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# Manual for National NGOs

## UNFPA/NIDI Resource Flows Survey 2013

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### 1. Introduction

The aim of the Resource Flows project (RF project) is to monitor progress in the implementation of the Programme of Action (PoA) adopted at the International Conference on Population and Development (ICPD) in 1994. The information collected is mainly used for advocacy and mobilisation of resources to ensure implementation of the Programme of Action and to plan for an effective response to the AIDS pandemic.

The Project tracks financial resource flows based on the “costed population package” as described in paragraph 13.14 of the ICPD Programme of Actions: 1) Family planning services; 2) Basic reproductive health services; 3) Sexually transmitted diseases and HIV/AIDS prevention; 4) Basic research, data and population and development policy analysis. The ICPD explicitly recognized (in paragraphs 13.17 to 13.19) that the “costed package” did not include all interventions necessary for the achievement of universal access to reproductive health. It has since become possible to cost and include some additional elements, particularly in the context of the Millennium Development Goals. This manual provides a description of the categories and examples of population activities monitored by the survey which go beyond ICPD para 13.14 to reflect the revised cost estimates produced by UNFPA<sup>1</sup>.

☞ To simplify reporting procedures and to harmonize resource tracking with UNAIDS, the survey does not collect information on expenditures for HIV/AIDS activities. This information will be obtained directly from UNAIDS.

**The term “population activities” in this survey refers to projects, programmes and activities in the following categories:**

1. Family planning services
2. Basic reproductive/maternal health services
3. Basic research, data and population and development policy analysis

☞ **Deadline 15 December 2014**

**Sections A to D** of this survey refer to financial flows in calendar- or financial year **2013**.  
**Section E** refers to future expected expenditures for **2014** and **2015**.

*We would like to thank you in advance for your kind co-operation. If you need clarification or further information, please contact the project staff at [ResourceFlows@nidi.nl](mailto:ResourceFlows@nidi.nl)*

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<sup>1</sup> See Report of the Secretary-General, *Flow of financial resources for assisting in the implementation of the Programme of Action of the International Conference on Population and Development*. E/CN.9/2009/5. Presented to the 42<sup>nd</sup> Session of the Commission on Population and Development, New York, March 2009.

## 2. Definitions of terms used in the survey

### **Domestic sources:**

Funding from national sources (central, subnational, local and municipal). Examples: Ministry of Finance, regional health offices, national foundations.

### **Expenditures:**

The amount of money that has *actually been spent/disbursed* by your organisation for the project/programme in the given year.

### **External sources:**

Domestic as well as international sources.

**Financial year (FY):** the period when the accounting year starts. Figures for 2013 should be included. If you are reporting in FY (as opposed to calendar year), please include family planning disbursements made from 1 July 2012 and onwards. For example: FY July 2012-June 2013, September 2012-August 2013, December 2012-November 2013, February 2013-January 2014, April 2013-March 2014, June 2013-May 2014 can all be included. In case the financial year started before July 2012 OR after 1 July 2013, this should not be included and is considered to be FY 2012 (for any start date before July 2012) and FY 2014 (for start date July 2013 and onwards).

### **General development projects/programmes with a population component:**

Development projects/programmes sometimes contain a population component. A rural development programme may, for example, contain a family planning component. The amount requested in the survey is only the amount of money spent on population activities in this general development project/programme.

### **International NGO (Non-Governmental Organisation):**

Private not-for-profit organisation which operates *in more than one* country.

### **International sources:**

International donors encompassing foreign governments, UN organisations/agencies, international development banks, international NGOs, foreign foundations, foreign private for-profit companies or other international organisations/individuals.

### **National NGO (Non-Governmental Organisation):**

Private not-for-profit organisation which operates *exclusively in one* country.

### **Project/programme expenditures:**

All expenditures directly attributable to a project or programme relating to (for instance):

- equipment
- transport
- communication
- training and IEC materials
- medicaments
- salaries of project personnel
- rent of the building, electricity

### **Umbrella organisation:**

A co-ordinating institution/agency that does not implement its own activities, but *only channels* funds.

