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Kenya Trip Report

June 18 - July 1, 1993

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Family Planning
Logistics Management
Project

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List of Abbreviations

A.I.D.	Agency for International Development
CCMIS	Contraceptive Commodity Management Information System
CDC	Centers for Disease Control
Clarion	Database programming language
Coop	Cooperative--similar to credit union
CYP	Couple's Year Protection
DFH	Division of Family Health
FPLM	Family Planning Logistics Management Project
FPPS	Family Planning Private Sector Project
JSI	John Snow, Inc.
Ksh	Kenya shilling
LMIS	Logistics Management Information System
MIS	Management Information System
MOH	Ministry of Health
MSCU	Medical Supplies Central Unit
NEWCPT	PROGRESS-based software for determining contraceptive requirements
NFPIS	National Family Planning Information System
NGO	Non-governmental organization
PROGRESS	Database programming language
SDP	Service Delivery Point
TDY	Temporary Duty

I. Scope of Work

This trip report describes activities undertaken during a two-week visit by the project backstop during the home leave period of the Chief of Party. This trip was from June 19, 1993 to July 2, 1993.

The scope of work for this trip consisted of the following items:

1. provide technical assistance to the JSI/FPLM Administrative Officer in finalizing the June accounts and close out all outstanding accounting issues;

2. facilitate payroll and billing payments and make any additional travel advances as necessary;

3. review progress-to-date with DFH staff on the logistics curriculum redesign and finalize the curriculum for DHMTs and SDP staff;

4. review forklift quotes for the MSCU and place an order;

5. prepare a personnel manual;

6. review the current automated LMIS and return with a copy of the database and the software to Washington for review by FPLM/Washington staff.

II. Background

The FPLM/Nairobi buy-in is currently scheduled to end August 8, 1993 (extended from 4/8/93). As such, it will be necessary to ensure that all outstanding accounting issues be resolved by the closing date. At the same time, USAID/Nairobi has forwarded to the Contracts Office a follow-on to the buy-in for another two years. FPLM has recently hired replacement staff for the position of Administrative Officer, given an anticipated need for a more highly-qualified, senior-level employee. This Officer needed additional training in the management of field accounts, as well as to be familiarized with home-office requirements and procedures. The Chief of Party is on home leave from June 8, 1993 - August 8, 1993. Given this lengthy period away from the office, it was felt that a representative from the Washington office, the backstop, should visit Nairobi to complete these tasks. In addition, the visit was made to monitor progress in technical tasks such as curriculum development and automation of the LMIS under a new software package.

III. Activities Undertaken

The following represents accomplishments based on the above scope of work:

1. **To provide technical assistance to the JSI/FPLM Administrative Officer in finalizing the June accounts and close out all outstanding accounting issues.**

FPLM recently hired Mr. Albert Mbogori to serve as Administrative Officer, replacing Ms. Mukami Rimberia. Mr. Mbogori has had a great deal of experience with computers, and during this visit, demonstrated his ability to effectively program spreadsheets for the purpose of monitoring field expenses. This ability demonstrates that Mr. Mbogori not only understands the information required by FPLM/Washington, but also understands the accounting principles upon which this information is based.

A concern, however, is that the computerized system, while accurate, may not always be practical. Use of computerized spreadsheets means that any time a transaction takes place, the computer must be ready to record that transaction. Given that field offices must provide original receipts, a computerized system might potentially mean that not every transaction would be recorded immediately. However, the manual one-write system is intended to be available at the time of any transaction. And, the automatic carbon-copying means having to record each transaction at one time. Automation of this system in the field would be a duplication of effort, and also allows for the possibility that some paper receipts might go unrecorded. Therefore, the manual one-write system must remain the project's only method for recording expenses in the field.

Several other factors which make the use of the manual one-write in the field essential are related to the Washington processing of field accounts. Once accounts have been received in Washington, they are verified by the backstop and the data entered into the computerized PROGRESS database for reporting to accounting. It is at this point that the system is automated in the same manner as all other JSI field expenses. Automation in the field is therefore an unnecessary additional step.

Mr. Mbogori understands JSI's requirements in this regard, and has begun to use the manual system as his primary recording method. The computerized system he has developed will be used as a backup to verify the calculation if necessary, but will not be forwarded to Washington.

With respect to the June accounts, the basic method of completing the one-write was reviewed, with special attention to advance and petty cash reconciliations. The calculations for each page were reviewed. Mr. Mbogori was left to complete the accounts for forwarding to Washington. They were received in DC on July 13.

As for reconciling the outstanding field accounts issues, this task was carried out without Mr. Mbogori, given his lack of familiarity with previous months' work. The outstanding

issues were reviewed, and a memo prepared which separates monetary from non-monetary issues. The costs of these will need to be reviewed in Washington for final processing.

Recommendation #1: Mr. Mbogori should continue to use the manual system. Depending on his time availability, he should decide if the electronic system will meet his need for a double-check. The electronic system will remain in Kenya, and only the output from the manual system forwarded to DC.

Recommendation #2: Outstanding issues need to be resolved. Requests for follow-up documentation should be pursued by the backstop upon Mr. Wilson's return.

2. **To facilitate payroll and billing payments and make any additional travel advances as necessary.**

During this visit, the backstop was added as a signatory to the local Kenya shillings account for the purpose of writing any necessary checks.

Dr. Gachara, Deputy Director of the Division of Family Health, determined that six field visits, previously unscheduled, would be necessary before Mr. Wilson's return. In order to make these trips possible, the necessary field advance checks were written. These advances might possibly mean that one traveller may have more than two outstanding advances at one time, which would not be consistent with JSI policy. However, the checks will not be released by Mr. Mbagori until the previous advance is reconciled, and some of the checks are post-dated for security reasons. Also, the field staff will be asked to ensure that the standard trip report format is completed for each field visit.

For security purposes, the Citibank account checkbook was brought back to Washington, where the backstop can prepare checks for July salaries, and in case of other urgent matters.

Recommendation #3: The Citibank account should be monitored in Washington and checks forwarded as necessary. All travellers should be reminded that they must complete the field checklist for each trip taken.

3. **To review progress-to-date with DFH staff on the redesign of logistics curricula for DHMTs and SDP staff.**

Barbara Felling, FPLM Training Advisor, and the DFH trainers began the review of the logistics curriculum in March 1993. During this review, a problem and task analysis was completed and the framework for a workshop developed, including session goals and objectives. It was anticipated that the DFH trainers would flesh-out the curriculum for use by September 1, 1993. Other priorities, however, meant that no progress was made towards completing this task as of the time of this visit. It was determined by Mr. Wilson that the backstop should review the curriculum with the DFH team for two days in Nairobi at the Safari Park Hotel.

Over the two-day period of June 28 and 29, the three trainers and the backstop met and designed the attached sessions of the DHMT curriculum (Appendix 2) and created an action plan for its completion. Also attached is a letter to Dr. Gachara reporting on the progress made and next steps (Appendix 3).

Recommendation #4: The trainers of the DFH should work to finish the curriculum as outlined in the action plan. The backstop will review the completed sessions with the FPLM/Washington training team and forward comments to the DFH.

4. **Review forklift quotes for the MSCU and place an order.**

FPLM/Nairobi's buy-in budget called for the purchase of two forklifts, for $8,000.00 each. This amount was found to fall far short of the actual cost of forklift procurement. Forklift quotations were obtained, but an order was not placed, due to the cost. In the new buy-in, sufficient funds exist to procure two forklifts, but in light of the remaining funds in the current buy-in, it was anticipated that purchase of one forklift could be made before the buy-in was over. Mr. Maina Kambo, in-charge at MSCU/Nairobi, obtained current quotations.

Ms. Millie Howard at USAID/Nairobi was consulted about the requirements to purchase the forklift based on source and origin. The current purchase, from a Kenyan source and a German origin, was approved by Ms. Howard on the 26th of June, orally, based on interpretation of A.I.D. procurement regulations.

Since Achelis & Sohne of Kenya, the selected bidder, did not require a down payment, it was decided that the purchase would be made from the new buy-in, and not from the current one. The attached letter of intent to purchase a forklift, means, however, that the forklift should be available soon after Mr. Wilson returns to Kenya. (See Appendix 4)

Knowing that it was possible that FPLM might elect not to make the forklift purchase at this time and given the availability of remaining funds in the current buy-in, the backstop requested that local staff obtain quotes for needed computer hardware to be

purchase before the current buy-in ends. These quotations were obtained after the backstop left the country, but the purchase can be made by check from Washington.

Recommendation #5: Computer quotes should be obtained by local staff and forwarded to Washington for review. The 50% down payment required should be funded from the current buy-in. See Activity #6 below.

5. **Prepare a personnel manual.**

FPLM/Nairobi recently released its two local hires from their work contract. Because local employment laws vary from country to country, it has become necessary to prepare separate personnel manuals for each country in which JSI works, and with the package of benefits best-suited to each project. Since JSI has its FPPS project based in Kenya, and given that they have had experience in the delineation of employee/employer responsibilities and duties, the backstop consulted with the FPPS accountant, Mr. Silas Njirii. An outline of the FPPS employee benefits package, still being finalized, is included as Appendix 5.

Recommendation #6: FPLM should offer a benefits package similar to that of FPPS, since both are JSI projects based in Kenya. FPLM should, however, provide for a life insurance policy to local employees equivalent to the JSI/Corporate policy. Three quotations should be made and forwarded to FPLM/Washington for review. An appropriate policy should be implemented as soon as possible.

Recommendation #7: FPLM should not offer either an entertainment allowance nor a mileage allowance, given the difficulty of reporting correctly to the Kenyan government. A housing allowance policy should be implemented however, with a clearly-defined percentage of salary paid for housing, as determined by Mr. Wilson on his return.

Recommendation #8: The backstop should codify these policies in an employee manual, along with information about letters of hire, promotion and salary limits, and other JSI policies, as outlined in the JSI employee manual and other field office employee manuals.

