

PD-AAU-741  
42118

**JSI INTEGRATED CHILD DEVELOPMENT SERVICES PROJECT**  
**ANNUAL WORKPLANS**  
**AND**  
**QUARTERLY REPORTS**



JOHN SNOW, INC.

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MANAGEMENT PLAN  
ANNUAL WORK PLAN  
AUGUST 1, 1985 TO JULY 31 1986

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8. PROJECTED TASKS FOR FOLLOWING YEAR.

A May 1985 review of requirements of the nationwide state level ICDS MIS proposed by the MOSWW produced recommendations for hardware (locally manufactured IBM PC/XT compatible) and software (Lotus 1-2-3, and Data Base III). The use of prepackaged user-friendly software will allow the initiation of a dynamic reporting system. Extensive training in the use of this software will enable state departments responsible for ICDS to modify and expand the MIS as needs change and they gain experience with the potentials of computerized processing. The recommendations were accepted by the MOSWW.

### 1.1 Maharashtra:

An MIS workshop held in Bombay during the last week of June (including a District Programme Officer, a Child Development Programme Officer, the MIS Coordinator from the Directorate of Child Welfare, the JSI MIS advisor and a consultant) produced draft reporting formats and projected procedures for state level ICDS MIS which will provide monthly feedback to ICDS decision makers at the block, district, and state. The newly designed system will collect information from existing Monthly Progress Reports submitted from project level CDPO's and, after processing that information at the Rural Development Department offices in Bombay, produce reports that highlight key indicators on coverage, supplementary feeding, nutritional status, mortality, and immunization. Comparisons are made with the previous time periods in order to indicate progress, and with similar projects in order to facilitate management by exception. The targeted turn-around time is one month in order to allow timely comparison at monthly CDPO meetings. District Programme Officers will be required to add action statements based on the reported indicators before distributing reports to CDPO's. Progress in implementing the action statements will be reviewed at the monthly meetings of CDPO's.

#### REQUIRED TASKS INCLUDE:

- 1.1.1 Appointment of a new MIS Coordinator to replace the previous MIS Coordinator. (August)
- 1.1.2 Placement of an order for the microcomputer. (August)
- 1.1.3 Orientation of the new MIS Coordinator to ICDS through field visits to projects in the USAID assisted district. (September)
- 1.1.4 Training of the new MIS Coordinator in computer management techniques through courses offered by the supplier and NIIT. (October)

- 1.1.5 Programming of the selected software application packages to produce the reports designed during the June workshop. This will be done by the supplier with guidance from the JSI MIS advisor and the MIS Coordinator. (October)
- 1.1.6 Installation of the hardware and programmed software. (November)
- 1.1.7 Testing and debugging of the system with actual data. (November)
- 1.1.8 Training of ICDS managers at the district and state levels in the use of the computerized MIS reports. (November and December)
- 1.1.9 Initiation of monthly CDPO meetings and training for CDPO's in Chandrapur in management and monitoring techniques to be used in conjunction with the new reporting system. (December)
- 1.1.10 The MIS Coordinator will attend the Indian Institute of Management at Ahmedabad's (IIM/A) one week course in Computers in Management. (January)
- 1.1.11 Alteration of the MIS to allow data collection from and reporting to the supervisor (mukhya sevika) level. This will require (January through March):
  - design of MPR's for supervisors;
  - training of supervisors and CDPO's in the use of these forms;
  - modifications in the processing software and report generation.
- 1.1.12 Coordination with the Maharashtra Department of Health MIS. Discussions with the DOH and with Tata Consultancy Services which has been contracted to design and process DOH ICDS information will identify opportunities to integrate both data collection and reporting formats on health indicators which impact on the implementation of ICDS. (April through September)

## 1.2 Gujarat.

Reporting formats developed for Maharashtra have been reviewed by state ICDS officials in Gujarat and will be modified to meet needs in this state. The smaller number of ICDS projects suggests that the first phase of ICDS reporting in Gujarat can be directed to the supervisors. Implementation of the ICDS MIS in Gujarat will follow approximate format as that prescribed above for Maharashtra. Installation of an IBM AT at IIM/A to experimentally process Family Welfare data, and the location of ICDS responsibilities within the Department of Health will facilitate earlier incorporation of data collected from forms other than the MPR.

### REQUIRED TASKS INCLUDE:

- 1.2.1 Appointment of an MIS Coordinator (September)
- 1.2.2 Placement of an order for the computer. (September)
- 1.2.3 Orientation of the MIS Coordinator to ICDS through field visits to Panch Mahals. (October)
- 1.2.4 Design of data collection forms to be used by supervisors and training of CDPO's in the use of these forms. (November)
- 1.2.5 Training of the MIS Coordinator in computer management techniques through courses offered by the supplier and HIIT (December)
- 1.2.6 A workshop including district, project, and family welfare representatives to develop Gujarat reporting formats (January)
- 1.2.7 The MIS Coordinator will attend IIM/A's one week course in "Computers in Management"
- 1.2.8 Programming of selected software packages to produce the reports designed by the above workshop. This will be done by the supplier under supervision of the MIS Coordinator and the JSI MIS Advisor. (February)
- 1.2.9 Installation of the the hardware and programmed software. (March)
- 1.2.10 Testing and debugging the system with actual data. (April)

- 1.2.11 Training ICDS managers at the district and state levels in the use of computerized MIS reports and the determination of appropriate action statements. (April and May)
- 1.2.12 Initiation of monthly CDPO meetings and the training of CDPO's in Panch Mahals in management and monitoring techniques to be used in conjunction with the new reporting system. (June and July)

## 2.0 CENTRAL LEVEL MICROCOMPUTER ICDS PROCESSING:

Processing at the central level (the Ministry of Social and Women's Welfare (MOSWW)) will occur within the Monitoring and Evaluation Unit under direction of the Under Secretary of Monitoring and Evaluation. Current data collection is limited to the Monthly Progress Reports (MPR's) submitted by the CDPO's. Reports will be distributed to state departments with ICDS responsibilities and to MOSWW officials with management responsibility for ICDS. Unlike state level installations, MIS staff already are in position at the central level. Projected alterations to this system will include:

modifications as increasing number of state ICDS computers are installed,

incorporation of input data from sources other than the MPR (i.e. AIIMS, NIPCCD, and CARE)

