

PD-AMR 790

41267



Intrah

Trip Report

0-75

Travelers:

Mr. Raymond Baker, Associate Director

Country Visited: for Administration
Nigeria

Date of Trip: July 17-20, 1985

Purpose: To develop a financing plan
and subcontract in support of ten contra-
ceptive update workshops

Program for International Training in Health
208 North Columbia Street
The University of North Carolina
Chapel Hill, North Carolina 27514 USA

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Contract Between UNC/CH and
Coopers & Lybrand
Lagos, Nigeria

EXECUTIVE SUMMARY

During July 17-19, 1985, INTRAH Associate Director for Administration Mr. Ray Baker, worked in Lagos, Nigeria to finalize a subcontract with Coopers and Lybrand (C&L) and to open an "INTRAH Project" bank account with the Lagos Branch, United Bank for Africa.

Briefing and debriefings were held with the AID Affairs Officer and a copy of a proposed C&L subcontract was left with Ms. MacManus for review and concurrence. An INTRAH bank account was opened and an account number assigned.

SCHEDULE DURING VISIT

Tuesday	July 16	Arrived Lagos at 5:00 p.m.
Wednesday	July 17	Meeting with Ms. MacManus at Embassy 9 a.m. Meeting at Coopers and Lybrand 4 p.m.
Thursday	July 18	Meeting at Coopers and Lybrand 2:30 p.m. Meeting at United Bank for Africa 4 p.m.
Friday	July 19	Meeting at United Bank for Africa 8:30 a.m. Meeting at Coopers and Lybrand 11 a.m. Meeting at United Bank for Africa 2 p.m. Meeting at Coopers and Lybrand 3 p.m.
Saturday	July 20	Meeting with Ms. MacManus at Embassy 11:30 a.m.
Sunday	July 21	Departed for Nairobi 3:30 a.m.

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I. PURPOSE OF TRIP

The purpose of the visit was to develop a financing plan, to be executed by means of a subcontract with Coopers and Lybrand, in support of ten Oral Rehydration Therapy Contraceptive Update workshops.

II. ACCOMPLISHMENTS

- A. The final draft of a proposed UNC/CH-C&L subcontract was prepared with the C&L staff.
- B. A bank account in the name "INTRAH Program" was opened at the Lagos Branch of the United Bank for Africa.

III. BACKGROUND

In May 1985, an INTRAH team conducted a visit to Nigeria for the purpose of planning ten five-day family planning and oral rehydration therapy update workshops for nurse-midwives. The team included Mr. James Herrington, INTRAH Program Officer; Dr. Julia Tsuei, clinical specialist; Ms. Jedida Wachira, curriculum specialist; Ms. Solange Smrcka, ORT specialist; and Ms. Kuteyi, Nigerian MOH Division of Nursing representative. The visit resulted in development of a July 12, 1985 project proposal to conduct ten workshops for 30 participants each for a total of 300 nurse-midwives. The work-

shops are scheduled for five states: Ondo, Imo, Anambra, Plateau and Benue. The Imo-Plateau workshops are concurrent, as are the Anambra-Benue workshops. INTRAH recognized the logistic problem of making cash available at so many concurrent training sites, especially in Nigeria where inter-city communication is most difficult. As a solution, INTRAH proposed the services of Coopers and Lybrand. This internationally-known accounting, auditing, and management consultant firm has the acknowledged expertise to safely transfer cash from Lagos to the state capitals, make payments to participants/vendors and submit reliable accounting reports to UNC/CH. The subcontract also includes provision for future audit services in Kwara, Imo and Bauchi states. In addition, provision has been made for miscellaneous fiscal services which includes AAO reimbursement, financial assistance to regional participants and other services as may be authorized by INTRAH.

INTRAH already has three external bank accounts with the United Bank of Africa. It was also planned to open a Lagos-based account in order to service this specific subcontract.

IV. RECOMMENDATIONS

The traveler recommends that AID approve the subcontract between UNC/CH-C&L as submitted to AID/W on August 6, 1985. (See Appendix B - draft subcontract).

