and computer equipment. The Subproject includes buy-ins to other AID/Washington centrally funded projects to procure technical assistance from cooperating agencies for training and operations research in the furtherance of the Subproject goal and objectives. These organizations are experienced contractors in a broad range of services related to family planning. The organizations that have agreed to provide assistance to the LFHS Subproject are: Georgetown University, Columbia University, Johns Hopkins University, the East and Southern Africa Management Institute, Management Sciences for Health and the International Foundation for Family Life Promotion. To strengthen management in the Ministry of Health and assist USAID in Subproject oversight and implementation, Subproject funds will be used to provide salary support for a Personal Services Contractor (PSC) to work in the Ministry of Health and a PSC to work in USAID, on a half-time basis.

The main Lesotho organizations which will implement the Subproject are: the Ministry of Health, and the Lesotho Planned Parenthood Association which has been duly registered as a non-governmental organization by USAID/Lesotho. The Lesotho Catholic Secretariat will be involved in implementation of the activities associated with the grant to the LPPA, while the Lesotho Private Health Association will be involved mainly in activities under the grant to the GOL. It is anticipated that at the end of this four-year Subproject these organizations will have the capacity to provide family planning IEC and quality

family planning services to all Basotho who desire them. Because the Subproject focuses primarily on strengthening existing family planning health services, almost no recurrent costs burdens will be imposed on the institutions and an uninterrupted continuation of these services will continue after completion of the LFHS activity.

A. Description of Components

1. Information, Education and Communications - MOH

The Health Education Unit (HEU) of the Ministry of Health (MOH) is expected to provide leadership to the several public and private sector agencies which are qualified and interested in delivering information, education and communications (IEC) on family planning. The personnel who undertake IEC activities need to have technical competence in a variety of media, to be able to match media and message with the target audience and possess skills in planning, implementing and evaluating IEC activities. This component will strengthen the capacity of the HEU and other agencies to plan and conduct effective family planning IEC activities. It is supportive of the World Bank project with the MOH, which provides funds for the production of IEC materials on health and FP, and for research, testing of materials and evaluation.

Funds will be available from the Subproject for the production of approximately 60,000 pieces of printed material on family planning for semi-literate and illiterate women and men. Technical assistance will be provided by the Population Communication Services, in campaign planning, health journalism, campaign and program evaluation, family life education and radio production, use and evaluation. Further information is contained in Annex D 1 of the Project Proposal.

INPUTS:

- i) FHI II (\$100,000)  
TA (4.0 PM) from Population Communication Services  
Production of Printed Materials
- ii) Other AID Centrally Funded Projects (\$34,000)  
TA (2.75 PM) from Population Communication Services,  
including .75 PM for evaluation services

OUTPUT: Information, Education and Communication Capacity  
Enhanced

Approximately 20 Basotho, eight of whom will be staff of the Health Education Unit (HEU) of the MOH, will have received special in-country training. The increased capacity will be reflected in the results of the pre-tests of IEC materials. Over the years, the pre-tests will reveal an increase in the levels of comprehension and appeal of the materials tested. With LFHS

assistance the MOH, through a contract with the Lesotho Distance Teaching Center, will have produced approximately 60,000 pieces of printed materials on family planning for illiterates and semi-illiterate people.

## 2. In-Country Management Training

Shortages of adequately trained personnel and managers is one of the major impediments to the delivery of family planning services. Despite achievements under UNFPA, AID and other donor projects, the manpower problem still requires priority attention.

A special management skills course will be given in Lesotho during the first years of the Subproject. The course will be given by short-term consultants, one from the U.S. and one locally based, for approximately 20 middle and top level managers of family planning programs in the public and private sectors. The course will be based on experiential learning methods. At the conclusion of the course, participants will be expected to have developed a plan for utilizing skills learned in carrying out their work. The local consultant will conduct an on the job follow up of each participants. A follow up course will be held after approximately nine months to discuss implementation of the plans and provide further guidance on techniques to address management difficulties encountered by the participants.

The AID S&T/POP-funded Family Planning Management Training Project will provide a short term consultant to help develop and implement the training courses. The courses will be developed in collaboration with a locally based consultant in consultation with the MOH, PHAL and LPPA.

