

PD-AAS-066

41923



INTRAH

Trip Report

#0-216

Travelers: Dr. James Veney, INTRAH
Evaluation Officer

Country Visited: SIERRA LEONE

Date of Trip: October 11-13, 1985

Purpose: To develop a Memorandum of Agreement and assist in preparations for a Nov/Dec 1985 evaluation workshop

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

TABLE OF CONTENTS

EXECUTIVE SUMMARY i
SCHEDULE OF ACTIVITIES ii
I. PURPOSE OF TRIP 1
II. ACCOMPLISHMENTS 1
III. BACKGROUND 2
IV. DESCRIPTION OF ACTIVITIES 2
V. FINDINGS/CONCLUSIONS 3
VI. RECOMMENDATIONS 3

APPENDICES

APPENDIX A

Persons Contacted

APPENDIX B

Memorandum of Agreement Developed Between Ministry of Health
Sierra Leone and UNC/Chapel Hill

APPENDIX C

DRAFT WORKSHOP SCHEDULE

EXECUTIVE SUMMARY

James E. Veney, Ph.D., Evaluation Officer, INTRAH, visited Sierra Leone from October 11, 1985 to October 13, 1985 to develop a draft memorandum of agreement between INTRAH and the Ministry of Health and to assist in planning for a two-week workshop on reporting, recording, monitoring and evaluation to be held in Freetown from November 25 to December 6, 1985. During one intensive day-long session with Dr. A. M. Gba-Kamara, Director, Maternal and Child Health Services, Ministry of Health, members of the Core Training Team and evaluation resource persons, a draft schedule for project activities was designed and responsibilities for workshop presentation were assigned. It is expected that the workshop will proceed as planned.

SCHEDULE DURING VISIT:

October 11, 1985

5:00 p.m.

Arrival Lungi Airport, Freetown.

October 12, 1985

9:30 - 5:00 p.m.

Meeting with CTT members and others from MOH (see Appendix A) at Office of Director, FP/MCH Services, MOH.

October 13, 1985

12:45 a.m.

Departure Lungi Airport, Freetown for Nigeria.

I. PURPOSE OF THE VISIT

1. To develop a draft memorandum of agreement (see attached Appendix B) with Ministry of Health for a two-week workshop on reporting, recording, and monitoring and evaluation to be held November 25 - December 6, 1985.
2. To develop schedule for the two-week workshop (see Appendix C for general schedule).

II. ACCOMPLISHMENTS

1. A draft Memorandum of Agreement was delivered to and discussed with Dr. Gba-Kamara and members of the Core Training Team (CTT). Particular reference was made to the importance of Paragraph D, Section 5. A copy of the draft memorandum of agreement was left with Dr. Gba-Kamara for transmittal to Mr. Habron USAID/Freetown, for his information.
2. A draft schedule for the two-week workshop on reporting, recording, monitoring and evaluation was discussed and put into semi-final form. Areas of responsibility for workshop preparation were assigned (see attached Appendix C). It was agreed that trainers would bring books on evaluation for use during the workshop and newsprint and markers for workshop use if possible. It was also agreed that pre-post test questions would be forwarded to Chapel Hill no later than November 1 for incorporation into a pre-post test document that can be finalized and copied in Chapel Hill prior to

the workshop, due to scarcity of paper in Sierra Leone. It was also agreed that certificates of participation would be prepared in Chapel Hill for the workshop and brought to Sierra Leone by the trainers. Signatures for the Sierra Leone Ministry of Health should be Dr. Gba-Kamara and Dr. Belmont Williams, Chief Medical Officer (CMO).

III. BACKGROUND

This activity is a part of the overall INTRAH training effort in Sierra Leone that is detailed in the draft Memorandum of Agreement attached (Appendix B). It is part of the overall effort of Ministry of Health and particularly the Family Planning/Maternal and Child Health Service (FP/MCH) to improve various aspects of service delivery, in this case, reporting, recording, monitoring, and evaluation. Two staff of the Ministry of Health, Sister Lois Vincent and Mrs. Fatu Yumkella attended a ten week INTRAH short course on monitoring and evaluation in Chapel Hill during the summer 1985 and will be co-trainers/facilitators during the workshop.

