

DJ-PPK-453

93070

**PPFN ENHANCEMENT PROJECT  
LOGISTICS MANAGEMENT  
ASSESSMENT**

**FEBRUARY 14 - MARCH 4, 1994**

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**FAMILY PLANNING MANAGEMENT DEVELOPMENT**

**Project No.: 936-3055  
Contract No.: DPE-3055-C-00-0051-00  
Activity Code: NGPPF**

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## **I. EXECUTIVE SUMMARY**

The FPMD Management Development Plan for the PPFN Enhancement Project is designed to develop and strengthen the management capacity of the Planned Parenthood Federation of Nigeria (PPFN) at the clinic, state and national level. One of the seven components of FPMD's activities is logistics management. PPFN has asked for assistance in establishing a sound logistics management system in planning for the projected expansion of the contraceptive services throughout the country.

This is the first of three projected technical assistance visits to PPFN for logistics management. The first phase and objective of this visit was to: (1) identify and contract a local technical counterpart to be involved in all aspects of logistics management assistance provided to PPFN, (2) develop a six months scope of work to be performed, under the direction of FPMD's PPFN Project Coordinator that addresses the supply management needs at both headquarters and clinic levels, (3) initiate the development of a contraceptive and commodity forecasting system for PPFN, and develop specifications and determine procedures for the acquisition of warehouse space at zonal and central levels.

To accomplish the objectives of this trip as well as assess the needs, meetings were held with the PPFN Executive Director, and pertinent administrative and program staff at the PPFN Headquarters and state level offices who deal with all the aspects of logistics management.

PPFN Headquarter's main warehouse, clinic store room and state storage facilities were visited, appraised and technical assistance as well as recommendations were provided to improve storage conditions of contraceptives and supplies. Government and commercial warehouse facilities in Lagos State and Oyo State were inspected for possible acquisition of donated warehouse space. Technical assistance was provided to PPFN's supply personnel on donor (IPPF and USAID) procedures, relationships and communications.

## **II. BACKGROUND**

The Planned Parenthood Federation of Nigeria (PPFN), a non-governmental organization (NGO), and an affiliate of the International Planned Parenthood Federation (IPPF), has been providing family planning advocacy, services and commodities since 1964. PPFN, with headquarters in Lagos, has a network of State organizations/branches with free-standing clinics in 26 States in Nigeria.

PPFN is now in the process of enhancing its role in the national program through the expansion and improvement of its service delivery in Nigeria.

In order to accomplish the goals of expansion and improvement of service delivery, three Cooperating Agencies (CAs) have been identified to work with PPFN: (1) the Family Planning Management Development project (FPMD), (2) Pathfinder, and (3) Johns Hopkins University/Population Communication Service (PCS). FPMD is assisting PPFN to develop and improve management in four functional areas: (1) clinic management, (2) logistics management, (3) operational management, and (4) personnel management.

FPMD works with local technical consultants (LTCs) in each management area. International consultants perform assessments and make recommendations for follow-up activities to be carried out by the LTCs while also providing them with periodic technical assistance. This LTC strategy contributes to the development of a local cadre of management expertise who will then be available to the entire national population program.

### **III. SCOPE OF WORK**

PPFN has asked for assistance in establishing a sound logistics management system in planning for the projected expansion of contraceptive services throughout the country. This is the first of two projected technical assistance visits to PPFN for logistics management. The first phase and objective of this consultant visit was to:

- a. Identify and contract a local technical counterpart to be involved in all aspects of logistics management assistance provided to PPFN. This will be accomplished with the collaboration of PPFN and the FPMD Project Coordinator.
- b. Develop a six months scope of work to be performed, under the direction of FPMD's PPFN Project Coordinator that would address the supply management needs at both headquarters and clinic levels.
- c. Initiate the development of a contraceptive and commodity forecasting system for PPFN, and develop specifications and determine procedures for the acquisition of warehouse space at zonal and central levels.

### **IV. ACTIVITIES**

In order to address the objectives of this trip as well as to assess the needs, meetings were held with the PPFN Executive Director and pertinent administrative and program staff at headquarters and state levels who deal with logistics management (see annex I), this included reviewing. We have also reviewed the information, reporting and control systems utilized at the PPFN headquarters, State and clinic levels to handle contraceptives and other commodities.