### INPUTS:

- i) FHI II (\$60,000)  
TA (2 PM) from Family Planning Management  
Training Project  
Local consultancy services (3.0 PM)  
Training, including materials
- ii) Other AID Centrally Funded Projects (\$30,000)  
TA (3.75 PM) from Family Planning Management  
Training Project

OUTPUT: Number of Personnel Trained in Management Increased

Approximately 20 of the main mid- and top-level managers of FP services will have attended in-country management skills courses and received on the job follow-up.

### 3. Out of Country Short-term Training

To assist in ensuring that essential program-related skills are available, a small group of Basotho will attend specialized short-term out-of-country courses. Approximately half of the participants are expected to be from the GOL and half from the non-government organizations.

In the areas of management such courses would include planning management systems for program coordination and control. The out-of-country, management training will be in Subproject years three and four. Two categories of people will be considered: those who have performed well as a result of the in-country course and those who have recently assumed their management positions and hence were unable to benefit from the in-country course.

The Subproject will also provide funds to send a few Basotho for short-term training in clinical and service provision aspects of family planning. This training will be in subjects such as in laparoscopy, community-based family planning, clinical reproductive health care services, control of sexually transmitted diseases, monitoring and evaluation of family planning services, IEC, and adolescent fertility management. Also, three people from the LPPA family life counseling center for youth will be sent for special training at the Center for African Family Studies in Nairobi. For the out-of-country training, preference will be given to candidates who will perform a training function upon their return to Lesotho, have outstanding performance records and have not received similar training elsewhere.

To expedite the selection of out-of-country participants, the MCH/FP, PHAL and LPPA will be requested to provide to USAID a list of mid- and top-level personnel with the job functions, educational level, training experience and training needs of each. The list will be updated annually.

#### INPUTS:

- i) FHI II (\$81,000)
  - Training in Management/Administration (3 PM)
  - Training in Family Life Education (3 PM)
  - Training in other Special Fields (3 PM)

OUTPUT: Number of Personnel trained in Management and Specialized Subjects Related to Family Planning Increased

Approximately four people will have attended short-term, out-of-country training courses on special aspects of family planning. In addition, four managers will have participated in

out-of-country, short-term training courses. Also, three people will have received family life education training to enable LPPA to operate a family life counseling center for youth.

#### 4. Contraceptive Supply Logistics System

In the past Lesotho has experienced difficulties with the distribution and management of contraceptives. This problem was manifest in the mix of contraceptives available as well as quantities, with the most popular oral contraceptives often being out of stock. Stockage and control problems were experienced at the service delivery points and at the national supply center. Since mid-1984 AID has provided some assistance to the MOH, through the East and Southern Africa Management Training Institute (ESAMI) in collaboration with the Centers for Disease Control. There is need to continue the assistance for ESAMI to ensure the functioning of an adequate contraceptive supply logistic system.

Most family planning service delivery points obtain supplies from the National Drug Stockpile Organization (NDSO) which centrally purchases, stores and distributes all drugs within Lesotho. (LPPA is provided contraceptive supplies directly from IPPF). However, there has been no comprehensive mechanism for reporting the status of supplies dispensed at the service delivery points for commodities supplied by NDSO. Forecasting of supplies as well as maintenance of stock records was difficult because the NDSO had no computer.

In mid-1985 a two day logistics workshop was held for MOH district public health nurses and pharmacists. The LPPA and PHAL also participated. New data collection and reporting formats were discussed. Participants were trained in analysis and use of the new information system. The district public health nurses were charged with the responsibility of training clinic nurses in their respective districts and supervision in the use of new forms. (The cost of printing the monthly forms were covered by AID). Commodity usage data summarized in the monthly report forms are submitted to the NDSO which will soon have computer facilities. These forms are being pilot tested.

Under the Subproject, funds will be provided to enable ESAMI and MOH to conduct a midterm evaluation. The midterm evaluation will also cover service user statistics (explained in the next section). The midterm evaluation will focus on how the new system is operating, problems experienced and what should be done to improve the system. It will entail a review of the aggregate statistics at the NDSO, the statistics from each health service area and a random sample of monthly reports. In addition, a sample of clinics will be visited. It is anticipated that the midterm evaluation will point to needs for further training, including on the job training.