6. **Review the current automated LMIS and return with a copy of the database and the software to Washington for review by FPLM/Washington staff.**

The FPLM Project, in conjunction with CDC, installed the PROGRESS-based CCMIS in Kenya several years ago. During the current buy-in, Mr. John Gichui, working with FPLM and employed by the DFH, was asked by the Kenyan MOH to convert the CCMIS from PROGRESS to Clarion. This was done because the MOH wanted to be able to link data from the DFH FP logistics MIS to data from the National Family Planning

Information System (NFPIS) established under a separate A.I.D. contract. In addition, it was believed that there was a local capacity to program in Clarion.

The DFH PROGRESS-based system was considered difficult to work with by local programmers wishing to alter the program's processes. There was no local capacity to alter to the program, and even if there had been, there was not source code left in country. This meant that any software bugs required a visit by a member of the CDC or JSI/FPLM staff. Problems with report formats, such as an inability to differentiate between district stores and SDPs, was, according to the current DFH staff, a bug which made the software difficult to use. Other reasons given by DFH staff for converting to Clarion are given in Appendix 6.

After nearly ten months of work, Mr. Gichui had successfully transferred the database into Clarion. However, report formats were extremely slow. FPLM, therefore, contracted Mr. Gideon Nzoka to clean up the database, and improving the speed of printouts. Mr. Gichui is no longer with the DFH, but is employed at FPPS, making him an accessible source of information for future consultation. Mr. Ken Katui, who has been the DFH staff member working as programmer and data entry clerk for the system, is currently the only staff member for the system. Resources dedicated to the MIS, therefore, are Mr. Katui (60% programming, data entry, 40% collecting data and reports), Mr. Nzoka (100% programming and evaluation), and the DFH secretary (some data entry). Mr. Nzoka will join the project under the new FPLM buy-in, for the purpose of continuing to modify the system and produce reports. Mr. Nzoka has already proved to be an invaluable resource--report formats take far less time than they used to, and historical data from the PROGRESS system has been imported and incorporated into the Clarion system.

Sample reports from the system can be found in Appendix 7.

Recommendation #9: Mr. Wilson's recommendation that Mr. Nzoka should be hired full-time should be carried out. However, it appears that Mr. Nzoka will soon be finished programming the database. Further programming and reporting needs, which may include further upgrades to the programming and creating graphics based on the system's data, will need to be carried out in order to justify his position.

Recommendation #10: FPLM/Nairobi should purchase two additional computers which meet the following minimum specifications: 486 DX processing chip, 4 MB of RAM, 120 MB hard drive, VGA color monitor. The new machines should be used to run the computerized MIS system, and the older 286 machines should be used by DFH staff for word processing and spreadsheets. The other new machine should be used to develop additions to the computerized system and be used to prepare graphic reports from the MIS.

FPLM/Nairobi should purchase a second laser printer for the purpose of having the ability to create quality graphics for reports, which make the impact of FPLM's role in Kenya more clear.

FPLM/Nairobi should upgrade its current 286 machines to 4 MB RAM, up from 640 KB, given the current hardware demands of Windows and other software.

FPLM/Nairobi should purchase a modem for use by Mr. Wilson for electronic mail to better manage communications with the FPLM/Washington office. Anti-virus software should be purchased to protect the integrity of all machines maintained by the FPLM/Nairobi project.

Recommendation #11: Mr. Nzoka and Mr. Katui should continue to improve the software so that all reports can be generated by computer-literate users who may not be familiar with Clarion. In other words, the software should use user-friendly menus which make it possible for reports to be generated with no knowledge of computer programming.

Recommendation #12: FPLM/Washington staff familiar with the PROGRESS-based CCMIS should review the Clarion-based system and provide feedback to FPLM/Nairobi.

7. **Other Activities Undertaken**

a) Finalization of Mukami Rimberia's salary payment

With the close of the FPLM/Nairobi buy-in, Mr. Wilson elected not to renew Ms. Rimberia's position with the project. Effective April 7, 1993, Ms. Rimberia was released from all FPLM responsibilities. While in Kenya, the backstop met with Ms. Rimberia to close out final payment to her. Ms. Rimberia was concerned that she was due payment for pension funds. However, given the timing of her departure, and the fact that she had not been entitled to pension payment while working as an intern at FPPS, it was determined that Ms. Rimberia would not receive any funds as part of the JSI pension plan. Ms. Rimberia was sent Appendix 8 as her final letter.

b) Explore the "condom gap" issue.

USAID/Kenya has recently become concerned that from the regional level to the SDP level, only 50% of the condoms can be accounted for from available data. The remaining 50% are believed to be within the system, but are not reported in the MIS. Ken Katui and Gideon Nzoka were tasked during Mr. Wilson's absence with beginning a preliminary study to determine what methodologies might be

used to find the "missing" 50%. The backstop was asked to assist in this task as necessary.

Before leaving, the backstop solicited suggestions from FPLM/Washington staff as to possible solutions. Since most of these possible solutions involved travelling to sample districts and sample SDPs, this task was not possible to accomplish within the time frame of this TDY. However, the backstop discussed this issue with Mr. Nzoka and Mr. Katui. It would appear, from our initial discussion, that the "missing" condoms may be accounted for, to a large extent, by the low level of reporting. This area will obviously require further research, but it appears that low reporting may be at least partially responsible for the appearance of "missing" condoms.

c) Debriefing with USAID/Nairobi

A meeting with Ms. Jerusha Karithiru on the 23rd of June was made by the backstop for informal discussion of FPLM progress. The Mission has been extremely pleased with our progress to date. However, there is concern about the ability of the MOH to procure condoms without A.I.D. assistance, given that A.I.D./W has cut back on the funds for condoms, leaving Kenya an estimated 20 million condoms short of its needs. This situation is likely to result in the rationing of contraceptives. The Mission is eager to check its status of account to see if there are additional remaining funds for contraceptive procurement. The MOH needs to develop a capacity for procuring condoms, a capacity it does not currently possess.

The Mission would also requested the NEWCPT software, which will be sent from JSI/Washington.

d) Discussion with FPPS

Integration of NGOs into the MOH distribution system are a major portion of the new buy-in. FPLM/Nairobi has begun this process by working with FPPS to integrate FPPS sites into this system. As such, NGOs will be considered SDPs and will be issued SDP numbers, which are necessary before they can pick up contraceptives from the appropriate district store.

During this visit, FPPS called FPLM to request that FPPS be allowed to collect contraceptives directly from MSCU/Nairobi, since FPPS planned to open 12 sites which would not have SDP numbers. Because Mr. Wilson could not be consulted, the backstop approved this distribution with the understanding that this would not occur in the future. However, upon later speaking with Mr. Wilson, the backstop found that FPPS could receive contraceptives without affecting district supplies, the original approval was retracted before any action by FPPS

had been initiated. Before leaving Kenya, FPPS forwarded its request for SDP numbers as outlined in the planned system. (See Appendix 9)

APPENDIX 1 -- List of Contacts

Mr. Silas Njirii	FPPS
Dr. Margaret Gachara	Division of Family Health
Mr. John Gichui	DFH Programmer (now with FPPS)
Ms. Millie Howard	USAID/Nairobi
Mr. Maina Kambo	DFH
Ms. Jerusha Karithiru	USAID
Mr. Ken Katui	DFH
Mr. Albert Mbogori	FPLM/Nairobi
Mr. Gideon Nzoka	Consultant
Ms. Mukami Rimberia	FPLM/Nairobi (former employee)

APPENDIX 2 -- DHMT Training Session Designs

DHMT Curriculum II

Action Plan for DFH Trainers
for development of DHMT and SDP Curricula

To be completed by 31/7/93

I. Preparation of SDP-level curriculum [timing--1 week]

A. Modification of DHMT sessions for SDP-level curriculum

1. Storage--Rose Mosongo

2. Introduction--Anthony Ophwette

3. Record-keeping--Anthony Ophwette/Anne Njeru

B. Creation of new sessions

1. Action Plan--Rose Mosongo

2. Summation Activity--Rose Mosongo/Anthony Ophwette

II. Preparation of SDP-level curriculum

A. Review of sessions created 28-29/6 [timing--2 days]

1. Introduction--Anthony Ophwette/Anne Njeru

2. Storage--Rose Mosongo

3. Roles of DHMT--Rose Mosongo/Cosmas Matunga

B. Creation/Adaptation of other sessions [timing--1 week]

1. Assessing Supply Status (adaptation from old curriculum-work already begun)--Cosmas Matunga

2. Record-keeping (adaptation from old curriculum-work already begun)--Anthony Ophwette/Anne Njeru

3. Determining Quantity to Order (adaptation from old curriculum-work

12

already begun)--Cosmas Matunga

4. DHMT as Trainers (new session)--Rose Mosongo/Cosmas Matunga

5. Supervision and Monitoring (new session)--Needs Lead Persons

**NOTE: Timing is based on working normal working day, and includes taking care of all regular duties.

12

DHMT Curriculum II

I. Intro to the Kenyan FP Logistics Management System

A. Goal: Participants will understand what a logistics system is, what its components are, how information and supplies flow through it, why logistics is important to FP and the factors which contribute to its functioning.

B. Learning Objectives--to be taken from DHMT curriculum

C. Materials--To be determined by trainers

D. Handouts/Overheads--To be written from this curriculum by trainers

E. Define a logistics system--Interactive lecturette

(A management science moving a large of amt of contraceptives according to a schedule to a large # of outlets located in different places--def with CDC.)

1. Trainers' definition:

"A logistics system is the structure through which a quantity of supplies is moved to different levels according to a schedule. Information about the quantities issued or dispensed to users at each level is gathered to determine the quantity and schedule of future deliveries."

2. Defining logistics (getting participants to understand the basic concept of logistics):

Ask participants how do they think a bottle of Coke gets to the kiosk near their places of work.

Responses should include: delivered from the company, shopkeeper gets them from the depot, use matatus to carry crates to villages, or use of donkeys, etc. Generate discussion by continuing to ask "and where do <u>they</u> get it from?" (i.e., where does the kiosk vendor get it from, where does the truck driver get it from, and so on). Let the discussion continue until participants identify something like farmers as the source of the ingredients of Coke.

Responses should be written down on newsprint, with the participant, the drinker, at the top. As the list continues, move down the page. If any levels are skipped, leave room for filling in the gaps by asking what level

14

might come in between. The list should look something like:

you

kiosk, grocery, shops, stores, street vendors, restaurants, cafes, bars

distributors, wholesalers, depot

warehouses

bottlers

shipper

outside sources--manufacturers, farmers, import companies

The exact number of responses is unimportant, as long as several stages are suggested.

