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**INTEGRATING FAMILY PLANNING INTO NGO PROGRAMS**

**REPORT OF THE ASIAN FAMILY PLANNING INTEGRATION WORKSHOP  
NEW DELHI**

**NOVEMBER 4-8, 1996**

**SEATS PROJECT  
ASIA REGION**

**AID CONTRACT NO. CCP-3048-C-00-4004-00  
IN COLLABORATION WITH BHR/OPVC**

## *BACKGROUND*

The Family Planning Integration Initiative (FPPI) is a special initiative of the Family Planning Service Expansion & Technical Support Projects (SEATS) funded by USAID and implemented by John Snow, Inc. in partnership with Initiatives, Inc. FPPI is aimed at promoting the integration of family planning activities into the portfolios of NGOs and PVOs currently focused on other health and development issues, with the objective of increasing access to quality family planning services for under-served populations.

Decreasing funds for development programs have prompted agencies to look for alternate finance sources and program options. This has increasingly made them consider integration of related program activities into a single service delivery unit as an efficient and effective alternative. In the area of family planning, SEATS saw integration as a way to maximize the number of people reached by family planning services in the most cost-effective manner. According to the 1994 International Conference on Population and Development, 350 million couples still lack access to family planning services and 120 million women would use FP if they were available, affordable and acceptable to them and their spouses. By designing training strategies and providing technical assistance to encourage organizations to include FP in their ongoing programs, SEATS felt it could make a significant impact on 'unmet' need.

The Handbook, Integrating Reproductive Health into NGO Programs, Volume I: Family Planning is an important part of SEATS' strategy. In a user-friendly format, the Handbook assists organizations to reflect on the need for family planning in their communities and their commitment to provide it. The issues raised by and the skills and resources needed for successful integration are presented in six steps: assessment, strategy, evaluation, staffing, logistics, and financial management. To increase its applicability, a case study of an organization going through the six steps is followed throughout the Handbook.

The Handbook was first field tested in a workshop in Africa with 10 development NGOs who had no experience in the field of family planning. Participants left, enthusiastic about the possibilities for program innovations. At the end of the workshop, all agencies were required to develop concept papers describing their ideas for integration programs. Upon return to their home agencies, nine out of 10 agencies converted their concepts into proposals. It was clear the Handbook and workshop had been effective in creating new avenues for reaching formerly unserved populations.

Realizing the product was successful with development agencies, SEATS was interested in testing its application with NGOs & PVOs already providing health services. The current Asia Workshop provided just such an opportunity.

## *ASIA FAMILY PLANNING INTEGRATION WORKSHOP*

The Workshop was held 4 November - 8 November 1996 in the Resort Country Club in Haryana, India, a one hour drive from New Delhi. PLAN International was the country host for the

workshop and proved invaluable in logistical organization, as a source of country specific information and expertise in contraceptive technology.

The Workshop was funded by the USAID Bureau for Humanitarian Response, Office of Private and Voluntary Cooperation to improve and expand the integration of family planning activities into the portfolios of Child Survival Grantees. Twelve PVOs with CS programs in Asia were identified as potential participants. Information on the Workshop was provided at the annual PVO meeting in September 1996. Of the 12, 9 PVOs from 5 Asian countries responded positively to the invitation to participate. (A complete Participant List is provided in Annex I.)

Using the format from the Africa Workshop, each agency was requested to send two country national representatives, a PVO staff member with decision making authority and an NGO representative who had hands-on field experience in the program for which integration was targeted. Participation from the program side enabled the agency to assess the feasibility and relevance of the material presented to current activities. Administrative personnel were able to determine the organization's commitment and resources for adding new program components. As a team, they strengthened the potential for designing and implementing a viable FP program.