A workshop will be held to discuss the evaluation findings with district public health nurses and other managers who supervise the delivery of family planning services. The objective of the workshop will be to review the implementation status of the new data collection forms and commodity record system and to make amendments required to ensure the smooth application of the service statistics and reporting system. The workshop will also review the warehousing system and resources needed at the national, district and local levels of management. The district managers participating in the workshop will be from all organizations providing family planning services in Lesotho. About 40 participants will attend the workshop. LFHS funds have been budgeted for follow-on training and supervision.

The LFHS will also fund a meeting for donor agencies, the MOH and providers of contraceptives in Lesotho to discuss the resource requirements and supplies management policy issues identified by the district workshop participants. The operation of the new service statistics and reporting system and its implications for each agency providing contraceptives will be discussed. A final evaluation will be conducted in 1989 to assess the impact of the activities. If the ESAMI grant which concludes in September 1988 is not extended, the technical assistance for the evaluation will be obtained from another AID centrally funded cooperating agency or through a locally executed contract for services.

(Currently MOH and LPPA foresee no shortfall in the contraceptive supplies they plan to receive from the EEC and IPPF respectively. If, however, a later demand arises, USAID will submit a request to either Family Planning International Association (FPIA) or Pathfinder for supplies).

INPUTS:

- i) FHI II (\$35,000)  
TA (2.0 PM) from ESAMI  
Workshop/Meetings  
Follow-up Training and Supervision
- ii) Other AID Centrally Funded Projects (\$15,600)  
TA (2.0 PM) from ESAMI

OUTPUT: Improved Reporting on Contraceptives Distributed  
at Service Delivery Points and Contraceptives  
Required

Ninety-five percent of all service delivery points will be submitting the requisite monthly reports in a timely manner.

## 5. Service User Statistics

In the past there have been no reliable national statistics on family planning users, since MOH, PHAL institutions and LPPA have had different data collection and recording requirements. Furthermore, since LPPA operates in some GOL, PHAL and Red Cross facilities, double reporting (to MOH and LPPA) may have occurred. Since September 1984 the MOH has taken measures to institute a uniform system for family planning user statistics. At the request of the MOH, ESAMI has provided advisory services in conjunction with work on contraceptive logistics.

At the logistics workshop discussed above new client record cards were introduced and the participants trained in their use. All family planning service delivery points are expected to use the new forms on a trial basis. The forms being tested require more information than previously collected by the MOH services delivery points. All service delivery points are expected to submit a monthly MCH/FP report form. The MOH Health Statistics Unit is responsible for processing the information. The demands on the Unit, however, prevent it from analyzing the data. Therefore, the Subproject provides for a minicomputer and accessories for the MOH LFHS Coordinator that will facilitate analysis of the information as well as other LFHS related data.

The service user forms are being tested. A midterm evaluation of their use will be undertaken in conjunction with the midterm evaluation of the contraceptive logistics system. The results will be discussed at the workshop discussed above. Because the evaluation is likely to make recommendations on modifications of the forms, the LFHS has budgeted funds for the printing of new forms.

In conjunction with a final evaluation of the contraceptive supply logistics system, a final evaluation of the FP user service statistics system will be carried out.

### INPUTS:

- i) <sup>25</sup> FHI II (\$17,600)  
TA (1.0 PM) from ESAMI  
Printing of Forms
- ii) Other AID Centrally Funded Projects (\$3,800)  
TA ( 0.5 PM) from the ESAMI

OUTPUT: Improved FP Service User Statistics

Ninety-five percent of all service delivery points will be using an improved form and submitting monthly reports on a timely basis. This will enable the MOH to monitor family planning service user rates.

B. IMPLEMENTATION ARRANGEMENTS

1. Administration and Coordination

(a) MOH

The Ministry of Health will designate a person to take overall responsibility for the administration of the following LFHS components within the MOH:

- IEC - Health Education Unit, MOH
- In-Country Management Training
- Out-of-country, Short-Term Training
- Contraceptive Logistics
- Family Planning Service User Statistics

The MOH designee, to be known as the LFHS Coordinator, will be responsible for day-to-day operational decision-making, Subproject oversight, submission to USAID of the requisite reports, and requests for scheduling the technical assistance provided under the Subproject by AID cooperating agencies. Also the designee will be responsible for ensuring that the requisite coordination with other agencies is carried out in a timely manner. Since the LFHS supports the World Bank assisted project, it is expected that the designee will be the Senior Health Planner, who is responsible for this other project.

