

PD-ABE-085

87968



TRIP REPORT B - # 416-1 and 2

**Travelers:** Mr. Pape Gaye, INTRAH Regional Director for Francophone Africa

Mrs. Béatrice Ekué, INTRAH Regional Administrative Officer

**Country Visited:** Burkina Faso

**Date of Trip:** October 27 - November 5, 1993

**Purpose:** To conduct a financial review of the INTRAH/DSF project.



**Program for International Training in Health**

**PAC IIb**



**University of North Carolina at Chapel Hill  
Chapel Hill, North Carolina 27514 USA**



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\*C. Draft Workplan for the Period of November 1993 - July 1994

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\*On file with INTRAH/Lomé

### EXECUTIVE SUMMARY

From October 28 to November 5, 1993, INTRAH Regional Director for Francophone Africa Mr. Pape Gaye and INTRAH Regional Administrative Officer Mrs. Béatrice Ekué visited Ouagadougou to conduct a financial review of the INTRAH/Directorate of Family Health (DSF) project. The visit was financed with INTRAH central funds.

Major accomplishments included:

- Mr. Gaye and Mrs. Ekué met with INTRAH Resident Consultant Mr. Joanny Kaboré to review progress in implementation of the INTRAH/DSF project.
- Workplan activities for the period November 1993 to July 1994 were reviewed and local cost estimates were confirmed.
- A work session was conducted with Mr. Pierre Minoungou of Cabinet Auditex to review the status of outstanding activity expenditure reports and changes to be made to completed reports.
- Local cost estimates for remaining activities to be supported by buy-in #2 were determined and issues concerning funds borrowed by the DSF from the Ministry of Health, Social Action and Family (MOHSAF) contraceptive fund were discussed.

Major recommendations included:

- The DSF should apply for MOH contraceptive funds to support currently unfunded activities in the INTRAH/DSF workplan.
- The DSF should continue to manage in-country funds for activities financed by the buy-in. Financial reports will be prepared by the DSF and reviewed/audited by Cabinet Pierre Minoungou.
- INTRAH central funds to support selected workplan activities between January - July 1994 will be managed by the INTRAH/DSF Resident Consultant and reported through INTRAH/Lomé's monthly financial reports.

The visit coincided with the presence in-country of a team evaluating the USAID/Burkina Faso-assisted bilateral FP

project. The INTRAH team of Mr. Gaye, Mrs. Ekué, INTRAH Evaluation Officer Mr. Constance Newman and Mr. Kaboré met with USAID/Burkina Faso FP Project Manager Dr. Claude Milogo and the team of external evaluators to discuss INTRAH's work with the DSF.

A briefing was held with USAID/Burkina Faso and debriefings were held with USAID/Burkina Faso and the DSF.

SCHEDULE OF ACTIVITIES

- October 27** Mr. Gaye and Mrs. Ekué departed Lomé at 8:30 p.m. for Abidjan.
- October 28** Arrived in Ouagadougou via Air Ivoire at 11:00 a.m.
- Mr. Gaye, Mrs. Ekué and Mr. Kaboré reviewed the assignment description and prepared the schedule for the visit.
- Mrs. Ekué and Mr. Kaboré met to discuss financial and administrative issues.
- Mr. Gaye and Mrs. Ekué reviewed materials prepared by INTRAH/Chapel Hill on the balance of buy-in funds.
- October 29** Mr. Gaye, Mrs. Ekué and Mr. Kaboré prepared for meetings with USAID/Burkina Faso at the DSF.
- Briefed with Dr. Jatinder Cheema, USAID/Burkina Faso Chief HPNO.
- Courtesy visit to Mr. Tom Luche, USAID/Burkina Faso Representative.
- Work session with Mr. Kaboré.
- Mrs. Ekué met with Ms. Justine Belem to settle administrative and financial issues.
- October 30** Work session with Mr. Kaboré to begin revising the workplan.
- October 31** Mrs. Ekué and Mr. Gaye prepared a draft of the revised workplan and began to prepare budget estimates for local costs and technical assistance for revised workplan activities.
- November 1** (National Holiday)
- Continued working on budget estimates.
- Work session with Mr. Kaboré to discuss the use of a fiscal agent.