PPFN's Headquarter's main warehouse, clinic storeroom and State storage facilities were visited and appraised. Technical assistance was provided to improve storage conditions. Government and commercial warehouse facilities in Lagos State and Oyo State were inspected for the possible acquisition or donation of warehouse space.

In addition, technical assistance was provided to PPFN's supply personnel on donor (IPPF and USAID) procedures, relationships and communications.

Visits and discussions were held with the representatives of national and international

agencies collaborating with PPFN who provide various types of contraceptives: IPPF, USAID, FHS, and SFH/PSI. Information was also gathered from these agencies to determine the respective roles of said organizations in the procurement, warehousing and distribution of contraceptives and other commodities in relation to PPFN.

Finally, scopes of work were developed for local technical consultants (LTCs) who will provide PPFN with ongoing assistance in supply and logistics management (see Annexes II-IV). Potential LTCs were identified and interviewed.

## **V. FINDINGS AND RECOMMENDATIONS**

### **Supplies and Logistics Management**

PPFN's Supplies and Logistics (S&L) Manager is responsible for the overall management of contraceptives and supplies at the National Headquarters as well as State levels and reports directly to the PPFN Executive Director. Under the supervision of the S&L Manager, the following PPFN staff carry on the day to day supplies and logistics activities:

Stores Officer	Supplies Officer (Vacant)
Assistant Storekeeper (vacant)	Clearing Clerk
Stores Office Assistant	Clerk Typist

### **FINDINGS**

- The Stores Officer has been responsible for receiving, storing, counting, posting of information, shipping, and reporting of contraceptives and other supplies in the Headquarter's storeroom.
- The lack of segregation of duties and accountability for receiving, posting, shipping, etc. represents a weakness in internal controls.
- The Stores Officer is presently carrying out the activities of the Assistant Store Keeper, as well as his own functions. Note: During this trip the Stores Officer was promoted from Assistant Storekeeper, however he continues to maintain both functions.
- In addition to the above responsibilities, the Stores Officer consolidates commodity and asset reports from 26 State associations for the preparation of reports and budgets to Donor organizations, i.e. IPPF and USAID.
- All supplies leaving the storeroom are backed up by a "Stores Requisition" form which is approved by the PPFN S&L Manager, Financial Controller and Program Director.

- The Supplies and Logistics staff do not have clearly defined written responsibilities, functions and job descriptions.
- Only one microcomputer was available in the S&L Department for commodities record-keeping and management. Most of the record-keeping of contraceptives and supplies of the headquarters and States inventory is done manually due to the lack of computer availability.
- No written operating policies exist concerning the procurement, storage and distribution of contraceptives and other supplies for Headquarters and State Associations.
- The IPPF Logistics and Supply Manual was available in the S&L Manager's office; however, it was not known to the S&L headquarters staff nor distributed to the State Associations.
- PPFN-consigned contraceptive supplies that were being temporarily stored at non-PPFN stores, were not recorded as part of PPFN's country-wide inventory.

### **RECOMMENDATIONS**

- That the duties of receiving and shipping of contraceptives and supplies be separated for internal control purposes.
- That up-dated and clearly defined job descriptions be established for the S&L Department.
- That management give high priority to staffing the vacant positions in the S&L Department. This will alleviate the already overburdened personnel, and will provide for better management, internal controls, policies and procedures.
- That at least two additional microcomputers be made available for the S&L Department. These additional microcomputers will strengthen the Department's ability to access and provide better information on contraceptive and commodities stocks at all levels of the organization.
- That computer training courses be provided to pertinent Supplies and Logistics staff.
- That written operating policies relating to commodity and contraceptive management, internal controls and procurement be developed. This will be accomplished by contracting out, on a short term basis, an LTC to assist in the development of the policies. A scope of work has been prepared for this purpose (See Annex II - Scope of Work: Development of the Logistics Section of the PPFN Clinic Procedures Manual).

- That the IPPF Logistics and Supply Manual be distributed to all State Associations and to the headquarters S&L staff.
- That PPFN register, as part of their contraceptive stock balances, all contraceptives consigned to them at all warehouses including the FHS and SFH/PSI warehouses.