Connect each level with arrows moving up the page. Summarize by explaining that this movement of supplies from the source to the user is the logistics system.

3. Defining "logistics system" (getting participants to form a single definition of a logistics system by identifying the elements of the trainers' definition)

   a. Structure

      Ask participants if they can buy Coke from the depot. They cannot, but can go to the kiosk, store, bar, etc.. Then ask if the kiosk can buy Coke from the manufacturers. They cannot. Summarize by suggesting that the system is a structure and that levels cannot be skipped.

   b. Movement

      Ask participants how the bottle gets to the kiosk from the depot. Responses may include trucks, lorries, bicycles, matatus, donkeys, and even hand carts.

c. Quantities

Ask participants if they ever went to the kiosk and found that there was no Coke. What does mean if there was no Coke? It means that there is not enough Coke on hand to meet the demand. Limit the discussion and tell participants that we will return to discussion of no supplies (stock out) later. However, if participants say there is Coke, ask what that means? It should mean that the kiosk is ordering enough (quantity) in time so that everyone who wants to pay for a Coke will be able to do so.

d. Schedule

How often do you think the depot storekeeper replenishes his/her stock? For example, do you think after one kiosk replenishes its stock the depot calls the warehouse? Answers might be that the depot orders once a week to once month, but probably monthly. Explain that there is probably a schedule which must be followed (i.e., the depot might not be able to go on any day during the month, but only during the first week of the month.)

e. Gathering information (MIS)

How does the manufacturer determine the quantity to produce? Responses may include counting the number of crates or bottles sent out, or counting the number of empty bottles or crates returned for refill during the scheduled period. It may also include sales figures from receipts or sales reports picked up by truck drivers. Figures come up from each level where they are aggregated and sent to the next level.

[To discuss the importance of lowest level information, which will be dispensed to user information, you may wish to ask what are the consequences the number or crates sent out (nothing may have actually been used, there is no knowledge of need for restock), of only counting crates returned (some crates may be partially full or bottles may have been removed from crates to be placed on shelves, or numerous crates may be kept at the next level to hold stock), bottle (some bottles may be broken, numerous bottles may be in homes). Therefore, actual receipts from kiosks of actual sales are the best source of data.]

f. As each element is named, write it down on a sheet of newsprint. When all five are written, ask participants to take a few moments (2 minutes) to write down their own definition of a logistics system which incorporates all these elements. When time is up, ask for volunteers to read out their definitions. Take two or 3. Similarities should be evident. Show participants our definition as overhead. It should also be a handout for later. Point out the five elements and relate the similarities to their own definitions.

g. Ask participants if this definition also applies to other products such as maize flour, sugar, or newspapers? Generalize the definition by relating it to these other products.

F. Purpose of a logistics system--Brainstorm

1. **take from old curriculum as is adding in the sixth right--quality**

G. Kenya flow of contraceptives--Interactive lecturette

1. Ask the participants (District personnel) where do they get their supplies from. Answers should be either from regional depots or MSCU. Other possible answers may relate to manufacturers or donors. These come above the MSCU in a supply pipeline.

2. Ask the participants to whom do they send their supplies. They should respond to SDPs (which includes dispensaries, health centers hospitals clinics) and CBDs (MOH, GTZ), and to NGOs (CHAK, FPAK, SDA, FPPS, Crescent Medical Aid, KMA, etc.), private doctors and clinics, and CBDs. And whom do they supply? Answer should be clients, or users. On flipchart, write "districts" in the middle of the page and write answers above or below as appropriate.

3. Put up overhead of the pipeline the trainers have created and show how similar it is to the one participants have created. Give out the definition as a handout

   Define pipeline by **old curriculum**.

4. Push/pull

   a. Ask participants who determines the quantity to be delivered to SDPs.

17

(1) If the answer is by DHMT then this is known as a push system. A push system is when quantities to be issued are determined by the higher level facility.

(2) If the answer is by the SDP, then this is known as a pull system. A pull system is when the quantities to be issued are determined by the lower level facility.

b. Determine which is being used, and explain whichever one was not mentioned.

c. One possible answer might be that the DHMT goes and give according to stocks on hand after conducting a physical inventory. The DHMT arrives with a full truck, ready to supply whatever quantity is needed. This is known as a topping up system, and is generally a push. The report in this case is filled out by the DHMT, the DHMT with the service provider, or has been filled in by the service provider, but has not been sent in to the district.

d. Discuss appropriateness of both systems and explain why pull is the better method for Kenya. see **old curric**

(1) Problems with excess stock pushed into districts have been wasted in the past.

(2) Slow-moving items pushed go unused and take up room and eventually expire.

e. Discuss which system should be used, and explain that pull is the recommended system wherever possible.

5. Lead time

a. take from **old curric.**

H. Current Kenya contraceptives logistics management system--Interactive Lecurette/Brainstorm

1. Transition to this topic by returning to our definition of a logistics system, and explaining that now that we have discussed the flow of supplies, we will now discuss the flow of information.

18

2. Definition of MIS--same as the flow of contraceptives through the structure flow information flows up, rather than down. This flow of information up through the system is known as the Logistics Management Information System (LMIS).

3. The key word in LMIS is management. Information will be used by managers to make decisions about future shipments.

4. What data is collected:

   a. brainstorm as to what data participants think should be collected--write on the newsprint and come to consensus. Answers may include:

      (1) beginning balance, quantity received, quantity issued, adjustments--these are essential data for logistics

      (2) ending balance, quantity needed--calculations based on data from #1

      (3) new clients, revisits--service statistics--used by HIS but these are not essential logistics data

      (4) referrals and sterilization--for HIS purposes but not for logistics because they are not "supplies".

   b. Ask participants to define the following:

      (1) beginning balance--quantity on hand at the beginning of the quarter

      (2) quantity received--amount of contraceptives received during the current quarter from a higher level

      (3) quantity issued/dispensed--total amount of contraceptives given out to the next lower level of the supply system, or the total amount given out to users during the quarter

      (4) adjustments--amount removed from inventory for any reason other than issued or dispensed

      (5) Remind participants that we will return to this topic when

discussing filling out of forms.

5. Why LMIS information is important --Small group work:

   a. Break up participants into groups of threes and ask them to write down on paper why collection of information is important. Give groups 5 mins to do. Ask one group to give 2 answers. Move to the next group and ask for new answers and so on until all answers have been discussed. All should be written on newsprint by one trainer while second trainer leads discussion and summarizes each response.

   b. This is a list of some reasons we came up with:

      (1) CBD reporting will be added later!! Or mention that report formats will be made later and incorporated then.

      (2) Good decisions will reduce the need for emergency shipments, stockouts, or overstock.

      (3) We collect information from all levels to ensure that clients are able to get the right product of the right quantity. Serving the client is the most important reason for having an MIS. If any link in the pipeline does not provide the needed information, all levels below that link will suffer, and clients will ultimately not have their needs met.

      (4) At the central level, information is needed to make projections of future needs so that the donors can provide the proper quantities, or so that the MOH can procure the correct amount. Incorrect information may lead to ordering the wrong quantities, producing either stockouts or wastage of both product and MOH funds.

      (5) If information is incorrect, contraceptives may not be available and clients may have unplanned children!

6. Describe the factors that contribute to a well-functioning logistics system

   a. brainstorm on the factors important to a well-functioning system--write on newsprint. Give as handout of the **old curriculum**

7. Assessment of learning. Ask volunteers to:

   a. Define LMIS.

   b. Describe the purpose of a logistics system--name the 6 rights.

   c. Describe the flow of contraceptives through the pipeline.

   d. Name the data used in the Kenya MIS.

   e. What is the importance of data used in LMIS.

   f. What factors contribute to a well-functioning logistics system.

II. Storage

A. Goal: Participants will understand how to ensure that stocks are in good condition (protected and accessible to service providers for use by clients) and to understand what to do with damaged or expired stock, and to know the rules for maintaining good storage and why it is important to do so.

B. Learning Objectives--To be taken from DHMT curriculum

C. Materials--To be determined by training team

D. Handouts/Overheads---To be named here by training team during review of this curriculum

E. Purpose of Storage

1. Brainstorm-- Ask participants what are the reasons for storing contraceptives. On newsprint, write down all answers given.

2. Discuss each answer. Should it stay on the list? Why or why not? How important is this item? Gain concensus for each item. (An example of an item which should not be on the list is that the purpose of storage is to increase contraceptive use. Storage does not increase contraception. Storage is a temporary method of keeping contraceptives on hand so that they are available to users.)

3. Possible answers are listed in the DHMT curric developed with Barbara.

F. Guidelines for Storage--Lecturette and Discussion

1. Put up the overhead for the 10 guidelines, showing only 1 at a time. Discuss each one, making sure to answer all participant questions.

2. Reference explanation for answers:

   a. keep warehouse clean--helps keep out pests like rats, roaches, termites and other pests who eat packaging, create bacteria from droppings which may affect the product, contraceptives should be thought of as medical instruments to be kept sanitary

   b. dry--water can damage packaging, making products unsanitary, can cause IUDs to tarnish

      well-lit--allows you to find the right product you need

      well-ventilated--avoids humidity and dissipates heat, both of which affect product integrity

      direct sunlight--heat deteriorates condoms rapidly and can affect quality of other products

   c. water can damage cartons, causing physical danger of collapsing stacks, can damage products (especially pills), water and mildew contain bacteria which can affect the sanitary packaging

   d. fire equipment--helps salvage products not damaged by fire and smoke

   e. electric motors and fluorescent lights create ozone which is a gas which rapidly deteriorates condom quality

   f. 10cm off floor--water damage potential lessened, dissipates heat

      30cm from wall--allows air to circulate which reduces heat, outer walls may also get hot and heat products, helps prevent dampness

      2.5m high--height means getting closer to heat, crushing weight of boxes may damage product, physical hazard of falling boxes possible, palletized product may be stacked higher if pallets placed between layers

g. check for expiration, facilitates FEFO, allows you to ID the right product

h. FEFO--to avoid wastage, to take out first product to expire to see that it is used

i. why separate--to ID the product you need, chemicals can affect product integrity, non-contraceptive products are generally stored and not to be moved while contraceptives are needed access at all times

j. set aside and dispose--maximizes space available, accounting purposes

G. Shelf Life and FEFO--Large Group Discussion

1. Ask participants to explain what we mean when we say "shelf life"? For example, what is the shelf life of a loaf of bread? Take 2 or 3 responses and write them on newsprint. Show trainers' definition (from DHMT curric) and point out similarities with those given by participants and trainers.

