

DESA

UTILIZATION OF DANISH INTERNATIONAL DEVELOPMENT AGENCY (DANIDA) FUNDS
TECHNICAL ASSISTANCE PROJECT REQUESTS SUBMITTED BY ECA

9-17 FEB 1976

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PROJECT SUBMISSION DATA FOR BILATERAL TECHNICAL ASSISTANCE

1. Project Title

Orientation seminar and study tour on the role of surveying and mapping in economic development. (1977)

2. Background of the Project

The Second United Nations Regional Cartographic Conference for Africa by its resolution 3 called on the "Economic Commission for Africa to study ways and means of creating greater interest in cartographic work among African governmental authorities and technical co-operation organizations".

Three exhibitions were organized by the Secretariat, the first one was in 1969 during the Ninth Session and was on modern surveying and mapping for accelerated development. The second and third exhibitions were in 1970 and 1974 during the Third and Fifth Sessions of the Conferences of African Planners. The main object of the exhibitions was to demonstrate as vividly as possible to the delegations attending the session and the conferences the great significance of modern surveying and mapping for economic and social development.

3. Justification

The lack of progress in meeting the requirements for surveying and mapping work in a number of African countries has been caused, in part, by a lack of sufficient understanding on the part of planners and policy-makers of the need for surveys and maps and of the possibilities opened up by modern techniques in these fields.

4. Objective of the project

The seminar and study tour designed to show, in concrete terms, to planners and policy-makers the importance of surveying and mapping in planning and execution of development projects.

This orientation seminar will be to familiarize the African senior delegates with the modern techniques on the role of surveying and mapping in economic development.

5. Duty Station or places in which work on the project is to be undertaken

The Seminar and study tour could take place in a developed country having advanced cartographic services and detailed maps and plans, such as Denmark.

6. Probable date of commencement and duration of work of the project

The seminar and study tour would take three weeks and could be held in the second half of 1977.

The working languages of the Seminar will be French and English. The papers prepared by the Danish and other international experts will be presented according to the draft programme defined after consultation with the host country. Two ECA staff members from the Cartographic Unit and Technical Assistance and Programme Co-ordination Office should go on a preparatory mission to finalise the arrangements including administrative and financial management, the substantive programme and detailed schedule of the seminar six months before the starting date.

7. Type of bilateral assistance required

Organization and financing of the seminar, including all travel cost and fellowship for about 30 African countries, 15 of which will be English speaking and the other 15 French speaking and four ECA staff members.

8. Description of duties to be undertaken and arrangement

The donor country would in consultation with ECA, work out a programme of the seminar which should include Topographic and Topical mapping, and make arrangements for the travel and accommodation of the African participants including the ECA staff members from their home countries and back.

9. Type of support to be provided by ECA secretariat

ECA secretariat would assist in the selection of participants and in the preparation of the programme for the meeting. ECA in consultation with member States will arrange for priority list of topics to meet African requirements.

10. Estimated costs of bilateral assistance required in 1977

1. Seminar expenditures will be financed by the Danish International Development Agency. They will include only the following costs of the participants:

- i) Payment for round-trip air transportation economy class, from home country to Copenhagen;
- ii) Payment of allowance covering board and lodging and for incidental expenses for the duration of the Seminar.

The proposed project budget is attached.

2. Governments nominating participants will be required to bear the following costs:

- i) All expenses in the home country incidental to travel abroad, including expenditures for passport, the required medical examinations, inoculations and other such miscellaneous items and internal travel to airport of departure in home country;
- ii) Salary of the participants during the period of the Seminar;
- iii) Medical and hospitalization costs if any. Denmark and the United Nations will not assume any responsibility for medical or hospitalization expenses or for compensation in the event of death or disability incurred in connexion with the Seminar.

Project budget covering DANIDA contribution

10.00	Personnel experts		
11.00	Preparatory mission (7 days)		
11.01	ECA staffs Cartographic Unit and Tapco (2)		
	Travel and per diem	4,000	
11.09	Component total		4,000
12.00	Seminar - 20 days		
12.01	ECA staff Travel and per diem	9,000	
12.02	African delegates (30)		
	Travel and per diem	67,500	
12.03	Contingency and sundry	3,500	
12.99	Component total		80,000
50.00	Administrative support (a)		
51.01	Interpretors (4)	8,000	
51.02	Translators (2)	4,500	
51.03	Publication and printing of reports	1,000	
51.04	Local Transportation	500	
51.05	Supporting costs	2,000	
59.99	Component total		16,000
99.99	Grand Total		100,000

17 February 1976

PROJECT SUBMISSION DATA FOR BILATERAL TECHNICAL
ASSISTANCE FOR THE TRAINING OF AFRICAN ADULT
EDUCATORS FOR RURAL DEVELOPMENT

Addressed to: DANIDA

1. Project Title: Training Programme for African Adult Educators for Rural Development.

2. Background of the Project:

A sine-qua-non for self-sustaining African economic and social development is the transformation of the rural sector in all aspects so as to ensure improved living conditions and higher incomes for rural inhabitants. Advances in technology (e.g. development of cheaper fertilizers, development of cross-breeds) necessitate attitude changes for effective use of innovations, as well as re-training to cope with new jobs. A high rate of adult illiteracy prevails in African countries; consequently large numbers of the rural population require training in practical skills ~~as~~ needed for more productive engagement in economic activities and for improved capability to apply innovative ideas and techniques in the production process. Such training is needed in fields such as animal husbandry, farming, co-operative management, health and hygiene, home economics, etc.

It is recognized that through effective adult education activities the masses of the population may be brought into the mainstream of thought with regard to family planning, maternal and child care, nutrition, etc., as well as facilitate their participation in recreational and other cultural activities.

To meet the need for rural adult training through adult education programmes, government and non-government programmes have been established in most African countries. For example, programmes have been set up in Kenya, Tanzania, Ethiopia, Nigeria, Ivory Coast, Senegal, Zambia in fields such as agricultural extension training, home improvement, nutrition, health and hygiene, village industry, co-operative management, animation rurale etc

For these training activities to have maximum impact, suitably trained local teaching personnel are required to facilitate the learning process. It is, therefore, necessary that such adult educators have opportunity for periodic in-service training in order to bring themselves up to date in their knowledge of adult education training techniques and methods.

Denmark has established expertise in adult education activities for many years. In view of the needs of African Governments for trained instructors for adult education programmes, ECA proposes a two-phase pilot project, the first phase to comprise (a) training of rural adult educators through national workshops and (b) evaluation of the training programme to determine the appropriate line for the development of a medium-term project aimed at upgrading the national cadres of adult educators.

3. Related Activities:

With funds made available by the Netherlands Government, ECA has since 1972 evolved a programme for the training of African instructors serving in various pre-service and in-service training institutions, executed in collaboration with African universities and training institutes which provide host and training facilities for fellows. However, there is financial constraint in programme expansion. Since adult educators require training in specialized subjects directly related to the training of adults separate programmes are required which place emphasis on their specific training needs.

4. Objective of the Programme:

The purpose of this project is to assist collaborating African Governments in organizing training courses, each of four weeks duration, to provide training in adult education techniques for rural educators. The project will offer up to four national training courses a year and will be conducted by two teams of trainers. A further objective of the project is to determine a well established basis for a possible expansion of the project in Phase II for the benefit of more member States.

5. Training Programme:

The courses will provide training in subjects specifically related to the instruction of adults in non-formal training programmes, e.g. Methods and Techniques of Teaching Adults; Adult Learning Needs, Testing Adult Students and Measuring Adult Learning; Functional Literacy Methods; as well as production and use of audio-visual aids in adult teaching/learning process.