### Warehousing

The projected expansion process of PPFN implies the establishment of zonal warehouses in the following zonal headquarters: Zone A (Enugu, Enugu State), Zone B (Ibadan, Oyo State), Zone C (Kaduna, Kaduna State), and Zone D (Banchi, Banchi State). One of the additional objectives of this mission was to identify possible warehousing facilities in these States, as well as to assess the warehousing capabilities of PPFN's headquarters and State Associations.

### FINDINGS

- The warehousing capacity at PPFN headquarters is inadequate to properly store contraceptives. There was no FIFO/FEFO system visible, no separation of contraceptives from other commodities, no minimum/maximum quantities indicated on the inventory cards. Overstocking of major contraceptives, with the exception of the Schering products, was also noted. Basically, the conditions found were unacceptable for proper storage.
- The storeroom of the PPFN State Association in Ibadan, Oyo State was found to be orderly. However, there was no clear separation of contraceptives from other products and IEC materials. The association staff has never been advised nor trained on the proper storage, handling and distribution of contraceptives and other commodities.

Additionally, the storeroom was found to be overstocked with some contraceptives by as much as 96 months, and some contraceptives had already passed their expiration dates.

- No training, monitoring nor supervisory visits have been made by PPFN's Supplies & Logistics Manager to the State Associations' staff working in the area of contraceptive and commodity management, storeroom procedures and reporting requirements.
- The proposed PPFN zonal headquarters office in Ibadan that will manage the family planning activities in the eight States of the Southwest Zone (Zone B) will need considerable refurbishing and major reconstruction for an adequate warehousing facility.
- The Zone B, Primary Health Care (PHC) contraceptive warehouse complex visited in

Lbadan and the Kaduna PPFN store, Zone C (not visited) can accommodate PPFN's zonal contraceptive storage requirements.

### **RECOMMENDATIONS**

- That a physical inventory of PPFN's Headquarters and clinic commodities storeroom in Lagos State be carried out as soon as possible. In addition, that PPFN's headquarter storeroom be reorganized, cleaned and maximum/minimum control systems be put in place. A detailed SOW (See Annex III - Scope of Work: Institution of Proper Storage Conditions and a Physical Inventory Count at PPFN Headquarters and Clinic Storerooms in Lagos State) has been prepared for this purpose, and an LTC identified to assist PPFN in this activity.
- That a physical inventory of PPFN's State Association's commodities storerooms be carried out by a local auditing firm (see Annex IV: Scope of Work: Audited Physical Inventory Count of Selected PPFN Stores).

The FPMD/Lagos Project Coordinator will identify and contract a certified auditing firm for this activity. The physical inventory will be concentrated in the State Associations where the major distribution of contraceptives is carried out.

During this visit, the following five State Associations were identified for this purpose: Kaduna, Ibadan, Lagos, Enugu and Plateau.

- That quarterly supervisory visits be carried out by the S&L Manager to the State Associations to assure proper accountability of contraceptives and other supplies.
- That the PPFN Executive Director formally contact the PHCDAN Director of Operations at the PHCDAN Headquarters in Lagos and request to share contraceptive warehouse space at the PHC zonal warehouses.

### **Logistics Management Information Systems -LMIS**

Over the past year, PPFN's Supplies & Logistics Department in the headquarters has been, trying to address, consolidate and improve/standardize the contraceptive and supplies reporting and information systems received from PPFN's State Associations.

### **FINDINGS**

- The new reporting formats sent by the S&L Department in the headquarters are adequate, but not properly used by the State Associations staff.
- PPFN State Association quarterly reports of contraceptive and supplies inventory reflect poor record-keeping and reporting in the field.

- Necessary training and supervision is not provided by PPFN Headquarters to the State Association staff when introducing new reporting and budgeting formats. As a result of the lack of training, 50% of the information received on contraceptive usage and inventory from the State Associations is found to be inaccurate and/or distorted.
- There is an apparent lack of data reconciliation between parallel reporting subsystems and data collection. Reports provided by Finance, Evaluation and S&L Departments are inconsistent. The S&L Department is already trying to consolidate the information using only one report, but the new format is also rather complex and has not yet been implemented.
- Forecasting contraceptives and supplies is based on funding availability from donors and not on actual need.

