

APPENDIX E

Development of Guidelines Manual and Handbook

Purpose and Objectives



Development Sequence (Steps)

- **Step 1:** Design and field-test resource materials (e.g., forms, checklists, sample BOQs and contracts)
- **Step 2:** Assist FMOH/PPD and RHB technical staff draft Guidelines manual and HC assessment Handbook
- **Step 3:** Submit manual, handbook and resource materials to external reviewers
- **Step 4:** Incorporate reviewers comments and suggestions and prepare final version of manual, handbook and resource materials
- **Step 5:** Present documents at regional and national meetings

Development Process

During 2007, designed and field-tested an extensive array of resource materials for use in:

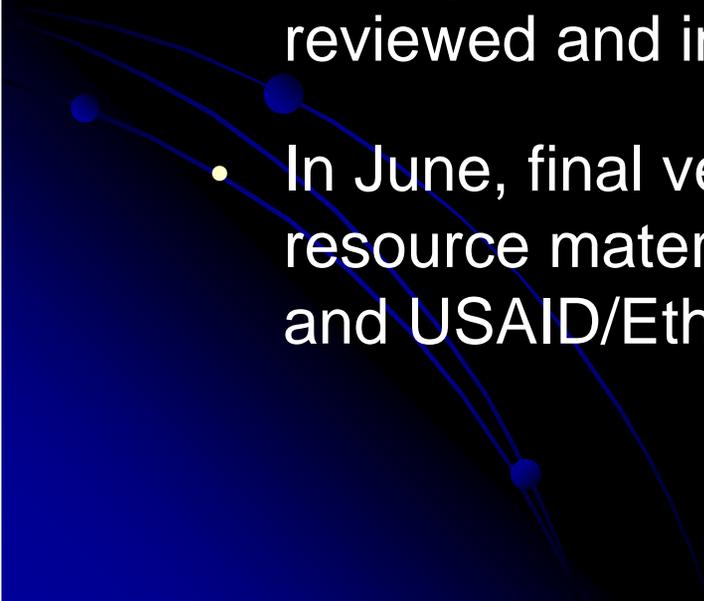
- regularizing the stages in conducting HC assessments,
- analyzing the data collected and prioritizing it,
- developing BOQs, tenders and awarding works contracts, and
- supervising HC renovation and expansion works.

Draft Guidelines Manual and HC Assessment Handbook

In 2008, with assistance of FMOH/PPD and RHB technical staff:

- Prepared draft copies of the:
 - ***Guidelines for Health Center Renovation and Expansion Manual*** (4 sections, 50 pages)
 - ***Health Center Assessment Handbook*** (6 stages, 25 pages with annexes)
- Revised and harmonized resource materials (checklist, forms, BOQs and sample tenders)

External Review Process

- In April 2008, the manual, handbook and resource materials were submitted to 27 external reviewers (engineers, architects and construction project managers) from the public and private sectors.
 - During May, their comments and suggestions were reviewed and incorporated into the documents.
 - In June, final versions of each document and the resource materials were submitted to FMOH/PPD and USAID/Ethiopia for their consideration.
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Results of Reviewer Questionnaire

As part of the review process, reviewers were asked to complete a detailed questionnaire regarding each section of the Guidelines manual and Handbook

- 59% (16/27) completed the questionnaire
- Reviewers rated each section regarding whether:
 - Objectives were met
 - Content was sufficient
 - Content was accurate
 - Content was relevant

Collective Summary of Results

Guidelines Manual	Strongly Agree (percent)	Agree (percent)	Not Agree (percent)
Section One (Introduction)	70	30	
Section Two (HC Assessment Process)	94	6	
Section Three (Renovation Guidelines)	80	20	
Section Four (Expansion of HCs)	75	25	
Handbook (Text and Annexes)	79	21	

Thank You