### REQUIRED TASKS INCLUDE:

- 2.1 Place an order for microcomputer. (August)
- 2.2 Review management decisions made by state and central level ICDS managers, and the information available from the existing CDPO MPR's. Design reporting formats that present indicators relevant to these decision making processes. (September)
- 2.3 Review of draft reporting forms by representative state ICDS officials. (October)
- 2.4 Programme software applications to produce required reports. This will be done by the supplier under guidance of the JSI MIS advisor and the staff of the MOSWW Monitoring and Evaluation Unit. (November)
- 2.5 Computer and software installed. (December)
- 2.6 Tutorial training for MOSWW in the use of Lotus 1-2-3 and Data Base III. (January)

- 2.7 The Under Secretary of Monitoring and Evaluation, the Project Manager, and an additional staff of the M&E Unit will attend the IIM/A one week course in "Computers in Management." (January)
- 2.8 Testing and debugging of the system. (February)
- 2.9 Train state ICDS recipients in the appropriate use of the MIS reports through the conduct of regional workshops. (March and April)
- 2.10 Commence discussions concerning the incorporation of data from other reporting systems with information relating to ICDS (i.e. AIIMS, CARE, and NIPCCD) (May through October)

3.0 HIRING, TRAINING, AND SUPERVISION OF FIELD OFFICERS IN EACH OF THE USAID ASSISTED DISTRICTS:

The field officers will monitor the implementation of ICDS services in their respective district through regularly scheduled visits to anganwadis. They will work in close coordination with existing ICDS and district staff and assist in the implementation of initiatives developed by the USAID project.

As of August 1, 1985 an appointment has been offered to a candidate for the position in Panch Mahals. Short listed candidates are being interviewed for the position in Chandrapur.

REQUIRED TASKS INCLUDE:

- 3.1 Selection of the candidate for the position in Chandrapur. (August)
- 3.2 Identification of housing, office space, and conveyance in Godhra (August)
- 3.3 Meetings with Food For Development (USAID/FFD), CARE/India, and the Panch Mahals ICDS Programme Officer to define procedures and a checklist to be used by the field officer in his regular visits to Anganwadis. (August)
- 3.4 The Field Officer for Panch Mahals joins and commences training under direction of the JSI MIS advisor and in close collaboration with the district programme officer. Orientation sessions will include staff from USAID/H&N, USAID/FFD, DOH state ICDS officials, CARE/Gujarat, the JSI/Boston Project Director, and the ICCW/Gujarat field officer. (September)

- 3.5 Identification of housing, office, and conveyance for field officer in Chandrapur. (September)
- 3.6 The Field Officer for Chandrapur joins and commences training as described in 3.4 above. (October)
- 3.7 Planning of a week long orientation and training seminar in Delhi for the field officers. (November)
- 3.8 The above training seminar occurs in Delhi. (December)
- 3.9 Supervision of field officers through monthly visits to each district by the JSI MIS advisor.

#### 4.0 INITIATION OF REVISED ICDS MIS PROCEDURES IN THE TWO USAID ASSISTED DISTRICTS:

Currently, register and record keeping at Anganwadis is inconsistent within the USAID assisted districts, often varying from project to project. District and project ICDS staff have expressed an interest in standardizing these procedures. Concurrently the MOSWW has developed standardized procedures and formats which the Ministry plans to implement nation-wide. The MOSWW procedures and formats have been subjected to only limited field testing. The USAID assisted districts offer an opportunity for early implementation of MIS procedures proposed for nation-wide implementation.

In addition, it will be possible in the two districts to expand upon the proposed MIS procedures by:

introducing new nutritional assesment procedures under which:

all children 0-3 years of age would be weighed monthly,

children 3-6 years of age would be measured with tri-colour arm circumference strips,

children 3-6 years of age in the red and yellow zone on the arm circumference strip would be weighed monthly.

The above nutritional status data will be included in MPRs introducing monthly summary sheets for supervisors which will allow them to assess progress within their circles/sectors as part of their normal monthly aggregation of data.

Introducing a card system through which CDPOs can more easily monitor implementation of ICDS services at each Anganwadi. introducing revised Anganwadi MPR's which, while meeting the requirements of the existing nation-wide monitoring system, will test modifications and expansions.

introducing revised CDPO MPR's which, while meeting the requirements of the existing nation-wide monitoring system will test modifications and expansions.

Experience with these revised formats will be reviewed by the MOSWW at a future date in the course of revising nationwide ICDS/MIS.

**PANCH MAHALS: REQUIRED TASKS INCLUDE:**

- 4.1 Review of proposed Anganwadi Registers and Records with the Programme Officer and CDPO's in Panch Mahals. (September)
- 4.2 Suggested revisions of same. (September)
- 4.3 Development of revised procedures for the supervisors and revised MPR's for the Anganwadi workers and CDPO's. (September)
- 4.4 Review of the same by Programme Officer and CDPO's and translation and printing of the same. (October)
- 4.5 Intensive training for CDPO's and Supervisors in the use of the revised system. (November and December)
- 4.6 Training of Anganwadi workers by Supervisors in the use of the revised system. (December and January)
- 4.7 Feedback via the field officer on problems encountered in the use of the new procedures. (December through March)

**CHANDRAPUR: REQUIRED TASKS INCLUDE:**

- 4.8 The same sequence of events will be implemented in Chandrapur but will be phased in at later dates. (October through May)

**5.0 EXPERIMENTAL IMPLEMENTATION OF HIS INTERVENTIONS  
AT THE BLOCK LEVEL:**

Field discussions with Anganwadi workers suggest that the current use of growth monitoring procedures does not result in the appropriate interventions required to improve the condition of malnourished children. Anganwadi workers generally regard the status or nutritional grade of the child as the key indicator. Hence under current procedures, a grade IV child with a history of low birth weight but who is gaining weight normally would be referred to the Primary Health Centre; while a child whose weight is dropping suddenly from a normal grade to lower grades might not receive attention until months later when a much lower grade is finally recorded. Systems must be developed which will assure attention children who are losing weight before they reach Grades

III & IV. In addition, most Anganwadi workers appear confused as to the most likely cause of malnutrition at various ages. Also they more consistently monitor the nutritional status of children 3-6 years of age and neglect the younger more at-risk children who do not attend pre-school education classes.