- November 2** Work session with Cabinet Pierre Minoungou to review the status of outstanding financial reports and discuss problems of exchange rates and changes to be made to reports returned by INTRAH/Chapel Hill.
- Meeting with Dr. Zeinab Derme, Head of the Family Planning Section at the DSF.
- Mr. Gaye, Mrs. Ekué and Mr. Kaboré met to plan for a meeting with Dr. Bakouan.
- November 3** Met with Dr. Bakouan and Dr. Derme to review the assignment description, discuss remaining activities in the INTRAH/DSF workplan and project implementation issues.
- Work session with Mrs. Agathe Sorgho, DSF Accountant, to review the status of wire transfers of funds from UNC-CH to the Directorate of Administration and Finance (DAF) bank account and outstanding financial reports.
- Visited BICIA Bank to inquire about procedures for opening a bank account.
- Met with Mr. Kaboré to discuss the training of auxiliary birth attendants (ABAs) and licensed nurses (IBs).
- Met with INTRAH Evaluation Officer Ms. Constance Newman and Mr. Kaboré to discuss planning for an INTRAH-assisted performance evaluation workshop scheduled for November 15-27, 1993.
- November 4** Prepared for a meeting with the external evaluation team.
- Met with the external evaluation team at USAID/Burkina Faso.
- Mr. Gaye and Mrs. Ekué finalized the workplan and determined the balance for buy-in funds for local costs.
- Began working on debriefing memorandum.
- Mr. Kaboré joined Mr. Gaye and Mrs. Ekué to prepare for debriefing with Dr. Derme and USAID/Burkina Faso FP Project Manager Dr. Claude Milogo.

**November 5**

Debriefed with Dr. Derme at the DSF.

Opened a bank account at BICIA.

Debriefed with Dr. Cheema and Dr. Milogo.

Departed for Lomé via Cotonou at 8:00 p.m.

LIST OF ABBREVIATIONS

<b>ABA</b>	Auxiliary Birth Attendant
<b>CLUSA</b>	Cooperative League of the United States of America
<b>DAF</b>	Directorate of Administration and Finance
<b>DEP</b>	Direction des Etudes et de la Planification (Directorate of Studies and Planning)
<b>DSF</b>	Direction de la Sante Familiale (Directorate of Family Health)
<b>GOBF</b>	Government of Burkina Faso
<b>IB</b>	Infirmier Brevete (Licensed Nurse)
<b>MOHSAF</b>	Ministère de la Sante de l'Action Sociale et de la Famille (Ministry of Health, Social Action and Family)

I. PURPOSE OF TRIP

The purpose of the visit was to conduct a financial review of the INTRAH/DSF project. The activity was supported by INTRAH central funds.

II. ACCOMPLISHMENTS

- A. Mr. Gaye and Mrs. Ekué met with INTRAH Resident Consultant Mr. Joanny Kaboré to review progress in the implementation of the INTRAH/DSF project.
- B. Workplan activities for the period November 1993 to July 1994 were reviewed and the costs were confirmed.
- C. A work session was conducted with Pierre Minoungou during which many in-country financial management issues were discussed (see Description of Activities).
- D. Local cost estimates for remaining activities to be supported by buy-in #2 were confirmed.
- E. Discussions were held with USAID/Burkina Faso Chief HPNO Dr. Jatinder Cheema, DSF Director Dr. Didier Bakouan, DSF Head of FP Dr. Zeinab Derme and USAID/Burkina Faso FP Project Manager Dr. Claude Milogo on possible activities to be supported by INTRAH central funds earmarked for RMB.
- F. The INTRAH team of Mr. Gaye, Mrs. Ekué, Mr. Kaboré and Evaluation Officer Ms. Constance Newman met with Dr. Milogo and a team of evaluators in-country to conduct a mid-project evaluation of the bilateral MCH/FP project between USAID/Burkina Faso and the Government of Burkina Faso (GOBF). The evaluation team had made field visits and had been in contact with INTRAH-trained personnel.

