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UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
U.S.A.I.D. MISSION TO KENYA



UNITED STATES POSTAL ADDRESS
US AID MISSION TO KENYA
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INTERNATIONAL POSTAL ADDRESS
POST OFFICE BOX 30261
NAIROBI, KENYA

September 2, 1993

Mr. Godwin Mzenge
Executive Director
Family Planning Association of
Kenya (FPAK)
P.O. Box 30581
Nairobi

Subject: Grant No. AID-615-0232-G-00-3065

Dear Mr. Mzenge:

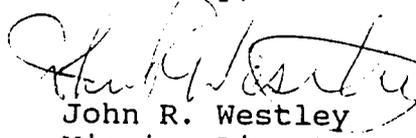
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Family Planning Association of Kenya (hereinafter referred to as "FPAK") the sum of \$700,000 to partially fund a 25-month Phase III of the ongoing FPAK project for Community-Based Family Planning Services as described in Attachments A-1, A-2, Estimated Grant Budget, Attachment B, the Schedule of this Grant. The total estimated A.I.D. project cost for this activity is \$988,795. The balance of \$288,795 will be funded at a later date subject to availability of A.I.D. funds.

This grant is effective and obligation is made as of August 1, 1993 and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending on approximately August 22, 1995.

This grant is made to FPAK on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment B, entitled the "Schedule", Attachment C entitled "Program Description", and the Standard Provisions, Attachments D-1 and D-2, which are hereby agreed to by your organization.

Please sign the original and four (4) copies of this letter to acknowledge your receipt of this amendment and return the original and three (3) copies to the Office of Population and Health, USAID/Kenya, P.O. Box 30261, Union Towers, Nairobi, Kenya.

Sincerely,


John R. Westley
Mission Director &
Grant Officer

Attachments:

- A - Budget
- B - Schedule
- C - Program Description
- ~~D - 1 Standard Provisions~~
- ~~D - 2 Revised Audit Provisions~~

ACKNOWLEDGED:



Family Planning Association of Kenya

By: G. Z. MZENGE

Title: Executive Director

Date: 3RD SEPTEMBER, 1993

Fiscal Data

Appropriation:)	
Budget Plan Code:)	
PIO/T No.:)	See Attachment
Total Obligated Amount:)	
Funding Source:)	
RES. CTL. No.:)	

Attachment A-1

Estimated Grant Budget
(US Dollars)

<u>Cost Element</u>	AID	FPAK	Total
1. Salaries	143,368	29,302	172,670
2. Fringe Benefits	92,507	18,900	111,407
3. Volunteers Tvl. Allowance	115,989	243,249 ¹	359,238
4. Travel & Per Diem	89,938	7,019	96,957
5. Administrative Costs	48,011	22,110	70,121
6. Equipment and Supplies	79,228	9,039	88,267
7. Training	133,970	-	133,970
8. Research & Evaluation	49,691	-	49,691
9. Audit	9,589	-	9,589
10. Overhead (20%) ²	136,613	-	136,613
11. Contingency (10%)	<u>89,891</u>	<u>-</u>	<u>89,891</u>
TOTAL GRANT	<u>988,795</u> =====	<u>329,619</u> =====	<u>1,318,414</u> =====

Exchange Rate: US\$ 1 = Kshs. 73

¹ This includes in-kind contribution of CBD agents' time valued at the minimum wage. It also includes travel payments to volunteers for quarterly meetings.

² Overhead is calculated at a rate of 20% of all costs excluding equipment and supplies.