The MOH will designate either the HEU Chief or the Health and Population Project Coordinator of the HEU to take primary responsibility for implementing the IEC component. The officer will make arrangements related to the visits of the technical assistants, such as schedule, scope of work, facilities, notification of people who are to participate and preparation of materials for the annual plans. In carrying out these tasks the officer will hold a preparatory meeting with personnel from LDTC, LPPA and other key organizations which will be involved.

The MCH/FP Coordinator of the Ministry of Health will be mainly responsible for implementing the contraceptive logistics, family planning service user statistics, and in-country management training components of the Subproject. The coordinator is expected to liaise with the NDSO, Health Statistics Unit, LPPA and PHAL as needed, and take leadership in the scheduling of technical assistants and their work. The Coordinator will be responsible for ensuring that the requisite preparations are made for the visits of technical assistants.

Because of the increased managerial work load in the MOH resulting from project-related activities, the Subproject will provide a full-time Program Assistant to work directly with the MOH officials. The Program Assistant will be hired locally on a

personal services contract with the USAID, using FRI II PROJECT funds, and will be based in the Planning and Statistics Unit of the MOH. The Program Assistant's duties will include assisting the MOH LFHS Coordinator to ensure that the Ministry's responsibilities under the Subproject are carried out in a timely manner. Under the administrative direction of the Ministry's LFHS Coordinator, the Program Assistant will assist in coordinating the MOH Subproject activities in IEC, overseas and in-country training, contraceptive logistics system, and FP user statistics. The Assistant will help ensure that these activities are coordinated with LPPA, the PHAL and LCS, as well as within the MOH. Further details are provided in the Program Assistant position description in Annex G of the Project Proposal. To assist the MOH to implement and monitor the LFHS activities, the Subproject provides for a vehicle and a minicomputer with accessories, especially for the use of the MOH LFHS Coordinator and Program Assistant.

(b) LPPA

The Lesotho Planned Parenthood Association will designate a person to be responsible for the administration of the IEC-LPPA and the operation research components. The designee will be responsible for day-to-day operational decision-making, Subproject budgeting and oversight, submission to USAID of the requisite reports, and other communications with USAID. The designee will help ensure that the commodities provided are utilized for the intended purposes. Also the designee will take responsibility for organizing meetings to discuss the findings from the operations research component and for ensuring the timely coordination of activities with relevant agencies. The designee will be responsible for oversight of the local research consultancies and any other contracts or agreements which deal with the expenditure of Subproject funds.

The Program Officer (IEC) will be primarily responsible for the implementation of the IEC component. Subsequent to the signing of the Subproject Agreement, the officer will reconfirm the commodities to be financed from the Subproject grant. Also, he will keep records on the receipt and redistribution of equipment and supplies. The officer will be responsible for planning, organization and execution of seminars/workshops financed by the Subproject.

The LPPA will designate an officer to be primarily responsible for the management and implementation of the operations research component. The officer will take a leadership role in communication and coordination with MCH/FP, PHAL and the LCS for the operations research activities related to these organizations. The approval of the MCH/FP Coordinator will be required on the design of the drop-out study prior to its execution. The officer will be responsible for sending copies of all major correspondence, contracts and other documents related

to the operations research to the MCH/FP Coordinator. The distribution of the operations research reports will be done by the Officer.

(c) Catholic Secretariat

The Executive Secretary of the Commission for Health and Social Welfare in the Lesotho Catholic Secretariat will be responsible for the administration and management of AID-financed support to the Secretariat. The Executive Secretary will be responsible for Subproject oversight, submission of the requisite reports through LPPA and the schedules and scopes of work for technical assistance. The Executive Secretary will keep records on commodities received.