The courses will take the form of in-service training workshops, providing for lectures, discussion groups, demonstration sessions, individual assignments, and teaching practice. In order to carry out, test and evaluate training, the courses will be organized into two sections: training (3 weeks); practice teaching and review (1 week).

6. Description of the Project and Phasing:

The project is conceived in two operational phases as follows:

Phase I: Two-year pilot training courses for trainers in rural education programmes to be organized in four interested African countries annually. Each course will be of four weeks duration, and will provide for 20 to 25 participants per country. The course programme will provide for training in areas of direct relevance in the training of adults. This phase will be concluded with an evaluation of the impact of the pilot courses. It is hoped that this will provide a basis for determining project orientation and aspects to emphasize in future courses.

Phase II: Implementation of the findings and recommendations of the evaluation, exercise, and expansion of the programme as from 1978.

7. Location:

The project will be co-ordinated and developed from ECA Headquarters in Addis Ababa. In the first year of implementation the training courses will be held in two West or Central African countries and in two East or North African countries.

8. Date of Commencement and Duration of Project:

It is hoped that negotiations and other arrangements for the mounting of the first training courses can be concluded in time to facilitate the initiation of the programme by July 1976. It is suggested that each course should be for a period of four weeks.

9. Institutional Framework:

The Training Section of the ECA secretariat has developed a programme and a capacity for assisting African countries in training development. It has considerable experience in planning, organizing and conducting training courses in the fields of manpower planning and training of trainers. As mentioned above, it is currently implementing a programme for the training of African instructors in collaboration with African institutions. It has also built up an effective liaison relationship with African training institutions and universities.

At the country level, appropriate national organizations exist for promoting collaboration with external agencies in the field of training. It is envisaged that in interested countries such national bodies will be willing to take a local lead in securing the collaboration of the appropriate agency of government and of appropriate training institutions to make the local arrangements and material contribution for the implementation of national courses.

10. Type and Level of Participants:

Teachers and instructors from rural adult education programmes.

11. Technical Assistance Required of DANIDA:

For the implementation of Phase I and II of the project ECA is requesting DANIDA to provide technical assistance in the following forms:

- (i) Personnel Services: Four experts in pedagogy and subjectmatter for 40 man/weeks to design course programmes and conduct four national training courses in Africa. The experts will operate in teams of two with each team responsible for two national training courses.
- (ii) Honorarium or incentive payment for local experts in pedagogy and language improvement who will collaborate with the internationally recruited experts on a scheduled basis. Four local experts per course are envisaged.
- (iii) Provide as part of Phase I the services of a consultant for two months mission in Africa to evaluate the impact of the project, determine further training needs and recommend modifications in the project.
- (iv) Training Fellowships: Not applicable.
- (v) Equipment and Miscellaneous: Appropriate handbooks, instructional materials, secretarial assistance and sundry expenses for the actual operation of the courses.

The financial implications of the various services and facilities requested are detailed in the project cost plan (annexed) and are estimated at US\$140,904 for Phase I. The requirement for Phase II will be determined by decisions that will be taken on the outcome of Phase I.

12. ECA Support:

ECA secretariat will develop and co-ordinate the implementation of the project; inform member States of annual training courses; invite nominations; and liaise with designated host and collaborating institutions to ensure adequate communication and arrangements for the successful implementation of training courses. It will identify

resource persons; seek the co-operation of FAO and UNESCO in project execution; and be responsible for preparing progress and implementation reports on the project. It will also render certified financial statements on the disbursement of funds-in-trust for the project.

13. Country Contribution:

As each training course will be organized for only nationals of collaborating countries it is desirable and required that host countries make substantial direct and indirect contribution to the planning and implementation of the project. Accordingly, it is envisaged that in addition to providing institutional facilities, participating countries will provide (i) secretarial and administrative support; (ii) travel fare for participants from provincial centres; (iii) hostel accommodation and subsistence for up to 25 participants; (iv) duplicating facilities; and (v) local transportation as necessary. This contribution is estimated at a planning figure of US\$27,000 per training course of four weeks in duration.

14. Country Follow-up Action:

It is anticipated that rural development authorities in countries that have participated in the ECA/DANIDA sponsored courses will plan follow-up national workshops or courses to promote greater professional competence in the teaching staff of rural adult education programmes. A further consideration is that these authorities will give due recognition to the achievements of workshop participants by providing immediate rewards in the form of a rise in pay or other appropriate incentives. It is further envisaged that the demonstration effect of the courses will further strengthen the move towards curriculum development in adult education for rural development.

15. Collaborating International Agency:

It is hoped that the objectives set for the project will interest FAO and UNESCO to warrant their participation in the implementation of the project in furtherance of their co-operation with the ECA. Accordingly, FAO and UNESCO will be informed of the project as soon as financing is assured and will be invited to participate in its implementation through their field service experts attached to countries co-sponsoring training courses.

Cost Plan Estimate

	<u>1976</u>	<u>1977</u>	<u>Total Phase I</u>
<u>.1 Personnel services</u>			
(i) Four experts for 40 man/weeks			
- International travel \$2000x4 = \$8,000			
- 20 weeks subsistence \$45x70x4=\$12,600			
- 3 months honorarium (including 2 weeks pre-mission programme preparatory work) \$2000 x 3 x 4 = \$24,000	44,600	44,600	89,200
(ii) Honorarium for 16 local resource persons @ \$600 per course per person \$600x16=\$9,600	9,600	9,600	19,200
(iii) One expert for two months project evaluation mission (travel, per diem and honorarium) \$4,000	-	4,000	4,000
Sub-total	54,200	58,200	112,400
<u>.2 Training fellowship</u>			
Subsistence for participants ^{1/}	-	-	-
<u>.3 Equipment</u>			
Expendable supplies (books and instructional materials) (US\$800 per course)	3,200	3,200	6,400
<u>.4 Miscellaneous</u>			
(i) Local transportation ^{1/}	-	-	-
(ii) Extra secretarial help \$200x4 = \$800			
(iii) Hire of demonstration equipment and sundry expenses \$400x4 = \$1,600	2,400	2,400	4,800
Total	59,800	63,800	123,600
<u>.5 Administrative overhead charges (14%)</u>	8,372	8,932	17,304
Grand Total	68,172	72,732	140,904

^{1/} To be provided by participating African Governments

PROJECT REQUEST
FOR
DANISH INTERNATIONAL DEVELOPMENT AGENCY (DANIDA)

Date of Submission: 15 February 1976

Region:	WEST AFRICA
Project Title:	Workshop on Assembling and Collecting Data on the Participation of Women in Development
Requested by:	United Nations Economic Commission for Africa
Executing Agency:	ECA
Project Duration:	Two weeks
Starting Date:	November 1977
DANIDA contribution:	US\$ 60,000

I. BACKGROUND AND SUPPORTING INFORMATION

A. Background of the Project:

In an effort to seek the integration of women in the total development efforts of African countries, through making their economic labours more productive and rewarding, and by involving them in the formulation and execution of development projects, the ECA established an African Training and Research Centre for Women in 1975.

Major subject areas included in the activities of the Centre are the following: food and nutrition, including food production, distribution, storage and preservation; nutrition education, family life education and population; handicrafts and small-scale businesses and industries; home and family management including management of resources, use of labour-saving devices and home improvement; in-service training of social welfare workers and supervisor; upgrading of wage-employed women; integration of women in national and project planning; and communication and organizational skills. A communications unit within the Centre will enable dissemination of information and publication of training materials.