Examples of planned interventions that respond to these problems include:

the use by the Anganwadi worker of weight gain methods which record weight gain, static weight, or weight loss in addition to nutritional status;

the use of simple tally sheets to record this;

the development of simple protocols which suggest appropriate interventions by the anganwadi worker based on the weight gain assessments;

the development of graphic wall hanging illustrations which demonstrate the anganwadis success in increasing nutritional assessment coverage of children 0-3 years of age and progress in decreasing malnutrition;

training and supervision of Anganwadi Workers, Supervisors and CDPDs to assure the proper implementation of these interventions.

#### REQUIRED TASKS INCLUDE:

- 5.1 A consultancy by Dr. David Pyle from JSI/Boston to assist in the further development of these interventions and of an experimental design within which these interventions will occur. (September and October)
- 5.2 Preparation of materials and logistical arrangements for the implementation of selected interventions. (November and December)
- 5.3 A second consultancy by Dr. Pyle to assist in the implementation of the interventions at selected sites, particularly through the conduct of intensive training sessions. Staff from Community Systems Foundation will join in this training. (January and February)
- 5.4 Monitoring of implementation by the field officer and the JSI MIS Advisor. (February through November)
- 5.5 A third consultancy by Dr. Pyle to assess the effect of the interventions and report on results. (December 1986 and January, 1987)

## 6.0 PARTICIPANT TRAINING: MANAGEMENT TRAINING FOR CDPOS :

Management training for CDPO's in USAID assisted districts is included in the project Participant Training Plan and has been discussed with state and district level ICDS officers. Preliminary discussions have occurred with prospective training institutions. Implementation of this training will occur in collaboration with Samresh Sengupta.

### REQUIRED TASKS INCLUDE:

- 6.1 Further discussions with faculty at IIM/A. (August)
- 6.2 Discussions with additional institutions that could be involved in such training. (September)
- 6.3 The conduct of task analysis workshops with CDPO's, one workshop in each of the districts, in order to gather from CDPO's and district ICDS staff information to be used in curriculum development. (November)
- 6.4 Curriculum development by the selected institution. (December)
- 6.5 Conduct of the first district management workshop. (January)
- 6.6 Conduct of the second district management workshop. (February).

## 7.0 DEVELOPMENT OF MIS CURRICULUM FOR INCLUSION IN MOBILE IN-SERVICE TRAINING WORKSHOPS

Mobile In-service Training Workshops scheduled for the two USAID assisted districts provide an opportunity to train ICDS staff in innovative MIS procedures initiated in these districts. This will be accomplished through collaboration with the JSI NHED /Training Advisor and representatives from organizations selected to conduct this training.

### REQUIRED TASKS INCLUDE:

- 7.1 Together with Judith Standley, meet with representatives from the Crime Prevention Trust (Gujarat) regarding curriculum development for the Mobile In-service Training Workshops. (September)
- 7.2 Development of MIS curriculum sections for in-service mobile training. (November)

- 7.3 Train Crime Prevention Trust trainers in the teaching of MIS curriculum sections. (December)
- 7.4 Attend initial in-service training sessions, Panch Mahals. (January)
- 7.5 Train Maharashtra in service trainers in the teaching of MIS components of the curriculum. (February)
- 7.6 Attend initial in-service training sessions in Chandrapur. (March)

Training/NHED

ANNUAL WORK PLAN

August 1, 1985 to July 31, 1986

CONTENTS:

1. Orientation to ICDS
2. Mobile Inservice Training
3. NHED
4. Training

To become acquainted with and participating agencies; MOSWW officials, NIPCCD, ICCW, UNICEF, the State Directorates in Gujarat and Maharashtra and pertinent PVOs in each State. To visit the USAID assisted districts in both States (Panch Mahals in Gujarat and Chandrapur in Maharashtra), as well as the Training Centers for both Anganwadi Workers (AWTCs) and Mukhya Sevika Supervisors (MLTCs) that train workers for USAID project areas.

### Tasks

- 1.1 Visits to MOSWW, NIPCCD, ICCW, and UNICEF. (August)
- 1.2 Visit to ICDS Directorates in Ahmedabad (Gujarat) and Nasik (Maharashtra). (August)
- 1.3 Visit MLTCs in Gujarat and Maharashtra. (August through October)
- 1.4 Field trip to Panch Mahals (Gujarat). Visit Anganwadi centers and 5 AWTCs serving districts. Meet with district level ICDS officers. (September)
- 1.5 Field trip to Chandrapur (Maharashtra). Visit Anganwadi centers, and 3 AWTCs serving districts. Meet with district level ICDS officers. (September).

## 2. Mobile In-service Training

The objective of this training is to improve the performance of health and nutrition workers and thereby improve the delivery of services to women and children in USAID assisted ICDS project areas. This training is designed in order to meet the overall objectives of ICDS; primarily the reduction of young child mortality and malnutrition.

The training will be implemented by a PVO in each State, under contract with the State Government and collaboration with USAID and MOSWW. It will consist of mobile in-service training workshops in all USAID assisted blocks in Panch Mahals District, Gujarat, and Chandrapur District, Maharashtra. The training is divided into 3 phases for a total duration of 2 1/2 years.

### 2.1 Gujarat

The Gujarat State Crime Prevention Trust (GSCPT) has been approved as the training organization in Gujarat. The NHED/Training Advisor will assist the GSCPT in accomplishing the training by overseeing and participating in the following activities:

- 2.1.1 Facilitate the timely signing of the contract. (August).

- 2.1.2 Assist in the implementation of Phase I in Gujarat by working with and assisting GSCPT to:
- 2.1.2.1 hire staff (September);
  - 2.1.2.2 review ICDS documents including existing training materials (September);
  - 2.1.2.3 conduct trainer's training workshop to review training methodologies and to develop instruments and plans for a time allocation study, task analysis and training needs assessment (October);
  - 2.1.2.4 conduct a time allocation study, task analysis and need assessment in USAID assisted ICDS Blocks in Panch Mahals District (October);
  - 2.1.2.5 conduct a workshop to analyze time allocation study, task analysis and needs assessment data, and review concepts for curriculum development (November);
  - 2.1.2.6 develop curricula, lesson plans and training materials for the AWTC and MLTC instructors workshop and MS/LHV, AWW/ANM, Dai and Helper courses (November);
  - 2.1.2.7 review, revise and translate curricula/lesson plans, and training materials; print all materials, procure all equipment (December);
  - 2.1.2.8 conduct a 2 week workshop for instructors of AWTCs and MLTCs involved in USAID assisted ICDS Blocks of Panch Mahals District. (December).
- 2.1.3 Assist the GSCPT in implementing Phase II:
- 2.1.3.1 attend initial in-service training sessions in Panch Mahals District; (January)
  - 2.1.3.2 attend training sessions on a spot-check basis and be available as a resource person. (February - July).