IV. DESCRIPTION OF ACTIVITIES

Activities consisted of a one-day meeting held in the office of Dr. Gba-Kamara, Director, Maternal and Child Services, Ministry of Health. The meeting was attended by Dr. Gba-Kamara, Matron Phebean Alghali, Sister Val Gilpin, Sister Margaret Dumboya, Ms. Fatu Yumkella, and Sister Lois Vincent. The meeting consisted of discussion and deliberation on the draft Memorandum of Agreement (Appendix B) and the schedule for the November 25 - December 6 workshop (Appendix C).

V. FINDINGS AND CONCLUSIONS

Family Planning/Maternal and Child Health Services is anxious to conduct the workshop. Responsibilities have been divided up between INTRAH and the co-trainers/facilitators. The subject matter has taken on a somewhat restricted content as a result of Dr. Gba-Kamara's concern for recording and reporting. He also hopes to use the workshop to design new reporting forms for MCH/FP. This latter seems somewhat unrealistic. However, the process involved, including deliberations as to why various data are desired at various levels, should be instructive and valuable.

There will be some difficulty finding facilities for 30 people. The Nursing School will probably be chosen, though there were various reservations expressed about it. Due to shortages of petrol, paper, duplicating facilities, and other items, various workshop arrangements as well as conduct of the workshop will be difficult to complete.

VI. RECOMMENDATIONS

INTRAH should proceed with the sponsorship of the workshop as it was written into the original project proposal (and is now part of the MOA). However, because of logistical problems faced in Sierra Leone, expectations about results should be modest.

APPENDIX A

Ministry of Health

Dr. A. M. Gba-Kamara, Director, MCH Services

Matron Phebean Alghali, CTT

Sister Val Gilpin, CTT

Sister Margaret Dumboya, CTT

Ms. Fatu Yumkella, Medical Demographer, MOH

Sister Lois Vincent, Jenner Wright Clinic

A P P E N D I X B

**Memorandum of Agreement
Between the
Ministry of Health, Government of Sierra Leone
and the
University of North Carolina at Chapel Hill**

1. General:

This agreement documents understandings between the Maternal and Child Health Division, Ministry of Health (MOH), Government of Sierra Leone and INTRAH of the University of North Carolina at Chapel Hill (UNC/CH) respecting family planning training activities to be conducted during November 1985 through January 1987.

2. Goal and Objectives:

Goal: To integrate family planning into the existing maternal/child health services of the MOH and to increase the level of contraceptive use among MOH service clients.

Objectives:

- a. To train 30 participants from the MOH and other ministries, and three NGOs in a recording, monitoring and evaluation workshop.
- b. To train 20 participants (district medical officers, matrons and a tutor) in a management and administration workshop.
- c. To train 13 SRN, SCM and HS participants in a TOT and curriculum development workshop.
- d. To train two participants at a regional NFPTOT in Manila and three other participants at a regional evaluation workshop in Nairobi.