(d) AID

USAID/Lesotho will be the responsible entity for AID management of the activities planned under the LFHS. The Health and Population Coordinator (HPC) in USAID/Lesotho will be the Project Officer. This position is currently held by the USAID Assistant Director. The HPC will be principally responsible for providing guidance and monitoring. The approval of the Project Officer will be required on any PIOs and contracting agreements made by the grantees. The HPC will issue PIL's and have overall responsibility for LFHS implementation, including approval of payments to reimburse the grantees for Subproject expenditures. The Program Assistant in the MOH and the Project Liaison Officer will be responsible to the HPC Officer and will be supervised by her. The Subproject Grant Agreements will be negotiated by the USAID/Lesotho Project Development Officer.

The HPC will be assisted by a Project Liaison Officer, hired locally on a PSC with FHI II Project funds on a half-tie basis. A Position Description is contained in Annex G of the Project Proposal. The Project Liaison Officer's duties will include overseeing and providing guidance to the LFHS to ensure achievement of objectives; monitoring the activities of the technical assistants; overseeing financial transactions; and serving as the central point of major correspondence between the Basotho implementing agencies and the AID cooperating agencies; monitoring the performance and counterpart contributions of the GOL, LPPA, and LCS; and, preparing AID-specific documentation.

Responsibility for issuing PIO/Cs for commodities and vehicles and tracking these commodities until they are received by LPPA and LCS will also rest with the Project Liaison Officer under supervision of the HPC and Mission Executive Officer. The Mission Executive Officer and REDSO/ESA Supply Management Officer will provide assistance as required. The Project Liaison Officer will serve as the USAID primary point of contact for the GOL, LPPA, LCS and PHAL. The cooperating agencies providing technical assistance to the LFHS will also use

the Project Liaison Officer as the primary contact point in USAID. A 4-wheel drive vehicle will be provided with FHI II Project funds for use by the Project Liaison Officer in carrying out his/her responsibilities. It will also be available for use by TA's and AID TDY personnel during the course of the Subproject. The vehicle will be under the administrative control of the Project Liaison Officer during the life of the Subproject, but will be turned over to LPPA at the end of the Subproject.

The Regional Health and Population Development Officer for Southern Africa will make periodic advisory visits to assist in monitoring, which will be augmented by the REDSO/ESA Population Officer. All legal matters pertaining to the Subproject will require the assistance of the RLA/SA. The Project Liaison Officer will be responsible for the scheduling of these visits in coordination with the Lesotho implementing agencies.

The out-of-country training will be coordinated and administered by the Project Liaison Officer with the assistance of the Project Officer in coordination with LPPA, MOH and PHAL. Each agency is expected to provide the Project Liaison Officer with a list of training needs. The MCH/FP Coordinator will be responsible for securing the necessary GOL approvals for Government personnel to be sent for training.

(e) Cooperating Agencies

Most of the technical assistance (TA) for the Subproject will be provided by AID cooperating agencies through buy-ins to centrally-funded population projects. USAID/Lesotho will issue the PIO/T's for the services of selected agencies on behalf of GOL, LCS and LPPA, in accordance with the plan set out in this document. SER/OP will be requested to negotiate and execute buy-ins to the contracts of the selected cooperating agencies.

All activities undertaken by the cooperating agencies on behalf of Lesotho will require the prior approval of USAID/Lesotho. Reports of their activities will be submitted to USAID, as specified in Section II.F.2. Each technical assistant provided by the cooperating agencies will meet with the Project Liaison Officer to discuss his/her scope of work and prior to departure each will also brief the Project Liaison Officer on the visit and requisite follow-up actions.

PCS will be responsible for assisting LPPA to identify appropriate films and slide sets to be purchased under the Subproject. Georgetown will provide a similar service for LCS. Also, PCS will make arrangements on behalf of LPPA to transform videos into 16mm films, as necessary.

## 2. Reports

Quarterly financial and technical reports will be submitted to USAID by LPPA and MOH. The technical reports will include a summary of the activities undertaken and specify the number of participants trained according to sex and job category. The reports will include information on activities and assistance provided by AID cooperating agencies. The financial reports will account for expenditures made with Subproject funds. The reports will be required within a month of the close of each quarter. Because LCS will receive FHI II funds through LPPA, it will submit quarterly reports to USAID through LPPA. In addition, LCS will submit to USAID copies of its quarterly reports to IFFLP.