Attachment A-2

Estimated Grant Budget
(Kshs)

<u>Cost Element</u>	AID	FPAK	Total
1. Salaries	10,465,880	2,139,070	12,604,950
2. Fringe Benefits	6,753,015	1,379,700	8,132,715
3. Volunteers Tvl. Allowance	8,467,200	17,757,200 ¹	26,224,400
4. Travel & Per Diem	6,565,440	512,400	7,077,840
5. Administrative Costs	3,504,800	1,614,060	5,118,860
6. Equipment and Supplies	5,783,630	659,820	6,443,450
7. Training	9,779,840	-	9,779,840
8. Research & Evaluation	3,627,460	-	3,627,460
9. Audit	700,000	-	700,000
10. Overhead (20%) ²	9,972,740	-	9,972,740
11. Contingency (10%)	<u>6,562,000</u>	<u>-</u>	<u>6,562,000</u>
TOTAL GRANT	<u>72,182,005</u> =====	<u>24,062,250</u> =====	<u>96,244,255</u> =====

¹ This includes in-kind contribution-of CBD agents' time valued at the minimum wage. It also includes travel payments to volunteers for quarterly meetings.

² Overhead is calculated at a rate of 20% of all costs excluding equipment and supplies.

ATTACHMENT B

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to fund Phase III, 25 months of seven-year project for Community-Based Family Planning Services, as more specifically described in Attachment C to this Grant entitled "Program Description".

B. Period of Grant

1. The effective date of this Grant is August 1, 1993. The estimated expiration date of this Grant is August 22, 1995.
2. Funds obligated hereunder are available for program expenditures for the estimated period August 1, 1993 to August 22, 1995 as shown in the Grant budget below.

C. Amount of Grant and Payment

1. The total estimated amount of this Grant for the period shown in B. 1 above is \$988,765.
2. AID hereby obligates the amount of \$700,000 for program expenditures during the period set forth in B.2. above and as shown in the Financial Plan below.
3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment D-1 Standard Provision for non-U.S., Non Governmental Grantees, entitled "payment - Periodic Advance".
4. Additional funds up to the total amount of the grant shown in C.1 above may be obligated by AID subject to the Standard Provision of the Grant, entitled "Revision of Financial Plans."

D. Financial Plan

The following is the Grant Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with Standard Provision of this Grant, entitled "Revision of Grant Budget."

FPAK Grant No. 615-0232-G
 Estimated Grant Budget

Cost Element	<u>From Aug.1993 to Dec.1994</u>		<u>From Jan.1995 to Aug. 1995</u>		<u>Total From Aug 1993 to Aug. 1995</u>	
	\$US	Kshs	\$US	Kshs	\$US	Kshs
1. Salaries	100,358	7,326,116	43,010	3,139,764	143,368	10,465,880
2. Fringe Benefits	64,755	4,727,110	27,752	2,025,905	92,507	6,753,015
3. Volunteers Travel Allow.	81,192	5,927,040	34,797	2,540,160	115,989	8,467,200
4. Travel & Per Diem	62,956	4,595,808	26,981	1,969,632	89,938	6,565,440
5. Administrative Costs	33,608	2,453,360	14,403	1,051,440	48,011	3,504,800
6. Equipment & Supplies	55,459	4,048,541	23,768	1,735,089	79,228	5,783,630
7. Training	93,779	6,845,888	40,191	2,933,952	133,970	9,779,840
8. Research & Evaluation	34,784	2,539,222	14,907	1,088,238	49,691	3,627,460
9. Audit	6,712	490,000	2,877	210,000	9,589	700,000
10.Overheads (20%)	95,629	6,980,918	40,984	2,991,822	136,613	9,972,740
11.Contingencies (10%)	62,923	4,593,400	26,967	1,968,600	89,890	6,562,000
TOTAL GRANT	692,156	50,527,403	296,638	21,654,602	988,795	72,182,005

Exchange Rate : US \$ 1 = Kshs. 73

E. Grant Budget Revisions

Except as specified in the Standard Provision of this Grant, entitled "Revision of Grant Budget", as shown in Attachment D-1, the Grantee may, without prior written approval of A.I.D., adjust line item amounts within the total budget by up to 15 percent as may be necessary for the attainment of program objectives. FPAK is fully responsible for financial management and accountability for utilization of Grant funds.