### **3. Frequently Asked Questions**

**Q: How do you classify sexual and reproductive health and rights (SRHR)?**

A: SRHR should be classified as Reproductive Health.

**Q: How should the project/program location be filled in?**

A: Please fill in the location as specific as possible e.g. village or region and mention the country.

**Q: If a question is not applicable or unknown should I leave it blank?**

A: NO, please fill in “NA” if the question does not apply to your organization or “UNKNOWN” if you do not know the answer to the question.

## 4. Categories and examples of population activities

### Category:

### Examples of projects, programmes and activities:

#### 1. Family planning services:

#### Examples of category 1:

##### *Direct Service Delivery, Drugs, Supplies and Personnel Costs*

- Contraceptive commodities and service delivery

##### *Family Planning Programme and Systems Costs*

- Capacity-building for information, education and communication (IEC) regarding family planning and population and development issues
- National capacity-building through support for training
- Infrastructure development and upgrading of facilities
- Policy development and programme evaluation
- Management information systems
- Basic service statistics
- Focused efforts to ensure good quality care, including supervision and assessment
- Advocacy for family planning services

- Family planning projects
- Family planning information systems
- Construction/infrastructure of family planning clinics
- Rent, electricity of family planning clinic
- Soap series on TV about family planning
- Contraceptive procurement, warehousing and distribution
- Family planning training
- Salaries and incentive pay associated with family planning personnel

## 2. Basic reproductive/maternal health services:

### *Direct Service Costs, Drugs, Supplies and Equipment*

- Information and routine services for prenatal care, normal and safe delivery, post-natal care
- Abortion (as specified in paragraph 8.25 of the ICPD document); management of post-abortion complications

### *Reproductive/Maternal Health Programme and Systems Costs*

- Information, education and communication (IEC) about reproductive health, human sexuality and responsible parenthood, and against harmful practices
- Adequate counselling
- Diagnosis and treatment for reproductive tract infections, as feasible
- Referrals, education and counselling services for pregnancy and delivery complications
- Provision of reproductive health information and services for people in humanitarian situations
- Sexual and reproductive health rights

## 3. Basic Research

- National capacity-building through support for demographic as well as programme-related data collection and analysis, research, policy development and training
- Support for population data collection; support to academic and other training institutions for population and development research and analysis and to national population planning units, population councils, and population commissions.

## Examples of category 2:

- Antenatal care
- Basic childbirth care
- Basic newborn care (breastfeeding support)
- Delivery complications care (treatment of eclampsia)
- Emergency obstetric care (post-partum hemorrhage)
- Additional care for at-risk baby (resuscitation, very small baby care)
- Surgical repair of obstetric fistula
- Upgrading maternity wards
- Training of traditional birth attendants
- Refresher course for midwives
- “Safe Motherhood” programmes
- Eradicating female genital mutilation
- Screening/treatment of reproductive cancers, including breast, cervical and other reproductive cancers

## Examples of category 3:

- Demographic and health surveys
- Population census
- Vital registration
- Sending staff to overseas training courses
- Setting up a demography department at a university
- Population research

## 5. Filling in the survey

*In case the answer to any question is not applicable, we kindly ask you not to leave the line or box empty, but to indicate this by inserting "NA". In case the answer is unknown, please write "UNKNOWN". In case your organization does not spend money on certain topics asked in the questionnaire, please fill in the number "0".*

### Section A. General Information 2013

**A 3.** Please use the same currency throughout the survey.

### Section B. Overview of Financial Flows 2013

**B 1.** Any income received from domestic and international sources should be mentioned here. You are also requested to estimate the percentage of income which you received for population activities which went to Family Planning. As B 1 should be consistent with the total of external income received for population activities specified in section C, you may find it more practical to fill in section C first and then summarise these figures in section B.

**B 4.** You are requested to summarise the total amount of money that has *actually been spent/disbursed* by your organisation for population activities in 2013. Of this amount please estimate the percentage of disbursements made for Family Planning. As B 4 should be consistent with the total of the project/programme costs (i.e. for all projects/programmes together) specified in section D (D 7), you may find it more practical to fill in section D first and then summarise these figures in section B.