## 2.2 Maharashtra.

An appropriate organization to carry out the mobile in-service training scheme has not been identified to date in Maharashtra. To support the objectives of the mobile in-service plan, the NHED/Training Advisor will:

- 2.2.1 Identify in collaboration with USAID Health and Nutrition staff, an appropriate organization, approved by GOI to undertake this work (August, September).
- 2.2.2 Facilitate the timely signing of the contract (October).
- 2.2.3 Assist in the implementation of Phase I in Maharashtra by working with and assisting the designated organization to:
  - 2.2.3.1 hire staff (November);
  - 2.2.3.2 review ICDS documents including existing training materials (November);
  - 2.2.3.3 conduct trainer's training workshop to review training methodologies and to develop instruments and plans for a time allocation study, task analysis and training needs assessment (December);
  - 2.2.3.4 conduct a time allocation study, task analysis and needs assessment in USAID assisted ICDS Blocks in Chandrapur District (December);
  - 2.2.3.5 conduct workshop to analyze time allocation study, task analysis and needs assessment data, and to review concepts for curriculum development (January);
  - 2.2.3.6 review/revise/translate curricula, lesson plans, and training materials developed in Gujarat, to meet the specific needs of Maharashtra, for the AWTC/MLTC instructor's workshop, and MS/LHV, AWW/ANM, Dai and Helper mobile in-service courses (January);
  - 2.2.3.7 print all materials and procure equipment (February);
  - 2.2.3.8 conduct a 2 week workshop for AWTC/MLTC instructors involved in training workers for USAID assisted ICDS Blocks in Chandrapur District (February).
- 2.2.4 Assist the designated organization in implementing Phase II:
  - 2.2.4.1 attend initial in-service training sessions in Chandrapur District (March);

- 2.2.4.2 attend training session on a spot-check basis, and be available as a resource person (April - July).

### 3. NHED

In order to strengthen the NHED component of ICDS, JSI has contracted Manoff International Inc. (MII) to develop appropriate and effective health and nutrition messages for ICDS target groups. MII has designed a social marketing plan which will utilize marketing research techniques to develop and test both the messages developed and the media chosen. (For more detail see MII's Project Implementation Plan). The JSI NHED/Training Advisor will be responsible for supervising the execution of the Project plan. The specific tasks include:

- 3.1 Select the research organization in conjunction with USAID staff, MOSW officials, and representatives of the ICDS Directorates in Gujarat and Maharashtra (September).
- 3.2 Supervise the market research organization in implementing the following activities in both USAID assisted districts:
  - 3.2.1 conduct focus group and household observations interviews with technical assistance from MII (October - December);
  - 3.2.2 analyze focus group and household observation interviews and write report (January - February).
- 3.3 Select and appoint an advertising agency (which will design message strategies and develop materials) (March, April).
- 3.4 Formulate intervention strategies with technical assistance from MII (April).
- 3.5 Supervise the market research organization in testing intervention strategies for acceptability, and modify as required. Technical assistance provided by MII (May, June).
- 3.6 Supervise the advertising agency in the following tasks with technical assistance from MII:
  - 3.6.1 develop media plans (April);
  - 3.6.2 design message strategies (June);
  - 3.6.3 develop prototype materials and messages (July).

#### 4. TRAINING

The training focus will largely be on training institutions, NIPCCD, ICCW at the national level, SCCWs in both States, and the Mid-level Training Centers (MLTCs), and Anganwadi Worker Training Centers (AWTCs) in both states that train workers for the USAID assisted blocks. Areas identified for improvement are: training techniques of instructors, curriculum content, use of performance standards, training materials, and monitoring of the training centers with the goal of accreditation.

The NHED/Training Advisor will do the following:

- 4.1 Supervise consultants to edit, and prepare illustrations for Anganwadi Workers' Guidebook in collaboration with MOSWW. (August - September).
- 4.2 Observe CDPO training at NIPCCD to assess usage of participatory techniques, and to give framework for curriculum review. (September).
- 4.3 Participate in the field testing of the Growth Chart Manual at selected training centers in Maharashtra and Gujarat. (October).
- 4.4 Participate in Trainers Training Workshop at NIPCCD. (December).
- 4.5 Assist in curriculum development for CDPO management training. (December).
- 4.6 Provide technical assistance for CDPO management workshops. (January, February).
- 4.7 Conduct workshop on supervision for trainers from NIPCCD's regional centers. Utilize consultant. (March).
- 4.8 Conduct workshop for 4 MLTCs on training methodologies and supervision. (April).
- 4.9 Collaborate with NIPCCD, ICCW, and MIS Advisor on developing a plan for monitoring training centers and utilizing data for center improvement:
  - 4.9.1 become familiar with NIPCCD's plan to monitor social components in ICDS. (September, October);
  - 4.9.2 work with NIPCCD on evaluating data on MLTCs in Gujarat and Maharashtra using a computer and technical assistance from MIS Advisor. (February, March);
  - 4.9.3 visit centers during monitoring exercise with NIPCCD Staff. (April, May);

- 4.9.4 streamline proforma for monitoring AWTCs to become computer useable. (June, July);
- 4.9.5 working with NIPCCD, begin to develop a position paper on center accreditation (July).
- 4.10 Review/revise curricula for all levels of ICDS workers with NIPCCD staff:
  - 4.10.1 utilize findings of social marketing consultancy to revise NHED components of curricula (April - June);
  - 4.10.2 utilize findings of task analysis and needs assessment from mobile in-service training scheme, to revise curricula for AWWs and MSs (February - June).
  - 4.10.3 Utilize examples of performance standards developed for the mobile in-service scheme to develop similar for each curricula (February - July).
- 4.11 Participate in, and backstop in-country participant training workshops:
  - 4.11.1 Workshop in Training Management for selected staff from NIPCCD, ICCW and other training organizations - (U.S. Consultant). (March).

