

Summarized Manual for Corporations – Financial Flows for Family Planning 2013

This survey covers family planning expenditures made in 2013 for the benefit of family planning within your country. This means that expenditures which were made abroad but used for a domestic purpose should also be included.

Deadline: 15 December 2014

What to include: family planning methods (e.g. condoms, pills, emergency contraceptives, diaphragms, IUDs, injectables, etc.) and services (e.g. counseling, female/male sterilization, prescription/provision of FP methods, etc.)

Income: include funding received from both national (central, subnational, local and municipal level) and international (e.g. donor governments, foundations, NGOs, etc.) sources

Currencies: kindly report all your figures in the local currency and make sure it is the same throughout the survey. In case you need to make conversion, kindly contact the project staff so that we can ensure consistency.

Expenditures: for each project/programme or activity you should use a separate sheet in section D. Include expenditures made both locally and abroad which benefited local family planning projects/programs or activities. For example, condoms purchased abroad but distributed within your country should be included. Expenditures cover both recurrent expenses and capital investments made for family planning in 2013:

- *Recurrent expenses:* occur periodically to produce the FP services and which are fully consumed during the provision of the service. It includes salaries, FP methods and services and all operational spending, condoms, paper, electricity and contracted services such as security, or the production of quarterly dissemination of family planning-related information to the communities, patients, children, etc. *Only include recurrent expenses which were made in 2013.*
- *Capital investment:* acquisition of a capital good, also referred to as durable goods, which are used in the production of FP methods and services and last longer than 1 year. E.g. a car, furniture, computers, medical equipment, etc. *Only include capital investments acquired in 2013.*

Breakdown of FP expenditures – recurrent expenses:

- 1) Staff service costs: include the salaries of (medical) staff which directly provided a FP service *Salaries of supporting staff which do not directly provide FP services should be included under Program Management*
- 2) Outsourcing of services: include any expenditures made for outsourcing services for FP
- 3) Contraceptives, medicine & other consumables: include any of these items which were purchased/provided for the purpose of FP.
- 4) Information, Education and Communication (IEC): a collective service in which e.g. media messages or advertisement campaigns target a group of people.
- 5) Policy Development and Advocacy: include FP-related policy work, sensitization of law makers, formulation of FP policies and laws.
- 6) Management Information System (MIS) and Health Information System (HIS): system used for analysing and enabling the strategic and operational activities within an organization (MIS) or for holding information regarding the health of individuals or activities conducted by organizations working within the health sector (HIS)
- 7) Monitoring, Evaluation and Research: include any M&E or research activities related to FP
- 8) Capacity building/training: include all training or capacity building activity for any of the specific

items mentioned above.

- 9) Program management: include the salaries of decision makers or supporting staff regarding the optimization of service delivery to ensure the goals of the program are reached
- 10) Operational costs: expenses associated with administering a business on a day to day basis. For example, costs related to electricity, fuel, rental of building or equipment, utilities, etc.

Breakdown of FP expenditures – capital investment (for durable goods lasting > 1 year):

- 1) Infrastructure and Upgrading of Facilities
- 2) Equipment: purchase of cars, computer and ICT products, office furniture and medical equipment

Estimating FP expenditures: if a general project/programme/activity included a family planning component, you are requested to estimate the expenditures which were made for FP only. You can make an estimate based on 1) time (amount of minutes spent on FP/total minutes * total cost) or 2) number of visits (number of visits related to FP/total number of visits * total cost of all visits) or 3) number of patients (number of FP patients/total patients * total cost). Further explanation and examples are given in the main manual. *E.g. if a 60 minute consultation on nutrition and family planning would cost a total of \$100 and if a health care worker discussed family planning for approximately 15 minutes, then the total FP consultation costs would be $((15/60)*\$100) = \25*

Kindly indicate in the final section called Remarks which method (e.g. time, number of visits/patients or any other method) you used for estimating the FP expenditures

Review your responses: please make sure the responses you have given in the survey make sense; the amounts add up to the total (and are the same in section B and section D where necessary), the percentages add up to 100%; and that the required information is fully entered.

Questions? Please look in the elaborated manual first as this might answer your question. Otherwise, direct questions related to the survey to the consultant. For any other queries, kindly contact the project staff at Resourceflows@nidi.nl

Thank you!