F. Overhead Rate

A provisional Overhead rate of 20% of all costs, excluding equipment and supplies, is applicable to this grant. This rate is subject to audit per USAID requirements as part of the yearly audit of FPAK, including this grant and will be adjusted accordingly.

G. Reporting and Evaluation

1. Technical Reporting

During the life of the Grant, FPAK will submit to A.I.D. the following reports:

On a semi-annual basis, a report will be submitted on project progress and on problems encountered to date in achievement of Grant objectives. The semi-annual report will include a general assessment of progress and problems to date; a brief status report on the projects, the indicators of output achieved to date; and a brief summary of actions planned for the next period. These reports will contain both quantitative and qualitative information to the extent possible. The first such report will cover the period ending December 31, 1993. Each such report is due 60 days following the end of the reporting period and will be submitted in three copies.

2. Financial Reporting

Within 30 days following the end of each month, a Grant financial report is required. The first such report will be due no later than September 30, 1993. This report will include the following:

- (a) Standard Form 1034 (Public Voucher for Purchase and Services other than Personnel). See Annex 2
- (b) A consolidated report of Grant expenditure which shows by budget line item: See Annex 3
 - (1) amount budgeted per the financial plan,

- (2) amount expended for the monthly period under consideration, and
- (3) total cumulative amount expended.

The Grantee agrees to consult with USAID/Kenya's Controller's Office (CONT/K) concerning further details for submitting all financial reports and estimates.

3. Estimates of Advance Requirements

As soon as possible for the first quarter, and 30 days in advance of the beginning of each succeeding, quarter, the Grantee will submit to A.I.D. its estimate of advance requirements for the quarter broken down on a monthly basis. Advances will be provided in accordance with Standard A.I.D. procedures for advance payment.

4. Final Report

A final report is required which will include a comprehensive review and discussion of project activities and achievements. This report will be due no later than the estimated expiration date of the grant.

5. Evaluation

An assessment of the entire project will be conducted in the sixth quarter of this project extension as described in the Program Description, Attachment C, to the Grant.

H. Implementation

This Grant is made to FPAK on condition that funds will be administered in accordance with the terms and conditions as set forth in the following Attachment C which contains the Program Description and Attachment D-1, Standard Provisions. It is expected that FPAK will exert its best efforts to adhere to the plan for project implementation described in Attachment C and will advise A.I.D. promptly of significant delays, if any are anticipated or experienced.

I. Special Provisions

1. A.I.D. Mandatory and Optional Standard Provision, set forth in Attachment D-1, apply to this Agreement.
2. The Optional Standard Provision entitled "Local Cost Financing with U.S. Dollars" is applicable to this Grant. Local cost financing is authorized for expenditure up to the maximum amount of the funds provided under the Grant during the period of the Grant without prior Grant Officer approval.

3. Within sixty days of the date of signature of the Grant Agreement, FPAK will submit to A.I.D. a detailed implementation plan for the first year's activities identifying major outputs, steps necessary to achieve those outputs, and a plan for procurement and use of technical assistance, training, and commodities.

4. Three months prior to commencement of activities in year two, FPAK will submit to A.I.D. implementation plans for activities to be financed in that project year.

5. The Grantee is responsible for assuring that financial management and reporting regarding Grant funds are thoroughly audited as part of its regular annual audit. The audit report will be submitted to A.I.D. in the normal course of the annual update of FPAK's registration within A.I.D.

6. The Grantee is solely responsible for ensuring that each employee is legally employed and granted all benefits (including salary, leave and termination) in accordance with applicable laws of the Government of Kenya.

J. Authorized Source and Origin for Goods and Services

Goods and services financed by A.I.D. under this Grant shall have their source and origin in countries contained in A.I.D. Geographic Code 935 in accordance with the order of preference rules specified in the Standard Provision of the Grant entitled "Eligibility Rules for Goods and Services". (See Annex 1 to this Attachment for details on countries covered in A.I.D. Geographic Codes).