3. WORKPLAN

Activity	Participants	Dates	Site	Trainers
1. Field follow-up of 75% of Participants of Activity 7 in Phase I and Activities 1, 7, & 8 in Phase II	77: 47 MCH/Aides 15 SM/HS 15 EDCU Dispensers and Nurse Dressers	4 - 9 Nov. 1985	Makeni Moyamba Bo Bonthe Kenema Port Loko Kailahun Districts	6 CTT (3 teams of 2 CTT members each for Southern, Eastern & Northern Provinces)
2.*MCH Seminar/ Workshop on recording, monitoring and evaluation	30: 22 MOH 5 other Ministries 3 NGO	25 Nov. - 6 Dec. 1985 (Planning 20 - 24 Nov.)	Freetown	2 INTRAH 1 CTT 2 Evaluators
3.*Regional Training of Trainers	2: Trainers/ Tutors	11 - 29 Nov. 1985	Manila, Philippines	IMCH and INTRAH
4.*The Art of Management & Administration Workshop/ Course	20: 12 DMOs & MDs 7 Matrons 1 Principal Tutor	20 - 31 Jan. 1986	Freetown	1 INTRAH 1 SPH/UNC 1 CTT
5. Integrated FP Workshop (non-prescriptive and oral re-supply)	75: MCH Aides 25 Bo 25 Kenema 25 Makeni	13 - 14 Mar. 1986 10 - 21 Mar. 1986 17 - 27 Mar. 1986	Bo Kenema Makeni	2 MCH/FP Trainers 1 CTT back up for each district
6.*Regional Evaluation Follow-up Workshop	2 Evaluators 1 Supervisor	10-19 Mar. 1986	Nairobi, Kenya	INTRAH

* INTRAH Funding

Activity	Participants	Dates	Site	Trainers
7.*TOT & Curriculum Development	13 SRN, SCMs & HS	5 May - 6 June 1986 (Planning 30 April-4 May)	Kenema	3 CTT 1 INTRAH (TA)
8. Clinical Skills without IUD Insertion	15: SECHNS	7 - 25 July 1986	Freetown	3 MCH/FP Trainers 1 CTT back up
9. FP Orientation for Nurse Dressers and Dispensers	17: Nurse Dispensers Nurse Dressers	1 - 5 Sept. 1986	Bo	3 MCH/FP Trainers 1 CTT back up
10. Clinical Skills without IUD Insertion	30: EDCU Assistants	6 - 17 Oct. 1986	Bo	3 MCH/FP Trainers 1 CTT back up
11. FP Motivation & Education for MCH	350: TBA/VMAS 25 in each district	6 - 10 Oct. 1986	Districts 1,2,3,4	2 MCH/FP Trainers 1 CTT back up in each district
	25 in each district	27-31 Oct. 1986	Districts 5,6,7,8	2 MCH/FP Trainers 1 CTT back up in each district
	30 in each district	10-14 Nov. 1986	Districts 9,10,11,12, & 13	2 MCH/FP Trainers in each district
12. Program Evaluation	20: 1 MCH Director 6 CTT 13 MCH/FP Trainers	12-23 Jan. 1987	Freetown & Provinces	INTRAH & Evaluators

*INTRAH Funding

4. Funding: INTRAH financing applies to only 5 of the 12 activities in the above workplan. These are:

<u>Activity Number</u>	<u>Title</u>	<u>Estimated In-country Cost (excludes overhead)</u>
2	MCH Seminar/workshop on recording, monitoring and evaluation	LE 33,500 U.S. \$ 5,826
3	Regional NFP Training of Trainers (Manila)	not applicable
4	The Art of Management & Administration Workshop/Course	LE 23,000 U.S. \$ 4,000
6	Regional Evaluation Follow-up Workshop (Nairobi)	not applicable
7	TOT and Curriculum Development	LE 36,267 U.S. \$ 6,307

Conversion: LE 5.75 = U.S. \$1.00

5. Responsibilities of the MOH for In-country Activities
- a. Selection and assignment of a coordinator for each workshop.
 - b. Selection and timely notification of participants.
 - c. Selection of MOH co-trainers and ensure their release to enable full time participation one week prior to and during the workshop.
 - d. Appointment of a qualified fiscal agent to assist the UNC/CH representatives in administering funds provided by UNC/CH for the training activities.
 - e. Arrangements for transportation and accommodations of participants, using funds to be provided by the UNC/CH representatives.

- f. Provision of a suitable training facility.
- g. Cooperation with UNC/CH trainers in the evaluation activities as detailed in paragraph 7.