APPENDIX A

Persons Contacted

AID Affairs Office, U.S.Embassy

Ms. Keys MacManus, AAO
Mr. Larry Eicher, Deputy AAO

Coopers & Lybrand

Mr. A. Oluwole Fadojutimi, Partner
Mr. Paul O. Mgbeze, Partner
Mr. M. Olatunde Kukoyi, Senior Manager

United Bank for Africa

Mr. S.O. Ibisi, Principal Manager, Multinational Development
Mr. J.A. Oyetunji, Head of Secretariat, Lagos Branch
Mr. Yomi Odusanya, Deputy Head of Secretariat, Lagos Branch

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CONTRACT BETWEEN
 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
 AND COOPERS & LYBRAND
 LAGOS, NIGERIA

Negotiated pursuant to the terms of Contract No. AID/DPE-C-00-4077 between the Agency for International Development and the University of North Carolina at Chapel Hill.

For the University of North
 Carolina at Chapel Hill
 Chapel Hill, N.C. 27514

For Coopers & Lybrand
 Lapal House
 Lagos, Nigeria

 Signature

 Signature

 Typed Name

Paul Onuora Mgbeze

 Typed Name

 Title

 Title

 Date

 Date

Project Title: Five Day FP/ORT Workshops in Nigeria

Contract/Account Number: 35619

Period and Cost: This contract is effective September 1, 1985
 and will terminate on August 31, 1986

The total cost is \$

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Article I - Objective

The objective of this contract is to establish effective mechanisms to finance, account and report for UNC/CH - INTRAH sponsored training activities in Nigeria.

Article II Work Plan

This work plan involves three kinds of activities:

1. ad hoc training activities
2. audit activities
3. general support activities

1. AD HOC TRAINING ACTIVITY

a. Description. INTRAH will conduct training activities in various cities throughout Nigeria. These activities will usually be in collaboration with a federal/state agency or private non-governmental agency. The activities may range in duration from one day upward, but will average about 12 days and the enrollment per activity will average about 15 trainees. The trainees may come from various geographic locations outside of and within Africa, including Nigeria.

b. Training Quantity. During September 1, 1985-August 31, 1986, INTRAH projects approximately 30 training activities.

c. Training Services. The following is an illustrative sample of the kinds of training services needed. Send representative(s) to the training site to coordinate with the local Nigerian official(s) on the fiscal, logistic and reporting require-

ments of the activity. This may include but is not limited to:

- (1) a pre-activity visit to agree on the logistic arrangements, division of labor and estimated cash (in naira) requirements to effectively carry out proposed training activities.
- (2) on-site presence at the workshop to pay trainees and trainers daily living allowances and, if agreed, enroute and return transportation, co-trainers fees etc.
- (3) Advance of funds to recipient organization (e.g. MOH) for the pre-workshop purchase of training materials and supplies.
- (4) Collect, summarize and submit expense reports by activity and by agreed-upon budget categories. Each report will include receipts for disbursements, (e.g. hotel, chartered bus, resource staff payments, etc.), per diem vouchers signed by the trainees/trainers, and any other relevant documentation necessary to support and detail the total sum expended.

2. AUDIT ACTIVITY

a. Description. INTRAH has entered into contracts with the Ministries of Health of Kwara and Imo states and the Health Management Board of Bauchi State. It is anticipated that contracts with other state/federal and/or nongovernmental agencies may be developed. All such contracts provide that within 6 months after completion,

INTRAH will arrange and pay for an audit of the financial records.

b. Audit Quantity. During September 1, 1985-August 31, 1986, INTRAH projects no audit requirements.

c. Audit Services. At INTRAH request, audit the financial records of completed contracts. INTRAH will furnish C&L with copies of contracts and amendments, copies of financial reports and copies of relevant correspondence dealing with financial matters. INTRAH will also provide audit instructions and procedures for audit distribution.

3. GENERAL SUPPORT ACTIVITY

a. Description. The INTRAH 1985-89 family planning program in Nigeria is a major investment. As the program matures and activities multiply, there will be occasions when INTRAH will need special assistance from C&L. Such assistance will be available under this paragraph.

b. General Support Quantity. During September 1, 1985-August 31, 1986, INTRAH projects 12 events of this nature.

c. General Support Services. It is not possible to foresee all the services that may be required/requested. The following are representative examples:

- (1) The AID Affairs Officer (AAO), U.S. Embassy may expend cash in direct support of INTRAH. Upon presentation of appropriate documentation, C&L will reimburse the AAO.
- (2) Nigerian participants may be scheduled for U.S., African or Asian-based training. In accordance with INTRAH written instructions (letter or telex),

C&L will provide participants with air tickets, advance maintenance allowance and per diem.