- G. A bank account was opened at BICIA Ouagadougou to facilitate the future transfer of central funds to support local costs of workplan activities.
- H. A briefing was conducted with Ms. Newman and Mr. Kaboré to discuss the INTRAH-assisted performance evaluation workshop scheduled to be conducted in Ouagadougou November 15-27, 1993.

### III. BACKGROUND

At the end of the project and financial review visit conducted from June 14-19, 1993 (see Trip Report B-#380), INTRAH concluded that there were numerous problems with the management of in-country funds. All MOHSAF project funds are controlled by the DAF, and the DSF Director, who is also the INTRAH/DSF Project Director, does not have control over those funds. INTRAH has an agreement with Cabinet Pierre Minoungou, a local certified accounting firm, to review activity expenditure reports prepared by the DSF and forward reports to INTRAH/Lomé. Despite this arrangement there were problems. For example, neither the accounting firm nor the DSF accountant have access to bank account information and it is difficult to know when transfers made by UNC-CH are posted into the Ministry account.

The DSF had borrowed money from the contraceptive fund managed by the Ministry to support activities in the INTRAH/DSF workplan. The DSF and USAID expected INTRAH to work with the DSF and the DAF to determine how much money had been borrowed and make arrangements for reimbursement because the DSF had borrowed the money to finance INTRAH-assisted activities.

USAID, the DSF and INTRAH recommended that INTRAH should conduct a special financial review to resolve these problems and prepare a workplan for the remaining activities

in the INTRAH/DSF project. The visit described in this report was conducted to carry out that recommendation.

#### **IV. DESCRIPTION OF ACTIVITIES**

##### **A. USAID/Burkina Faso**

A briefing was conducted with Dr. Jatinder Cheema, Chief HPNO. (Mrs. Perle Combarry, the former Project Manager at USAID, now works with the Health Financing Project and is based at the Directorate of Studies and Planning (DEP)). Dr. Claude Milogo is the new Family Planning Project Manager but he was not available for the briefing because he was in the field with the external evaluation team.

A team of Dr. Al Henn and Dr. Susan Adamceck was conducting a mid-project evaluation. However, because the mission is scheduled to close in FY95, the evaluation team was expected to identify priority areas for possible future assistance. INTRAH was asked to meet with the team to discuss INTRAH's PAC I Ib assistance in Burkina.

The INTRAH team and USAID discussed the possibility of using INTRAH central funds to support activities directed toward reducing medical and other barriers to FP service access; for example, central funds could be used to finance activities to disseminate the national MCH/FP service policy, standards and FP and MCH service protocols. INTRAH technical assistance was requested for planning and preparation of one national and many provincial dissemination seminars. Because of time constraints, INTRAH suggested that only 5 provincial seminars be planned in the INTRAH/DSF workplan. Dr. Cheema, however, felt strongly that dissemination seminars should be conducted in all 15 provinces supported by the USAID bilateral project even if it meant reducing the number of participants in each

seminar. Dr. Cheema recommended that the national seminar be conducted in coordination with other cooperating agencies working in Burkina Faso.

The deficit in buy-in funds to support local costs of activities was discussed and suggestions were made for how the DSF could complete currently unfunded activities. Drs. Cheema and Milogo recommended that the DSF apply to the MOHSAF for "contraceptive funds." Since the contraceptive funds committee was scheduled to meet in the next few days, it was possible for the DSF to apply and receive funds for 1994. Activities that could be funded by the contraceptive funds were identified in the budget summary and workplan.

B. **Directorate of Family Health**

Dr. Zeinab Derme, recently-appointed Head of Family Planning at the DSF, met with the INTRAH team. She told the team that she was not yet familiar with the INTRAH/DSF project and had been relying very heavily on Mr. Kaboré.