6. Responsibilities of UNC/CH:

- a. To provide, through training representatives, funds to cover in-country costs of the workshops.
- b. To cooperate with the MOH-appointed fiscal agent in the disbursing, recording and reporting of these funds.
- c. To cover costs of travel, per diem and fees for UNC/CH representatives on workshop assignments in Sierra Leone.
- d. To provide sufficient quantities of INTRAH's bio-data and participant reaction forms.

7. Evaluation:

Evaluation of the workshops will include:

- a. Use of INTRAH's biodata forms to assess appropriateness of participant selection.
- b. Comparison of pre- and post-test scores.
- c. Participant reaction (using INTRAH's participant reaction forms) to training content, process and materials, the training environment, the training and resource persons, and the appropriateness and value of the workshops to their post-training functions as evaluators.
- d. Trainers' observations and feedback on individual and group presentations.

8. Agreement Duration:

This agreement is effective November 15, 1985 and will terminate February 28, 1987.

9. Amendment:

This agreement may be modified by amendment, subject to the mutual agreement of both parties and the prior concurrence of the USAID/Sierra Leone and AID/Washington.

10. Termination:

Either party may terminate this agreement by giving 30-day written notice of termination to the other party stating the reason(s) for such termination. Also, if for whatever reason, AID/Washington should terminate the prime contract between AID and UNC/CH, then this agreement shall be automatically terminated effective the same date as the termination date of the prime contract.

For the UNC/CH
Chapel Hill, N.C.

For the MOH
Freetown, Sierra Leone

Signature

Signature

Typed Name

Typed Name

Title

Title

Date

Date

COUNTRY: SIERRA LEONE

ORGANIZATION: MINISTRY OF HEALTH MCH DIVISION

ACTIVITY TITLE: MCH SEMINAR/WORKSHOP ON RECORDING,
MONITORING AND EVALUATION.

IN-COUNTRY COST: \$5600

OBJECTIVES:

1. To increase knowledge of 30 Health, Social Agricultural & Planning Middle-level Workers in Program Evaluation.
2. To provide an opportunity for participants to explore evaluation indicators for their programs and to determine how the participating agencies would obtain information relevant for evaluation of their programs.
3. To provide a forum for participating agencies to discuss areas of collaboration that may enable them to jointly identify and remedy health problems in the communities they serve.

DURATION: 2 weeks

DATES: November 25 - December 6, 1985

VENUE: FREETOWN: - School of Nursing or Medical Library

TRAINERS: Members of CTT as needed:
Fatu Yumkella
Lois Vincent

2 INTRAH
2 Ministry of Health
1 Guest Speaker from Ministry of Development and Economic Planning
1 Statistical Person Resource

PARTICIPANTS:

30 as follows:

22 From Ministry of Health

2 Statistics Department -Have had International Work

4 MCH Clinic - Jenner Wrigth, Bo, Kenema and Makeni - Provincial in Charge of Reporting

6 Hospital Personnel Responsible for Collection of Data - PCMH, Connaught - referral Hospital at Provincial Level; Bo, Kenema, Magburaka and Kono

4 Provincial Technical Officers From EDC Unit Centres - Report at Provincial Level on EP1

1 Paramedical School

1 Fertility Advisory Services

1 Nutrition Unit

1 Bo-Pujehun, PHC Project - Evaluation Unit

1 Bombali PHC Project SHE

1 Voluntary Sterilization Services

1 Ministry of Education - Home Economics

1 Ministry of Social Welfare and Rural Development - Nutrition Department

1 Ministry of Agriculture - Nutrition Program

1 Ministry of Development & Economic Planning

1 Military MCH Services

1 Catholic Relief Services

1 Christian Health Association of Sierra Leone

1 Planned Parenthood Association of Sierra Leone.

SELECTION CRITERIA: Candidates should be middle-level workers involved in planning data collection and analysis or training, service delivery suspension and monitoring

PARTICIPANT POST WORKSHOP EXPECTATION/REQUIREMENTS

Recording and monitoring services provided by the agency(ies)

Preparation of periodic reports with an evaluation measure on the services provided by the agency(ies)

Use of evaluation indicators to give a fair evaluation of the services

Multi-agency collaboration of field activities to enable identification of community health problems and their solutions.