An annual report will be required from the MOH, LPPA and LCS which summarizes the accomplishments made under the Subproject and with the assistance of AID cooperating agencies. It will also include a narrative on the inputs required and activities planned for the forthcoming year and the corresponding scheduling. Copies of these reports will be sent to the various AID cooperating agencies providing assistance to the Subproject.

Prior to the completion of the annual reports, there will be an annual scheduling work plan meeting of all groups to review progress and plan for the next year. Each AID cooperating agency will participate in the development of the Subproject annual plan and will also develop a separate work plan and budget for review and approval from the GOL or LPPA, USAID and S&t/POP.

Copies of trip reports for each visit of the AID cooperating agencies will be sent to USAID and the relevant Lesotho organization.

### C. Commodity Procurement

#### 1. Responsible Agencies

All purchases outside Lesotho will be conducted by the USAID for and on behalf of the MOH, LPPA and LCS. Small value shelf item purchases in Lesotho will be conducted by the LPPA for its own account and by LCS for its account. Commodities will be consigned to the MOH, LPPA and the LCS as appropriate. Consignees will be responsible for clearing the imported commodities from customs, for acknowledging receipt of goods by letter to the USAID Project Officer, and for insuring appropriate use of the AID-financed goods to further project objectives.

2. Equipment List

| <u>QTY</u> | <u>ITEM</u>  | <u>EST COST</u> | <u>TOTAL</u> |
|------------|--|-----------------|--------------|
| 3          | 16mm Motion Picture<br>Projector with Accessories            | \$600           | \$1,800      |
| 3          | Projection Screen<br>70" by 70"                              | 80              | 240          |
| 1          | Studio Tape Recorder<br>7 1/2"-15 ips                        | 2,600           | 2,600        |
| 5          | Portable Cassette Tape<br>Recorder                           | 610             | 3,050        |
| 2          | Microphone with Windscreen                                   | 220             | 440          |
| 3          | Flash Attachment   | 100             | 330          |
| 3          | 35mm Camera, 50mm Lens                                       | 220             | 600          |
| 2          | Elevator Tripod  | 180             | 360          |
| 2          | VCR Monitor/Receiver   | 920             | 1,840        |
| 2          | Portable VHS Tape Deck-<br>Recorder                          | 1,540           | 3,080        |
| 2          | Video to Video Phono<br>Plug to Plug, 10 ft Cable            | 30              | 60           |
| 2          | BNC Plug to Plug BBC-c-10                                    | 30              | 60           |
| 2          | Conversion Plugs, Video<br>Adaptor Phono Jack to<br>RNC Plug | 20              | 40           |
| 2          | Phono Plug to BNC Jack<br>Video Adaptor                      | 10              | 10           |
| 2          | Audio Cables VTR to<br>Monitor Phono Plug to<br>Plug 10 ft.  | 10              | 20           |
| 2          | Mini Plug to Phono   | 10              | 20           |
| 2          | Microphone Cable XLR<br>Jack to Mini Plug, 10 ft.            | 30              | 60           |
| 2          | Microphone Extension<br>Cable XLRP-XLRJ-25                   | 80              | 160          |

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|                                      |   |        |           |
|--------------------------------------|---|--------|-----------|
| 2                                    | Microphone Extension<br>Cable XLRP-XLRJ-15            | 60     | 120       |
| 2                                    | XLR Plug to Standard<br>Phone Plug XLRP-SPP-10        | 50     | 100       |
| 4                                    | Audio Connectors Plug<br>Plug to Standard Phone Jacks | 10     | 40        |
| 2                                    | Mike Stands, Desk Stands<br>with 312 Clamp            | 60     | 120       |
| 48                                   | 1/2" Video Tape rolls                                 | 18     | 864       |
| 26                                   | Audio Tape, 1/4"                                      | 15     | 390       |
| 124                                  | 1/4" Blank Cassettes                                  | 5      | 620       |
| 524                                  | 24 Exposure 35mm film<br>400 ASA                      | 6      | 3,144     |
| 1                                    | Vehicle (passenger)                                   | 11,000 | 11,000    |
| 3                                    | Vehicle (4-wheel drive)                               | 20,000 | 60,000    |
| 2                                    | Computer, printer, hard<br>and Accessories            | 18,000 | 36,000    |
| TOTAL ESTIMATED VALUE OF COMMODITIES |   |        | \$127,148 |

