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## Trip Report

# 0-177

**Travelers:** Dr. James Veney, INTRAH  
Evaluation Officer

**Country Visited:** NIGERIA

**Date of Trip:** October 13-19, 1985

**Purpose:** To prepare a Memorandum of Agreement with the Nigeria Federal Ministry of Health for a Series of Evaluation Training Activities

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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Memorandum of Agreement Developed Between National Health Planning and Research Directorate of the Federal Ministry of Health, Lagos and UNC/Chapel Hill

October 18, 1985

9:00 a.m. Briefing with Mr. Larry Eicher, Health Development Officer AID/Lagos.

10:00 a.m. Meeting with Mr. Ayodele Akin-Dahunsi, Principal Health Planner and Mr. Anthony Isama Health Planning Officer NHP&RD, FMOH/Lagos.

12:00 p.m. Meeting with Dr. A. B. Sulaiman and Mr. Akin-Dahunsi

12:30 p.m. Meeting with Mr. Akin-Dahunsi and Mr. Kukoyi of Coopers and Lybrand at the Barbinder Chambers Office.

October 19, 1985

11:00 a.m. Departure from Lagos.

**EXECUTIVE SUMMARY**

Dr. James E. Veney, Professor, Department of Health Policy and Administration, UNC/CH and Evaluation Officer, INTRAH Program visited Lagos, Nigeria from October 13 to October 19 to prepare a Memorandum of Agreement with the National Health Planning and Research Directorate (NHP&RD) of the Federal Ministry of Health (FMOH), Lagos. Discussions were held with representatives of the NHP&RD including the Director, Dr. A. B. Sulaiman and Senior Consultant (Planning) Dr. Okusanya. Discussions were also held with representatives of Coopers & Lybrand, primarily Mr. M. Olatunde Kukoyi. A revised memorandum of agreement was prepared (Appendix B) which has the agreement of the NHP&RD.

SCHEDULE OF VISIT

October 13, 1985 5:15 p.m. Arrival from Freetown.

October 14, 1985 9:00 a.m. Meeting with Dr. A. B. Sulaiman, Director of National Health Planning and Research (NHP&RD), Federal Ministry of Health (FMOH), Lagos.

October 14, 1985 11:30 a.m. Meeting with Mr. Paul O. Mgbeye, Partner, and Mr. M. Olatunde Kukoyi, Senior Manager, Coopers and Lybrand.

October 15, 1985 9:00 a.m. Visit to Offices of AID/Affairs Officer, Lagos.

October 15, 1985 1:00 p.m. Meeting with Dr. Okusanya, Senior Consultant, Health Planning and Mr. Francis Adegorsu, Planning Officer, NHP&RD, FMOH, Lagos.

October 16, 1985 8:00 a.m. Visit to Offices of AID/Affairs Officer, Lagos.

October 16, 1985 2:00 p.m. Meeting with Mr. O. Kukoyi and Mr. F. Ilesanmi Arisbisala, Assistant Manager Coopers and Lybrand.

October 17, 1985 8:00 a.m. Introduction to Mr. Larry Eicher, Health Development Officer, AID, Lagos.

October 17, 1985 8:15 a.m. Meeting with Mr. Peter E. Osayamwen, Training Officer, AID, Lagos.

October 17, 1985 9:00 a.m. Meeting with Mr. F. Adegorsu, Planning Officer, NHP&RD, FMOH, Lagos.

October 17, 1985 11:00 a.m. Visit to the Offices of WHO/ Nigeria in the FMOH.

I. PURPOSE OF TRIP

To develop a memorandum of agreement with the National Health Planning and Research Directorate, Federal Ministry of Health, Lagos, for the conduct of four one-week (6 days) workshops for state level evaluation resource persons who will assist the NHP&RD in evaluation of the INTRAH program activities in Nigeria and who will provide evaluation expertise at the state government level.

