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ATLANTIC RESOURCES CORPORATION

**A.I.D. Office of Health  
Support Services & Technical Assistance**

**Project No. 936-5979.03  
Contract No. DPE-5929-C-00-0049-00**

**Progress Report  
January - March 1992**

This reporting period covers January 1 to March 31, 1992. During this time period, activities focused on preparing the Office of Health Briefing Book, the Portfolio Review, planning and administering several evaluation and assessment teams as well as providing on going general support to the Office of Health.

### ***RSCU (Regional Support Coordination Unit) Activities***

ARC provided both general administrative support and specific project related support to the Regional Support and Coordination Unit. Project specific support was provided for the following projects: The War Victim's Fund, the Orphans and Displaced Children's Fund, Regional Coordination, the Information Resource Center and the TAACs program. General administrative support was provided for these projects and for all on-going daily unit activities.

Support for the War Victim's Fund has involved a number of activities including preparation, clearances, and follow-up activities for the Annual Report to Congress, solicitation and review of project proposals for FY 93 and trip preparation and follow-up for two evaluation trips.

Activities in support of the Orphans and Displaced Children's Fund included writing and clearances for the Annual Report to Congress, and support for discussions and meetings with regional bureaus and missions to develop projects for FY 93. A second Vietnam Assessment Team was fielded this quarter which involved selection of consultants, pre-planning and team planning meetings, team preparations and travel arrangements.

The Vietnam Assessment Team conducted a field site visit to Vietnam from March 6 to April 2, 1992. The task of the ARC orphans specialist, Emmett Turner, was to participate in identifying the most effective use of orphans and displaced children funds in Vietnam through gathering information and data from government and NGO (nongovernmental) sources, reviewing government policies on protection and care of children, identifying methods and priorities of problem resolution related to family preservation, reunification, foster care, group care and adoption, and determining the official position on roles and responsibilities of government and NGO services.

The support of Donor Coordination with both bilateral and multilateral agencies is an on-going task. This involved research on issues and agencies, maintenance of a Donor Contact list for bilateral donor agencies and the preparation of talking points and issue papers. Also, in this quarter, work was prepared for the Office of Health's participation in the World Health Assembly. This involved research and preparation of comments on the provisional agenda, discussions with R&D/H staff on issues and general on-going support for the RSCU staff charged with overseeing the task.

Regional Coordination tasks included administrative support, updating and maintaining the backstop officers list, preparing and distributing materials, providing needed information to backstop officers and all assistance required to facilitate the Regional Coordination function.

Among the routine tasks continued during this time period were the maintenance of the Information Resource Center, the production of the Office of Health weekly report, the mailing of the weekly to HPN officers, the production of the Office of Health calendars and the calendar to the Assistant Administrator on major events. In documenting computer applications written especially for the Office of Health, a user dictionary and data dictionary were written for the travel database.

General administrative support was provided for the TAACS program including maintenance of all files, data input on specific program documents, assistance with correspondence

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and preparation of material for an orientation program.

Other non project specific tasks this quarter have included the Briefing Book, a chronological history of child survival and AIDS related legislation. Question and Answers, New Entry Training and general administrative tasks. The new function of serving as the Health Sector Council secretariat was added to the list of tasks and these meetings have taken place monthly.

The annual Briefing Book was updated during this time frame. This required soliciting revised entries from CTOs, reviewing and editing these papers, obtaining correct funding tables and final clearances, and compiling a book of the activities of the Office of Health. All major health topics are covered in this book which lists child survival, AIDS, immunization, measles and malaria among its many topics. In addition there are success stories, and details of AID's strategies in ARI, Workforce 2000 and Environmental Health.

A chronological history of legislation related to AIDS and child survival was compiled from legislative reports and bills for the years 1986-92. Several sets of Questions and Answers were received which required soliciting comments from CTOs, editing, formatting and writing answers to be sent to Congress.

New Entry Training which occurs quarterly, required the selection of speakers from the Office of Health and preparation of relevant training materials. All basic administrative support was provided including typing, faxing, copying, drafting correspondence and maintaining rosters and lists of speakers and participants.

#### ***PFMS (Project Financial Monitoring System)***

The Portfolio Review took place at the Division level on March 23 with Office and Senior Level Reviews scheduled for next quarter. Numerous meetings took place and memos were distributed in anticipation of the first review. ARC attended and documented program operations assistants (POA) meetings on January 24 & 31, February 3 & 28, and March 11, 1992. In addition, memos announcing deadlines, preparing timelines, highlighting program guidance and noting discrepancies between system data and proposed Divisional changes were prepared. Timelines and meeting notes were updated frequently. However, in every case, Divisions had changes that necessitated last minute corrections. Some resolution to this problem is anticipated when a macro for each Division is provided by the Program Office allowing Divisions to prepare and change their own information. However, the system as currently constituted is not working to anyone's satisfaction.

Other programmatic support was provided through reports on: evaluation schedules, obligation schedules, the annual budget submission, congressional notifications, 517 funds, TAACS funds, the OYB, new projects list and buy-in report.

Betty Case, an ARC Consultant, continues to support the programmatic efforts involved in supporting the Office of Health. In addition to providing technical advice and guidance, a review and recommendation for changes, enhancements and improvements to the PFMS system was proposed. In the area of budgeting and funding matters, comments were prepared on various budget and funding trend tables as was an analysis of funding trends over time. A review of Congressional reports and legislation was conducted to determine their applicability to R&D/H.

Lastly, one of the long term projects taking place under this scope of work was the development of a training component. To date this has involved preparing an outline of topics to be covered, the preparation of a procedures handbook for training sessions and devising a timetable for future training sessions. With CTO guidance, sessions are to be implemented in the next quarter.