2. Give a sample of each brand/type of contraceptive to each table of participants. Discuss the shelf life of each:

   a. condoms--5 years

   b. pills--5 years

   c. IUDS--CT380a-4 yrs, Nova T-5 yrs

   d. injectables--5 yrs

   e. tablets--5 yrs

3. Ask if participants if they have any questions. Remember that shelf life is not use life. An IUD is generally inserted for 4 years. Injectables are good for 2 or 3 months depending on brand.

4. Discuss packaging by box/carton by product. THIS WILL NEED FURTHER DEVELOPMENT BY TRAINERS.

5. Manufacture and Expiry Dates

Ask participants to look at product packaging for manufacture or expiration date. Field questions, especially since some products list expiration dates and others manufacture dates. Explain why this is done, and discuss how to figure out expiration dates. Since storage conditions affect shelf life, many manufacturers only print manufacture dates. Also, expiration dates are only estimates, and condoms for example do not have a set expiry date, but the policy for Kenya is 5 years. The maximum shelf life for any product is currently 5 years.

H. FEFO

1. Ask participants if anyone has heard of this term and to explain what it means.

2. Show the overhead of the definition and compare it to the given explanation.

3. Show the diagram overhead of the cartons stacked following FEFO.

4. List reasons why FEFO is important on newsprint

   a. avoids wastage

   b. following FEFO storage, it is easier to issue because oldest products get issued first

   c. can help you save space because expired stock gets moved out of inventory

   d. allows you to know when stocks are in excess so they can be moved more easily to another facility if they need immediate distribution

I. QA

1. Transition from FEFO and guideline discussions by explaining that following FEFO is the primary way to ensure quality contraceptives are being distributed.

2. Spot-checking/"visual inspection"

a. Ask participants "What else can you do, or can SDP staff do to make sure that contraceptives are in good shape?" Answers may include:

(1) visual inspection--color of condoms, # pills in a blister pack, crushed pills, tarnished IUDs, broken vials of injectables, missing or damaged items, inserts or syringes missing or damaged, carton or box damaged

(2) package integrity--open or damaged boxes or packages, leaking or sticky packages

(3) check expiry dates

(4) testing--at this level, not done, but explain that testing is undertaken by the manufacturer and at the central level as necessary

(5) client feedback--reports of unusual color or odor, missing or broken pills, condoms that break

J. What to do if you encounter QA problems

1. visual inspection

a. check other stock for similar problem

b. don't issue

c. set aside unusual stock

d. report up to next higher level

2. package integrity

a. don't accept delivery of stock that looks damaged

b. don't issue

c. check other stock, if there is no other damage, and no reason to suspect any others, dispose and report as "adjustment" on quarterly report--continue to issue

3. expired product

   a. at SDP level, return to District level

   b. at District level, the policy for disposal of drugs should be followed--bond them, get approval to destroy, destroy

4. client feedback

   a. take all client feedback and gather as many details as possible from clients

   b. report up to MSCU

K. Assessment Exercise--Game

1. Divide participants into two teams. Ask all participants to stand. Ask the first question below of first participant of team A. If the answer is correct, the team scores 1 point. If the answer is unknown or incorrect, player 1 of team B can answer. If that player doesn't know the answer, neither team scores, and the trainer gives the answer, making sure that all understand why that is the answer. Players who have answered a question, right or wrong, are asked to sit down. Continue until all questions are answered. The team which wins should get a prize.

2. Questions:

   a. Name 3 reasons for storing contraceptives.

   b. Define FEFO.

   c. How high can contraceptives be stacked?

   d. What do you do with expired contraceptives at the SDP level?

   e. What is the shelf life of condoms?

   f. Why do you keep condoms away from electric motors and fluorescent lights?

   g. What do you do with damaged cartons?

h. Why do we keep stockrooms clean?

i. Name 2 reasons for following FEFO?

j. What's the primary way we ensure quality contraceptives are being distributed?

k. Name 2 problems you might find while doing a visual inspection.

l. What do you do if you find 2 open condoms in a box at the SDP?

m. If you are returning stock back to the District from an SDP, where do you record this?

n. What do you do with client feedback about contraceptive quality?

o. Why do we ventilate the warehouse?

p. Why do we keep fire-fighting equipment on hand?

q. Name 2 reasons contraceptives are kept on pallets.

r. Why must contraceptives be stored away from walls?

s. What's the shelf life of oral contraceptives?

t. How many condoms come in a white box?

u. Tie-breaking question: What's the shelf-life of Copper-T 380A IUDs? In a tie situation, the next player to be asked a question gets first chance to answer. If that player does not know the answer, the question goes to the other team's player and back and forth until one player knows the right answer.

III. Roles of DHMT and service provider in Kenya FP logistics system

A. Goal: DHMT members will understand their role in and relationships with each other and with service providers within the MOH/FP logistics sytem.

B. Learning objectives--to be taken from DHMT curriculum

C. Materials--To be determined by trainers

D. Handouts/Overheads--To be written based on this curriculum

E. Introduction (lecturette)

We have discussed the logistics system, the information we need to run the system, talked about the forms used to report information, talked about how to fill out forms correctly, discussed when these reports are needed and why reporting is important to serving the client.

We now want to discuss who provides the needed information. Specifically, we want to divide ourselves into groups by job title and write down **what you think your duties are within the logistics system.**

Secondly, after listing what you think your duties should be, place a mark next to those activities you have actually done in the last 6 months.

Third, write down the duties of the service providers you are supervising.

Finally, write down the duties of the other members of the DHMT as they are related to logistics.

You will have 30 minutes to complete your lists. Groups should take the first 10 minutes to write down their own duties, about 10 minutes to write down the duties of the service provider, and 10 minutes to briefly write down the duties of the other members of the team. Each group should have a reporter who will write down your lists.

F. Small Group Work

Allow participants to divide themselves into one of the following groups: Dist. Public Health Nurse/Deputy, MOH staff, or Supplies Officer/Pharmacist Technician

Remind participants of time, as necessary.

G. Large Group Discussion

1. Ask one of the groups to list its duties. Write the group name on the top of the newsprint, and then list duties below.

2. Ask other groups to add or subtract to the list. Allow for some discussion if an item is to be added or subtracted. If any, the group affected should be asked if they agree to do/not to do the task. If another group claims the same item, place a mark next to that task which signifies which group also claims that task.

3. Continue to the next group until all three groups have finished, and hang its sheet as it is completed.

4. Start a final sheet for the service provider, asking each group in turn to list two duties, continuing until all duties are listed.

5. When all service provider duties are listed, ask the group to point out which duties they supervise and place a mark next to them. Then ask which duties they can assist in to make the system run smoother. Briefly discuss how this might be done, but remind participants that we will cover this topic again under the DHMT as trainers session.

6. Look at all sheets for duplication/omission. Discuss any factors missing from the trainers' cheat sheet, especially noting who will take responsibiliy for it and who will assist if necessary.

7. If there are duplications, discuss who has recently been taking responsibility and reach consensus as to whether this is ok or not, and who will be responsible in the future. Task shifting should be agreed to by the entire group.

8. Give the handout of the trainers' cheat sheet. Tell participants that before the workshop ends the participants' answers will be typed up and and handed out.

H. Summary

1. Ask volunteers to list the key tasks of the DHMT.

   Answers should include reports, ensuring stock availability, and to inform responsible member of DHMT of any task the SDP is having difficulty completing, e.g., the SDP has no report formats and the Supplies Officer needs to know that, although the District Nurse may have made the visit. She should relay that need to the Supplies Officer.

2. Ask the group to decide who will serve as the **contact person** for the

CLMU Central Staff who will receive feedback on issues. The contact person should be willing to take the information and pass it on to the correct person(s). The group should decide on the authority of the contact person in ensuring that feedback should be carried out. (For example, should the contact person decide how to implement feedback or should the contact person call a meeting for the group to decide.)

3. Remind participants that Central Staff can provide assistance to DHMTs to solve problems, i.e., Central Staff is a resource which should be used by DHMT.

APPENDIX 3 -- Letter to Dr. Gachara

MEMORANDUM

TO: Dr. Gachara

FROM: Barry Chovitz, Kenya Backstop

DATE: 01/07/93

RE: Status of Training Curriculum

As you and I discussed on Monday, there was some concern as to how much the trainers and I would accomplish in only two days of work at the Safari Park Hotel in terms of development of the DHMT and SDP-level curricula for use in August. I am happy to report that we accomplished a little bit more than I had thought we might, and wanted to fill you in on the current status of the development.

For the DHMT curriculum, there are a total of eight sessions. Of these, the group consisting of Anthony Ophwette, Rose Mosongo, Anne Njeru and myself were able to write three of these sessions, all essentially new ones. Of these, the role of the DHMT in family planning logistics was the most important, and most difficult to write since it involves facilitating attitudinal changes, and I believe you will see that we have covered this topic well. I had originally anticipated finishing at best two sessions. The team agreed that two more days in the office would be needed to complete the final touches, which include creating handouts and overheads from the body of the curriculum, listing the training materials as called for in the body of the curriculum, and expanding, wherever possible, the lists of potential participant responses. These additions are relatively minor, and should be fairly easy to complete.

Of the remaining five sessions, two were already being worked on by Cosmas Matunga, and without his presence, it seemed unfair to proceed without him. Anthony Ophwette was working on the record-keeping session, and we decided to allow him to proceed. These three sessions are not new, rather they are to be adapted from the old curriculum. Only two completely new sessions need to be developed, both of which needed more time than we had available. The team agreed to taking a full week in the office to complete this task.

The SDP-level curriculum is to be adapted from the DHMT curriculum, and so, we did not begin on these sessions. There are only two new sessions to be developed for this curriculum, both of which will be

led by Rose Mosongo. The team determined that adaptation of the DHMT sessions and creation of the new sessions would also take one full week in the office.