Most of the activities of the Centre take place in countries of the region rather than in the Centre itself. Itinerant training workshops will continue to be conducted at the national level according to the model established as Itinerant Training for Trainers in Programmes to Improve the Quality of Rural Life (so far held in 15 countries).

Another activity of the Centre has been the international team visits to conduct 3-day seminars in countries requesting information on the establishment of governmental machineries to assure the integration of women in the national development effort. Ten countries were served in 1974-75, and further seminars are planned for 1976 and after.

The Centre has been compiling information on village technology appropriate to farm and home, and is currently preparing a series of handbooks for rural workers. Research on the impact of modernization on rural women is underway, and will be expanded with 6 country case studies, as part of the Centre's activities. Country reports on the situation of women in member States, with special emphasis on training and employment opportunities, were completed by the Women's Programme in 1974 and will be updated every third year. On the request of ILO, special reports on Employment of Women were also prepared in Ethiopia and Sudan. At present, a consultant from Morocco is preparing reports on the five North African States, stressing the legal and employment situation which is considered especially important in Arab countries. Preference is given to national researchers when available to undertake these important inquiries with assistance from the ATRCW staff members. The Centre publishes a newsletter - "African Women" and numerous other documents for exchange of information and experiences.

B. Justification:

In most countries in Africa, although women form half of total population, opportunities have not always been provided for them to better their lives partly because of lack of information on their roles in the society. Yet as the ultimate purpose of development is to provide opportunities for sustained wellbeing of all sections of the population, it is obvious that the major obstacles to development in Africa cannot be overcome without the full participation of women.

In order to stimulate the collection of data on the roles of women which could then be used by planners as the basis of planning programmes, the ECA is encouraging nationals to carry out research, collect and disseminate information on research findings through national sub-regional and regional research seminars and workshops. One such innovative conference was sponsored by Ford Foundation for Kenya and organized by the Institute for Development Studies and a group of women researchers in August, 1975. This conference to which participants from the other eastern African countries were invited, proved to be of immense value and therefore it is proposed that funds be made available for a similar seminar to be organized for the West African countries.

Organizing such a seminar in West Africa will be specially valuable because it will afford researchers from both English-speaking and French-speaking countries an opportunity to discuss and exchange views on the various research needs and techniques as well as to review available data and identify major gaps in knowledge.

C. Institutional Framework

The workshop will be organized under the auspices of the African Training and Research Centre for Women of the ECA in co-operation with Technical Assistance and Programme Co-ordination Office (TAPCO) of ECA, UNDP and other UN Agencies.

D. Provision for Government Follow-up

The results of the workshop will be presented to the governments concerned, national machineries for the integration of women in development, research institutes and other organizations engaged in research in any of the participating countries. It is expected that governments and national commission or any other body for the integration of women in development in particular will use these findings.

E. Other Related Activities

On-going and planned research projects to be conducted by the ATRCW in collaboration with national researchers.

E. Future DANIDA Assistance

DANIDA assistance may be sought to hold similar workshops in Southern, Central and Northern sub-regions of Africa.

G. Other Sources of Funding

It is not proposed to seek other external financial assistance for this particular research workshop but organizations interested in research in the sub-region will be invited to send representative at their own expense.

II OBJECTIVES OF THE PROJECT

The general objective of the workshop is to stimulate the collection and dissemination of data and information on the roles and needs of women.

Specific objectives of the seminar are:

- (a) To bring together persons in West African countries who are able to contribute to the discussion of appropriate conceptual and methodological orientations as well as the state of knowledge and research on the study of women and the social, political and economic environment of Western Africa.
- (b) To discuss the desirability and utility of an interdisciplinary approach to the study of women in society
- (c) To raise the question whether social issues relating to women can be usefully studied in isolation or as an integral part of social units in which men and children are participating as well
- (d) To appraise the current repertoire of methods and concepts in the study of African women especially in view of the origins of such concepts and methods which have arisen within the political economy of Western Europe and America.
- (e) To examine the question of the role of the researcher and his or her relationship to the political and economic environment
 - (a) in which research is being conducted
 - (b) for which research is being conducted
- (f) To discuss the question of dissemination of research findings especially in a language and form that is accessible to the public as well as persons responsible at all levels of bureaucratic structures charged with policy formulation and implementation
- (g) To identify the study of the roles and position of women in the society as a subject worthy of due recognition by academic institutions
- (h) To identify priority areas of research in women's roles and participation in West Africa for which further information is needed in the short and long run.

III WORK PLAN

A. Project Activities

This workshop will be held in one of the countries of West Africa and will run for two weeks. It is planned for the fourth quarter of 1977 but before that ECA will undertake a preparatory and consultative mission to finalize the arrangements and detailed schedule. This mission will take place six months in advance.

B. Characteristics and Number of Participants

15 West African countries will be invited to participate. The participants will be persons directly concerned with research either in a government ministry, national commission or other body for the integration of women in development or a national research institute. The ECA will be represented by staff members from the ATRCW.

C. Servicing Staff Required

The African Training and Research Centre for Women, the Conference Services and TAPCO of ECA and DANIDA will serve the meeting.

Four interpreters and two translators are required.

D. Working Languages

The working languages will be English and French. The papers prepared by the Danish and other international experts will be presented either in English or French.

E. Documentation

Documents for the meeting will be prepared and circulated in advance.

F. Description of DANIDA Input

1. (a) Support for International Staff

Staff members of the African Training and Research Centre for Women will conduct the meeting in collaboration with the Danish experts.

(b) Assignment of Danish Experts

These should include a specialist in research methodology

2. Provision of Sub-contractual Services

Not applicable.

3. Training Provisions

Travel and subsistence for 30 participants from 15 countries, including a field study tour to relevant projects in the host country.

4. Equipment

No equipment will be required. Interpretation equipment will be taken from the ECA.

PROJECT BUDGET COVERING DANIDA CONTRIBUTION (US \$)

10 Personnel

II Experts

II-OI Preparatory and planning mission
1 person for two weeks
- per diem & travel1500.....

II-99 Component total 1500

30 Meeting (15 days)

31-03 ECA staff-ATRCW, TAPCO conference services
(6) travel & per diem 900
31-03 Participants (30) travel & per diem 30,000

39-99 Component total 39,000

50 Miscellaneous and contingency 2000 2,000

60 Administrative support

Interpreters (4)	9,000
Translators (2)	4,000
Interpretation equipment	1,000
Printing and publication of report	1,000
Local transportation	500
Hospitality	500
Supporting costs and sundry	1,500

60-99 Component total.. 17,500

99 GRAND TOTAL... 60,000

PROJECT REQUEST

FOR

DANISH INTERNATIONAL DEVELOPMENT AGENCY (DANIDA)

Date of Submission: 15 February 1976

Region:	AFRICA
Project Title:	Working Group on Recommendations for the 1980 Round of Population and Housing Censuses in Africa
Requested by:	United Nations Economic Commission for Africa
Executing Agency:	Economic Commission for Africa
Project Duration:	Ten days
Starting Date:	May 1977
DANIDA Contribution:	US \$ 69,000

I. BACKGROUND AND SUPPORTING INFORMATION

A. Justification for the Project

Most of the African countries are expected to complete their censuses in the 1970 World Programme of Population and Housing Censuses by the end of 1976. That being so, it has been proposed and approved as a part of the ECA Work Programme that a Working Group should be convened to review the experiences of African countries in the 1970-round of censuses, take into consideration their future needs and conditions, and formulate recommendations for the coming census round. These recommendations will provide a guide in planning and carrying out censuses to be taken around 1980.