### **RECOMMENDATIONS**

- That the consolidated report format proposed by the S&L Department be reviewed, approved and made obligatory for all State Associations.
- That PPFN, train and monitor the staff of State Associations in the proper utilization of the new formats.
- That the monitoring given by PPFN headquarters staff include supervision of the way records are kept in the State Associations. A checklist for field supervision should be developed and properly used.
- That a procedure to adequately foresee the supply needs of the whole PPFN and the individual State Associations be established, based on the computer forecasting spreadsheet provided to PPFN by the consultant (see Annex V - Computer Forecasting Model). In addition, training in the use of that procedure should be provided to the staff, both in the headquarters and in the State Associations.
- That the IPPF/London Purchasing & Supply Department and IPPF/Africa Region provide the necessary follow-up and monitoring in order to achieve permanent compliance with the requirements of a sound supplies management system.

## **ANNEX I - LIST OF CONTACTS**

### **PLANNED PARENTHOOD FEDERATION OF NIGERIA (PPFN), LAGOS:**

- Dr. A.B. Sulaiman, Executive Director
- Mr. S.A. Ajala, Supplies & Logistics Manager
- Mr. O.A. Abimbola, Chief Accountant
- Mr. C.I. Nwosu, Program Officer, Research & Evaluation
- Mrs. O.H. Oyebola, Program Officer/Services
- Mr. I. Adeyemi, Assistant Storekeeper
- Mr. J. Harris, Technical Advisor, (IEC)

### **PPFN - OYO/OSUN STATE ASSOCIATION, IBADAN, OYO STATE:**

- Mrs. A. Adeleye, Acting State Manager, Oyo/Osun States
- Miss B. Adeleke, Accounts Clerk

### **USAID, LAGOS:**

- Mr. E. Chiavaroli, AID Affairs Officer
- Mr. R. Boney, Ag. AID Affairs Officer
- Mr. R. Awangtang, Health, Population & Nutrition Officer
- Mrs. Shitta-Bey, Program Officer

### **FHS, LAGOS:**

- Mr. J. McWilliam, Project Administrator
- Dr. I. Ibe, Head, Commodity Logistics Management Division
- Mrs. I. Obazei, Program Officer

### **FHS, AGODI IBADAN, OYO STATE:**

- Mr. O. Onigbinde, Ag.Zonal Program Manager, Zone B

### **PHC ZONAL OFFICE, AGODI, IBADAN, OYO STATE:**

- Dr. M.O. Ogundeji, Zonal Coordinator

### **SFH/PSI, LAGOS:**

- Mr. P.H. Clancy, Resident Advisor
- Mr. C. Odunzi, Warehouse Coordinator

**PATHFINDER, LAGOS:**

- Ms. B. Lana, PPFN Enhancement Project Coordinator/Pathfinder Country Representative

**FPMD/MSH, LAGOS:**

- Dr. S. Aradeon, Consultant/Project Coordinator

**OTHER CONTACTS, LAGOS:**

- Mr. T. Johnson, Chief Program Services & Evaluation, CDC
- Mr. G. Dixon, Logistics Advisor, FPLM
- Dr. F.B. Adenika, Consultant

## **ANNEX II - SCOPE OF WORK: DEVELOPMENT OF THE LOGISTICS SECTION OF THE PPFN CLINIC PROCEDURES MANUAL**

### **1. PURPOSE**

The purpose this Scope of Work (SOW) is to document, in the form of a manual, the basic requirements and procedures needed for the PPFN Headquarters to efficiently administer the receipts, recording, budgeting, distribution, maintenance and storage of contraceptives and supplies.

### **2. SCOPE OF WORK**

With the assistance of PPFN's Supplies & Logistics Manager, the contractor will gather the basic forms and registers utilized at the PPFN Headquarters for the control and administration of contraceptives and supplies at the headquarter and state level. Once the chapter for the Clinic Procedures Manual documentation is obtained the contractor will prepare a draft that will include the following outline and suggested format:

### **3. SUPPLIES AND COMMODITIES MANAGEMENT**

A. INTRODUCTION - A general description of the objective of the manual.

B. Operations and control of warehouses/storerooms.

- Personnel, Condition (condition-size, location)
- Placement, (FIFO/FEFO distribution system)
- Inventory levels.
- Norms for proper storage (see Annex VI - Contraceptive and Commodity Storage Guidelines).
- Procedures for physical inventories.
- Protection and insurance.