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All of the commodities listed above are for LPPA except one vehicle and one computer, printer, hard disk and accessories which are for the MOH and following which are for LCS:

- 1 motion picture projector
- 1 projection
- 1 cassette tape recorder
- 1 microphone
- 1 flash attachment
- 1 35 mm camera
- 50 blank cassettes
- 10 rolls of film
- 1 vehicle

D. Evaluation/Audits

After the first 18 months of the Subproject, AID will conduct a formative evaluation. The evaluation team will consist of at least one AID Population Officer and representatives of the two main cooperating agencies, Columbia University and Georgetown University. The purpose of the evaluation will be to review accomplishments and plans, identify problem areas and make recommendations for improving the direction of the Subproject. The evaluation is expected to take two weeks.

A final evaluation will be conducted in the last year of the Subproject. The purpose will be to document accomplishments of the LFHS activities. It will also make recommendations on future AID assistance in family planning. The evaluation team should consist of a family planning research specialist, an expert in IEC, and an AID Population Officer. The evaluation is programmed for four weeks. Prior to the formal evaluation, AID will contract locally for a specialist to conduct a study of those trained under the Subproject to determine the use of knowledge and skills acquired.

E. Implementation Schedule

The following is the implementation schedule of major program events.

| <u>Major Activities</u>                             | <u>Month/Year</u> | <u>Action by Whom</u> |
|---|-------------------|-----------------------|
| Subproject Agreements signed                        | Aug 1987          | USAID, GOL, LPPA      |
| Project Liaison Officer and Program Assistant hired | Sept 1987         | USAID, GOL            |
| Commodities ordered                                 | Sept 1987         | USAID, LPPA           |
| Consultant for IEC-MOH Arrives                      | Oct 1987          | PCS, MOH              |

|   |            |                       |
|---|------------|-----------------------|
| Life of Subproject workplan completed                             | Oct 1987   | MOH, LPPA             |
| NFP Program and Policy Consultant Arrives                         | Nov 1987   | LCS, Georgetown       |
| Consultant on Fund Raising Arrives                                | Nov 1987   | LPPA, Columbia        |
| Consultant for Family Life Education Arrives                      | Mar 1988   | MOH, PCS              |
| National Family Life Workshop held                                | Mar 1988   | LPPA, MOH             |
| CBD Research Begun  | April 1988 | LPPA, Columbia        |
| Annual Work Plan completed  | May 1988   | MOH, LPPA             |
| In-Country Management Training Course Begun                       | June 1988  | MOH, FPMT             |
| Consultant for IEC-MOH Arrives                                    | Aug 1988   | MOH, PCS              |
| Drop-out Research Begun   | Sept 1988  | LPPA, MOH             |
| LFHS Formative Evaluation   | Mar 1989   | MOH, LPPA, USAID      |
| Family Life Counseling Center opened                              | Mar 1989   | LPPA, GOL             |
| Annual Work Plan Completed  | May 1989   | MOH, LPPA             |
| CBD Assessment  | June 1989  | LPPA, Columbia        |
| Contraceptive Logistics and Service User Statistics Final Arrives | Jul 1989   | MOH, ESAMI            |
| Consultant for IEC-MOH Arrives                                    | Oct 1989   | MOH, PCS              |
| Baseline for NFP/CBD Comparison Begun                             | Nov 1989   | LPPA, LCS, Georgetown |
| Final Year Work Plan Completed                                    | May 1990   | MOH, LPPA             |
| Final Evaluation  | Feb 1991   | USAID, MOH, LPPA, LCS |

F. Method of Implementation and Financing

The following chart summarizes the methods of payment proposed for the use of FHI II funds for the Subproject.