Apart from the consideration that these recommendations will provide guidance to countries in the African region, they are also proposed to be taken into account in preparing the World Recommendations for the 1980 round of censuses.

B. Institutional Framework

The meeting will be organized under the auspices of the African Census Programme (ECA Statistics Division) in co-operation with the Statistical Office, the Office of Technical Cooperation and the Population Division at U.N. Headquarters, and the Population Programme Centre and the Technical Assistance and Programme Co-ordination Office (TAPCO) at ECA.

C. Provision for Government Follow-up

The recommendations evolved as a result of deliberations of the Working Group will provide guidance to African governments participating in the 1980-round of censuses and hence serve the same purposes as did the African Recommendations for the 1970 Population Censuses. It is expected that the Government departments/agencies responsible for censuses in various countries of the region will make use of these recommendations.

D. Other Related Activities

The ongoing individual country census projects and the African Census Programme regional component.

E. Future DANIDA Assistance

DANIDA assistance may be required for finalization of the recommendations for the 1980-round.

F. Other Sources of Funding

It is not now proposed to seek any other external financial assistance for the convening of this Working Group. But governments which have an interest in supporting activities in connection with the 1980 round of censuses in Africa will be invited to send representatives at their own expense to participate in this Working Group.

II. OBJECTIVES OF THE PROJECT

The main objective is to provide a set of recommendations to participating African countries in the 1980-round for their guidance in the conduct of censuses.

III. WORK PLAN

A. Project Activities

This meeting is to take place in Africa or in Denmark for ten days in May 1977.

ECA should undertake a preparatory mission to finalize the management agreement, the substantive content and the detailed schedule three months in advance of the working group.

B. Characteristics and Number of Participants

20 African countries are expected to participate. The participants will be senior government officials responsible for census operations in their countries. Some donor governments will be invited to this meeting and United Nations Headquarters will send representatives. ECA would be represented by staff members from the substantive divisions undermentioned.

C. Servicing Staff Required

The Statistics Division (including the African Census Programme) and the Population Programme Centre at ECA will service the meeting. Danish experts will also serve the meeting - one of them should be a data processing expert.

Four interpreters and two translators are required.

D. Working Languages

English and French. The papers prepared by the Danish and other international experts will be presented also in English and French.

E. Documentation

Documentation will be prepared and circulated in due course.

Description of DANIDA Input

1. Assignment of International Staff

Staff members of the Statistics Division (including the African Census Programme) and the Population Programme Centre will conduct the meeting in collaboration with the Danish experts.

2. Provision of Sub-contractual Services

Not applicable.

3. Training Provisions

The Working Group constitutes a short group training programme in itself because participants will have the opportunity to exchange experiences and views on future recommendations, and learning from one another's experience in this area. In addition, a study tour concerning the statistical and census organization of the host country may be of great interest for participants.

4. Equipment

No equipment will be required.

The following budget established for a meeting to take place in Denmark covers travel costs and per diem of African participants as well as of ECA participants and interpreters, and also local transport cost and miscellaneous expenses. United Nations Headquarters's attendance will be charged to this project. Donor government will meet their own expenses. If the meeting is held in Africa travel cost and per-diem for African and ECA participants will be reduced.

IV. Project budget covering DANIDA Contribution

10 Personnel

11 Experts

11-01 Preparatory mission (8 days)

11-02 ECA staff - Statistics and TAPCO (2)

Travel and per diem

4 000

11-99 Component total

4 000

30 Meeting and study tour (10 days)

31-01 ECA staff-ACP, Statistics, TAPCO (6)

Travel and per diem

11 000

31-02 United Nations Headquarters staff member (1)

Travel and per diem

1 500

31-03 African participants (20)

Travel and per diem

35 500

39-99 Component total

48 000

50 Miscellaneous and contingency

2 500

2 500

60 Administrative support ^{1/}

Interpreters (4)

8 000

Translators (2)

4 000

Printing and publication of reports

1 000

Local transportation

500

Supporting costs and sundry

1 000

60-99 Component total

14 500

99 Grand Total

69 000

69 000

^{1/} If the meeting is held in Denmark, this item may be handled directly by the host country.

UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA
ADDIS ABABA

12 February 1976

PROJECT SUBMISSION DATA FOR BILATERAL TECHNICAL ASSISTANCE
FOR THE TRAINING OF AFRICAN COMMERCIAL INSTRUCTORS AND
SENIOR SECRETARIES

Addressed to: DANIDA

1. Project Title: Training Courses for Commercial Instructors and Senior Secretaries.
2. Background of the Project:

Commission resolution 110(VI) of 1964, requested the ECA secretariat to assist member States in developing vocational training facilities and in the training of sufficient numbers of skilled workers to meet the requirements of industrial development plans.

National governments, international organizations and private business undertakings in Africa experience difficulties in recruiting for their establishments adequate numbers of competent secretaries and office machine operators. This follows from the general shortage of middle-level technical personnel in African countries. The shortage in supply has been further accentuated by qualitative deficiencies in the available supply as a result of the extensive use of poorly prepared or professionally untrained teachers and instructors in most commercial schools (especially in private schools) to train secretaries and commercial office workers. A high proportion of African primary and secondary school teachers are professionally untrained and commercial instructors predominate in the category of untrained teachers. Only a few countries have thus far established appropriate teacher training institutions for the professional preparation of commercial teachers, while an overwhelming proportion of commercial school graduate and typists come from schools and typing classes that are not under full government control with respect to standards of vocational training.

It is therefore not surprising that international organizations, large expatriate firms and even some national governments resort to the hiring of expensive expatriate senior secretaries to execute the most demanding secretarial work.

Present day administrators and managers make use of sophisticated office equipment and other money and time-saving devices to facilitate decision making. The increasing use of modern office technologies makes still greater demand for capable and efficient secretaries and office workers able to use the new tools, and thus makes it mandatory that commercial institutions and their instructors be up-to-date in the use of, and training of persons to use the new equipment. Here again, not only are most of these modern office equipment unfamiliar to African commercial instructors but also are unavailable to their schools with the result that the students they train are not given the opportunity to learn how to use the new equipment.

As no worthwhile study on the training of secretaries and commercial instructors and on the demand for these categories of personnel has been undertaken by ECA, the above general description of the prevailing situation in most African countries can at least be further illustrated with data from a specific country. Ghana is one of the few countries in African with a fairly well developed educational and training system at all levels, especially at the middle-level. It has been independent since 1957 and has obtained a relatively high level of self-reliance in trained manpower in most professional and technical fields. Notwithstanding this enviable position, Ghana's Manpower Survey of 1968 identified teachers at all levels, and for the sub-professional and technical categories, secretaries, stenographers and supporting accounting personnel as ranking amongst the most critical occupational areas where the need for trained personnel is greatest. That survey indicated the position in the requirement of Stenographers, Typists and Teletypists as follows:

No. of vacancies in 1969 = 551

Additional requirements: 1969 = 912 and 1970 = 853

Total requirements for 1971 = 2,316

But the Ghana situation of six years ago was not a total picture as the survey covered only establishments employing 20 or more persons.

It has been recognized for some time that long-term action needs to be taken to improve the supply and quality of secretarial and other office workers. With the rising tempo of commercial activities at national level and developments in international trade the demand for office workers of greater capability has become more compelling.