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000 UNITED STATES

Dated:

899 FREE WORLD*

Any area or country in the Free World*, excluding the cooperating country itself.

935 SPECIAL FREE WORLD

Any area or country in the Free World*, including the cooperating country itself.

941 SELECTED FREE WORLD

Any independent country in the Free World*, excluding the cooperating country itself and the following:

<u>Europe</u>		<u>Other</u>	
Albania	Lithuania	Angola	Kyrgyzstan
Andorra	Luxembourg	Australia	Mongolia
Armenia	Malta	Bahamas	New Zealand
Austria	Moldovia	Bahrain	Qatar
Azerbaijan	Monaco	Canada	Saudia Arabia
Belgium	Netherlands	Cyprus	Singapore
Bulgaria	Norway	Gabon	South Africa
Byelarus	Poland	Greece	Taiwan
Czechoslovakia	Portugal	Hong Kong	Tajikistan
Denmark	Romania	Iceland	Turkmenistan
Estonia	Russia	Japan	United Arab
Finland	San Marino	Kazakhstan	Emirates
France	Spain	Kuwait	Uzbekistan
Georgia	Sweden		
Germany	Switzerland		
Hungary	Ukraine		
Ireland	United Kingdom		
Italy	Vatican City		
Latvia	Yugoslavia		
Liechtenstein			

*"Free World" excludes the following areas or countries:

Afghanistan, Cambodia, Cuba, Iran, Iraq, Laos, Libya, North Korea, People's Republic of China, Syria, and Viet Nam.

SERVICES OTHER THAN PERSONAL

ANNEX 2

U.S. DEPARTMENT BUREAU OF ESTABLISHMENT AND LOCATION DATE VOUCHER PREPARED TO ATTACHMENT B SCHEDULE NO.

CONTRACT NUMBER AND DATE PAID BY

REQUESTION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS DATE INVOICE RECEIVED DISCOUNT TERMS PAYEE'S ACCOUNT NUMBER

SHIPPED FROM TO WEIGHT GOVERNMENT BILL NUMBER

Table with columns: NUMBER AND DATE OF ORDER, DATE OF DELIVERY OF SERVICE, ARTICLES OF SERVICES, QUANTITY, UNIT PRICE, AMOUNT

(Use continuation sheets if necessary) (Payee must NOT use the space below) TOTAL

PAYMENT APPROVED FOR EXCHANGE RATE DIFFERENCES BY: TITLE (Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment. (Date) (Authorized Certifying Officer) (Title)

ACCOUNTING CLASSIFICATION

CHECK NUMBER ON ACCOUNT OF U.S. TREASURY CHECK NUMBER ON (Name of bank) CASH DATE PAYEE'S

When stated in foreign currency, insert name of currency. When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear.

Previous edition usable

NSN 7540-00-900-2254

PRIVACY ACT STATEMENT The information requested on this form is required under the provisions of 31 L.S.C. 82b and 62c for the purpose of disbursing Federal money.

11

GRANT AGREEMENT NO. 615-0232-G-00
FAMILY PLANNING ASSOCIATION OF KENYA
EXPENDITURE REPORT FOR PERIOD

APPROVED BUDGET LINE ITEMS	TOTAL BUDGET (KSHS)	CUM EXPENDITURES THROUGH PRIOR PRIOR PERIOD (KSHS)	PAYMENTS MADE BY USAID DIRECT TO VENDOR (KSHS)	EXPENDITURES THIS PERIOD (KSHS)	CUMULATIVE EXPENDITURES TO DATE (KSHS)
1. SALARIES					
2. BENEFITS/PENSIONS					
3. VOLUNTEER TRAVEL ALLOWANCE					
4. TRAVEL & PER DIEM					
5. ADMINISTRATIVE COSTS					
6. EQUIPMENT AND SUPPLIES					
7. TRAINING					
8. RESEARCH AND EVALUATION					
9. AUDIT					
10. OVERHEAD					
11. CONTINGENCY					
TOTAL					

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF
THAT THIS REPORT IS TRUE IN ALL RESPECTS AND THAT
ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSE
AND CONDITIONS OF THE GRANT OR AGREEMENT.