WHEED/TRAINING ANNUAL WORKPLAN

TASK	TASK DESCRIPTIONS	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER	JANUARY	
1.0	ORIENTATION																			
1.0	Orientation Visits Delhi	1.1=====																		
1.2	Visits to State ICDS Dir.	1.2=====																		
1.3	Visit MLTCs in both States	1.3=====																		
1.4	Field Trip Panch Mahals		1.4=====																	
1.5	Field Trip Chandrapur		1.5=====																	
2.0	MOBILE INSERVICE TRAINING																			
2.1	Gujarat																			
2.1.1	Sign Contract	2.1.1==																		
2.1.2	Implement Phase I																			
2.1.2.1	Hire Staff		2.1.2.1==																	
2.1.2.2	Review ICDS Documents		2.1.2.2===																	
2.1.2.3	Trainers' Training			2.1.2.3===																
2.1.2.4	Task Analysis/Need Assessment			2.1.2.4===																
2.1.2.5	Workshop Curriculum Design				2.1.2.5===															
2.1.2.6	Develop Curric/Materials				2.1.2.6===															
2.1.2.7	Revise/Print/Procure Equipment					2.1.2.7===														
2.1.2.8	Two Week Workshop/Instructors					2.1.2.8===														
2.1.3	PHASE II																			
2.1.3.1	Attend Initial Sessions					2.1.3.1===														
2.1.3.2	Spot-Check Sessions/Res. Person					2.1.3.2=====														
2.2	MAHARASHTRA																			
2.2.1	Identify Training Organization	2.2.1=====																		
2.2.2	Sign Contract		2.2.2===																	
2.2.3	Implement Phase I																			
2.2.3.1	Hire Staff				2.2.3.1===															
2.2.3.2	Review ICDS Documents				2.2.3.2===															
2.2.3.3	Trainers' Training					2.2.3.3===														
2.2.3.4	Task Analysis/Needs Assessment					2.2.3.4===														
2.2.3.5	Workshop Curriculum Design						2.2.3.5===													
2.2.3.6	Revise Curriculum/Materials						2.2.3.6===													

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NHED/TRAINING ANNUAL WORKPLAN

TASK	TASK DESCRIPTIONS	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER	JANUARY	
2.2.3.7	Print/Procure Equipment							2.2.3.7===												
2.2.3.8	Two Week Workshop/Instructors							2.2.3.8===												
2.2.4	Implement Phase II																			
2.2.4.1	Attend Initial Sessions								2.2.4.1===											
2.2.4.2	Spot Check Sessions/Res. Person									2.2.4.2=====										
3.0	NHED																			
3.1	Select Res. Organization		3.1===																	
3.2	Supervise Market Research Organization																			
3.2.1	Conduct Research			3.2.1=====																
3.2.2	Analyze Research					3.2.2=====														
3.3	Select Advertising Agency								3.3=====											
3.4	Formulate Interv. Strat									3.4===										
3.5	Test Interv. Strategy										3.5=====									
3.6	Supervise Advertising Agency																			
3.6.1	Develop Media Plans									3.6.1===										
3.6.2	Design Msg. Strategy											3.6.2===								
3.6.3	Develop Prototypes												3.6.3===							
4.0	TRAINING																			
4.1	Supervise/Edit AMW Manual	4.1=====																		
4.2	Observe NIPCCD Training		4.2===																	
4.3	Test Growth Chart Manual			4.3===																
4.4	Trainer's Training - NIPCCD					4.4===														
4.5	Curriculum Development CDDP Training					4.5===														
4.6	TA CDDP Workshops						4.6=====													
4.7	Workshop NIPCCD Reg. Trainers								4.7===											
4.8	Workshop MLTC									4.8===										
4.9	Monitoring Training Centers		4.9.1=====																	
4.9.1	Revise NIPCCD soc. comp. res.		4.9.1=====																	
4.9.2	Evaluate AMTCs Gujarat/Maharashtra							4.9.2=====												
4.9.3	Visit Centers/Monitor									4.9.3=====										
4.9.4	Revise Proforma											4.9.4=====								
4.9.5	Develop position paper												4.9.5=====							
4.10	Revise Curricula																			
4.10.1	Revise NHED Curricula									4.10.1=====										

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MHED/TRAINING ANNUAL WORKPLAN

TASK	TASK DESCRIPTIONS	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER	JANUARY	
4.10.2	Revise ANW/NE Curricula																			
4.10.3	Performance Standards																			
4.11	Participant Training																			
4.11.1	Workshop Training Management																			

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MIS ANNUAL WORKPLAN

TASK NUMBER	TASK DESCRIPTION	1986->												1987					
		1985-> AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER	JANUARY
1.0.0	STATE ICBS COMPUTER PROCESSING																		
1.1.0	(Maharashtra)																		
1.1.1	appoint. Maharashtra MIS Coord.	1.1.1====																	
1.1.2	place purchase order	1.1.2====																	
1.1.3	orient MIS Coord. to ICDS		1.1.3====																
1.1.4	computer training for MIS Coord.			1.1.4====															
1.1.5	programme software applications			1.1.5====															
1.1.6	install computer and software				1.1.6====														
1.1.7	test and debug system				1.1.7====														
1.1.8	train report recipients; DPO's				1.1.8=====														
1.1.9	train Chandrapur CDPO's					1.1.9====													
1.1.10	MIS Coord. attends IIM/A						1.1.10===												
1.1.11	expand system to supervisors						1.1.11=====												
1.1.12	expand system to DOH and TCS										1.1.12=====								
1.2.0	(Gujarat)																		
1.2.1	appoint. Gujarat MIS Coord.		1.2.1====																
1.2.2	place purchase order		1.2.2====																
1.2.3	orient MIS Coord. to ICDS			1.2.3====															
1.2.4	design supervisor forms & train				1.2.4====														
1.2.5	computer training for MIS Coord.					1.2.5====													
1.2.6	report design workshop						1.2.6====												
1.2.7	MIS Coord to IIM/A						1.2.7====												
1.2.8	programme software							1.2.8====											
1.2.9	install computer and software								1.2.9====										
1.2.10	test and debug system									1.2.10===									
1.2.11	train report recipients; DPO's										1.2.11=====								
1.2.12	train Panch Mahals CDPO's											1.2.12===							