In 1969 ECA first gave some thoughts to the above problem and with the assistance of a consultant from the University of Massachusetts, prepared a comprehensive programme for the training and upgrading of commercial teachers, senior secretaries, office machine operators and other related office workers. Such a programme would have fostered intra-African co-operation and multinational assistance for providing training for the categories of personnel concerned and would have assisted member States in developing policies and programmes in the same field. The programme had to be shelved for lack of positive supportive interest by the main donor agency to which it was addressed.

In the mean time several African Governments, both with and without international technical co-operation, have initiated programmes of varying intensity and scope, designed to up-grade the skills of secretaries at the national level. The ILO has also played a role in the effort to evolve multinational co-operation in the training of commercial instructors and secretarial staff. All these efforts have so far proved mere parliative.

As the problem is still alive in African countries and even getting accentuated by growth in commercial activities and international relations, ECA wishes to resuscitate action for a pilot project of two years in duration both to demonstrate a demand for the type of training envisaged, evaluate the impact of phase I of operational action and determine the appropriate line for the further development of a medium-term project aimed at improving national capability for the production of efficient secretaries, office machine operators and related office workers.

4. Related Activities:

With funds made available by the Netherlands Government, ECA has since 1972 evolved a programme for the training of African instructors serving in various pre-service and in-service training institutions, executed in collaboration with African universities and training institutes which provide host and training facilities for fellows. However, there is the limitation in financial resources. Since most commercial instructors lack local facilities for their professional preparation, both in pedagogy and in subjectmatter skills, there is therefore, a strong case for providing separately to meet their more urgent needs.

5. Objective of the Project:

The purpose of this project is to assist collaborating African Governments in organizing long vacation training courses, each of four weeks duration, to provide professional skill up-grading for African commercial instructors and senior secretaries who have training responsibilities and so enhance their efficiency and effectiveness in the training of secretaries, office machine operators and related office workers. The project will offer up to four national training courses a year and will be conducted by two teams of trainers.

6. Training Programme:

The courses will provide training in both subjectmatter and pedagogy and in the use of modern office equipment and instructional aids. The programme is designed for commercial instructors and senior secretaries who have not had any professional training as commercial teachers, but have had some years of teaching and supervisory experience and are eager to acquire improved skills for their jobs.

A further objective of the project is to determine a well established basis for a possible expansion of the project in Phase II for the benefit of more member States and to provide skill up-grading courses for senior secretaries.

The courses will take the form of in-service training workshops, providing for lectures, discussion groups, demonstration sessions, individual assignments, private reading, teaching practice and experience

with the use of modern office equipment and instructional aids as applied to the training of secretaries and office workers. The course programme will provide for training in both subjectmatter, the habit of reading for self-improvement and in pedagogy. In order to carry out, test and evaluate training, the course will be organized into two sections: training (3 weeks); practice teaching and review (1 week).

7. Description of the Project and Phasing:

The project is conceived in two operational phases as follows:

Phase I: Two-year pilot training courses for commercial instructors, and senior secretaries having responsibility for on-the-job training, to be organized in four interested African countries annually. Each course will be of four weeks duration, and will provide for 20 to 25 participants per country. The course programme will provide for training in (i) stenography, typerwriting and office procedure; (ii) bookkeeping and accountancy; (iii) language; (iv) commercial education methods and (v) other supporting commercial subjects. This phase will be concluded with an evaluation of the impact of the pilot courses. It is hoped that this will provide a basis for determining project orientation and aspects to emphasize in future courses.

Phase II: Implementation of the findings and recommendations of the evaluation exercise and expansion of the programme as from 1978.

8. Location:

The project will be co-ordinated and developed from ECA Headquarters in Addis Ababa. In the first year of implementation the training courses will be held in two West or Central African countries and in two East and North African countries having one or more commercial training schools (e.g. Ghana, Nigeria, Sierra Leone; Zambia, Kenya, Uganda; Zaire; Sudan).

9. Date of commencement and duration of project:

It is hoped that negotiations and other arrangements for the mounting of the first training courses can be concluded in time to facilitate the initiation of the programme by July 1976. It is suggested that each course should be for a period of four weeks.

10. Institutional framework:

The Training Section of the ECA secretariat has developed a programme and a capacity for assisting African countries in training development. It has considerable experience in planning, organizing and conducting training courses in the fields of manpower planning and training of trainers. As mentioned above, it is currently implementing a programme for the training of African instructors in collaboration with African institutions. It has also built up an effective liaison relationship with African training institutions and universities.

At the country level, appropriate national organizations exist for promoting collaboration with external agencies in the field of training. It is envisaged that in interested countries such national bodies will be willing to take a local lead in securing the collaboration of the Ministry of Education and of appropriate training institutions to make the local arrangements and material contribution for the implementation of national courses.

11. Type and level of participants:

Teachers and instructors from commercial training schools and senior secretaries who are responsible for on-the-job training of clerical and secretarial staff.

12. Technical Assistance Required of DANIDA:

For the implementation of Phase I and II of the project ECA is requesting DANIDA to provide technical assistance in the following forms:

- (i) Personnel Services: Four experts in pedagogy and subject-matter for ~~40~~ man/weeks to design course programmes and conduct four national training courses in Africa. The experts will operate in teams of two with each team responsible for two national training courses.
- (ii) Honorarium or incentive payment for local experts in pedagogy and language improvement who will collaborate with the internationally recruited experts on a scheduled basis. Four local experts per course are envisaged.
- (iii) Provide as part of Phase I the services of a consultant for two months mission in Africa to evaluate the impact of the project, determine further training needs and recommended modifications in the project.
- (iv) Training Fellowships: Not applicable.
- (v) Equipment and miscellaneous: Appropriate handbooks, instructional materials, secretarial assistance and sundry expenses for the actual operation of the courses.

The financial implications of the various services and facilities requested are detailed in the project cost plan (annexed) and are estimated at US\$140,904 for Phase I. The requirement for Phase II will be determined by decisions that will be taken on the outcome of Phase I.

13. ECA Support:

ECA secretariat will develop and co-ordinate the implementation of the project; inform member States of annual training courses; invite nominations; and liaise with designated host and collaborating institutions to ensure adequate communication and arrangements for the successful implementation of training courses. It will identify resource persons; seek the co-operation of ILO and UNESCO in project execution; and be responsible for preparing progress and implementation reports on the project. It will also render certified financial statements on the disbursement of funds-in-trust for the project.

14. Country Contribution:

As each training course will be organized for only nationals of collaborating countries it is desirable and required that host countries make substantial direct and indirect contribution to the planning and implementation of the project. Accordingly, it is envisaged that in addition to providing institutional facilities, participating countries will provide (i) secretarial and administrative support; (ii) travel fare for participants from provincial centres; (iii) hostel accommodation and subsistence for up to 25 participants; (iv) duplicating facilities; and (v) local transportation as necessary. This contribution is estimated at a planning figure of US\$27,000 per training course of four weeks in duration.

15. Country Follow-up Action:

It is anticipated that the educational authorities in countries that have participated in the ECA/DANIDA sponsored courses will plan follow-up national workshops or courses to promote greater professional competence in the teaching staff of commercial teachers and instructors. A further consideration is that these authorities will give due recognition to the achievements of workshop participants by providing either immediate rewards in the form of either a rise in pay or subsequent scholarship awards for full-scale professional training in a university or Teachers College. It is further envisaged that the demonstration effect of the courses will further strengthen the move towards curriculum development in commercial education and the provision of adequate institutional and programme facilities for the training of commercial instructors.