II. ACCOMPLISHMENTS

A draft memorandum of agreement was drawn up with the cooperation and agreement of NHP&RD, FMOH/Lagos. Copies of the memorandum of agreement and of supporting budget documents were left with NHP&RD, AID/Lagos, and Coopers and Lybrand, fiscal agents for INTRAH in Nigeria.

III. BACKGROUND

The INTRAH PAC II project document includes the intent to develop national level resource persons, both to assist in the evaluation of INTRAH projects within countries and to provide evaluation resources in those countries. From May - July 1985, two staff of the NHP&RD, FMOH/Lagos attended a ten-week INTRAH organized evaluation workshop in Chapel Hill, N. C., along with evaluators from seven other countries in which INTRAH is supporting training activities. Because of the scope of the INTRAH training effort in Nigeria, a substantially reduced version of the Chapel Hill workshop will be conducted in Nigeria for state level evaluation resource persons with the two NHP&RD staff as co-trainers.

#### IV. DESCRIPTION OF ACTIVITIES

This project development trip consisted of three separate types of activities. The first of these was discussions with officials of NHP&RD, FMOH/Lagos in regard to the content, details and costing of the memorandum of agreement and brief discussions in regard to the content of the training courses. These discussions took place at the FMOH, Federal Secretariat Building, Phase II, Ikoyi Road, Lagos. The second was discussions with representatives of Coopers and Lybrand in their offices at Barbinder Chambers, Lapal House, 235 Igboere Rd, Lagos in regard to costing of the memorandum of agreement based on their previous experience as fiscal agents for INTRAH. The third was development activities including photocopying, cost finding and liaison that took place at the offices of AID/Lagos. Specific timing of the activities and persons involved are given in the schedules of visit section of this report.

#### V. FINDINGS AND CONCLUSIONS

##### A. General

In meetings with Dr. Sulaiman, Director of National Health Planning and Research, and with Dr. Okusanya, Senior Consultant, Health Planning it was clear that the NHP&RD was in general agreement with the purpose, content and concept of the workshops as laid out in the original project proposal already in their possession and the draft memorandum of agreement initially presented. At the conclusion of discussions Dr. Sulaiman and Okusanya concurred that they were in agreement with the draft memorandum of agreement as revised according to their suggestions.

While it was not possible to have discussions with Larry Eicher concerning the draft memorandum of agreement or revised draft memorandum of agreement, a copy was left for his information with an explanatory note. It is assumed that AID/Lagos will support the revised memorandum of agreement.

B. Workshop Phasing

In initial discussions with Dr. Sulaiman, he indicated that it was not feasible for his office to plan beyond six months to a year in advance and requested that the training be scheduled for completion in 1986. Further, because the Nigeria state governments have been for administrative purposes, divided into four geographic groups (i.e. South-East, North-East, North West and South-West) which are each comprised of five states, he would prefer that the training follow those divisions. The proposal is to begin training in the South-East region where INTRAH has been active in three states (Imo, Anambra, Benue) followed by the North-East where INTRAH is active in Bauchi and Plateau and anticipates an early move into Borno. Training in the North-West where INTRAH is working in two states (Kwara and Niger) and the South West where INTRAH is working in Ondo will follow as per the scheduled developed in the revised memorandum of agreement (see Appendix B).

C. Workshop Length

The original proposal called for 10-day workshops. The NHP&RD feels that a one-week workshop is all that is feasible in terms of available time for the state level people who will attend. A series of one-week (6-day) workshops was agreed upon.