There does remain a good deal of work to be done before the two curricula are complete, however, the team understands the importance of having all work completed by the end of July, for review in Washington during August so that the curriculum is ready for use in September. I am taking the portions written so far back to Washington for review by our staff, and anticipate forwarding comments back here soonest. The attached action plan names lead persons and timing for completion of activities.

I hope you find this information useful. I believe you will find that our time spent away from the office, not even two full days, was worth the effort in that it got the training team here in the mindset to create a full curriculum based on successful models from DC, and will result in an effective, highly participatory training curriculum. I will only be here until the close of business tomorrow, but feel free to call on me if you have any questions. Thank you for your support of this activity.

APPENDIX 4 -- Letter of Intent to Puchase Forklift

Mr. S. W. Oyengo
Hyster Division Manager
Achelis (Kenya) Limited
Funzi Road
Nairobi
KENYA

2 July, 1993

Dear Mr. Oyengo,

Thank you for your quotation of 29 June for the Hyster Electric Forklift Truck E1.50XL in the amount of 17,950 British Pounds Sterling. At an exchange rate of 1.4805 U.S. Dollars (USD) equals 1 Pound Sterling (taken from the rate on July 1, 1993), the total cost per vehicle is 26,574.98 USD.

This price being satisfactory, the Family Planning Logistics Management Project/Kenya Office (FPLM/K) of John Snow, Inc. would like to place an order for one (1) model E1.50XL with specifications as per the Proforma Invoice of 26 June, 1993. We were pleased to find that Achelis could provide us both with the vehicle and service to the vehicle, should it be necessary.

We expect delivery time to be no greater than five (5) months from date of receipt of this letter. For internal financial considerations, FPLM/K would be interested in making partial payment before 1 August, 1993. As such, we request that you provide us with the necessary information for payment soonest, so we may both make an initial payment, as well as provide the necessary credit documents.

Your quotation suggests that payment be made through the Landesbank in Bremen, Germany. As a result, payment will likely be forwarded from our USD account located in the United States. Please forward a copy of all documentation to our Washington office, and forward original documentation to our Kenya office. So that the processing of this request can be made as soon as possible, please forward the initial paperwork to Washington by fax, with hard copies to follow.

The Washington office address is:

John Snow, Inc.
Family Planning Logistics Management Project/Kenya
Barry Chovitz, Project Backstop Officer
1616 North Fort Myer Drive, 11th Floor
Arlington, VA 22209
USA

Phone number: 703-528-7474
Fax number: 703-528-7480

Our Kenya office address is:

Family Planning Logistics Management Project/Kenya
Division of Family Health
Logistics Unit
John Wilson
Chief of Party
Old Mbagathi Road (Near KNH)
P.O. Box 46566
Nairobi
KENYA

Phone number: 716-812/13
Fax number: 716-814

Please feel free to call me in Washington if you have any further questions. Mr. Wilson will be out of the office in Nairobi until 12 August, but you may contact Mr. Albert Mbagori our Financial Officer at the Nairobi office.

FPLM/K looks forward to doing business with Achelis (Kenya) Limited. I hope to hear from you soon by fax with the specific payment and arrival date information. Thank you for your assistance.

Sincerely,

Barry Chovitz
FPLM/K Backstop Officer

cc: JW,AS

encl: copy of proposal

APPENDIX 5 -- Outline of FPPS Personnel Benefits Package

The following outlines the FPPS employee benefits package, as described in discussions with Silas Njirii:

1) 10 sick days per year.

2) All Kenyan employees receive payment for all Kenyan holidays. Expatriate staff are paid for all Kenyan and U.S. holidays.

3) All staff receive 20 vacation days paid.

4) Medical insurance is paid for by JSI. The current policy is with Madison Insurance, agent Kabage & Mwirigi. Minet ICDC was also recommended and is now believed to better a better company.

Senior managers are covered for all expenses up to 40,000 Ksh per annum, middle managers to 30,000 Ksh, and all others (including drivers and clerks) are covered to 20,000 Ksh.

5) Life insurance, under consideration by FPLM, is not offered by FPPS currently.

6) A Provident Fund, the Kenyan equivalent of a pension plan, is recognized by the income tax department as one method of lowering the increasingly heavy tax burden on local employees, while offering retirement benefits. Currently, FPPS is in the process of establishing a pension plan through Deloit's, which is completing the paperwork necessary for the establishment of a pension plan. Under the proposed plan, employees can contribute up to 100 Ksh of their monthly salary to the plan untaxed. Any further contributions are taxed. The employer may contribute any amount, and JSI policy sets this amount at 10% of the annual salary. When an employee leaves the company, s/he receives the funds according to the plan outlined in the JSI employee manual.

7) The most important benefits offered by FPPS are those which lower the tax burden of the employee. There are currently three methods by which the tax burden can be reduced:

a) Entertainment allowance--The entertainment allowance was used to lower the tax burden by setting a portion of the salary aside for entertainment purposes, and providing receipts to the employer for meals. This portion was not taxed. Deloit's recommends against this method because of the burden on the employee and employer and because it was not always accepted by the internal revenue

service in Kenya. FPPS does not plan to continue to offer this method as a benefit.

b) Mileage allowance--Employees who drive for work, in their own vehicles, above and beyond the normal commute to work, are eligible to receive untaxed payment per km for mileage expenses. FPPS employees are required to turn in mileage reports each month for reimbursement at 10 Ksh per km. This allowance can be artificially increased to provide salary payments without tax. Audits by the Kenyan IRS, however, mean that the mileage allowance cannot be a fixed amount each month.

c) Housing allowance--According to Kenyan law, employers who pay directly for the housing costs of their employees, by signing the lease on behalf of the employee are not taxed on this amount. Rather, 15% of the salary paid the employee is considered the housing allowance and is added to the base salary, on which the employee pays taxes. If the gross pay of an employee exceeds 50,000 Ksh per month, the housing allowance is the higher of 15% or the actual housing costs. This means that employees who make 50,000 Ksh and can generally afford more costly housing are charged at the amount actually paid for housing costs.

JSI policy, however, prohibits the company from signing the employee's lease, and employees will therefore be paid the full amount, based on this deduction scheme. The actual percentage of salary to be so discounted for tax purposes has not yet been determined by FPPS.

8) Coop--Many Kenyans join cooperative savings corporations for the purpose of saving money from their payroll and as a means of repaying co-op loans by asking the company to make the withdrawals from their salary (of no more than 2/3 of the salary) and paying the co-op through company checks. FPPS currently offers this benefit, which is part of the employee's regular taxed salary.

FPPS also offered the following information about employees whose performance is unsatisfactory and who are dismissed:

1) Employees who are "summarily dismissed" do not receive the employer's contributions to their pension plan.

2) Employees who are "fired" receive 1 month's severance pay and payment for benefits accrued.

3) Employees who leave without giving notice forfeit one month's pay, and any amounts can be recovered by the employer from the employee's benefits accrued.

While in Kenya, the backstop gathered no further information, given the full scope of information available from FPPS. It is intended that the FPLM/Nairobi employee manual be based on examples from the FPLM/Dhaka as well as other JSI projects, incorporating the above information.

APPENDIX 6 -- Reasons for Changeover from PROGRESS to Clarion

Disadvantages of Progress Software Written Program Over Clarion Software.

* The Program cannot be maintained in the Country - i.e it the programs written in progress language cannot be edited/updated.

* The program contained in one of FPLM computers is a compiled version. There is no source code, hence making it difficult to correct any errors. Further the literature for the software is not available.

Due to these two difficulties, there have been major problems in the following areas:

1. The running of reports takes a longer time than it is necessary.

2. Number of facilities reporting by name report cannot be run

3. Changing Facility Code Numbers and entering in new districts brings up errors when running the reports.

4. Running and printing of "STATUS OF REPORTING BY FACILITY".

5. At the moment, the screen can not be used as an output (i.e no reports can be printed to the screen).

Ken Katui/Gideon Nzoka
June 25, 1993

APPENDIX 7 -- Sample Reports from the Clarion-based MIS

1) Individual facility report for a single SDP with the beginning and ending quarters defined by the user.

2) Individual district store report.

3) Aggregate of SDPs for a single district.

4) Aggregate of SDPs for a single district which are at or below minimum stock, with an attachment of SDPs by name by product for condoms, Depoprovera, and Microgynon, given that these are the three most commonly used products.

5) Aggregate of District Stores.

6) Aggregate of all SDPs for the country.

7) Aggregate of all SDPs for the country at or below minimum, with an attachment as described above.

8) Summary of SDPs reporting for a single district.

9) Aggregate by district by brand of products dispensed to users, plus the national totals.

10) A CYP report by brand of products dispensed to users, plus the national totals.

DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

DISTRICT SDP LOGISTICS MANAGEMENT REPORT

BEGINNING QUARTER : 1 OF 1992

DATE OF REPORT: 2 JUL 93

ENDING QUARTER : 4 OF 1992

DISTRICT CODE : 46

MERU	DISTRICT

NUMBER OF SDPS IN DISTRICT : 26
NUMBER OF QUARTERS COVERED : 4
NUMBER OF REPORTS EXPECTED : 104
NUMBER OF REPORTS RECEIVED : 65
REPORTING RATE : 62 %

PRODUCT NAME	BEGINNING BALANCE *	RECEIVED AMOUNT	DISPENSED AMOUNT	ADJUST-MENTS	ENDING BALANCE *	MONTHLY AVERAGE	MONTHS ON HAND
Microgynon	21,702	65,174	61,003	-290	7,149	5,084	1
Neogynon	8,834	2,200	4,227	-222	2,931	352	8
Eugynon	12,117	6,842	8,311	94	2,324	693	3
Microlut	7,753	5,980	4,262	-34	2,129	355	6
Nordette	4,020	100	1,667	0	414	139	3
Logynon	1,926	850	1,560	50	1,713	130	13
Trinordial	0	0	0	0	0	0	0
Depo Provera	5,466	14,775	14,584	-39	1,253	1,215	1
Noristerat	200	442	192	0	400	16	25
Norplant	0	0	0	0	0	0	0
Copper T	681	410	355	0	168	30	6
Nova T	6	143	70	-13	22	6	4
Multiload	0	0	1,040	1,378	0	87	0
Condoms	15,503	125,807	78,579	575	6,147	6,548	1
Foaming Tabs	5,536	9,012	11,859	0	872	988	1
Gloves	862	432	1,193	248	149	99	2
Cotton	0	0	0	0	0	0	0
Jik	0	0	0	0	0	0	0
Savlon	0	0	0	0	0	0	0

New Clients	4,501
Revisits	43,009

Sterilization Referrals	92
Natural FP Referrals	10

Male Sterilization	0
Female Sterilization	2

* Beginning and Ending Balances only relate to the SDPs that reported for the Beginning and Ending quarters of the report period and may or may not tally with the rest of the report.