The PVO/NGOs had a wide range of experience in implementing FP programs. Some had integrated FP into their CS programs but sought to expand their services or target additional populations while others were still considering the implications of adding a new component to their activities. Some PVOs were working with MOH, others with partner NGOs and still others were the implementing agencies in country. With support from the resource staff, participants were helped to understand the applicability of the Handbook steps and worksheets for their own programs. Group exercises and discussions among the attendees allowed those with similar backgrounds to exchange ideas and plans. An actual case situation was presented by CARE India, an agency with valuable experience in the field of family planning integration. Dr. Gupta, the resource person supplied by CARE, explained how the process used by his organization related to the six steps reviewed in the workshop.

#### *WORKSHOP OBJECTIVES AND CONTENT*

The objectives for the workshop were:

1. To explore strategies for strengthening and expanding family planning services as part of an integrated maternal and child health package of services.
2. To develop a strategy and plan for effective integration of family planning services into the portfolios of NGOs that currently offer Child Survival services.

The Workshop began with an overview of international and country trends in reproductive health. Presentations were made by PLAN International, USAID and SEATS. Afterwards the format, objectives and schedule of the Workshop were shared with the participants. (see Annex II for the Agenda.) They were informed that the final task would be the creation of a concept paper

outlining their strategy for integrating family planning.

To learn more about the agencies, each was called upon to present background information on their current CS program and FP initiatives. The final pre-handbook session was a contraceptive technology update.

Following this, the six step Handbook along with its illustrative case profile was used to present guidance on the issues involved in integrating a family planning component: assessing whether to integration, program strategy, quality determinants, staffing requirements, developing a contraceptive supply system and managing finances. The emphasis and some techniques were revised to match the heightened experience of those participating. Activity and worksheet exercises helped the participants to relate the information to their own organizations.

To bring closure to the steps, Dr. Gupta gave his 'living' case study on day 4. Relating CARE's strategy to the process described in the Handbook, gave participants a chance to analyze an ongoing project and ask questions to further their understanding. This helped them develop their own concept for family planning integration, the last Workshop activity.

Video films and discussions led by resource people on topics such as contraceptive usage, adolescent programs and community health workers were scheduled in the evenings to provide additional sources of learning.

### *CONCEPT PAPERS*

The purpose of the concept paper was twofold: it enabled the participants to develop an implementation idea that could be discussed with their colleagues upon their return home and it ensured that the six steps discussed in the Workshop would be incorporated into their integration strategy. The papers were prepared with the help and guidance of the facilitators and were presented to a panel of development 'experts' on the final day of the workshop. The experts came from UNFPA, Ford Foundation, IPPF (India), the Population Council and CEDPA. Each had considerable experience in the countries represented and also in FP and integration programs. Feedback on the relevance, feasibility, and coherence of the proposals as well as suggestions as to where additional work was needed were given to the participants.

The selected experts were given the Handbook in advance to acquaint them with the six step methodology and its relationship to the strategies presented in the concept papers. The panel members were enthusiastic about having a rare opportunity to discuss the strategies and feedback with their colleagues. They cautioned the participants about the need to build their capacity first and then gradually integrate new components so as not to overwhelm either the populations they serve or the yet untrained staff members. Often they offered suggestions about broadening the target groups, referral sources, and indicators. Their citation of relevant studies was key in helping participants rethink their concepts.

(Concept Paper Outlines are found in Annex III; Briefing Instructions for Panel Members in

Annex IV and Specific Concept Papers are available upon Request.)

### *FOLLOW-UP*

Given the experience level of the participants and the relative lack of additional funds required for implementation of FP programs, additional assistance from SEATS will be determined based on requests from participating agencies. To aid them in the implementation process, several participants indicated the need for training other staff members, preparing situation analyses, strengthening their monitoring systems and learning about social marketing. SEATS is available to provide technical assistance on program design and methodology and to arrange and/or conduct additional training. All participants received contact numbers for the facilitators and panel members in case additional consultation was required.