C. Administrative procedures for warehouses/storerooms

- Main warehouse and clinic storerooms.  
Responsibilities - receipts and distribution.
- Regional warehouses  
Responsibilities - receipts and distribution.

D. Protection and care of Equipment and Contraceptives.

- Care of contraceptives and general information (see Annex VII - Contraceptive Shelf Life).
- Care control of equipment (computers, typewriters, calculators, office equipment in

general)

- Care and maintenance of vehicles.

E. Usage and description of forms, i.e. registers, reporting, budgeting.

- For clinics and centers.
- Main and regional warehouses - clinic storerooms.

F. Attachment of Forms and Registers, i.e. POs, Requisition & Issue Note, Bin Cards.

G. Supplies and Commodities Management Supervision Checklist

The contractor, if feasible, will work the S&L Manager and other PPFN staff to review the format and contents to ensure that the Supplies and Commodities Management chapter describes the administration and logistics of the Commodities system.

#### **4. REPORTS**

The contractor will be responsible for the delivery of the Supplies and Commodities Management chapter in accordance with this SOW.

#### **5. RELATIONSHIPS AND RESPONSIBILITIES**

The contractor will report to the FPMD/Lagos Coordinator. The FPMD/Lagos Coordinator will be responsible for ensuring that the contractor obtains all the background information available for completion of the SOW.

#### **6. CONTRACT PERIOD**

The work/activities described in the SOW will commence with the effective date of the signing of the contract and will continue for the subsequent days. The proposed budget for the assignment is attached.

#### **7. SPECIAL PROVISIONS**

The FPMD/Lagos Coordinator will provide background material and office space, including access to word processing equipment to the contractor for the length of the SOW.

## **ANNEX III - SCOPE OF WORK: INSTITUTION OF PROPER STORAGE CONDITIONS AND A PHYSICAL INVENTORY COUNT AT PPFN HEADQUARTERS AND CLINIC STOREROOMS IN LAGOS STATE**

### **1. PURPOSE**

The purpose of this scope of work is to assist PPFN headquarters to establish the basic standards for efficient storeroom security, control, maintenance and distribution of contraceptives and other commodities maintained in the storeroom.

### **2. SCOPE OF WORK**

In coordination with PPFN's Supplies & Logistics Manager and Stores Officer, the contractor will hire on a temporary basis at least two (2) extra persons to assist with the moving, counting and rearranging of the contents of the storeroom. The following specific tasks/activities are to be undertaken:

- a. Removal by section of all the contents in the storeroom.
- b. Check ceiling/walls for water leakages and/or dampness. Advice is to be given on repairs, if necessary.
- c. Check for temperature of the store. Should not exceed 26 degrees Centigrade.
- d. Check ventilation of storeroom. Check air conditioners.
- e. Clean and disinfect the storeroom as well as remove all debris.
- f. Assess the availability of wooden pallets and/or open lath shelves for the stacking of cartons/boxes and stowing of other supplies on shelves.
- g. Assess the availability of fire extinguishers to be accessible inside and outside the storeroom.
- h. Separate/segregate products, i.e. Contraceptives, prescription drugs, Educational materials (IE&C), medical instruments, kits and supplies, office supplies, cleaning materials, automobile spare parts, old files, etc.
- i. Separate damaged and expired contraceptives and supplies. Disposal of expired contraceptives is to be carried out according to donor (IPPF, USAID) and/or PPFN established procedures.

Once the above tasks have been accomplished, the physical count of contraceptives and all

other supplies will be done according to established standard/operating procedures.

As a result of the physical count a Maximum/Minimum Inventory Control System will be put in place to prevent stockouts or excessive inventories.

Recommendation of PPFNs major contraceptive donor, International Planned Parenthood Federation (IPPF) is that family planning association, PPFN, should maintain at the beginning of the year, stock equivalent to nine (9) months supply for all types of contraceptives.

Further guidelines for the storage/arrangement of contraceptives and other supplies.