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BEST AVAILABLE DOCUMENT

DISTRICT SDP REPORTING/NON-REPORTING SUMMARY REPORT

DISTRICT: MERU

QUARTER: 3

YEAR: 1992

DATE OF REPORT: 10 JUN 93

SDPS THAT REPORTED IN THIS QUARTER:

4060033	MERU DISTRICT HOSPITAL
4060150	LARE HEALTH CENTRE
4060154	TIMAU DISPENSARY
4060155	GITHONGO HEALTH CENTRE
4060156	KANYAKINE HEALTH CENTRE
4060191	NAARI DISPENSARY
4060240	MIKAMBUNE DISPENSARY
4060321	KIBIRICHIA HEALTH CENTRE
4060322	GIAKI DISPENSARY
4060326	RUIRU DISPENSARY
4060327	KAMGETA HEALTH CENTRE
4060347	KINARO DISPENSARY
4060379	ITHIMBARI DISPENSARY
4060503	KIIRUA DISPENSARY
4060507	KAONGO DISPENSARY
4060512	MITUNGUU DISPENSARY
4060518	KUNENE DISPENSARY
4061248	MWERO-ONKANGA DISPENSARY

SDPS THAT DID NOT REPORT IN THIS QUARTER:

4060054	KATHITHI M.C.H.
4060153	MIATHENE HEALTH CENTRE
4060647	GATIMBI SUB-HEALTH CENTRE
4061270	KATHITHI DISPENSARY

BEST AVAILABLE DOCUMENT

DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

DISTRICT SDP LOGISTICS MANAGEMENT SUMMARY REPORT

QUARTER OF REPORTING: 1 DATE OF REPORT: 2 JUL 93

YEAR OF REPORTING : 1992

DISTRICT CODE : 33

LAMU DISTRICT

NUMBER OF SDPS IN DISTRICT : 14
NUMBER OF SDPS REPORTING : 13
REPORTING RATE : 93 %

PRODUCT NAME	NO. OF SDPs BELOW MINIMUM SUPPLY	% OF SDPs BELOW MINIMUM SUPPLY	NO. OF SDPs OUT OF STOCK	% OF SDPs OUT OF STOCK
Microgynon	3	23	0	0
Neogynon	0	0	0	0
Eugynon	0	0	2	15
Microlut	0	0	2	15
Nordette	0	0	5	38
Logynon	1	8	4	31
Trinordial	0	0	9	69
Depo Provera	1	8	0	0
Noristerat	0	0	13	100
Norplant	0	0	13	100
Copper T	0	0	3	23
Nova T	0	0	10	77
Multiload	0	0	13	100
Condoms	6	46	0	0
Foaming Tabs	3	23	3	23
Gloves	2	15	9	69
Cotton	0	0	13	100
Jik	0	0	13	100
Savlon	0	0	13	100

BEST AVAILABLE DOCUMENT

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DISTRICT: LAMU
QUARTER: 1
YEAR: 1992

DISTRICT SDP LOGISTICS MANAGEMENT SUMMARY REPORT

SDPS OUT OF STOCK IN MICROGYNON:

SDPS OUT OF STOCK IN DEPO-PROVERA:

SDPS OUT OF STOCK IN CONDOMS:

SDPS BELOW MINIMUM STOCK IN MICROGYNON:

3030025	LAMU DISTRICT HOSPITAL
3030961	SHELLA DISPENSARY
3039002	KIZINGITINI DISPENSARY

SDPS BELOW MINIMUM STOCK IN DEPO-PROVERA:

3030025	LAMU DISTRICT HOSPITAL

SDPS BELOW MINIMUM STOCK IN CONDOMS:

3030025	LAMU DISTRICT HOSPITAL
3030252	WITU HEALTH CENTRE
3030556	HINDI G K PRISON DISPENSARY
3030962	MATONDONI DISPENSARY
3030964	MUKUNUMBI DISPENSARY
3030966	NDAU ISLAND DISPENSARY

BEST AVAILABLE DOCUMENT

DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

INDIVIDUAL FACILITY REPORT

BEGINNING QUARTER : 1 OF 1992

ENDING QUARTER : 4 OF 1992

DISTRICT CODE : 31

DATE OF REPORT: 2 JUL 93

DISTRICT: KILIFI

FACILITY CODE: 003010747

GEDE DISPENSARY

PRODUCT NAME	BEGINNING BALANCE	RECEIVED AMOUNT	DISPENSED AMOUNT	ADJUST-MENTS	ENDING BALANCE	MONTHLY AVERAGE	MONTHS ON HAND	REQUIRED AMOUNTS	PACK-AGES
Microgynon	312	0	543	0	71	45	2	154	1
Neogynon	134	40	0	0	0	0	0	0	0
Eugynon	69	75	125	0	147	10	15	0	0
Microlut	164	0	40	0	113	3	38	0	0
Nordette	102	227	59	0	155	5	31	0	0
Logynon	75	32	18	0	186	2	93	0	0
Trinordial	43	255	354	0	254	30	8	0	0
Depo Provera	17	476	484	0	129	40	3	71	1
Noristerat	0	200	10	0	190	1	190	0	0
Norplant	0	0	0	0	0	0	0	0	0
Copper T	0	0	0	0	0	0	0	0	0
Nova T	0	0	0	0	0	0	0	0	0
Multiload	0	0	0	0	0	0	0	0	0
Condoms	595	800	1,209	0	223	101	2	282	1
Foaming Tabs	114	218	208	0	124	17	7	0	0
Gloves	0	0	0	0	0	0	0	0	0
Cotton	0	0	0	0	0	0	0	0	0
Jik	0	0	0	0	0	0	0	0	0
Savlon	0	0	0	0	0	0	0	0	0

New Clients	85
Revisits	575

Sterilization Referrals	0
Natural FP Referrals	0

Male Sterilization	0
Female Sterilization	0

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DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

DISTRICT SDPs CYP REPORT

BEGINNING QUARTER : 1 OF 1992

DATE OF REPORT: 2 JUL 93

ENDING QUARTER : 4 OF 1992

DISTRICT CODE : 21

KIAMBU DISTRICT

NUMBER OF SDPS IN DISTRICT : 37
NUMBER OF QUARTERS COVERED : 4
NUMBER OF REPORTS EXPECTED : 148
NUMBER OF REPORTS RECEIVED : 29
REPORTING RATE : 20 %

PRODUCT NAME	DISPENSED AMOUNT	COUPLE YEARS PROTECTION	MONTHLY AVERAGE
Microgynon	15,550	1,037	86
Neogynon	2,039	136	11
Eugynon	4,411	294	24
Microlut	9,387	626	52
Nordette	37,630	2,509	209
Logynon	1,383	92	8
Trinordial	24	2	0
Depo Provera	8,244	2,061	172
Noristerat	2	0	0
Norplant	0	0	0
Copper T	689	2,412	201
Nova T	107	374	31
Multiload	0	0	0
Condoms	109,215	728	61
Foaming Tabs	5,713	38	3
TOTAL		10,309	859

Male Sterilization	0	0	0
Female Sterilization	0	0	0

New Clients	3,583	Sterilization Referrals	29
Revisits	21,067	Natural FP Referrals	8

CYP FACTORS USED:

Orals - 15 cycles per CYP
Depo Provera - 4 doses per CYP
Noristerat - 6 doses per CYP
Norplant
IUCDs - 3.5 CYP per insertion
Condoms - 150 units per CYP
Foaming Tablets - 150 units per CYP
Sterilization - 10 CYP per procedure

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48

DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

SDP PROGRAMME TOTAL REPORT

BEGINNING QUARTER : 1 OF 1992

DATE OF REPORT: 2 JUL 93

ENDING QUARTER : 4 OF 1992

NUMBER OF GOK SDPS IN PROGRAMME : 1,005
NUMBER OF QUARTERS COVERED IN REPORT : 4
NUMBER OF REPORTS EXPECTED : 4,020
NUMBER OF REPORTS RECEIVED : 1,834
REPORTING RATE : 46 %

PRODUCT NAME	DISPENSED AMOUNT	COUPLE YEARS PROTECTION	MONTHLY AVERAGE
Microgynon	628,039	41,869	3,489
Neogynon	94,216	6,281	523
Eugynon	102,977	6,865	572
Microlut	162,175	10,812	901
Nordette	217,005	14,467	1,206
Logynon	100,685	6,712	559
Trinordial	27,589	1,839	153
Depo Provera	303,362	75,840	6,320
Noristerat	17,684	2,947	246
Norplant	265	0	0
Copper T	16,350	57,225	4,769
Nova T	2,581	9,034	753
Multiload	29,511	103,288	8,607
Condoms	3,408,070	22,720	1,893
Foaming Tabs	333,350	2,222	185
TOTAL		362,121	30,177

Male Sterilization	5	50	4
Female Sterilization	180	1,800	150

New Clients	105,923
Revisits	668,612

Sterilization Referrals	4,021
Natural FP Referrals	1,392

CYP FACTORS USED:

Orals - 15 cycles per CYP
Depo Provera - 4 doses per CYP
Noristerat - 6 doses per CYP
Norplant
IUCDs - 3.5 CYP per insertion
Condoms - 150 units per CYP
Foaming Tablets - 150 units per CYP
Sterilization - 10 CYP per procedure

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DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