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MIS ANNUAL WORKPLAN

TASK NUMBER	TASK DESCRIPTION	1985->					1986->					1987							
		AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER	JANUARY
2.0	MOSNM ICIS COMPUTER PROCESSING																		
2.1	place purchase order	2.1=====																	
2.2	review management needs/db forms		2.2=====																
2.3	state review of reports			2.3=====															
2.4	programme software				2.4=====														
2.5	computer installed					2.5=====													
2.6	tutorial training						2.6=====												
2.7	MOSNM staff to IIM/A training							2.7=====											
2.8	testing and debugging system								2.8=====										
2.9	workshops to train state officers									2.9=====									
2.10	expand system (AIMS,CARE,NIPCCD)										2.10=====								
3.0	PLACEMENT OF FIELD OFFICERS																		
3.1	select field officer, Chandrapur	3.1=====																	
3.2	arrangements for F.O., Godhra	3.2=====																	
3.3	define procedures & checklist	3.3=====																	
3.4	commence training F.O.; Godhra		3.4=====																
3.5	arrangements for F.O., Chandrapur		3.5=====																
3.6	commence training F.O. Chandrapur			3.6=====															
3.7	plan Delhi training for F.O.'s				3.7=====														
3.8	Delhi training for F.O.'s					3.8=====													
3.9	monthly supervision of F.O.'s		3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9
4.0	INITIATE REVISED MIS, 2 districts																		
4.1	panch mahals CDPO review	4.1=====																	
4.2	suggested revisions in MIS; local		4.2=====																
4.3	develop new MPR's and procedures	4.3=====																	
4.4	review MPR's, translate, print		4.4=====																
4.5	training for CDPO's & supervisors				4.5=====														

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MIS ANNUAL WORKPLAN

TASK NUMBER	TASK DESCRIPTION	1985->	1986->										1987							
		AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER	JANUARY	
4.6	M. S.'s train anganwadi workers																			
4.7	feedback from field officer																			
4.8	repeat process in Chandrapur																			
5.0	EXPERIMENTAL MIS INTERVENTIONS																			
5.1	consultancy, develop design																			
5.2	prepare materials and arrangements																			
5.3	consultancy, implementation																			
5.4	ongoing monitoring, field officer																			
5.5	consultancy, assess impact																			
6.0	MANAGEMENT TRAINING FOR COPO's																			
6.1	further discussions with IIM/A																			
6.2	discussions w/ other institutions																			
6.3	task analysis workshops																			
6.4	curriculum development																			
6.5	first district workshop																			
6.6	second district workshop																			
7.0	MIS CURRICULUM DEVELOPMENT																			
7.1	meet CP Trust staff, Gujarat																			
7.2	develop MIS for mobile training																			
7.3	orient CP Trust MIS trainers																			
7.4	attend first in-service training																			
7.5	orient Maharashtra MIS trainers																			
7.6	attend Maharashtra mobile training																			

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Semi-Annual Work Plan

August 1, 1986 to February 15, 1987

CONTENTS:

A. Review of 1985-86 Work Plan

B. Problems and Constraints

C. Semi-Annual Work Plan August 1, 1986 to February 15, 1986

A. Review of 1985-86 Work Plan

1. Orientation

To become acquainted with ICDS at the National, State, District and village level, and with specific organizations participating in the ICDS Scheme.

1.1 Visits to MOHRD, NIPCCD, ICCW and UNICEF

STATUS: DONE.

1.2 Visit to ICDS Directorate in Ahmedabad and Nasik

STATUS: DONE.

1.3 Visit to MLTCs in Gujarat and Maharashtra

STATUS: Three out of four centers have been visited at least twice. The MLTC at Surat has not been visited.

1.4 Field trip to Panch Mahals. Visit 5 AWTCs

STATUS: The AWTC at Jhalod has not been visited.

1.5 Field trip to Chandrapur. Visit 3 AWTCs

STATUS: DONE.

## 2. Mobile Inservice Training

This training will be implemented by a FVO in each state, under contract with the State Government and in collaboration with USAID and the MOHRD.

### 2.1 Gujarat

The Gujarat State Crime Prevention Trust (GSCPT) had been identified (in 1985) as the training organization.

2.1.1 Facilitate the timely signing of the contract

STATUS: Not Done due to obstacles at the State level.

2.1.2 Assist in the implementation of Phase I in Gujarat

STATUS: Not done due to lack of signed contract.

\* JSI Training Advisor has prepared a draft Training Needs Assessment for Mobile Inservice Training. Once the contract is signed this document can be used to focus discussion and for planning the task analysis and curricula preparation exercises.

2.1.3 Assist GSCPT in implementing Phase II

STATUS: Not Done.

### 2.2 Maharashtra

2.2.1 Identify an appropriate organization to implement the Mobile Inservice Training scheme.

STATUS: After visiting 20 institutions, and reviewing project proposals, the MLTC at Pravara Nagar run by FIRENS has been identified by USAID to implement the Mobile Training. Unfortunately the Government of Maharashtra has not entirely agreed to selecting FIRENS.

2.2.2 Facilitate time signing of contract.

2.2.3 Assist in implementation of Phase I.

2.2.4 Assist in implementation of Phase II.

STATUS: NOT DONE.

3. NHED

3.1 Select research organization

STATUS: DONE - MODE Selected.

3.2 Supervise initial research and analysis and report writing with assistance from MII

STATUS: DONE.

3.3 Select an advertising agency

STATUS: DONE - ULKA Advertising Agency selected.

3.4 Formulate intervention strategies, with assistance from MII

STATUS: DONE.

3.5 Supervise testing of intervention strategies

STATUS: DONE.

3.6 Supervise advertising agency in the following tasks with assistance from MII:

3.6.1 Develop media plan

STATUS: DONE.

3.6.2 Design creative strategies

STATUS: Delayed until August 19, 1986.

3.6.3 Develop prototype materials

STATUS: Delayed. To be completed by end September.

4. Training

4.1 Supervise consultants, to edit and illustrate Anganwadi Worker's Guidebook

STATUS: DONE.

4.2 Observe CDPO training at NIPCCD

STATUS: Tried but not done to date.

4.3 Participate in field testing of Growth Chart Manual

STATUS: Focused more on improving content and exercises - ongoing.

4.4 Participate in Trainers Training Workshop NIPCCD

STATUS: Not invited by NIPCCD.

4.5 Assist in curriculum development for CDPO management training

STATUS: Early discussions with MIS Advisor held.