### Section C. Income Received from External Sources in 2013

In this section you are requested to list *any* income received for population activities from domestic and international sources.

Domestic sources refer to e.g.:

- *Government departments:* central or lower administrative level (e.g. state/provincial, regional or municipal) government departments
- *National NGOs:* private not-for-profit organisations which operate in your country only
- *Private Sources:* private organisations, companies etc.

International sources refer to, e.g.:

- *Foreign governments*
- *International Development Banks*
- *International NGOs*
- *UN organisations/agencies.*

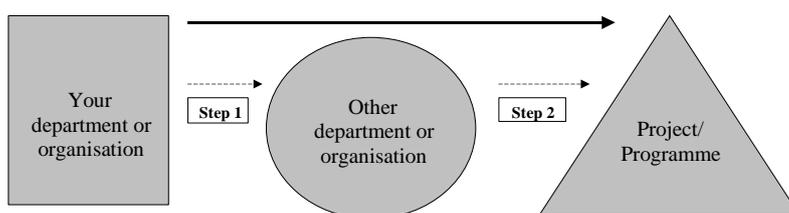
For both domestic and international sources please fill in the *type of organisation*. In addition, for domestic sources, please mention the *administrative level*. You are also requested to estimate the percentage of income received for Family Planning. Please note that after the completion of section C, the total amount should equal B 1.

### Section D. New and Continuing Population Projects/Programmes in 2013

In this section you are requested to give information on population projects/programmes in 2013. Use a separate sheet for each project/programme. Please note that after completion of section D, the sum of the amounts given in D 7 should be equal to B 4.

- D 7.** You are requested to fill in the amount of money that has *actually been spent/disbursed* by your organisation for this population project/programme. In case of a general development project/programme, please make an estimation of the amount spent *on the population component only*.
- D 8.** Expenditures for projects/programmes can either be channelled directly to a project or programme, or can be made through another channel, e.g. government department or another organisation. In case expenditures are made *through another department/organisation* you are requested to mention *the first channel* (step 1 in the figure below).

### Expenditure flows for projects/programmes



- > Expenditures from your department/organisation directly to a project/programme
- - - - -> Expenditures from your department/organisation to a project/programme *through* another department or organisation

**D 9.** We recognise that it may be difficult to indicate the percentages of expenditures made to the four different categories of reproductive/maternal health services. If no exact information is available, please make an estimate.

**D 9a.** We recognise that it may be difficult to indicate the percentages of expenditures made to the basic RH/MH services. If no exact information is available, please make an estimate. Please see example below on how to fill in the subcategories.

D 9. Breakdown of expenditures in D 7 by category:		Total	
1. Family planning services		<input type="text"/>	
2. Basic reproductive/maternal health services		<input type="text" value="100"/>	← Of this 100% please give a breakdown.
3. Basic research, data and population and development policy analysis		<input type="text"/>	
		<input type="text" value="100"/>	
D 9a. If applicable, breakdown of expenditures made to basic reproductive/maternal health services:			
		Total	
1. Maternal health		<input type="text" value="10"/>	+
2. Abortion (as specified in ICPD para 8.25) *)		<input type="text" value="30"/>	
3. RTIs, cancers of the reproductive system, and other reproductive morbidities		<input type="text" value="50"/>	
4. Promoting sexual health		<input type="text" value="20"/>	
		<input type="text" value="100"/>	← The above percentages breakdowns must add up to 100% which represents the 100% in section D9.

**D 10.** This question is new in the survey. Please indicate whether adolescents or youth were targeted by the project by ticking the applicable boxes. More than one option is possible. If other age groups were targeted please tick the “other” box and specify the age ranges.

**Section E. Future Expected Domestic Expenditures for Population Activities for 2014 and 2015**

**E1– E2.** Please indicate preliminary estimates **for 2014 and 2015** of the total *expected domestic expenditures* for population activities.