Dr. Bakouan met with the team only once to discuss remaining workplan activities, contraceptive funds borrowed by the DSF and the recommendation to disseminate the national MCH/FP service policy, standards and protocols. According to Dr. Bakouan and Mr. Kaboré, the dissemination of MCH/FP guides and guidelines is needed because there are inconsistencies in the information being given to the service providers.

The status of various training curricula and service guidelines being developed with INTRAH financial and/or technical assistance were reviewed with Mr. Kaboré.

The team understood the following to be the status of documents:

- One thousand copies of the National MCH/FP Service Policy and Standards were printed in 1993. Copies have been distributed during seminars, meetings and other MOHSAF activities.
- The 6-week comprehensive clinical FP skills training curriculum was revised and updated. It needs to be finalized, reproduced and made available to national and provincial training teams.
- The curriculum for the training of ABAs and IBs in basic clinical FP (without IUD) has been completed and will be ready to be pre-tested in January 1994.
- FP and MCH protocols are being finalized and will be ready for printing in the first quarter of CY 1994. Seven hundred copies of both FP and MCH protocols are needed to cover service sites in the 15 project provinces. The DSF wants to disseminate the protocols in all 30 provinces and will need more than 700 copies. It was suggested that UNFPA and the World Bank be approached for additional resources.
- The refresher MCH curriculum for ABAs has been completed and will be ready for printing in early 1994. One hundred copies are needed.

Activities to be funded with remaining buy-in #2 funds were determined as follows:

<u>Activities</u>	<u>Local cost estimate</u>
Supervision	\$ 28,040
Refresher MCH training for physicians, nurses and midwives in 10 provinces	\$ 53,706
Refresher MCH training for auxiliary birth attendants	\$ <u>20,204</u>
Total workplan activities to be supported by buy-in #2	\$101,950

The status of funds borrowed by the DSF from the MOHSAF contraceptive fund was determined by comparing the total cash transferred by UNC-CH, activity expenditure reports already submitted, and outstanding reports. Telephone discussions were held with INTRAH Contract/Finance Officer Ms. Chris Durham to further clarify the situation.

It was concluded that the DSF had already reimbursed a total of CFA 15,637,567 or \$62,550 (using an exchange rate of 250) to the contraceptive fund. Because of the time lag between when the cash transfers were made and when they were received and posted in the DAF bank account, the DSF and the DAF did not know how much money was in the INTRAH/DSF account when the loans from the contraceptive fund were made.

The amount of funds that the DSF owes to the contraceptive fund is the difference between the value of total outstanding activity expenditure reports and cash still to be reported. These funds were estimated at \$13,927 (see Caye/Ekué November 4, 1993 memo).

C. **Cabinet Pierre Minoungou**

The team first met with Mr. Minoungou to settle administrative issues including the payment of Ms. Georgette Kere, Secretary, and to set up an appointment for a work session. The half-day work session provided the team with the opportunity to cover the following issues:

- The status of outstanding activity expenditure reports was established. The team learned that reports 27 to 32 had been completed and were waiting for review. The first draft of report 33 for the activity conducted from September 13 to October 2, 1993 (adaptation of training curriculum for ABAs and IBs) was also prepared. Cabinet Minoungou had received a message from INTRAH/Chapel Hill informing him of changes that needed to be made in reports 23 to 26 and he was waiting

for guidance. Because of this, reports 29 to 32 had not been audited. Reports 27 and 28 were already forwarded to INTRAH/Lomé.

- Issues concerning the changes to be made in activity expenditure reports were discussed. The issues were the exchange rate to be used (since the right and timely information about the exchange rate cannot be obtained from the bank or the DAF) and the timing for posting cash transfers made from UNC. Again, this information is not available to Cabinet Minoungou until at least 3.5 months after the transfers have been made.
- Total expenditures for outstanding reports 27 to 33 were estimated at \$55,814. The difference between outstanding reports and cash still to be reported according to Ms. Durham's October 25 memo was estimated at \$13,927 (\$55,814 - \$41,887). Since this difference will be subtracted from the available \$98,071, the buy-in funds available at UNC-CH was estimated at (\$98,071 - \$13,927) = \$84,144

## V. FINDINGS AND RECOMMENDATIONS

### 1. Finding

The November 1993 - July 1994 workplan includes activities which are not yet funded. These activities not in the PIO/T scope of work and delivery order are: 1) duplication of 100 copies of the MCH refresher training curriculum for ABAs, 2) duplication of the updated curriculum for comprehensive clinical FP training of physicians, nurses and midwives and, 3) duplication of 700 copies of the FP and MCH service protocols.