DISTRICT STORES AGGREGATE REPORT

BEGINNING QUARTER : 1 OF 1992

DATE OF REPORT: 2 JUL 93

ENDING QUARTER : 4 OF 1992

NUMBER OF DISTRICT STORES	:	44
NUMBER OF QUARTERS COVERED IN REPORT	:	4
NUMBER OF REPORTS EXPECTED	:	176
NUMBER OF REPORTS RECEIVED	:	125
REPORTING RATE	:	71 %

PRODUCT NAME	BEGINNING BALANCE *	RECEIVED AMOUNT	DISPENSED AMOUNT	ADJUST-MENTS	ENDING BALANCE *	MONTHLY AVERAGE	MONTHS ON HAND	REQUIRED AMOUNTS	PACK-AGES
Microgynon	384,623	1,288,479	1,134,530	-11,198	829,648	94,544	9	0	0
Neogynon	188,039	253,290	174,774	15,231	378,566	14,564	26	0	0
Eugynon	155,994	225,601	198,448	4,358	304,984	16,537	18	0	0
Microlut	230,460	150,844	177,301	23,410	217,758	14,775	15	0	0
Nordette	233,797	78,020	220,970	3,340	116,171	18,414	6	0	0
Logynon	150,806	234,535	215,547	943	304,236	17,962	17	0	0
Trinordial	35,959	19,190	20,848	0	42,783	1,737	25	0	0
Depo Provera	139,565	593,700	456,563	3,342	273,355	38,047	7	0	0
Noristerat	55,050	46,500	56,315	-700	73,035	4,693	16	0	0
Norplant	0	0	0	0	0	0	0	0	0
Copper T	139,027	15,626	23,914	-2,908	27,602	1,993	14	0	0
Nova T	50	21,115	5,719	-4,014	11,586	477	24	0	0
Multiload	0	48,000	14,900	0	0	1,242	0	7,452	4
Condoms	838,665	6,116,666	5,821,441	58,500	2,171,301	485,120	4	739,419	124
Foaming Tabs	240,406	95,753	228,602	-420	71,933	19,050	4	42,367	9
Gloves	1,310	5,035	7,649	-233	1,427	637	2	2,395	6
Cotton	0	0	0	0	0	0	0	0	0
Jik	0	0	0	0	0	0	0	0	0
Savlon	18	38	58	78	0	5	0	30	1

* Beginning and Ending Balances only relate to the stores that reported for the Beginning and Ending quarters of the report period and may or may not tally with the rest of the report.

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DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

DISTRICT STORES LOGISTICS MANAGEMENT SUMMARY REPORT

QUARTER OF REPORTING: 3 DATE OF REPORT: 2 JUL 93

YEAR OF REPORTING : 1992

NUMBER OF DISTRICT STORES : 44
NUMBER OF DISTRICT STORES REPORTING : 27
REPORTING RATE : 61 %

PRODUCT NAME	NO. OF STORES BELOW MINIMUM SUPPLY	% OF STORES BELOW MINIMUM SUPPLY	NO. OF STORES OUT OF STOCK	% OF STORES OUT OF STOCK
Microgynon	3	11	1	4
Neogynon	1	4	2	7
Eugynon	2	7	0	0
Microlut	4	15	0	0
Nordette	5	19	6	22
Logynon	4	15	2	7
Trinordial	1	4	13	48
Depo Provera	8	30	2	7
Noristerat	2	7	8	30
Norplant	0	0	27	100
Copper T	3	11	1	4
Nova T	1	4	11	41
Multiload	0	0	27	100
Condoms	8	30	1	4
Foaming Tabs	4	15	17	63
Gloves	5	19	19	70
Cotton	0	0	27	100
Jik	0	0	27	100
Savlon	0	0	27	100

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QUARTER: 3
YEAR: 1992

DISTRICT STORES LOGISTICS MANAGEMENT SUMMARY REPORT

DISTRICT STORES OUT OF STOCK IN MICROGYNON:

9030001	KAKAMEGA DISTRICT STORE

DISTRICT STORES OUT OF STOCK IN DEPO-PROVERA:

9010001	BUNGOMA DISTRICT STORE
9030001	KAKAMEGA DISTRICT STORE

DISTRICT STORES OUT OF STOCK IN CONDOMS:

4040001	MACHAKOS DISTRICT STORE

DISTRICT STORES BELOW MINIMUM STOCK IN MICROGYNON:

1020001	LADY NORTHEY HOME
6030001	SIAYA DISTRICT STORE
9030001	KAKAMEGA DISTRICT STORE

DISTRICT STORES BELOW MINIMUM STOCK IN DEPO-PROVERA:

2040001	NYANDARUA DISTRICT STORE
4040001	MACHAKOS DISTRICT STORE
6040001	SOUTH NYANZA DISTRICT STORE
7720001	KERICHO DISTRICT STORE
7740001	NAKURU DISTRICT STORE
7840001	SAMBURU DISTRICT STORE
9010001	BUNGOMA DISTRICT STORE
9030001	KAKAMEGA DISTRICT STORE

DISTRICT STORES BELOW MINIMUM STOCK IN CONDOMS:

1020001	LADY NORTHEY HOME
3020001	KWALE DISTRICT STORE
4040001	MACHAKOS DISTRICT STORE
6030001	SIAYA DISTRICT STORE
6040001	SOUTH NYANZA DISTRICT STORE
7720001	KERICHO DISTRICT STORE
9010001	BUNGOMA DISTRICT STORE
9030001	KAKAMEGA DISTRICT STORE

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DIVISION OF FAMILY HEALTH - LOGISTICS UNIT

SDP PROGRAMME TOTAL REPORT

BEGINNING QUARTER : 1 OF 1992

DATE OF REPORT: 2 JUL 93

ENDING QUARTER : 4 OF 1992

NUMBER OF GOK SDPS IN PROGRAMME : 1,005
NUMBER OF QUARTERS COVERED IN REPORT : 4
NUMBER OF REPORTS EXPECTED : 4,020
NUMBER OF REPORTS RECEIVED : 1,834
REPORTING RATE : 46 %

PRODUCT NAME	BEGINNING BALANCE *	RECEIVED AMOUNT	DISPENSED AMOUNT	ADJUST-MENTS	ENDING BALANCE *	MONTHLY AVERAGE	MONTHS ON HAND
Microgynon	311,243	625,679	628,039	-4,766	135,192	52,337	3
Neogynon	152,339	93,595	94,216	-9,065	113,189	7,851	14
Eugynon	140,968	110,842	102,977	1,917	83,974	8,581	10
Microlut	187,306	135,123	162,175	24,871	77,312	13,515	6
Nordette	213,815	140,854	217,005	3,689	72,933	18,084	4
Logynon	107,529	102,472	100,685	1,678	66,689	8,390	8
Trinordial	61,328	22,807	27,589	-3,647	28,527	2,299	12
Depo Provera	108,123	296,630	303,362	-1,490	74,618	25,280	3
Noristerat	19,793	26,333	17,684	18	17,887	1,474	12
Norplant	100	65	265	287	122	22	6
Copper T	21,744	13,695	16,350	-1,522	11,449	1,362	8
Nova T	789	4,747	2,581	-83	1,813	215	8
Multiload	765	17,017	29,511	1,328	40	2,459	0
Condoms	580,332	3,897,025	3,408,070	36,160	624,128	284,006	2
Foaming Tabs	219,605	203,470	333,350	-967	63,507	27,779	2
Gloves	24,992	24,006	50,920	8,463	2,573	4,243	1
Cotton	0	0	0	0	0	0	0
Jik	0	0	0	0	0	0	0
Savlon	0	0	0	0	0	0	0

New Clients	105,923
Revisits	668,612

Sterilization Referrals	4,021
Natural FP Referrals	1,392

Male Sterilization	5
Female Sterilization	180

* Beginning and Ending Balances only relate to SDPs that reported for the Beginning and Ending quarters of the report period and may or may not tally with the rest of the report.

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SDP REPORTING SUMMARY BY DISTRICT

YEAR OF REPORTING: 1992 QUARTER: 4

DATE OF REPORT: 10 JUN 93

CODE	DISTRICT	TOTAL SDPS	REPORTING SDPS	PERCENT REPORTING
11	NAIROBI	29	3	10 %
12	NAIROBI	22	19	86 %
13	NAIROBI	8	1	12 %
21	KIAMBU	34	8	24 %
22	KIRINYAGA	22	13	59 %
23	MURANGA	34	3	9 %
24	NYANDARUA	30	8	27 %
25	NYERI	31	11	35 %
31	KILIFI	27	17	63 %
32	KWALE	14	4	29 %
33	LAMU	14	12	86 %
34	MOMBASA	25	18	72 %
35	TAITA TAVETA	17	4	24 %
36	TANA RIVER	9	0	0 %
41	EMBU	27	1	4 %
42	ISIOLO	13	2	15 %
43	KITUI	15	1	7 %
44	MACHAKOS	39	0	0 %
45	MARSABIT	6	0	0 %
46	MERU	22	0	0 %
47	MAKUENI	0	0	0 %
48	THARAKA NITHI	0	0	0 %
51	GARISSA	5	0	0 %
52	MANDERA	4	0	0 %
53	WAJIR	1	0	0 %
61	KISII	31	2	6 %
62	KISUMU	28	11	39 %
63	SIAYA	33	23	70 %
64	SOUTH NYANZA	43	5	12 %
65	NYAMIRA	17	0	0 %
66	MIGORI	0	0	0 %
71	KAJIADO	21	0	0 %
72	KERICHO	29	8	28 %
73	LAIKIPIA	11	2	18 %
74	NAKURU	27	19	70 %
75	NAROK	15	0	0 %
76	TRANS NZOIA	19	9	47 %
77	UASIN GISHU	7	3	43 %
78	BOMET	0	0	0 %
81	BARINGO	11	8	73 %
82	ELGEYO MARAKWET	13	4	31 %
83	NANDI	11	0	0 %
84	SAMBURU	8	0	0 %
85	TURKANA	3	0	0 %
86	WEST POKOT	3	0	0 %
91	BUNGOMA	18	15	83 %
92	BUSIA	16	10	62 %
93	KAKAMEGA	39	11	28 %
94	VIHIGA	0	0	0 %
	NATIONAL	851	255	30 %

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54

APPENDIX 8 -- Letter to Mukami Rimberia

Memo

TO: Mukami Rimberia

FROM: Barry Chovitz

DATE: 30 June 1993

RE: Final Payment of Salary Dues

As we have discussed this morning, I have looked over the information I have concerning your final dues, and have consulted Washington about any payments for pension.