TYPED OR PRINTED NAME AND TITLE

SIGNATURE

DATE

Grant Agreement No. 615-0232-G-
Family Planning Association of Kenya

PROGRAM DESCRIPTION

The program description includes an overview, background on the organization and its activities, a description of the program, a discussion of implementation activities, evaluation indicators and a description of funding arrangements. Additional information can be found in the Family Planning Association of Kenya proposal "Community Based Distribution of Services" on file in O/PH USAID. This proposal is incorporated by reference as a part of this Grant.

OVERVIEW

The purpose of the Grant is to assist the Family Planning Association of Kenya to consolidate and refine the quality of its present community-based distribution (CBD) of contraceptive activities in over 500 sublocations with a total estimated population of over 3.2 million in 18 of the most densely populated districts in Kenya.

Continuation of FPAK's CBD approach for an additional 25 months is expected to achieve the goal of increasing contraceptive prevalence by:

- Increasing accessibility of family planning services to under-served populations in areas that are difficult to reach through existing clinic-based systems.
- Providing better family planning coverage to the target population by making available sufficient supplies of contraceptives through trained community-based workers.
- Encouraging greater community involvement and participation in the delivery of family planning services through face-to-face communication and counselling by trained community-based workers.
- Ensuring proper training, retraining and follow-up of all CBD project staff.

The overall objectives are:

- 1) To contribute to the national goal of reducing the current population growth rate of 3.6% to 2.5% by 2000 by making family planning services accessible to all potential users.

2) To increase the contraceptive prevalence rate in project areas by continuing to address the issue of easy accessibility and availability of high quality family planning services through community-based distribution of contraceptives.

The specific objectives are:

1) To consolidate and refine the quality of community-based services in 22 existing sites served by 1,000 CBD agents and 64 field supervisors.

2) To train 236 new CBD agents and two CBD fieldworkers in CBD techniques to fully cover 538 sublocations in 39 divisions.

3) To serve a total of 250,000 new family planning clients, conduct 394,000 revisits and make 119,000 effective referrals by the end of the project period. As a result, a total of 249,225 CYP will be provided.

BACKGROUND

Kenya's estimated population of 26 million is growing at an estimated rate of 3.6 percent per year, representing a doubling time of between 19 and 20 years and an average completed family size of 6.5 children. This growth rate has produced one of the highest child-to-adult dependency ratios in the world and threatens the fragile capacity of Kenya's existing economic and social systems.

The Government of Kenya (GOK) had taken major steps in recent years to reduce the country's population growth rate. In particular, it has emphasized the importance of promoting the use of all safe and effective methods of family planning. According to the 1989 Kenya Demographic and Health Survey (KDHS) about 50% of women who are married and fecund do not want any more children in the future (compared to 32% in the 1984 Kenya Contraceptive Prevalence Survey); 26% want another child but only after two or more years. The 1984 KCPS showed that 81% of the respondents reported knowledge of at least one modern method while in the 1989 KDHS the corresponding figure was 90%. The 1989 KDHS also showed a total fertility rate (TFR) of 6.7, a decrease from the 1984 TFR of 7.7. The 1989 KDHS indicated 27% of married women are currently using some method of contraception, of which 18% are using modern methods. In 1984, contraceptive prevalence was 17%, of which 8% were using modern family planning methods. The main reasons cited for non-use of contraceptives were lack of knowledge (23%) and factors relating to cost, access and availability (14%).

Limited access to quality family planning services for a majority of Kenya's rural population is a major constraint to increasing contraceptive prevalence rates. The 1984-88 Ministry of Health Development Plan shows that more than 57% of the population travel four or more kilometers to reach a health facility, while only 30% are within easy reach (two kilometers) of a health facility. Half of the existing facilities are inadequately staffed and equipped, while less than 50% offer family planning services. Inadequate services coupled with poor supervision and follow-up have contributed to a drop-out rate of around 46% for clinic-based programs.