16. Collaborating International Agency:

It is hoped that the objectives set for the project will interest ILO and UNESCO to warrant ^{their} ~~the~~ participation in the implementation of the project in furtherance of the organization's co-operation with the ECA. Accordingly, ILO and UNESCO will be informed of the project as soon as financing is assured and will be invited to participate in its implementation through their field service experts attached to countries co-sponsoring training courses.

ANNEX

Cost Plan Estimate

	<u>1976</u>	<u>1977</u>	<u>Total Phase I</u>
<u>.1 Personnel services</u>			
(i) Four experts for 40 man/weeks			
- International travel \$2000 x 4=\$8,000			
- 20 weeks subsistence \$45x70x4=\$12,600			
- 3 months honorarium (including 2 weeks pre-mission programme preparatory work) \$2000 x 3 x 4 = \$24,000			
	44,600	44,600	89,200
(ii) Honorarium for 16 local resource persons @ \$600 per course per person \$600 x 16 = \$9,600	9,600	9,600	19,200
(iii) One expert for two months project evaluation mission (travel, per diem and honorarium) \$4,000	-	4,000	4,000
Sub-total	54,200	58,200	112,400
<u>.2 Training fellowship</u>			
Subsistence for participants ^{1/}	-	-	-
<u>.3 Equipment</u>			
Expendable supplies (books and instructional materials) (US\$800 per course)	3,200	3,200	6,400
<u>.4 Miscellaneous</u>			
(i) Local transportation ^{1/}			
(ii) Extra secretarial help \$200x4			
(iii) Hire of demonstration equipment and sundry expenses \$400x4	2,400	2,400	4,800
Total	59,800	63,800	123,600
<u>.5 Administrative overhead charges (14%)</u>	8,372	8,932	17,304
Grand Total	68,172	72,732	140,904

^{1/} To be provided by participating African Governments

10 February 1976

UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA
Joint ECA/UNIDO Industry Division

Project Outline for an African Training Course
project analysis

1. Project title: ECA programme for training of national personnel in the field of industrial project analysis in African developing countries 1976/77 and 1977/78.
2. Background and justification: African governments' growing involvements in economic and social development activities and in particular their efforts since independence aimed at giving leadership in economic development, have resulted in the establishment of numerous public and mixed enterprises especially in industrial field. This responsibility has posed new problems of efficiency and effectiveness in the field of project preparation, evaluation and selection of new investment projects.

In recognition of this problem the Second Conference of African Ministers of Industry meeting in Cairo in December 1973 called, inter alia, for technical co-operation in the promotion and implementation of appropriate training programmes and facilities aimed at developing African skills to cope with the full range of industrial development activities, including the training of personnel engaged in project evaluation, investment promotion and the management of industrial development programmes.

The Third Conference of African Ministers of Industry, held in Nairobi from 17 to 22 December 1975 further recommended the establishment of an African Centre for Consulting Engineering and Management Services to assist African countries to develop capabilities for generating a constant flow of

bankable projects. It affirmed that "... the achievement of such projects calls for the mobilization of considerable financial resources. Resort would have to be made to external sources including international financial institutions, Government and commercial credits as well as the transnational corporations. Foreign participation in African industrial investment opportunities may take various forms; management know-how, transfer of industrial technology, participation in enquiry capital, extension of various types of credit, subsidies, etc."

The Joint Industry Division has since 1972/73 organized training workshops on industrial project analysis in Addis Ababa and Yaoundé in co-operation with UNIDO and the French ministry of co-operation and conducted four training courses in Abidjan jointly with the IBRD and the African development Bank.

3. Objectives of the project: The programme which consists in 2 training courses every year of 4 weeks duration each for 25 participants from English and 25 from French speaking African countries should achieve the following objectives:

(i) Long-range objectives: To assist the African countries in their efforts to develop a greater degree of self-reliance in the field of identification and analysis of viable development project.

(ii) Immediate objectives:

- to provide theoretical and practical training on project preparation and evaluation techniques to the participants
- to introduce the participants to the advanced methods and techniques of cost benefits analysis in order to enable them to select between several alternatives of investment project on the bases of its financial profitability as well as of benefits accruing the national economy (financial and economic analysis)

- to guide the participants to apply the methods and techniques to two real case studies to be analysed in terms of financial, economic profitability and the problems related to their implementation

4. Description of the programmes: 2 courses yearly of 4 weeks each (one for French and one for English speaking countries) encompassing 40 work sessions of 3 hours each, will permit the treatment and discussion of the following subjects:

(i) Project preparation

- techniques used both at the opportunity and feasibility stage
- market studies including demand forecast techniques
- techno-economic studies

(ii) Project appraisal

- project cycle and appraisal
- pre-production and launching
- project scale and timing

(iii) Financial projections and analysis

- introduction to financial analysis: concepts scope and objectives
- accounting concepts and principles
- discounting techniques
- ratio analysis, break-even and sensitivity analysis of least cost alternative; internal rate of return net present worth and cost-benefit ratio.

(iv) Financial projection

- capital requirement: fixed and working capital in new and expanding projects
- phasing of expenditures
- cash flow projection and projected balance sheet income statement and source and application of funds
- capital structure
- comparison of alternative financing methods

(v) Social cost benefit analysis

basic concepts
shadow pricing

economic rate of return of investment project

- project appraisal: integrated approach: Financial and economic analysis

(vi) Project implementation

- GPM network planning
- project scheduling
- project supervision
- management and project analysis

(vii) Simulation case studies

- financial and economic evaluation of an industrial project, based on actual situation in an African country

(viii) In plant visit of a selected enterprise

The courses are to be oriented strongly towards concrete questions and the practical application of technique to answer them. A large proportion of participants' time is taken up with solving specific problems and working through case studies "learning by doing". The problem-solving and case studies activities are backed up by a programme of lectures, discussions and reading; some of which are generally applicable to project analysis and management as a whole, and some of which are addressed to the specific subject.

5. Course participants: Invitations to attend the training course are to be sent to keen persons engaged in the field of project analysis in ministries, development Banks and investment corporation etc. the course for English speaking countries will be addressed to participants from: Botswana, Tanzania, Somalia, Uganda, Zambia, Ethiopia, Sudan, Sierra Leone, Gambia, Ghana, Lesotho and Swaziland.

Similar invitations for the French course one to be sent to participants from the following countries; Zaire, Ivory Coast, Gabon, Benin, Togo, CAR, Cameroun, Senegal, Mauritania, Mali, Guinea, Chad, Niger, Congo, Madagascar, Rwanda, Burundi and Mauritius. (b)

6. Place/date of training courses: The course in English language will be held in Addis Ababa, taking advantage of the facilities available in the ECA secretariat. The course in French should take place either in Abidjan or in Dakar.

The courses should take place in the second half of 1977 and 1978.
7. Collaborating agencies: A request for co-operation to the programme may be addressed by ECA to the Economic Development Institute of the World Bank and to the Danish International Development Agency.
8. Bilateral assistance required: Financial grants out of the allocation from DANIDA for Africa, in order to provide the resources for the realization of the programme as elaborated; it is also envisaged to make use of Danish expertise in the field of project analysis by involving Danish consultants in specific topics. The grants are to cover the travel costs, subsistence allowances, costs of Danish consultants and other costs directly related to the organization of the course.
9. ECA contribution: The ECA input independently from the expenses described above would include:
 - (a) the specialized staff members and experts who will organize the workshop prepare the training materials and conduct the discussions;

- (b) collect the basic information, reference data and reading materials, prepare the documentation for discussion and provide secretariat services;
- (c) co-operate in the preparation of simulation cases;
- (d) provide the meeting rooms and other conference facilities.