- Condom cartons should not be stacked under fluorescent lights.
- Contraceptives and other supplies are to be placed at least 1 foot (35cm) from any wall and stacked at least 4 inches (10cm) from the floor.
- Cartons are to be stacked not more than 8 feet high (2.5m).
- Separation of cartons to be accessible for "First Expiry-First Out" (FEFO) for contraceptives and drugs and/or "First In-First Out" (FIFO) systems of distribution for counting and general management.
- Identification marks and other labels are to be visible. (FIFO) coding system.
- Insecticides and other chemicals should not be stored together with contraceptives, drugs and medical supplies.
- The free area for the movement and delivery of commodities should be equal to the area available for commodities.

### **3. REPORTS**

The contractor will be responsible for delivering a written report of the results and/or recommendations in accordance with this Scope of Work.

### **4. RELATIONSHIPS AND RESPONSIBILITIES**

The Contractor will report to the FPMD/Lagos Coordinator. The FPMD/Lagos Coordinator will be responsible for ensuring that the Contractor obtains all background information available for completion of this Scope of Work.

### **5. CONTRACT PERIOD**

The work described in this Scope of Work will commence with the effective date of the signing of the contract and will continue for the subsequent days. The proposed budget for the assignment is attached. The budget assumes a five-day work week in Lagos, Nigeria.

## **6. SPECIAL PROVISIONS**

The FPMD/Lagos Coordinator will provide background material and office space, including access to word processing equipment to the Contractor for the length of this Scope of Work.

## **ANNEX IV - SCOPE OF WORK: AUDITED PHYSICAL INVENTORY OF SELECTED PPFN STORES**

### **1. PURPOSE**

The purpose of this scope of work is to assist PPFN Headquarters to forecast accurately the contraceptive and supplies requirements for the PPFN country-wide programs.

### **2. SCOPE OF WORK**

The PPFN Executive Director and/or the Supply & Logistics Manager will provide, the contracted auditing firm, a listing of all the contraceptives and commodities that are presently being stored/held at the State branch headquarters in the cities of Lagos, Ibadan, Enugu, Jos and Kaduna. In addition to the product listings, the PPFN staff mentioned will provide to the auditing firm the recommended guidelines for the storage and arrangement of contraceptive products. The following specific activities are to be undertaken:

- a. Physical count of contraceptives, drugs, medical and clinical equipment, IE&C materials, and office supplies.
- b. Reallocation and/or separation of supplies by products, i.e. contraceptives, medical clinical, educational materials.
- c. Verification of physical count against the state stores bin/inventory cards.
- d. Verification of postings on bin/inventory cards and log books against receipt and distribution vouchers.
- e. Verification postings of monthly clinic reports on contraceptive and supply stocks held.
- f. Visit to at least one clinic (picked at random) within the State for verification of inventory held.
- g. Verification of the physical condition of the stores.
- h. Assess the availability of wooden pallets and/or open lath shelves for the stacking of cartons and stowing of other supplies.
- i. Assess the availability of fire extinguishers to be accessible inside and outside the storerooms.
- j. Separation and documentation of damaged and expired contraceptives and supplies to be disposed.

### **3. REPORTS**

The contracted auditing firm will submit a written report of the findings, actions taken and provide recommendations for the ongoing control and maintenance of the State Branch headquarters storerooms.

The report should be written to address the different levels of audience: The FPMD/Nigeria Logistics Consultant, PPFN Headquarters Logistics and Finance staff, State Managers and Accounts Clerks who are responsible for the storerooms.

### **4. RELATIONSHIPS AND RESPONSIBILITIES**

The contracted auditing firm will report to the FPMD/Lagos Coordinator. The FPMD/Lagos Coordinator will be responsible for ensuring that the auditing firm obtains all the necessary information available for the completion of the audit.

### **5. CONTRACT PERIOD**

The work described in this SOW will commence with the effective date of the signing of the contract, which will include the cost of the audit, as well as the number of persons/days that will be needed to conduct the audited/certified physical inventory.

### **6. SPECIAL PROVISIONS**

The FPMD/Lagos Coordinator will provide background material to the firm for the duration of this SOW.