4.6 Provide technical assistance for CDPO management workshops

STATUS: Not done. Workshops postponed.

4.7 Conduct workshop on supervision for trainers from NIPCCD regional centers. Utilize consultant

STATUS: While MOHRD approved, NIPCCD did not agree.

4.8 Conduct workshop for 4 MLTCs on training methodologies

STATUS: Done. Workshop May 8-10, 1986.

- 4.9 Collaborate with NIPCCD on monitoring training centers:
- 4.9.1 Become familiar with NIPCCD's plan to monitor social components of ICDS  
STATUS: DONE.
  - 4.9.2 Work with NIPCCD on evaluating data on AWTCs  
STATUS: In progress. Computer course for NIPCCD being planned.
  - 4.9.3 Visit centers during monitoring exercise with NIPCCD staff  
STATUS: Visited centers with NIPCCD staff but not during monitoring exercise.
  - 4.9.4 Streamline proforma for monitoring AWTCs  
STATUS: DONE.
  - 4.9.5 Work with NIPCCD to develop a position paper on center accreditation  
STATUS: NOT DONE.
- 4.10 Review/revise curricula with NIPCCD staff  
STATUS: Beginning. Growth Monitoring Module is being developed with detailed lesson plans and performance standards.
- 4.11 Participate in and backstop in-country participant training workshops  
STATUS: Participant Training Plan accepted by GOI in December 1985. Revised plan developed July 1986 and sent to GOI for approval. Ongoing.

**B. PROBLEMS AND CONSTRAINTS**

1. Training Specialist position at NIPCCD is still vacant. This hinders the ability of the Training Advisor to implement activities at NIPCCD and delays the full implementation of the participant training plan since this position is earmarked for training in the U.S.
2. NHED coordinators in both States are not in position. This greatly hampers the goal of having a State level contact person working full time on the development and implementation of the communication campaign. Besides being integrally involved these people would learn social marketing skills and benefit future campaigns. In addition, these positions are earmarked for training in the U.S. under the participant training plan.
3. Delay in signing the contract for Mobile Inservice Training in Gujarat. This is a State level delay that has greatly hampered the progress of this component.
4. In Maharashtra, although an institution has been identified to implement the Mobile Inservice Training, the State Government has not yet agreed. Therefore the process is in limbo.

C. SEMI ANNUAL WORK PLAN

August 1, 1986 - February 15, 1987

1. Administrative

1.1 Chief of Party responsibilities including:

- 1.1.1 supervise the maintenance of proper accounts
- 1.1.2 management of HQ and field office staff
- 1.1.3 close down project at end of contract (February).

2. Mobile Inservice Training - Gujarat

2.1 Once contract is signed, assist in implementation of Phase I by working with and assisting GSCPT to:

- 2.2.1 Hire staff and review ICDS documents (October).
- 2.2.2 Conduct workshop to review Training Needs Assessment, and plan task analysis activities (November).
- 2.2.3 Conduct task analysis (November).
- 2.2.4 Conduct workshop to analyze task analysis and review concepts for curriculum development (December).
- 2.2.5 Develop curricula, lesson plans and training materials for the AWTC and MLTC instructor's workshop, and MS/LHV, AWW/ANM, Dai and Helper courses (December).

2.2.6 Review, revise and translate curricula, lesson plans and training materials, print all materials, procure all equipment (January).

2.2.7 Conduct a 2 week workshop for instructors from AWTCs and MLTCs (February).

### 3. Mobile Inservice Training - Maharashtra

3.1 Develop in collaboration with NIFCCD and the Maharashtra Government, a viable arrangement for implementing the Mobile Inservice Training scheme in Maharashtra (October - November).

3.2 Assist the training body in the implementation of Phase I. (See Mobile Inservice Training - Gujarat 1.1.1 - 1.1.7).

### 4. NHED

4.1 Supervise ULKA with assistance from HII to:

4.1.1 Develop prototype materials and messages (September).

4.1.2 Develop training materials for training component of campaign including two training films (November).

4.2 Supervise and assist MODE in pretesting materials and messages (October).

- 4.3 Supervise and assist ULKA in revising materials and messages as indicated by research (November).
- 4.4 Supervise ULKA in producing materials (November - January).
- 4.5 Supervise development of script for programme video and subsequent video taping and editing (October - February).
- 4.6 Develop communications training component (October November).
  - 4.6.1 Work with ULKA in selecting PVOs to implement communications training (October).
  - 4.6.2 Plan training logistics (September - October).
  - 4.6.3 Develop lesson plans (October).
  - 4.6.4 Train trainers (November).
  - 4.6.5 Implement 2 day training to MS (December).
  - 4.6.6 Implement training at circle level. PVO trainer co-trains with MSs (January - February).
- 4.7 Participate in organizing communications launch (February 1987).

## 5. Training

- 5.1 Assist NIPCCD in developing a Growth Monitoring module including lesson plans and performance standards (August - October).

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- 5.2 Assist NIPCCD in holding Trainers Training courses in Growth Monitoring for MLTC instructors (December - January).
- 5.3 Participate in re-writing Growth Monitoring Training Manual with PRITECH, NIPCCD and UNICEF (September - October).
- 5.4 Collaborate with NIPCCD to monitor AWTCs with the goal of accreditation.
  - 5.4.1 Organize computer training for NIPCCD staff (October or November).
  - 5.4.2 Collaborate with NIPCCD to analyze AWTC data (November - December).
  - 5.4.3 Begin discussions on position paper for accreditation (January).
- 5.5 Implement and back-stop Particip... Training Plan (August - February 1987).