D. Cost

Original estimates of cost, particularly per diem, were substantially underestimated according to the evidence presented by various sources in Lagos. The initial position of the NHP&RD was that the per diem should be that provided by WHO (UNDP rate) as this was a widely accepted standard. It was quoted to be approximately \$105 throughout Nigeria. In discussion with Coopers & Lybrand, a breakdown of per/diem costs was developed which included the following: hotel at ₦ 50 to 60, breakfast at ₦ 7, lunch and dinner at ₦ 12 each, plus taxes for a Coopers & Lybrand total recommendation of ₦ 100/day. In an effort to verify these costs and ensure that they would not be unacceptable to AID/Lagos inquiries were made of the AID Office. As a result of those inquiries the official U. S. Government rates were provided as given in Appendix B. These costs reflect per diem rates of \$126 and \$122 for the workshops. Based on these explorations, it was agreed with NHP&RD to accept the WHO (UNDP) daily rate. A visit to WHO/Nigeria was made to obtain official WHO daily rates which are shown in Appendix B. These rates are used as the basis for per diem calculation in the detailed budget (Appendix B).

Other cost figures were developed according to the following assumptions and considerations:

1. Travel - Automobile travel costs are based on map estimated road mileage at the rate of ₦ .1 per mile which was indicated by both NHP&RD and the U. S. Embassy/Lagos. It is assumed that all persons traveling from the same state will travel in the same car. An allowance of ₦ 10/night is provided for the driver.

Air travel costs are based on map estimated distance and an average cost per mile for three air trips (data obtained from Coopers & Lybrand): Lagos to Port Harcourt, Lagos to Kano and Lagos to Ilorin at ₦ .18/mile.

2. Supplies - Supply costs are based on per diem costs obtained from Coopers & Lybrand prorated to the number of participants.
3. Local transport - is based on a Coopers & Lybrand estimate of ₦ 1/person/day.
4. Space Rental - There was general agreement that workshop space would have to be rented. Coopers & Lybrand recommended a rate of N 450 for space rental. The Eko Hotel indicated willingness to provide a room for ₦ 200/day plus 15%.

b. Objectives:

- To prepare 19 states and Federal Capitol Territory state level personnel (two from each state) to assist Federal level evaluation resource persons in the evaluation of INTRAH sponsored training activities within INTRAH training states.
  
- To provide selected state level evaluation personnel with the theoretical and practical capabilities in program evaluation, program management and data collection and analysis to assist, in an effective manner, the Federal level INTRAH evaluation resource persons in the assumption of responsibility for INTRAH evaluation within training states and to serve as evaluation resource person within those states.
  
- To provide the state level evaluation personnel with a working knowledge of the INTRAH evaluation strategy to enable them to begin to participate actively in and to support evaluation of INTRAH sponsored family planning training taking place in their states.

5. Honoraria - is based on an overall provision of N 90.

E. Workshop Content

One of the objectives of this visit was to discuss with the two evaluation resource persons in the NHP&RD, the content of the four workshops.

Unfortunately, contrary to expectations, these two persons, Mr. Ayodele Akin Dahunsi and Mr. Anthony Isama were not in Lagos until the last day of the visit. It was possible to discuss the content of the workshops only in the most general terms. It was agreed that further workshop development would be carried out via correspondance.

VII. RECOMMENDATIONS

The recommendations of the traveller are contained in the revised memorandum of agreement and detailed budget. In essence, the workshops should proceed as indicated in those documents and based on the curriculum of the 1985 summer workshop in Chapel Hill with appropriate modifications.

**APPENDIX A**

**Persons Contacted**

**National Health Planning and Research Directorate  
FMOH, Federal Secretariat, Lagos**

Dr. A. B. Sulaiman, Director  
Dr. Okusanya, Senior Consultant (Planning)  
Mr. Ayodele Akin Dahunsi, Principal Health Planner  
Mr. Anthony Isama, Health Planning Officer  
Mr. Francis Adegorusi, Planning Officer

**Coopers and Lybrand**

Mr. Paul D. Mgbeye, Partner  
Mr. Olatunde Kukoyi, Senior Manager  
Mr. F. Iesanmi Aribisala, Assistant Manager

**USAID/Lagos**

Mr. Larry Eicher, Population Officer  
Mr. Peter E. Osayamwen, Training Officer

3. Work Plan

Four 6 day workshops will be conducted according to the following schedule:

Workshop 1: February 10 - February 15, 1986.