10. Estimated costs of the course (Addis Ababa)

Travel for 25 participants including excess baggage	\$US 23,750
Subsistence allowances,	21,000
Consultants expenses (Two consultants including travel)	9,200
Preparation of training materials	3,000
Transportation in Addis and plant visit	1,250
Miscellaneous expenses	1,500
Contingencies	2,000
Overhead (14%)	8,600
	<u>\$US 70,300</u>

11. Estimated cost for French course (Dakar)

Travel for 25 participants, including excess baggage 10 kg.	\$US 18,750
Travel 2 ECA experts Addis-Dakar-Addis including 10 kg. excess baggage	2,200
Subsistence allowance participants 25 x 42 x 30	31,500
Subsistence allowance 2xx 40 days x 42 (ECA)	3,360
Travel Danish experts and fees	12,000
Preparation of training materials & freight	4,000
Transportation and plant visits	3,500
Conference & secretariat facilities in Dakar	6,000
Miscellaneous expenses	3,000
Contingencies	3,000
Overhead	12,220
	<u>\$US 99,530</u>

Addis Ababa, 10 February 1976

Project Submission for Bilateral Technical Assistance to English-speaking African countries in the field of Small-scale Appropriate Technology

1. Project Title: Training workshop on the Selection, Adaptation and Application of Appropriate Technology for Small-scale Urban and Rural Industrial Development.
2. Background and Justification: Among the factors inhibiting the economic growth and economic independence of the developing countries is a lack of knowledge about technologies appropriate to their needs and resources. In particular this applies to the rural areas where small-scale capital-saving technologies are frequently required and even more frequently unknown. The application of such technologies could undoubtedly alleviate the lot of the rural poor in Africa.

To do this, however, it is clear that decision-makers in developing countries must be made aware that there is a range of technology choice open to them and that there are often economic and social advantages in selecting the simpler or small-scale alternatives. Hence, there is a need to conduct a training workshop for key persons responsible for the promotion and development of small-scale and rural industries to examine the benefits of small-scale capital-saving technologies and to study alternative systems for the selection, adaptation and application of such technologies.
3. Project Aim: The purpose of the training workshops is twofold:
 1. To examine the economic and social benefits of using appropriate technologies in small-scale urban and rural industrial development and to advise participants how to assess the technological alternatives.

2. To investigate alternative systems for the selection, adaptation and application of such technologies, including institutional frameworks, methods of operation and information systems.

4. Project Description: The workshop will consist of not more than a two week period for key staff members engaged in the planning and promotion of small-scale and rural industries in English-speaking African countries. The programme will provide for lectures from a number of experts with practical experience in different countries and environments, for discussions among the participants and for case study exercises. Such case studies will be drawn from actual problems. Participants will also be required to contribute examples of similar problems from their own experience for an attempt at solution through group discussions.

The workshop will concentrate on agro-industrial topics such as: small-scale processing and storage of agricultural products, e.g. hides and skins, grains, fruit and vegetables; production and/or repair of improved agricultural tools and implements, including low-cost equipment for transportation of goods; small-scale production and utilisation of local construction materials; and small-scale low-cost methods of water supply and storage.

5. Workshop Schedules: The workshop will take place in the latter half of 1977. Precise timing will depend on the availability of the required expert lecturers.

6. Workshop Participants: Invitations to participate will be sent to two key-persons engaged in the planning and promotion of small-scale urban and rural industries from each of the sixteen English-speaking sub-Sahara African countries. It is

intended that one person should come from the Ministry of Finance and Development Planning and the other from the Ministerial Department or parastatal charged with promoting small-scale industry (or their equivalent).

7. Workshop Location: The workshop will take place at the ECA headquarters in Addis Ababa.
8. Input Requested from DANIDA: DANIDA is requested to provide the services of at least one Danish expert with first hand experience of the application of small-scale appropriate technologies in the developing countries and the necessary financial support to carry out the training workshop. This assistance will cover international travel, fees and subsistence expenses for the expert lecturers most of whom are expected to come from Africa, as well as travel and subsistence for the participants.

<u>Item</u>	<u>Estimated Cost</u> US\$
(i) Travel of expert lecturers (approx.8)	6,000.-
(ii) Fees for experts	3,500.-
(iii) Travel for participants	25,000.-
(iv) Subsistence for participants	12,500.-
(v) Preparation of training materials	2,000.-
(vi) Airfreight of training materials	500.-
(vii) Secretarial assistance	2,000.-
(viii) Transportation in Addis Ababa	1,000.-
(ix) Miscellaneous expenses	1,000.-
(x) Contingencies	2,500.-
	<u>56,000.-</u>

9. Input Required from ECA: The ECA will provide the services of one expert on a full-time basis as required for the organization and operation of workshop. This expert will work closely with DANIDA. ECA will also provide the services of other experts for limited periods of a few days each, and secretariat and conference facilities.
10. Follow-up Action: Participants will be expected to initiate action on the knowledge they have acquired in the field of appropriate technology, with assistance from ECA and DANIDA experts if required.

In further collaboration with DANIDA, ECA would recommend the organisation of a similar training workshop for the French-speaking African countries.

DANIDA may subsequently also like to consider the grant of fellowships to selected individuals from the participating countries in order that visits may be made to specific countries where small-scale appropriate technology is currently being widely utilised, e.g. India, Ghana.

The workshop will take place at the ECA headquarters in Addis Ababa. This assistance will cover international travel, fees and subsistence expenses for the expert lecturers most of whom are expected to come from Africa, as well as travel and subsistence for the participants.

Estimated Cost	Item
US\$ 1,000.-	(i) Travel of expert lecturers (approx. 8)
1,500.-	(ii) Fees for experts
25,000.-	(iii) Travel for participants
15,500.-	(iv) Subsistence for participants
5,000.-	(v) Preparation of training materials
500.-	(vi) Airfreight of training materials
3,000.-	(vii) Secretarial assistance
1,000.-	(viii) Transportation in Addis Ababa
7,000.-	(ix) Miscellaneous expenses
2,500.-	(x) Contingencies
55,000.-	

Inputs Required from ECA: The ECA will provide the services of one expert on a full-time basis as requested for the organisation and operation of workshop. This expert will work closely with DANIDA. ECA will also provide the services of other experts for limited periods of a few days each and secretarial and conference facilities.

Follow-up Action: Participants will be expected to initiate action on the knowledge they have acquired in the field of appropriate technology, with assistance from ECA and DANIDA.

PROJECT REQUEST
FOR
DANISH INTERNATIONAL AGENCY (DANIDA)
FOR IMPLEMENTATION DURING THE
FISCAL YEAR BEGINNING
1 APRIL 1977

Date of submission: 9 February 1976

Project Title: Workshop on Techniques for Collection and Analysis
of Fertility Data

Requested by: United Nations (Economic Commission for Africa)

Executing Agency: United Nations (Economic Commission for Africa)

Project Duration: a) Preliminary work and documentation (3 months)
b) Actual seminar (1 month)

Starting Date: 1 May 1977

DANIDA contribution: US\$91,510

I. BACKGROUND AND SUPPORTING INFORMATION

A. Justification for the Project

This project which is already part of the work programme of ECA was initially endorsed in May 1974 by the Second Conference of African Demographers (see E/CH.14/CAD.2/7). It was later approved by the Fifth Meeting of the Technical Committee of Experts in February 1975 (see E/CH.14/TECO/30) and subsequently by the Third Conference of African Ministers (Twelfth Session of ECA) also in February 1975.