## Subproject Element Estimated Cost

| <u>Method of Implementation</u>                               | <u>Method of Financing (a)</u> |
|---|--------------------------------|
| 1. Technical Assistance<br>Long-Term-PSCs                     | Direct Pay                     |
| Short-Term-AID Direct Pay*                                    |                                |
| 2. Training<br>Incountry                                      | Direct Pay*                    |
| Short-term U.S. and<br>Third Country                          | Direct Pay                     |
| 3. Commodities<br>AID Direct Procurement                      | Direct Pay                     |
| AID Purchase Orders   | Direct Pay*                    |
| 4. Local Currency Costs<br>Support costs not covered<br>above | AID Direct*                    |

NOTES: (a) Direct pay methods of financing includes direct reimbursement to grantees

\* Includes financing through periodic advances

TABLE 11 ILLUSTRATIVE SUMMARY PROJECT BUDGET

A. Grant to ECL

|  | FHI<br>II    | Host<br>Country* | Other<br>AID<br>Projects* | TOTAL         |
|--|--------------|------------------|---------------------------|---------------|
| 1. IEC-NON                               | 100.0        | 64.0             | 24.7                      | 168.7         |
| 2. In-country<br>Management Training     | 60.0         | 9.5              | 30.0                      | 99.5          |
| 3. Out-of-country<br>Short-term Training | 81.0         | 6.3              | 0.0                       | 87.3          |
| 4. Contraceptive<br>Logistics            | 35.0         | 83.3             | 15.6                      | 133.9         |
| 5. Contraceptive<br>User Statistics      | 17.6         | 61.5             | 3.6                       | 82.7          |
| 6. Other Costs                           |              |                  |                           |               |
| Project Liaison Officer                  | 60.0         | 0.0              | 0.0                       | 60.0          |
| Program Assistant                        | 120.0        | 0.8              | 0.0                       | 120.8         |
| Work Plans Evaluations                   | 15.0         | 1.2              | 9.3                       | 25.5          |
| Financial Review                         | 12.9         | 0.2              | 0.0                       | 13.1          |
| Vehicles (2)                             | 31.0         | 10.4             | 0.0                       | 41.4          |
| Computer, Accessories                    | 18.0         | 0.8              | 0.0                       | 18.8          |
| Computer Training                        | 2.0          | 0.0              | 0.0                       | 2.0           |
| <b>SUBTOTALS</b>                         | <b>552.5</b> | <b>238.0</b>     | <b>63.4</b>               | <b>653.9</b>  |
| Contingency 10%                          | 55.3         | 0                | 8.3                       | 63.6          |
| Total                                    | 607.8        | 238.0            | 91.7                      | 937.5         |
| Inflation 5%                             | 87.2         |                  | 9.3                       | 96.5          |
| <b>GRAND TOTAL</b>                       | <b>695.0</b> | <b>238.0</b>     | <b>101.0</b>              | <b>1034.0</b> |

B. GRANT TO LPPA

|                            |              |              |             |              |
|----------------------------|--------------|--------------|-------------|--------------|
| 1. IEC-LPPA                | 85.8         | 165.4        | 0.0         | 251.2        |
| 2. Operations Research     | 174.0        | 27.9         | 11.0        | 212.9        |
| 3. Natural Family Planning | 52.6         | 16.5         | 45.5        | 114.6        |
| 4. Other Costs             |              |              |             |              |
| Vehicles (2)               | 40.0         | 0.0          | 0.0         | 40.0         |
| Computer & Accessories     | 18.0         | 0.0          | 0.0         | 18.0         |
| Financial Review           | 15.0         | 0.2          | 0.0         | 15.2         |
| <b>SUBTOTALS</b>           | <b>395.4</b> | <b>210.0</b> | <b>56.5</b> | <b>651.9</b> |
| Contingency 10%            | 39.5         | -            | 5.7         | 44.2         |
| Total                      | 423.9        | -            | 62.2        | 486.1        |
| Inflation 5%               | 56.1         | -            | 6.8         | 62.9         |
| <b>GRAND TOTAL</b>         | <b>480.0</b> | <b>210.0</b> | <b>69.0</b> | <b>759.0</b> |

TOTAL LESS

From AID FHI II

1175.0

1793.0

\* The line items reflect contingency and inflation rates

\* This does not include approximately \$32,500 for initial cooperating agency visits to Lesotho to discuss the Subproject.