Two participants from each of the following States and up to two facilitators/observers from universities in the States.

Anambra	Imo
Benue	Rivers
Cross Rivers	

This workshop to be held in Port Harcourt.

Workshop 2: July 7 - July 12, 1986

Two participants from each of following States and up to two facilitators/observers from universities in the States.

Bauchi	Kano
Borno	Plateau
Gongola	

This workshop to be held in Kano.

Workshop 3: July 21 - 26, 1986

Two participants from each of the following States up to two facilitators/observers from universities in the States.

Abuja	Niger
Kaduna	Sokoto
Kwara	

This workshop to be held at Ilorin.

APPENDIX B

MEMORANDUM OF AGREEMENT

BETWEEN THE

NATIONAL HEALTH PLANNING AND RESEARCH DIRECTORATE,

FEDERAL MINISTRY OF HEALTH, GOVERNMENT OF NIGERIA

AND THE

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

1. General:

This agreement documents understandings between the National Health Planning and Research Directorate, (NHP&RD), Federal Ministry of Health, Government of Nigeria and the University of North Carolina at Chapel Hill (UNC/CH) respecting evaluation training workshops to be conducted during 1986.

2. Workshop Goal and Objectives:

a. Goal:

To improve family planning programs and training activities in Nigeria through the involvement of state level staff in program evaluation and ultimate assumption of the INTRAH evaluation system and responsibilities, with INTRAH staff support, by state and federally based evaluation resource persons in Nigeria.

6. Responsibilities of the National Health Planning and Research Directorate (NHP&RD)

- a. Selection and notification of all participants.
- b. In agreement with UNC/CH, identification of appropriate workshop sites and in cooperation with the Fiscal Agent, to make arrangements with suitable agents for hotel accommodations, meals, and local transportation of participants to be paid from funds provided by UNC/CH.
- c. Release of two staff of the NHP&RD during the duration of the workshops to serve as co-trainers and facilitators.
- d. Cooperation with UNC/CH trainers in the evaluation activities as detailed in paragraph 8.

- To provide and encourage opportunities for skill transfer from the Federal level evaluation resource persons through in-country workshops and other technical assistance to state level evaluation persons.

10. Agreement Duration

This agreement is effective January 1, 1986 and will terminate December 31, 1986.

11. Amendment

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

**Workshop 4:** November 10 - November 15.

Two participants from each of the following States and up to two facilitators/observers from Universities in the States.

Bendel	Ondo
Lagos	Oyo
Ogun	

This workshop will be held at Ibadan.

Two trainers/facilitators will be provided by INTRAH. They will plan, conduct and evaluate the workshops in collaboration with the co-trainers/facilitators from the NHP & RD.

4. **Future Activities**

This series of workshops is in preparation for evaluation resource persons at the Federal and at the State level in Nigeria to assume selected evaluation activities on behalf of INTRAH.

5. **Fiscal Agent**

To facilitate the fiscal disbursing/accounting activities, an agency chosen by UNC/CH will serve as the Fiscal Agent during the effective period of this agreement. The Fiscal Agent will receive, disburse and account for all funds made available by UNC/CH in exclusive support of the workshops as detailed in the Work Plan, paragraph 3.

7. Responsibilities of UNC/CH

- a. To make necessary arrangements for a Fiscal Agent during the life of the Agreement. See paragraph 5 for the responsibilities of the Fiscal Agent.
- b. To provide two trainers and/or technical assistance as per the Work Plan.
- c. To make funds available, through the Fiscal Agent, in accordance with the budget.
- d. To prepare a workshop report.

8. 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, and on the evaluation strategies developed during the workshops.

12. Termination

Either party may terminate this agreement by giving a 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 automatically be terminated effective the same date as the termination date of the prime contract.

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

For the NHP&RD Project  
Nigeria

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