The National Council for Population and Development (NCPD) and the Ministry of Health (MOH) have developed a plan for a national program for the community-based distribution of contraceptives (CBD) in Kenya to expand and extend family planning services beyond limited clinical facilities. This effort is being coordinated by NCPD with technical guidance and logistical support being provided by the MOH.

The CBD approach was introduced on a pilot basis through FPAK and other NGOs in the early 1980s. Since 1988, FPAK and several other major NGOs have expanded their community-based family planning services through CBD. By 1990, the success of these CBD projects demonstrated that: 1) demand for family planning information and supplies does exist among rural populations; 2) family planning services can be provided successfully by members of local communities and; 3) the CBD approach of service delivery achieved better initial acceptance of a family planning method.

THE PROJECT

FPAK is a national non-profit, voluntary organization established in 1963 to promote the development of family planning services in Kenya. It currently provides about 10% of all family planning services in the country and has been very influential in shaping government policy in this area. Additionally, it has played a leadership role over the years in creating a demand for family planning among its constituents. It is organized through a network of 46 volunteer branches distributed across the country, enhancing its strong grassroots support. Currently FPAK provides family planning services through 14 comprehensive static clinics, 113 outreach (mobile) centers and 764 CBD workers in 538 sublocations.

USAID has supported FPAK's CBD activities since 1988 as the program expanded from a pilot CBD project in two sites to the current level of 764 CBD agents in over 500 sublocations in 22 sites. During the previous phase of the project which started in July 1990, the project served over 311,000 new clients, revisited nearly 486,000 and distributed some 908,000 pill cycles, 6 million condoms and 1,700,000 vaginal foaming tablets.

15

As a result, over 113,000 couple years of protection (CYP) were provided.

Phase III of the FPAK Community Based Distribution of Services project will continue to address the issues of easy accessibility and availability of high quality family planning services in 39 divisions (35 rural and 4 urban) throughout 18 districts. The total estimated population of the divisions to be covered is approximately 3.2 million with over 700,000 women of reproductive age. Phase III will continue community-based distribution of contraceptives currently being provided by 764 CBD agents located in over 500 sublocations. However, FPAK will begin to phase out its activities in high prevalence areas in order to concentrate efforts in areas of lower prevalence. During Phase III, 236 additional CBD agents will be recruited and trained in the second year to improve the level of coverage in the existing divisions. A new focus of the program will be on increasing the numbers of effective referrals for long term and permanent methods. New training sessions will be designed for CBD agents to reinforce screening and counselling techniques for these methods.

As in the first two phases of this project, the CBD agents will distribute contraceptives, follow up clients, make referrals and provide information on family planning in their communities. CBD agents will receive both formal refresher training on a yearly basis and informal on-the-job training on an ongoing basis to ensure they provide high quality services. CBDs will be encouraged to identify and counsel continuing clients, who would benefit from the use of long term and permanent methods, and to refer these clients for those services. CBDs will contact clients in home visits, group meetings, barazas, at health facilities in the communities and other places where people gather.

Clients who choose clinical methods will be referred to the nearest clinic or the facility of their choice. These back-up clinics include FPAK, MOH, private and missionary facilities. Project supervisory staff will work closely with these facilities to ensure good coordination and cooperation. They will also ensure that the facilities are staffed and equipped to provide quality services.

IMPLEMENTATION

The USAID HB 13 Grant funds will support the community-based family planning program, e.g. salaries and benefits of the CBD Program Officers, Area CBD supervisors, fieldworkers and some support staff; travel and per diem; training; administrative costs; equipment and office supply costs; audit and evaluation costs and; overhead costs. Activities conducted under this Grant include training, IEC, community-based distribution of

16

contraceptives through the CBD agents and referrals to clinics for clinical family planning methods.