This workshop was limited to two country national staff per agency, however, several agencies expressed an interest in sending additional personnel, including expatriate staff. Discussions with funding sources, such as USAID BHR, will decide if there is a possibility for further workshops to accommodate a wider range of participants.

On a broader scale six agencies out of the nine attending, felt that additional training within their agencies would assist in the commitment to and implementation of family planning. These included: WVI India, PCI, PATH, ADRA, CARE (Bangladesh) and Plan. SEATS will begin follow-up activities with the interested parties to determine if training of trainers (TOT) workshops would be feasible and financially possible. In particular, PLAN International (India) has requested SEATS to submit a proposal for the conducting of a workshop for its 13 partner and five implementing NGOs to increase their skill in conducting family planning initiatives.

Initial visits with other development agencies in India suggested that an adaptation of the handbook for an Indian audience including translation into Hindi would be looked into by CEDPA. INTRAH will explore the possibility of using the Handbook in the UP project and a Danish Government Supported NGO Workshop for their MP Project might also be considered. UNFPA expressed interest in adapting the handbook for use in their NGO integration projects. After their involvement in the closing session, the Ford Foundation, UNFPA, the Population Council opened the door to exploring areas of collaboration. IPPF is considering a similar workshop for its Asia Region. SEATS will follow up with these agencies and present proposals where necessary.

### *EVALUATION*

Participants were asked to fill out an evaluation to express their opinions on the workshop format and material presented. They generally found the Handbook to be a useful tool; the discussions and exercises aided their understanding of how to incorporate the information and methodology into their own programs. Perhaps due to their considerable program experience, many found the topics on sustainability and program quality particularly helpful.

The preparation of the concept paper was a challenge for most, but also an impetus to structure their week's efforts into a proposal for action. Receiving immediate feedback on their strategies from experienced professionals gave them new programmatic and strategic directions to follow up on. The resource panel also benefited from the experience. It gave them an opportunity to analyze integration concepts from a broad variety of organizations and countries, adding to their own knowledge base.

Each workshop provides SEATS with constructive ideas to improve the workshop. These suggestions help to fine tune the Handbook and training sessions. SEATS believes that this method can provide organizations with the tools and motivation to meet the family planning needs of their target populations.

## ANNEX I

### INTEGRATION OF FAMILY PLANNING INTO PVO PROGRAMS WORKSHOP India, 4-8 November, 1996

#### PARTICIPANT LIST

Country	Organization	Participant Name	Contact Details
Bangladesh	CARE	Dr Zia-ur-Rahman Ms Nasima Khan	CARE International Child Project, House #63, Road 7A Dhanmondi Residential Area Dhaka, Bangladesh  Tel: 880-2-814195/8 Fax: 880-2-814183
	Christian Services Society (CSS)	Dr Sanchay K. Biswas Dr Shah Jamal	CSS P.O. Box 91 Khulna Bangladesh  Tel: 880-4-120776 Fax: 880-4-161220
	World Vision (WVRD)	Dr Jucy M. Adhikari	World Vision of Bangladesh House #27 Road 19 Dhammondi Residential Area P.O. Box 5024 Dhaka, Bangladesh  Tel: 880-2-817983 Fax: 880-2-813342
Cambodia	World Vision	Dr Suntakna	World Vision Cambodia Sangkat Beng Keng Kang 1 Khan Cham Car Morn Phonm Penh Central Post Office: PO Box 479 Cambodia  Tel: 855-15912/196 855-23-26052 Fax: 855-23-26220