#### Recommendation

The DSF should apply for contraceptive funds to cover the costs of these activities.

### 2. Finding

Since the amount of buy-in #2 funds needed to complete workplan activities (\$101,950) is more than the amount available to be transferred (\$84,144), it will not be possible to complete all activities.

**Recommendation**

The DSF should suspend the remaining refresher MCH trainings for physicians, nurses and midwives in 10 provinces.

**3. Finding**

The lack of adequate information about the DSF sub-account at the DAF has given the false impression that more money was borrowed from the contraceptive fund than was needed. It has now been determined that the amount of funds borrowed is the difference between the funds sent by UNC and the funds already reported and to be reported.

**Recommendation**

The management of in-country funds for buy-in #2 supported activities and the system of transferring funds to the DSF should be maintained. Mrs. Ekué should coordinate with Ms. Durham to determine changes that need to be made in reports already submitted by Cabinet Minoungou. Those reports and reports 26-33 should be finalized immediately and submitted to INTRAH/Chapel Hill so that additional money can be transferred to Burkina Faso. The DSF should continue to prepare activity expenditure reports for each activity and submit them to Cabinet Minoungou for review and forwarding to INTRAH/Lomé.

**4. Finding**

An agreement is needed between INTRAH and the DSF for activities to be financed with INTRAH central funds between January - July 1994.

**Recommendations**

INTRAH/Lomé should prepare a draft MOA with the DSF for activities to be funded with INTRAH central funds.

The balance of available central funds should be determined and recommendations made for which activities in the draft workplans could be funded.

INTRAH/Chapel Hill should advance central funds for remaining workplan activities to INTRAH/Lomé which will wire transfer (or hand-carry) the funds to Joanny Kaboré who will be responsible for collecting all receipts and sending them to INTRAH/Lomé. These funds will be reported in the regular INTRAH/Lomé monthly reports.

5. **Findings**

The personnel situation at the DSF has not improved since the June 1993 project review visit. A new person has been appointed to the position of Head of Family Planning but will need time to learn about the INTRAH/DSF project. Meanwhile, the INTRAH Resident Consultant is providing much needed technical support to the DSF.

The DSF is in the process of completing curricula and protocols. Secretarial support is needed for the many scheduled activities between now and the end of the project.

**Recommendation**

Contracts for Mr. Kaboré and Ms. Kere, Project Secretary, should be extended to July 31, 1994.

**APPENDIX A**

**Persons Contacted/Met**

## APPENDIX A

### **Persons Contacted/Met**

#### USAID/Burkina Faso

Mr. Thomas LUCHE, USAID Representative  
Dr. Jatinder CHEEMA, Chief HPNO  
Mrs. Neen ALRUITZ, Technical Advisor for Child Survival  
Dr. Claude MILOGO, FP Project Manager

#### Ministry of Health, Social Action and Family

Dr. Didier BAKOUAN, Director of Family Health  
Dr. Zeinab DERME, Head of FP at the DSF  
Mr. Toussaint OUEDRAOGO, Family Planning Section  
Mrs. Augustine LOMPO, Family Planning Section  
Mrs. Agathe SORGHO, DSF Accountant  
Ms. Georgette KERE, Secretary  
Mrs. Louise DONDASE, Head of MCH  
Mrs. Perle COMBARY, Health Financing Project