## ***Consultants***

Other consultants working during this period were employed in the following areas:

Nancy Pielemeier worked on the Demographic and Health Surveys assessment by provided input to the Assessment of the Health Component of DHS

Maureen Norton served as a consultant to the Applied Research Division working on A.I.D. Healthy Workplace 2000 project identification document. Preparing for this work, involved literature review, attending a 2 day workshop and consultation with A.I.D. staff to incorporate their ideas

Jim Myers conducted a survey of income generating projects for the potential use of the War Victims Fund in Ethiopia.

## ***The Contract***

Within this time period, the contract has overextended itself in terms of level of effort (LOE). Attempts to adjust this component are being addressed now and await the Office of Procurement's resolution. The situation with the temporary hires, whose LOE is counted in with core employees, has placed the contract in this position. The contract provided a total of five full time employees this quarter to assist the Office of Health. Within the next quarter, there will be some resolution to the level of effort component of the contract, and a revised scope of work is also expected. Attached are charts that detail the level of effort in person months and the financial status of the contract to date.

Meetings with Deputy Director of the Office of Health were initiated to establish rules and guidelines for the use of ARC temporary hires. These meetings provided a link between A.I.D. direct hires and ARC contractors as well as a mechanism for addressing problems. Because temporary hires are being used, the turnover rate is very high for these position. No benefits, health, vacation or sick days are accrued as temps and this along with a lower pay scale has discouraged a stable employment environment.

Activities to take place in the next quarter include the final Portfolio Review and preparation for another issue of the Office of Health newsletter, the Health Herald. It is anticipated that ARC will be involved in several project evaluations as the focus of the contract moves from support services to include more technical expertise.

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**Office of Health Level of Effort \***  
**9/90 - 3/92**

| <b>CORE PERSONNEL<br/>(IN PERSON MONTHS)</b> | <b>Authorized<br/>Level@</b> | <b>PMS<br/>Used<br/>To Date</b> | <b>Person<br/>Months<br/>Remaining</b> |
|--|------------------------------|---------------------------------|--|
| <b>Project Director</b>                      | <b>12.00</b>                 | <b>8.00</b>                     | <b>4.00</b>                            |
| <b>Asst. Project Director+</b>               | <b>7.50</b>                  | <b>3.00</b>                     | <b>4.50</b>                            |
| <b>Project Assistant</b>                     | <b>18.00</b>                 | <b>33.00</b>                    | <b>-15.00</b>                          |
| <b>MIS Specialist</b>                        | <b>0.75</b>                  | <b>5.00</b>                     | <b>-4.25</b>                           |
| <b>Writer/Researcher</b>                     | <b>28.50</b>                 | <b>4.00</b>                     | <b>24.50</b>                           |
| <b>Financial Mgt Specialist</b>              | <b>3.00</b>                  |                                 | <b>3.00</b>                            |
| <b>Facilities Coordinator</b>                | <b>0.75</b>                  | <b>0.40</b>                     | <b>0.35</b>                            |
| <b>Typists</b>                               | <b>18.00</b>                 | <b>46.00</b>                    | <b>-28.00</b>                          |
| <b>Short Term Tech Spec.#</b>                | <b>57.00</b>                 | <b>36.00</b>                    | <b>21.00</b>                           |
| <b>TOTAL (in PMs)</b>                        | <b>145.50</b>                | <b>135.40</b>                   | <b>10.10</b>                           |

\* 176 hours = 1 person-month

@ Per contract mod. #3 dated 3/4/92.

+ Vacant since May 1, 1991.

# Also termed consultants, includes temporary hires.

**FINANCIAL STATUS AS OF 3/31/92  
OFFICE OF HEALTH  
DPE-5929-C-00-0049-00**

| <b>CATEGORY</b>       | <b>TOTAL BUDGET</b> | <b>BILLED TO DATE</b> | <b>PERCENTAGE BILLED</b> | <b>TOTAL REMAINING</b> |
|-----------------------|---------------------|-----------------------|--------------------------|------------------------|
| 1. Direct Labor       | 332,143             | 257,236               | 77%                      | 74,907                 |
| 2. Overhead           | 230,749             | 141,863               | 61%                      | 88,886                 |
| 3. Other              |                     |                       |                          |                        |
| Consultants           | 302,115             | 125,982               | 42%                      | 176,133                |
| Travel                | 50,149              | 16,445                | 33%                      | 33,704                 |
| Equipment             | 42,500              | 39,150                | 92%                      | 3,350                  |
| Office Rental         | 136,762             | 83,999                | 61%                      | 52,763                 |
| Other direct          | 67,471              | 58,949.50             | 87%                      | 8,522                  |
| Total Other           | 598,997             | 324,526               | 54%                      | 274,472                |
| 4. Subtotal (1,2,3)   | 1,161,889           | 723,625               | 62%                      | 438,265                |
| 5. G&A                | 174,283             | 108,543               | 62%                      | 65,740                 |
| 6. Fee                | 86,851              | 54,090                | 62%                      | 32,761                 |
| <b>7. GRAND TOTAL</b> | <b>1,423,023</b>    | <b>886,258</b>        | <b>62%</b>               | <b>536,766</b>         |

\* includes:

|                  |                  |
|------------------|------------------|
| Delivery         | 3,928.25         |
| Equipment rental | 238.10           |
| Insurance        | 1,564.57         |
| Maint./repair    | 11,323.82        |
| Photocopies      | 5,937.40         |
| Postage          | 431.46           |
| Recruiting       | 493.50           |
| Supplies         | 25,858.63        |
| Telephone        | 8,529.58         |
| Travel (local)   | 644.19           |
| <b>TOTAL</b>     | <b>58,949.50</b> |