India	CASP - PLAN	Dr Ranjana Kumar Dr Ashima Mitra Mrs Madhavi Samson	Project Office: CASP-PLAN, 9A Pocket C, Gangotri Apts., Alaknanda New Delhi 110019 India  Tel: 91-11-6484031 Fax: 91-11-6478213
	PSI	Ms Malavika Rao	PSI International India C445 Chittranjan Park New Delhi 110019 India  Tel: 91-11-6428375 Fax: 91-11-6467419
	World Vision	Mr D.G. Jebaraj	World Vision 41 Fatima Nagar Opp. Nagar Convent Pune 400013 India  Tel: 91-212-611138 Fax: 91-212-611278
Indonesia	Project Concern International (PCI)	Mr Mansyur Pawata Dr I. M. Linggawijaya	PCI Jl. Wolter Monginsidi 11 P.O. Box 250 Nabire Irian Jaya Indonesia  Tel/Fax: 62-984-22574 62-984-23005 Email: pcinabir@rad.net.id

Indonesia cont.	Program for Appropriate Technology in Health (PATH)	Dr A. Widjaya          Mr I.P.G. Suradana	PATH Tifa Building, Suite 1102 Jl. Kuningan Barat 26 Jakarta 12710, Indonesia  Tel: 62-21-5229263 62-21-5200737 Fax: 62-21-5200621 Email: path@pathjkt.klwrta.or.id  PATH Jl Pendidikan 56 Mataram, Lombok Indonesia  Tel: 62-37-034330 Fax: 62-37-031055
Nepal	ADRA	Dr Rajendra Gurung Ms. Kashi Maskey Mr. Birendra Pradhan	ADRA Nepal P. O. Box 4481 Kathmandu Nepal  Tel: 977-1-478322/478323 Fax: 977-1-471562 Email: adra@adrappc.mos.com.np
	Save the Children US	Mrs Naramaya Limbu	Save the Children US Maharajgunj P.O. Box 2218 Kathmandu Nepal  Tel: 977-1-412447 977-1-412598 Fax: 977-1-410375
Others	PLAN/India (Hosts)	Dr Kuhu Maitra	PLAN International 8/16 Sarva Priya Vihar New Delhi, India  Tel: 91-11-669610 Fax: 91-11-6863417

Others cont.	Family Planning Association of India (Observer)	Dr Nina Puri	Saraswati House Saraswati Sugar Mills Yamunanagar 135001 Haryana, India  Tel: 92-22-6838029 91-17-3251229 Fax: 91-11-6840644
	SEATS (Project Director)	Ms Nancy Harris	John Snow Inc. 1616 N. Forty Myer Drive Arlington VA 22209 USA  Tel: 1-703-528-7474 Fax: 1-703-528-7480 Email: nancy_harris@jsi.com
	FPPI Design & Training Team	Dr Joyce Lyons Ms. Jenny Huddart Ms. Donna Bjerregaard	Initiatives Inc 276 Newbury Street Boston MA 02116 USA  Tel: 1-617-262-0293 Fax: 1-617-262-2514 Email: initiatives@worldnet.att.net

## ANNEX II

### FAMILY PLANNING INTEGRATION WORKSHOP

#### PROGRAMME

<u>Date</u>	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>
Monday 4 Nov.	09.00	Welcome	PLAN International
	09.15	Introduction & Expectations	Participants
	09.45	FPII in India	Bill Goldman/USAID India
	10.00	Introduction to FPII International Trends in Contraception	Nancy Harris Director, SEATS Project
	10.15	Coffee	
	10.45	Workshop Objectives & Schedule  Introduction to Handbook	Donna Bjerregaard/ SEATS
	11.15	Program Descriptions	Participants
	12.00	Lunch	
	13.00	Contraceptive Technology Update	Dr Kuhu Maitra PLAN International
	14.30	Tea	
	14.45	Case Review: Introduction to SAAD	Jenny Huddart/SEATS
	15.15	Step 1: Deciding Whether to Integrate Family Planning	
	17.30	Closure	
	19.30	Videos on Family Planning	