#### Others

Dr. Souleymane BARRY, Regional HIV Advisor, REDSO/WCA  
Mr. Joanny KABORE, INTRAH Resident Consultant  
Mr. Pierre MINOUNGOU, Cabinet Auditex  
Dr. Al HENN, USAID Consultant  
Dr. Susan ADAMCECK, USAID Consultant  
Mr. Boubacar SOU, Health Economist Consultant/ABT Associate  
Mr. Jim ALRUITZ, Cooperative League of the United States of America (CLUSA)  
Mr. Pape SENE, CLUSA  
Ms. Barbara MCKINNEY, USAID/Togo

**APPENDIX B**

**Assignment Description**

Programme International pour la Formation en Matière de Santé  
Program for International Training in Health

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**REVISED ASSIGNMENT DESCRIPTION**

**PROJECT MONITORING AND FINANCIAL REVIEW  
October 27 - November 4 , 1993**

**Ouagadougou, BURKINA FASO**

**PURPOSES:**

1. Finalize the INTRAH/DSF workplan for November 1993 - July 1994 based on Delivery Order #7 and available INTRAH central funds.
2. Prepare a Fiscal Agent Service Contract between UNC/CH and Cabinet Pierre Minoungou for the management of INTRAH central funds between January - July 1994, to be submitted by INTRAH/Chapel Hill to AID/Contracts and UNC/CH for approval.
3. Prepare a Memorandum of Agreement between UNC/CH and the DSF for INTRAH/DSF workplan activities to be centrally funded by INTRAH between January - July 1994, for submission by INTRAH/Chapel Hill to AID CTO and UNC/CH for approval and to AID/Contracts as an attachment to the Fiscal Agent Service Contract.
4. Prepare a Memorandum of Negotiation with Cabinet Pierre Minoungou for submission with the Fiscal Agent Service Contract by INTRAH/Chapel Hill to UNC/CH and AID/Contracts.
5. Propose activities directed towards reducing medical barriers to FP service access to be conducted with INTRAH technical and financial assistance during CY 1994.

**INTRAH TEAM**

Pape A. Gaye  
Regional Director

Béatrice Ekué  
Regional Administrative  
and Financial Officer

**SPECIALITY**

Program Planning,  
Training strategy  
development.

Financial Management

**TASKS**

**BY WHOM**

1. Brief with the DSF and USAID/Burkina to review the the assignment description and clarify expectations for the visit.

- Gaye  
- Ekué

2. Conduct work sessions with the DSF and USAID to :
- Gaye
  - Kaboré
  - Dr Bakoua
  - DSF
  - USAID
- a. Clarify the status of workplan activities including preparation of training curricula, training activities in the provinces and supervision visits and update the INTRAH/DSF training plan.
- b. Confirm readiness of the DSF and provincial trainers to conduct three 4-week decentralized basic clinical FP skills workshops for Auxiliary birth attendants and certified Nurses (i.e. link between selection of participants and distribution of FP equipment to service sites).
- c. Confirm INTRAH/DSF workplan activities to be conducted between November 1993 - July 1994 based on Delivery Order #7, recommendations from the November 1992 trainee follow-up, DSF and USAID priorities, objectives of the USAID assisted bilateral MCH/FP project and available central funds.
- d. Review and revise draft Memorandum of Agreement, as appropriate.
- e. Review estimated in-country costs of buy-in and centrally-funded workplan activities for November 1993 - July 1994 to confirm or update cost factors.
3. Review actual in-country costs reported through financial report #26
- Gaye
  - Ekué
  - Dr Bakoua
  - USAID
4. Conduct work sessions with Cabinet Pierre Minoungou to:
- Gaye
  - Ekué
  - Minoungou
- a. Clarify what needs to be done to correct financial reports.
- b. Review list of overdue financial reports and discuss on necessary action to submit them to INTRAH/Lomé.
- c. Review and revise draft Fiscal Agent Service Contract and confirm cost factors for payment of fees.
5. Identify and agree with the DSF, DAF and Cabinet Pierre Minoungou on what needs to be done to resolve issues of funds borrowed by the DSF from the contraceptive fund.
- Gaye
  - Ekué
  - DSF
  - DAF
  - Minoungou
  - Kaboré