Under this Grant, the activities of the project will be continued for an additional 25 months beginning August 2, 1993. FPAK will monitor the activities of the 764 (Year one) and 1,000 (Year two) CBD agents in over 500 sublocations throughout the life of the project. FPAK will receive, analyze and give feedback at the area and headquarter levels from the CBD agents. Relevant technical information will be summarized in the quarterly and semi-annual reports to USAID and NCPD.

The Executive Director and the Program Manager will be the principal liaisons between FPAK, USAID/Kenya's Office of Population and Health and NCPD's Programs Division. The Program Manager and the CBD Program Officer will be responsible for the overall management of the community-based distribution project. They will also be FPAK's liaison with its Area Offices and other agencies involved in CBD activities.

The Area CBD Supervisors, with supervision from the Area Managers, will be responsible for the day-to-day management, administration and coordination of the CBD program in their areas. They will coordinate all training activities with the CBD Program Officers at the headquarters. At the site level, fieldworkers will oversee the CBD agents through monthly visits.

Routine supervision and monitoring of the CBD agent's work is the responsibility of the fieldworkers and the CBD supervisors. Additionally, the Area Managers and FPAK Headquarters staff conduct periodic monitoring visits to each site throughout the year, accompanied by USAID and NCPD staff as appropriate. Both Headquarters and area supervisory staff are expected use the existing MIS to improve feedback to the CBD agents on their work and reporting during this phase of the project. Staff will also work to improve the quality of data on effective referrals.

CBD agents will continue to submit monthly reports which are compiled and sent to FPAK Headquarters by the supervisory staff. FPAK reports programmatic progress on a quarterly and semi-annual basis to USAID and NCPD. Financial reports and advance requests are submitted monthly to USAID. Financial audits are conducted yearly in accordance with USAID regulations. At the end of Phase III, FPAK will submit a final report summarizing the achievements of the 25-month period.

EVALUATION INDICATORS

In February 1992, USAID and NCPD conducted an evaluation of the Phase II CBD project. The findings and recommendations of the evaluation will be integrated into the project as it continues in this grant period.

FPAK plans to conduct an evaluation during the second year of this Grant. This evaluation will focus on the following indicators to assist in the planning for the following phase of the project:

- recruitment and training of staff, especially CBD agents;
- impact of the National CBD Training Curriculum;
- supervisory structure including aspects of project management that affect service delivery at the field level;
- all aspects of service delivery including the clinical back-up system, CBD delivery of services, client satisfaction and community participation;
- success of program shift from high to low prevalence sites;
- utilization of field staff;
- quality of reporting and use of MIS for decision making;
- availability of IEC materials to support the CBD service delivery activities; and
- possible future directions for the program.

FPAK will submit the scope of work for the evaluation to USAID and NCPD for review and approval at least two months prior to the evaluation. USAID and NCPD will be involved in approving the evaluation team members, be present at the orientation briefing when the evaluation begins and the evaluation debriefing. Both will receive three copies of the evaluation report.

AUDIT

As required by USAID, the FPAK project finances will be audited on an annual basis by a USAID approved audit firm. Copies of the audited accounts will be sent to USAID.

FUNDING

Funds under this Grant will be used to support FPAK project activities for an initial 25 months beginning August 1, 1993 which is time-limited by the current PACD of August 22, 1995. A continuation phase is anticipated. The total estimated costs of the A.I.D. contribution, as projected in FPAK's proposal, is

17

\$ 988,795. The A.I.D. contribution will fund local costs including salaries, benefits, travel, training, purchase of equipment and office supplies, maintenance and operating costs, technical assistance, audit, evaluation and other direct costs.

FPAK will provide the Kenya Shilling equivalent of approximately \$329,619 which will cover additional personnel costs, rent and operating costs, and in-kind services of volunteer staff. These contributions represent approximately 25 % of total A.I.D. contributions.

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