Tuesday 5 Nov.	08.30	Step 1: continued	
	09.30	Step 2: Selecting a Program Strategy	Joyce Lyons/SEATS
	10.30	Coffee	
	10.45	Step 2: continued	
	12.30	Lunch	
	13.30	Step 3: Measuring Program Results	Joyce Lyons/SEATS
	15.30	Tea	
	17.00	Closure	
	19.30	Videos on Family Planning	
Wednesday 6 Nov.	08.30	Step 4: Identifying Staffing Requirements	Jenny Huddart/SEATS
	10.00	Coffee	
	10.15	Step 4: continued	
	11.15	Step 5: Developing a Contraceptive Supply System	Joyce Lyons/SEATS
	12.30	Lunch	
	13.30	Step 5: continued	
	15.30	Tea	
	15.45	Sustainability	Jenny Huddart/SEATS
	17.00	Closure	
17.30	Depart Hotel for Delhi Reception		
Thursday	08.30	Step 6: Managing the Finances for an	Jenny Huddart/SEATS

7 Nov.		<b>Integrated Program</b>	
	10.30	Tea	
	10.45	FP Integration Presentation	Dr Y. P. Gupta CARE/India
	11.45	Briefing: Concept Paper	Donna Bjerregaard/ SEATS
	12.00	Lunch	
	13.30	Preparation of Concept Papers	
Friday 8 Nov.	07.30	Depart for Delhi	
	09.00	Presentation of Concept Papers to Panel of Experts	
	10.15	Coffee	
	10.30	Presentations continued	
	12.00	Workshop Evaluation & Closure	
	13.00	Lunch	

## **ANNEX III**

### **Concept Paper Outline**

#### **Concept paper Outline**

- I. Statement of Integration Goal
- II. PVO/NGO Background
  - a) Characteristics of people currently served by the organization.
  - b) Population Coverage
  - c) Current program activities
  - d) Explain why integration is appropriate and feasible in your setting
- III. Description of Planned Approach to Integration
  - a) Describe the following:  
target group, service delivery strategy, referral network, technical cooperation network
  - b) Describe how this strategy will fit with the organization's current set of programs. Consider the impact of adding this strategy on existing systems and procedures for: planning, monitoring, staffing, finance and logistics.
  - c) Describe how the organization expects to collaborate with other agencies currently offering family planning services in the community.  
Consider referral, training, supply sources and distribution networks.
- IV. Sustainability
  - a) Review the implications of expanded services for the organization's existing services, i.e. staff, finance, logistics.
  - b) Describe inputs that will be required to implement the proposed program, e.g., staff, training, record keeping.
  - c) Describe the organization's strategy for fund-raising to support FP integration.

## ANNEX IV

### Briefing Instructions for Panel Members

Re: Briefing for Panel Members

Panel Date:

Venue:

time:

During the workshop, participants will work through the 6 decision steps contained in the Handbook, "Integrating Reproductive Health into NGO Programs, Volume 1: Family Planning". On the penultimate day, participants from each NGO/PVO will jointly prepare a concept paper on why and how their own organization intends to implement an integrated family planning program.

These concept papers will be presented (in written and verbal forms) to a panel of experts drawn from development agencies. The role of these experts will be to provide verbal feedback to participants from each PVO on the relevance, feasibility, and coherence of their ideas and to make suggestions on what further works would need to be carried out before detailed program proposals can be developed. Please note that the panel of experts are not expected to respond as representatives of their particular agency to any requests for funding.

There will be a total of (insert number) participants at the workshop, representing (insert number) different PVOs from (insert number) countries. This will mean (insert number) concept papers to be presented and reviewed by the Panel of Experts. We are hoping to have at least 4 panel members, which will mean that each member will be responsible for reviewing 2-3 concept papers.

We anticipate that the program for the panel session will consist of the following:

09:00 - 09:15	Welcome and Introductions
09:15 - 10:15	Verbal Presentations of Concept Papers (6 minutes per PVO)
10:15 - 11:00	Panel Members review Concept Papers/discuss in camera
11:00 - 12:40	Panel Members Feedback (10 minutes per PVO)
12:40 - 12:45	Thanks and Closure
12:45	Lunch (optional)