- (3) INTRAH staff or consultants who are in Nigeria for official business may need to extend their stay. In accordance with INTRAH telex instructions, C&L will make appropriate cash (naira or U.S. dollar travelers checks) advances so they can meet daily maintenance expenses.

d. C&L will make reasonable efforts to provide services under this paragraph but it is agreed that C&L shall have the right to decline services that cannot be provided or are requested on such short notice as to be impractical.

Article III - Responsibilities of C&L

1. To perform tasks as described in the work plan and as authorized by INTRAH.
2. To act as a Nigerian-based fiduciary to the INTRAH program. As such, execute financial transactions, (make payments, make collections, safeguard funds) in accordance with contracts, memoranda of agreement and other documents which have been or will be created between INTRAH and Nigerian-based organizations or institutions.
3. To execute this fiduciary trust using best prudent judgment in an even-handed manner fair to INTRAH and its collaborators.
4. Before making cash advances to persons claiming to be staff or consultants of INTRAH, to confirm such relationship by

telex.

5. To utilize competent staff at the lowest level commensurate with the work to be done.

6. To submit reports as defined in Article VI.

Article IV - Responsibilities of INTRAH

1. To establish and maintain a level of available cash in a suitable type account in a Lagos bank. This cash is to pay expenses of all things done under the Work Plan. It is not the source of reimbursement to C&L for services. This process is described separately under Reports.

2. To provide C&L with copies of program documents wherein activities are scheduled that will or may require C&L assistance.

3. To make every reasonable effort to give C&L adequate lead-time notice when assistance is to be requested. For training activities outside Lagos, 21 days notice will be considered adequate lead-time.

Article V - Budget

1. This is a cost-reimbursement contract. INTRAH will reimburse costs which are allowable and limited to those necessary to accomplish activities and/or services as described in the work plan.

2. The following budget sets forth estimated costs for individual line items. Within the total amount, C&L may adjust line items as reasonably necessary for the performance of work under this contract. Provision of the total shown shall be

subject to the availability of funds to INTRAH from AID.

Conversion rate: .80 naira = 1.00 U.S.

Article VI Reports

There are two kinds of bi-monthly (every other month) reports.

1. INTRAH Service Report. This is a report of funds taken from the INTRAH bank account in Lagos to accomplish services as per the Work Plan. The reports are sequentially numbered in the following format:

INTRAH Services Report # _____
For _____ through _____ 1985

TRAINING ACTIVITIES (Sample entries)

Naira
expended

1. 5-day ORT Workshop at Owerri during Sept 16-20, 1985
 - a. Trainee travel See A
 - b. Trainer travel
 - c. Trainee per diem See B
 - d. Trainer per diem
 - e. Honoraria See C
 - f. Support staff See D
 - g. Other Direct See E
 - Petrol
 - Supplies
 - Communications
 - Open/closing ceremonies
 - etc.

Naira sub-total _____

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(Note: A through E will consist of receipts, vouchers and/or other available documents to confirm the amounts reported as expended.)

SUPPORT ACTIVITIES

Itemize the service
and record Naira cost.
Attach receipts or
certifications where
receipts are unavailable

Naira sub total _____
Naira grand total
U.S. Dollar total
Conversion rate

(Note: See following Funding Status Attachment which accompanies the INTRAH Services Report.

2. C&L Fee Note Report. This is the report C&L will submit to secure reimbursement for the services which they have provided and documented in the services report already described. The fee note report is sequentially numbered and submitted in the following format:

C&L Lagos Fee Note Report #
For _____ through _____ 1985.

Funding Status

Advances from INTRAH

<u>Advance No. or Check No.</u>	<u>U.S. Dollars</u>	<u>Conversion Rate</u>	<u>Value in Local Currency</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total

Financial Reports to INTRAH

<u>Report No.</u>	<u>Dollars</u>	<u>Conversion Rate</u>	<u>Local Currency</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total

Still to be
Reported _____

TRAINING ACTIVITIES

Naira sub total _____

SUPPORT ACTIVITIES

Naira sub total _____

Naira grand total

U.S. Dollar total

Conversion rate

The undersigned hereby certifies that payment of the sum claimed is proper and due.

Signed _____

Typed Name _____

Title _____

Date _____

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Article VII - Amendment

This contract may be modified by amendment, subject to the mutual agreement of both parties and the prior concurrence of the AID Affairs Officer, Lagos and AID/Washington.

Article VIII - General Provisions

1. Examination of Records
2. Audit
3. Abortion-Related Activities
4. Voluntary Participation
5. Sterilization
6. International Air Travel
7. Termination
8. Disputes
9. Prevailing English Version
10. Notices