6. Discuss possible INTRAH-assisted activities to improve access to FP services by reducing medical and other barriers. These activities, to be conducted during CY 1994, would be financed with INTRAH central funds and will be confirmed after consultation with INTRAH/Chapel Hill. - Gaye  
- Dr Bakouan  
- USAID
7. Prepare a plan to submit overdue trip reports to INTRAH/Lomé. - Kaboré  
- Ekué
8. Debrief with USAID and the DSF to review accomplishments and recommendations and to clarify next steps, including the timing of AID/Contracts' and UNC/CH approval for the Fiscal Agent Service Contract and Memorandum of Agreement. A copy of the debriefing memo will be left with USAID. - Gaye  
- Ekué  
- Kaboré
9. Submit a trip report to INTRAH/Chapel Hill within two weeks of completion of the trip. - Gaye  
- Ekué

#### EXPECTED OUTCOMES

1. Clarified expectations of the DSF and USAID/Burkina Faso for the visit.
2. An updated INTRAH/DSF workplan including activities to be conducted between November 1993 - July 1994 with buy-in #2 and INTRAH central funds.
3. Proposed activities to improve access to FP services by reducing medical and possibility other barriers to be conducted with INTRAH assistance during CY 1994 and funded by INTRAH central funds earmarked for reducing medical barriers. The proposed activities will be finalized after consultation with INTRAH/Chapel Hill and if appropriate, will be included in the memorandum of Agreement with the DSF and the Fiscal Agent Service Contract with Cabinet Pierre Minoungou.
4. Recommendations about what needs to be done by Cabinet Pierre Minoungou to resolve problems of funds borrowed from the MOHSA's contraceptive fund. Agreements about Cabinet Pierre Minoungou's role and fee will be finalized after consultation with INTRAH/Chapel Hill.
5. A plan for Cabinet Pierre Minoungou to submit overdue financial reports to INTRAH/Lomé.
6. A plan for Joanny Kaboré to submit overdue trip reports to INTRAH/Lomé.
7. Confirmed in-country cost factors for centrally funded activities to be conducted between January - July 1994.
8. Revised Fiscal Agent Service Contract between UNC/CH and Cabinet Pierre Minoungou for the management of centrally-funded activities between January - July 1994.

9. Revised Memorandum of Agreement between UNC/CH and the DSF for centrally-funded activities between January - July 1994.
10. Revised Memorandum of Negotiation with Cabinet Pierre Minoungou

**REFERENCE MATERIALS :**

1. Delivery Order #7 and Subcontract between UNC/CH and the MOHSA (and amendments #1, #2 and #3).
2. Current INTRAH/DSF training plan.
3. Gaye/Ekué Debriefing memos to USAID/Burkina Faso, re: January 1993 Project Review and June 1993 Project and Financial Monitoring Visit.
4. INTRAH/DSF estimated vs. actual buy-in #2 and centrally-funded activity costs (from Durham).
5. Chris/Béatrice memo of September 17, 1993, re: Burkina Faso financial reports #23-26.
6. Other activity cost information (from Corbett).
7. Corbett/Gaye fax of September 9, 1993.
8. USAID/Burkina Faso cable to INTRAH (Ouaga 01284), subj: Burkina, Proposed Interventions to Reduce FP Medical Barriers (dated March 30, 1993) and Gaye/Cheema memo of April 13, 1993, re: Proposed INTRAH/FHI RMB Activities in Burkina Faso.

**CONTACT IN COUNTRY:**

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USAID/Ouagadougou

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Mrs Perle Combary  
Project Manager, HPNO  
USAID/Ouagadougou

idem as above

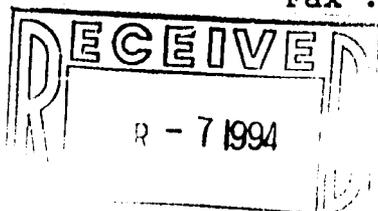
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