In many African countries, there is a significant demand for middle level expertise of assistants to executives and managers of projects. At several ECA meetings there have been frequent requests to the United Nations and its agencies to undertake middle level training of staff. The demand has been made for such training in the fields of population, family planning, public health, vital registration and general statistical work. The training of non-executives in these fields will promote better communication and understanding among all staff engaged on population projects. It will lead to a saving of time and resources through increased division of labour which will also promote efficiency. With better understanding of the subject matter of the project activities, there will be a greater sense of involvement and interest in individual assignments. This training workshop, which will be organized for non-executives working in the fields of family planning, censuses, vital registration, public health statistics, etc., will go a long way to fostering a better appreciation of the measurement, analysis and interpretation of fertility and family planning programmes, and through this enhance official as well as interpersonal communication among all project personnel.

B. Institutional Framework

The Population Programme Centre is the principal unit which implements ECA's work programme in the field of population. The Centre has a number of qualified staff members whose services can be supplemented through collaboration with staff members of other divisions of the Commission and of the United Nations Headquarters at the Population Division and the Statistical Office.

The regional demographic training centres in Accra, Cairo and Yaoundé and their staff members would also be involved in the implementation of this project.

C. Other Related Activities

The project will be implemented within the framework of the activities of the ECA in the field of population in close collaboration with the African Census Programme, Demographic and Social Statistics Section and the Regional Demographic training programmes of the Population Programme Centre.

Collaboration will be fully established with the Regional Institute for Population Studies, Accra and Institut de formation et de recherche démographiques, Yaoundé, both of which have mandates for organizing ad hoc training programmes for the countries served by them.

II. OBJECTIVES OF THE PROJECT

A. Long-range Objectives

- a) To promote greater awareness and interest in the use and application of appropriate techniques in collecting, processing and interpreting fertility and other demographic data.
- b) To facilitate better co-ordination of project activities through the greater involvement of middle level and non-executive personnel in the project programmes. Their understanding of the subject matter will not only promote this but also increase the level of productivity.

B. Immediate Objectives

- a) To train participants in the various organizational framework for and methods of collecting and analysing fertility data using conventional as well as special techniques for handling defective and incomplete data.
- b) To study some of the practical problems of collecting, processing and interpreting fertility data.
- c) To develop relevant guidelines for the workshop and for use by any interested persons and/or agencies.
- d) To pool together and enable exchange of experiences on problems of fertility data flow and feedback use among sub-regions and countries of the continent.

III. WORK PLAN PROJECT ACTIVITIES

A. Tentative Timing, Duration and Venue

The workshop will take place in Accra, Ghana for two weeks, late in May 1977, for the English-speaking countries, and for two weeks early in August 1977 for the French-speaking countries in Yaoundé, Cameroon.

The basic background work including documentation for both workshops will be undertaken in or directed from Addis Ababa over a period of three months, January - April 1977. During the two weeks period of each workshop, sufficient time will be apportioned to lectures, laboratory exercises, and plenary discussions on the following topics:

- i) The planning and sequence of survey and experimental design: study of the necessary link between objectives, scope, content, implementation, analysis and interpretation of results;
- ii) Methods of collecting data on fertility; Design of a fertility survey questionnaire;
- iii) Conventional techniques of fertility analysis;
- iv) Elementary introduction to techniques for analysis of defective and incomplete fertility data;
- v) Elementary introduction to stable population techniques for analysing fertility;
- vi) Study of fertility differentials and their significance for the study of demographic change;
- vii) Study of existing "models" or "framework" for analysis of fertility differentials;
- viii) Collection, analysis and evaluation of data on family planning;
- ix) Evaluation of the course: impressions, recommendations and suggestions by participants for future course programmes.

B. Participants

It is expected that 20 English-speaking and 20 French-speaking representatives of governments will attend the Accra and Yaoundé Workshops respectively. The representatives will be non-executive staff members involved in statistical and demographic data collection and analysis. As much as possible, these should be selected from family planning offices where they exist, ministries of health, offices of vital registration, and demographic and social statistics sections of national statistical offices.

C. Servicing Staff

In addition to Danish technical experts, two French-speaking consultants (one from IFORD) and two English-speaking (one from RIPS) will assist ECA Secretariat staff in the training programmes. Administrative support will be given by the Danish experts, the staff of the UN Headquarters, and by a national co-ordinator to be designated.

D. Working Languages

English will be used for the Workshop in Accra and French for the one in Yaoundé.

E. Documentation

About seven background training manuals (papers) with accompanying laboratory exercises will be prepared in French and English. These will be in addition to the normal background papers on seminar and workshop procedures.

F. Interested Agencies/Bodies to be Invited to participate

UN, UNFPA, WFS, UNICEF, UNESCO, WHO, Regional Institute for Population Studies, Accra, Institut de formation et de recherche démographiques, Yaoundé, Cairo Demographic Centre, and Population Council will be invited.

Participation

It is expected that 20 English-speaking and 20 French-speaking representatives of governments will attend the Accra and Yaoundé Workshops respectively. The representatives will be non-executive staff members involved in statistical and demographic data collection and analysis. As much as possible, those should be selected from family planning offices where they exist, industries of health, offices of vital registration, and demographic and social statistics sections of national statistical offices.

Service Staff

In addition to Danish technical experts, two French-speaking consultants (one from IFORD) and two English-speaking (one from HIPS) will assist ECA. Administrative support in the training programme. Administrative support will be given by the Danish experts, the staff of the UN Headquarters, and by a national coordinator to be designated.

IV. PROJECT BUDGET COVERING DANIDA CONTRIBUTION (1977)
(in US dollars)

Components		1977 US \$
<hr/>		
10.	<u>Project Personnel Component</u>	
11	Experts	
11-01	Consultants (2 persons) 1/ Travel and per diem Honorarium	4,180 2,000
11-99	Sub-Total	<u>6,180</u>
13	Administrative Support Personnel	
13-01	UN Headquarters (2 persons) 1/ Travel and per diem	4,180
13-02	ECA Secretariat Staff (5 persons) 2/ Travel and per diem	16,000
13-99	Sub-Total	<u>20,180</u>
16	Incentive Payment	
16-91	Honorarium for national co-ordinators and assistants	1,000
19	Component Total	<u>27,360</u>
<hr/>		
30.	<u>Training Component</u>	
31	Fellowships (40 participants) 3/ Travel and per diem	59,600
39	Component Total	<u>59,600</u>
<hr/>		
40.	<u>Equipment Component</u>	
42-01	Data Processing Equipment 4/	650
42-99	Sub-Total	<u>650</u>
<hr/>		
50.	<u>Miscellaneous Component</u>	
	Translation, publication, etc. 5/	3,000
	Hospitality 5/	500
	Local Transportation 5/	400
59.	Component Total	<u>3,900</u>
<hr/>		
99.	<u>GRAND TOTAL</u>	<u>91,510</u>
<hr/>		
(Please see footnotes on next page.)		

(1971) INTERNATIONAL FINANCIAL COMMISSION (IFC) (in US dollars)

- 1/ Includes one person for Accra and one for Yaoundé.
- 2/ Includes two secretaries and three professionals to each Workshop.
- 3/ Includes 20 English-speaking and 20 French-speaking representatives respectively for Accra and Yaoundé.
- 4/ For purchase of 10 pocket size electronic calculators for use by participants in these and future workshops.
- 5/ To be shared equally for the two Workshops.

4,180
3,000
1,180

4,180
16,000
20,180

1,000
21,380

22,000
22,000

650
650

3,000
200
400
3,600

21,250

(Please see footnote on next page)