## ANNEX V - COMPUTER FORECAST MODEL

**FORECAST**

COMPUTER FORECAST BASED ON IPPF'S PPBR SYSTEM

**BRAND AND UNIT:**

ACTUAL	APPROVED	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
QTY	QTY	QTY	QTY	QTY	QTY	QTY
1993	1994	YR 1	YR.2	YR.3	YR.4	YR.5

1. STOCK	0	0	0	0	0	0	0
2. ADD REC/REQ/IPPF	0	0	0	0	0	0	0
3. ADD/REQ OTHER	0	0	0	0	0	0	0
4. LESS ACCEPT	0	0	0	0	0	0	0
5. LESS OTHER	0	0	0	0	0	0	0
6. LESS (LOSS, FREE ETC.)	0	0	0	0	0	0	0
7. ENDING STOCK	0	0	0	0	0	0	0
8. DESIRED YR END INVENTOR		0	0	0	0	0	0

**FORECAST**

**BRAND AND UNIT:**

ACTUAL	APPROVED	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
QTY	QTY	QTY	QTY	QTY	QTY	QTY
		YR 1	YR.2	YR.3	YR.4	YR.5

1. STOCK		0	0	0	0	0	0
2. ADD REC/REQ/IPPF			0	0	0	0	0
3. ADD/REQ OTHER							
4. LESS ACCEPT							
5. LESS OTHER							
6. LESS (LOSS, FREE ETC.)							
7. ENDING STOCK	0	0	0	0	0	0	0
8. DESIRED YR END INVENTOR		0	0	0	0	0	0

## **ANNEX VI - CONTRACEPTIVE AND COMMODITY STORAGE GUIDELINES**

- Keep storeroom clean and orderly.
- Check roof for water leakages.
- Keep supplies away from direct sunlight.
- Prevent water from penetrating the storeroom.
- Stack contraceptives and other supplies at least 4 inches (10cm) from floor. Arrange on wooden pallets or steel platforms to allow air circulation.
- Stack contraceptives and other supplies at least 1 foot (35cm) from any wall.
- Separate cartons/stacks to be accessible for "First Expiry - First Out" (FEFO) for contraceptives and drugs and/or "First In - First Out" (FIFO) systems of distribution for counting and general management.
- Do not stack cartons more than 8 feet high (2.5m).
- Mark all items with identification marks and other labels using the (FIFO) coding system.
- Issue supplies by cartons or box lots, if possible.
- Keep room well ventilated and lighted.
- Do not stack condom cartons under fluorescent lights.
- Have fire extinguishers accessible and/or kept ready outside the stores. Display written fire precautions.
- Prohibit smoking in the stores.
- Store old files, IEC materials, and office supplies separately.
- Store insecticides and other chemicals away from contraceptives, drugs and medical supplies.
- Disinfect and spray storeroom against vermin as necessary.
- Keep store keys accessible at all times.

**Separate and dispose damaged and expired supplies according to PPFN procedures.**

## ANNEX VII - CONTRACEPTIVE SHELF-LIFE

<u>CONTRACEPTIVE</u>	<u>SHELF-LIFE</u>
<u>Pills</u>	(Calculated from date of manufacture)
Oral Contraceptives	5 years
Injectables - DepoProvera Noristerat	5 years
<u>Barrier Methods</u>	
Condoms	5 years under adequate storage conditions
Diaphragms	3 to 5 years
<u>Intrauterine Devices (IUDs)</u>	
Copper T 380A	5 to 8 years
Multi-Load	3 to 5 years
<u>Spermicides</u>	
Jellies and Creams	3 years; 2 years under extreme conditions
Conceptrol, Neo Sampoo	3 to 5 years
Aerosol foams	2 to 3 years
<u>Implants</u>	
Norplant	5 years
<u>OTHER ITEMS:</u>	
Pregnancy Test (Planosec)	2 years

**FAMILY  
PLANNING  
MANAGEMENT  
DEVELOPMENT**

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September 2, 1994

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Washington, D.C. 20423-1802

Dear Mr. Wooley:

Enclosed please find one copy of each of the following documents:

- Atelier de Réflexion sur l'Orientation Future du Programme Francophone du Centre d'Etudes de la Famille Africaine, 18-22 juillet 1994
- PPFN Enhancement Project Logistics Management Assessment, February 14 - March 4, 1994.

Regards,



Robert McIntosh  
FPMD Program Assistant