CONTENT: The Curriculum will be developed by the trainers content will include but not limited to:

Role of statistical data in planning for national development in general and health planning in particular.

Programme evaluation process

Evaluation methods, instruments and indicators

Data Analysis

Use of evaluation results for planning

By the end of the Workshop/Seminar the group of participants will have identified evaluation reporting monitoring forms on which all agree. These forms will be implemented as soon as possible.

FOLLOW-UP AND EVALUATION:

1. INTRAH participant reaction and biodata forms will be administered.
2. Each participant or groups of participants will develop forms for better reporting from the field.
3. Sierra Leone trainers of this Workshop will review/assess progress in the implementation of the course at intervals decided upon during the development of the plans.

TRAINING MATERIALS:

These will be determined by Trainers

RESPONSIBILITIES FOR INTRAH/UNC:

1. Provision of funds to cover per diem, travel expenses to training site by participants and trainers; petrol expenses; honoraria and supplies.
2. Provision of adequate supplies of necessary INTRAH participant biodata and reaction forms.
3. Assignment of trainers and financing their travel and living expenses in Sierra Leone

RESPONSIBILITIES FOR MINISTRY OF HEALTH:

1. Selection of candidates according to specified criteria and their identification.
2. Obtaining clearance from PHC Steering and Implementation Committee for the Seminar and identification of INTRAH regarding the clearance.
3. Assignment and identification of local trainers to work with INTRAH trainers during preparation and workshop weeks
4. Selection, identification and briefing of the guest speaker at least 30 days prior to commencement of the Workshop.
5. Selection and assignment of Workshop Coordinator.
6. Identification and preparation of workshop site.
7. Administration of the appropriate INTRAH forms.
8. Submission to INTRAH of the financial report.

A P P E N D I X C

DAILY SCHEDULE

MCH SEMINAR/WORKSHOP ON RECORDING, MONITORING AND EVALUATION

FREETOWN, SIERRA LEONE, NOVEMBER 25 TO DECEMBER 6, 1985

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
<u>A.M.</u>	<u>A.M.</u>	<u>A.M.</u>	<u>A.M.</u>	<u>A.M.</u>
Registration Pretest Introduction Key Note - Gba Kamara Get Acquainted	What is Evaluation -Veney -Miranda	Specific Evaluation Issues at Local Levels - Vincent Data Being Collected At Local Levels - Participants	Analytical Techniques For Use at Local Levels -Yumkella	What is Done With Data at Higer Levels -Vincent -Anderson -Yumkella
<u>P.M.</u>	<u>P.M.</u>	<u>P.M.</u>	<u>P.M.</u>	<u>P.M.</u>
Overview of Evaluation -Veney -Miranda	How Can Evaluation Be Applied to Practical Problems -Veney -Miranda	Discussion and Problem Solving on Evaluation at Local Levels -Vincent -Miranda	Discussion and Problem Solving: Use of Techniques on Data Group Activities with Presentation of Results-Yumkella	Group Exercises on Reporting Back From Higher Levels -Vincent -Miranda
<u>A.M.</u>	<u>A.M.</u>	<u>A.M.</u>	<u>A.M.</u>	<u>A.M.</u>
Analytical Techniques Applied at Higher Levels -Yumkella -Anderson	Descriptions of Forms Being Used -Participants	Work on Form Design in Groups	Report to Group Logic Structure Use Frequency	Report to Group Final Forms

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P.M. Group Discussions on What Maybe Done to Assure Good Results in Analysis and Reporting -Yumkella -Vincent -Miranda	P.M. Group Discussions of How to Design Better Forms What is Important and Useful What is Not -Miranda -Vincent -Yumkella	P.M. Work on Form Design in Groups	P.M. Discussion Redesign	P.M. Closing -Gba Kamara