Per out meeting of 23 June, I have reviewed John Wilson's formula for paying you the final salary and leave time. Rather than pay you a single check, two checks were written so that your tax burden would be lowered. The first check, for 18,401.00 Ksh represents the one-month salary payment given to employees in lieu of a one-month notice, less applicable taxes. This amount is correct.

In your letter of 11 June 1993, you state that for April salary, you should have received 18,380.00 Ksh which includes only P.A.Y.E. By our calculation, including P.A.Y.E. and N.S.S.F., the total is 18,401.00 Ksh. So, for April, we have actually paid more than your request.

John's second check was for leave and comp days you earned. According to my calculations, you earn leave at 1.67 days/month for a total of 20 days/annum. If I recall correctly, you used all of your 1992 vacation hours to study for exams. In 1991, you began working in October. For 1991, therefore, when I don't believe you took any vacation, you earned 5.01 days of vacation. For 1993, you earned vacation from January through March, for a total of another 5.01 days. So, you should get 10.02 days of salary for 1991 and 1993 vacation days. Add in the comp time owed, which is 6 days, and 5 working days in April. It looks like this:

5.01 days	1991 vacation time unused
0.00 days	1992 vacation time unused
5.01 days	1993 vacation time unused
6.00 days	comp time owed
5.00 days	worked in April

21.02 days TOTAL DAYS OWED

To compute the amount, take the monthly salary (23,000 Ksh) and divide by 22 to get the daily rate (1,045.45) and then multiply by the total days owed. The total amount owed should be 23,020.91 Ksh (John actually paid one extra day of vacation). All of this time is, however, taxable, and so, with deductions, the total is 18,501.51, as John paid it.

In your letter of 11 June, your item number two, therefore, is more than covered. As you can see from the calculations above, you received the April salary for 5 days, as well as 17.02 days of leave time and comp time.

As for items 4 and 5, these contributions will be made to the appropriate fund by John as necessary. These amounts are not paid to you.

Item number 3, Providence Contribution, was never made in the past. FPLM did not provide you with a Providence Fund as a benefit.

Item number 6 of your letter, concerning the Pension Plan, was discussed with FPLM/Washington, and the result is that there is no amount due to you under JSI policy. Pension benefits are only given to full-time employees, based on the duration of their employment with JSI (corporate). Therefore, unlike as you suggested, you do not receive pension funds based on the length of the contract, but on your employment with JSI, as a full-time employee. I spoke with Silas this morning at the FPPS offices, and he has informed me that your status while working there was as an "intern" and you were not therefore entitled to benefits. Your period of employment with JSI as a full-time employee was from October 1991 to April 1993. According to the JSI Employee Manual, JSI would have made a payment into your pension plan on June 30, 1992, and again on June 30, 1993. Payment to you from the employment plan would have been 20% of the amount contributed, which would have come available on July 1, 1993. Since your employment was terminated April 7, 1993, you are not entitled to any portion of the pension payment, according to JSI policy. Attached are the relevant portions of the JSI Employee Manual.

FPLM is therefore satisfied that it has met all of its obligations in reimbursing you for all payments owed, according to JSI policy. Please signify your concurrence by signing below and returning this form to JSI/FPLM.

Thank you for your cooperation in this matter.

Sincerely,

Barry Chovitz
FPLM/Kenya Project Backstopper

I am satisfied that I have received all monies owed to me at the termination of my employment with JSI/FPLM/Kenya, and make no further claims to reimbursement for funds owed according to JSI policy.

_____ _____

Mukami Rimberia Date

APPENDIX 9 -- Travel Expense Report and Advance Request

Upon review by JSI/W, it has been decided that FPLM/K should not maintain its own separate report formats and should change to new JSI-wide formats as they are developed.

ADVANCE REQUEST

TRAVELER SHOULD COMPLETE SECTIONS I. & II, AND THE BOLD AREAS OF SECTIONS III. & IV

I. NAME: _____

II. PURPOSE OF ADV: _____

III. DETAIL OF ITINERARY:

Location (Town)	Lodging Allowance	M&IE Allowance	Total Per diem	# of days	Subtotal	x75%	Total
						x75%	
						x75%	
						x75%	
						x75%	
						x75%	
						Total Per Diem Advance (A)	

IV. OTHER AMOUNT ADVANCED:

Amount for other (B): _____

Reason for other: _____

V. BASIS OF PER DIEM CALCULATION:

____ U.S. Government State Department Per Diem Schedule

____ USAID Mission Per Diem Schedule

____ Local Government Per Diem Schedule

____ Other: _____

Per Diem Allowances in $	
Lodging	M & IE

VI. U.S. DOLLAR CONVERSION RATE:

Exchange Rate: $1 = _____

Source of Rate & Date: _____
(Bank or Official Source)

VII. AMOUNT OF ACTUAL ADVANCE:

Total Amt. Advanced: _____ (A + B rounded off)

VIII. Signature:

Signature of Traveler: _____

Authorized by: _____

ADVANCE RECONCILIATION FOR (name): _____

TRAVELLER SHOULD COMPLETE SECTIONS II., III., AND THE BOLDED AREAS OF SECTION IV.

I. Adv Info: Voucher # _____ A. Amount Advanced _____

II. Hotel Expenses (must provide receipt):

Date	Hotel Name	Cost per night	# of nights	Total

B. Total Hotel Expenses _____

III. Other Allowable Expenses (must provide receipt if in excess of 1000 Ksh):

Date	Description/Purpose	Receipt #	Cost

C. Total Other Expenses _____

IV. M & IE:

Arrival		**Departure**		**Town or District**	M & IE		
Date	**Time**	**Date**	**Time**		Days	Rate	Total
XXXX	XXXX						
		XXXX	XXXX				

D. Total M & IE Allowance _____

V. Total Costs:

B _____ + C _____ + D _____ = E _____

VI. Total Owed To/By Traveller:

A _____ - E _____ = F _____

VII. Payment To/From Traveller:

Total Owed To Traveller By JSI (F is positive): _____ Check # _____

Total Owed To JSI By Traveller (F is negative): _____

Signature of Traveller: _____ Date: _____

APPENDIX 9 -- Letter to FPPS

Mr. John Gichui
FPPS
Logonot Place
Kijabe Street
7th Floor
P.O. Box 46042

23 June 1993

Mr. Gichui,

Yesterday afternoon, I was approached by Anthony Ophwette who informed me that FPPS had opened ten new sites througout Kenya, and wished to stock them up with condoms. I understand that FPPS would like to pick up the condoms from the Nairobi Central Stores for delivery by FPPS. We would, of course, like to be able to meet this request.

There are, however, several complications which make this somewhat problematic. As you are aware, all sites must have SDP numbers from FPLM in order to receive contraceptives from any district stores. At this time, the ten new sites do not have any SDP numbers, and cannot therefore collect from the districts.

At the same time, John Wilson, before his departure, made sure that all districts had six months of stock on hand, for use in MOH clinics. The stock on hand does not include the forecasts for FPPS use during these months, since FPPS has not yet provided forecasting estimates for these sites, given that they are, as yet, unnamed. There is, therefore, a six-month supply based only on public sector consumption. Since we do not wish to see these districts run out of stock before Mr. Wilson returns, even if district numbers had been assigned, it would not be possible to supply the FPPS from the districts, because the stock on hand would not be sufficient for a six-month supply.

Stock for FPPS cannot come from district stores, and must therefore come from central stores in this case. It is one of our objectives to include FPPS in our forecasts of need, so that we can supply both the public sector and NGOs from the district stores in the future. This means that FPPS will need to provide forecasts of estimated consumption to FPLM in order to

fold them into district supply requirements. As you are aware, FPLM and FPPS have recently worked together to ensure that FPPS has the capacity to prepare forecasts.

The solution, in this case, is to allow FPPS to obtain the condoms from MSCU/Nairobi for distribution by FPPS under the following conditions:

1) FPPS must provide site names and locations for assignment of SDP numbers for these new sites before the condoms can be picked up at MSCU/Nairobi. All future site names and locations will need to be provided in advance of stock needs, so that SDP numbers can be assigned by FPLM.

2) FPPS, with assistance from FPLM, will need to provide forecasts of estimated needs in advance of delivery of condoms to district stores.

3) FPPS will, in the future, rely on districts stores for stock for sites, rather than on central stocks to be delivered by FPPS. The use of the central stores will not be permitted in the future.

FPLM looks forward to relieving FPPS and other NGOs of the burden of distributing contraceptives themselves, by providing stocks through district stores located closer to NGO outlets. FPLM will continue to work with FPPS and other NGOs to provide technical assistance in forecasting needs, so that district stores can be adequately stocked.

Given this awkward period of John Wilson's absence, I trust that you will find this solution acceptable, and that it meets both our needs. We look forward to working with you on your next forecasting and reporting needs.

Sincerely,

Barry Chovitz
FPLM/Kenya Backstop

cc: Jerusha Karithiru, USAID/Kenya
Anthony Ophwette, DFH
John Wilson, FPLM/Kenya

Mr. John Gichui
FPPS
Logonot Place
Kijabe Street
5th Floor
Nairobi, KENYA

25 June, 1993

Dear Mr. Gichui,

I spoke with John Wilson yesterday concerning your request for condoms directly from MSCU/Nairobi, and he assured me that all of the district stores will be able to meet your request for condoms without affecting their stocks, in light of the fact that you have requested only one carton (6,000 pieces) per site.

The only obstacle to providing these condoms is the need for SDP numbers, which we can provide today, if you will give us the site names and locations. At present, we have only the district locations.

This means that the new FPPS site can feel free to pick up their condoms at the appropriate district stores as early as Monday, allowing you to save time and resources in transporting these contraceptives to the various districts yourselves.

I apologize for this change, but now realize that the advantages of doing so outweigh the costs (in time and transport) to FPPS. I trust that this not only eliminates any inconvenience, but will be seen as a positive step in the continued incorporation of FPPS into the district-supply system.

If you have any questions about this matter, please feel free to call.

Sincerely,

Barry Chovitz
FPLM/Kenya Backstop