Activity	Aug '86	Sept	Oct	Nov	Dec	Jan '87	Feb	Planned To	Duration
<b>ADMINISTRATIVE</b>									
1.1 COP Responsibilities								Aug '86 - Feb '87	26
<b>MOBILE INSERVICE TRAINING - GUJARAT</b>									
2.1 Hire Staff							October		4
2.2 Conduct Workshop (Trg. Needs Assessment)							November		
2.3 Conduct Task Analysis							November		
2.4 Workshop (Task Analysis & Curriculum Development)							December		
2.5 Develop Curricula							December		
2.6 Review and Translate Curricula & Print							January		
2.7 Workshop for Instructors from MLTCs & ILTCs							February		
<b>MOBILE INSERVICE TRAINING - PUNJAB</b>									
3.1 Decide on Appropriate Schedule & Organization									8
3.2 Implementation of Phase I									
<b>NHED</b>									
4.1 Supervise ULKA									
4.1.1 Develop Prototypes							September		4
4.1.2 Develop Trg. Materials							November		4
4.2 Pretest materials with MODE							October		4
4.3 Revise materials with ULKA							November		2
4.4 Produce materials (ULKA)							November - January		12
4.5 Development of Script & Production-Video							October - February		20
4.6 Develop Communications Training							October - November		8
4.6.1 Select PVGs							October		4
4.6.2 Plan Training Logistics							October - November		9
4.6.3 Develop Lesson Plans							October		4
4.6.4 Train Trainers							November		1
4.6.5 Training of ISEs							December		2
4.6.6 Circle Level Training							January - February		8
<b>TRAINING</b>									
5.1 Develop GM Module							August - October		12
5.2 Trainer's Trg. for MLTC Instructors							Dec. 1986 - Jan 1987		2
5.3 Rewrite GM Trg. Manual							September - October		8
5.4 Comp. Trg. for NIPCCD staff							October or November		4
5.4.1 Analyze AMTC Data							November - December		8
5.4.2 Discussion on Position Paper							January 1987		2
5.5 Implement Part. Trg. Plan							Aug 1986 - Feb 1987		26

Quarterly Status Report  
John Snow Public Health Group Incorporated  
Integrated Child Development Services

January 1, 1985 Through March 31, 1985

Project No: 386-0476

Contract No: 386-0174-C-00-4030-00

Contract No: 386-0176-C-00-4030-00

Effective Date: August 1, 1984

Estimated Completion Date: February 14, 1987

## 1.0 SCOPE OF WORK OBJECTIVE

"The objective of this contract is to assist the Government of India by: (1) providing short and long-term technical assistance in training, nutrition/health education, management information systems, monitoring, evaluation, and other technical areas as approved by USAID and the GOI; and (2) arranging for non-degree short and long-term training in the U.S., in India and in third countries for senior Integrated Child Development Services (ICDS) management and technical staff in fields related to ICDS implementation. To achieve this objective during Phase I (duration 30 months), the contractor shall provide short-term technical assistance in India of up to 6\* person months and long-term technical assistance of up to 9.5 person years in the following disciplines, for the duration specified hereunder: (1) a Training/Nutrition and Health Education (NHED) advisor for 2.5 years; (2) a Management Information System Advisor for 2.5 years; and (3) two Indian management information system assistants for 2.25 years each. The technicians assigned to India by the contractor will be based in New Delhi."<sup>1</sup>

## 2.0 SUMMARY OF ACTIVITIES BY FUNCTIONAL AREAS

### 2.1.0 Training:

The Training/NHED Advisor position has yet to be filled. One candidate was proposed by JSI and the USAID/ICDS/India Project Officer for interviews in Delhi during the week of February 11. The candidate was rejected by the Ministry of Social Welfare. Intensive recruitment activities have been undertaken and several alternative candidates identified.

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\* This amount has since been approximately doubled.

1 From Contract

2.2.0 Nutrition and Health Education:

Although the Training/NHED Advisor position has not been filled a short-term consultant, Dr. Richard Manoff, of Manoff International (a subcontractor) conducted an initial appraisal of plans for social marketing for nutrition and health education engaged Ministry officials, and other donor agencies, Mission staff and local advertising firms in individual discussions and a presentation to a broad audience, and proposed an action plan for implementation of social marketing efforts.

2.3.0 Management Information Systems:

The M.I.S. Advisor arrived India on January 17, 1985.

- 2.3.1 Orientation visits of the newly arrived MIS Advisor in Delhi included officials at the Ministry of Social Welfare, The All India Institute of Medical Sciences, NIPCCD, UNICEF, and other relevant agencies.
- 2.3.2 An orientation visit to the project site in Maharashtra included discussions with the Secretary of the Department of Rural Development in Bombay, staff of the ICDS cell in Nasik, the District Chief Executive Officer and his staff, Block level ICDS Child Development Project Officers, Mukhya Sevikas, Anganwadi Workers, and staff of the Nagpur Medical College.
- 2.3.3 The M.I.S. Advisor joined the Maharashtra State ICDS M.I.S. Additional Director in conducting M.I.S. training for block level ICDS staff in Chandrapur during a second field trip to the project site.
- 2.3.4 An orientation trip to Panch Mahals included visits with district and block level staff.
- 2.3.5 The M.I.S. Advisor was invited to review the draft Integrated M.I.S. Manual for ICDS and the M.I.S. chapter of the Anganwadi Workers' Handbook. Discussions

resulted in alterations in the text.

2.3.6 The MOSW accepted an offer to use contract resources for the editing of the Integrated M.I.S. for ICDS. Plans are to conduct initial implementation of the system in AID Assisted Project sites.

2.3.7 A short-term consultant, Dr. William Drake of Community Systems Foundation (a subcontractor) arrived in the last days of the quarter to commence work on the development of "Reflection-in-Action" methods that will assist field staff in using data from the reporting system for improved management of their responsibilities.

2.4.0 Monitoring and Evaluation:

Baseline evaluation surveys conducted by the Medical and Home Science Colleges in Maharashtra and Gujarat had been initiated by the USAID/ICDS/India Project Officer prior to arrival of the contract staff.

2.4.1 The M.I.S. Advisor visited the Medical College in Nagpur to review the status of the baseline evaluation study and the quality of the collected data.

2.4.2 Dr. Drake of CSF will also advise on the baseline survey data analysis plan during his consultancy in early April.

2.4.3 Position descriptions were developed for the Field Officers in Chandrapur and Panch Mahals. After discussions with relevant officials in Delhi and at state and district levels the positions were advertised.

2.5.0 Contract Administration:

2.5.1 The Project Officer visited the JSI office in Boston for discussions relating to the commencement of contract activities in country.

2.5.2 Office space has been secured in the Ashok Hotel Annex.

2.5.3 An Administrative Assistant and Secretary have been hired.

2.5.4 Office equipment and furniture have been purchased.

2.5.5 Housing for the M.I.S. Advisor has been rented.

2.5.6 The JSI Contract Director in Boston visited New Delhi in order to assess progress and office assistance.

2.5.7 The Boston-based Administrative Officer visited to assist in office set-up and the training of local staff.

2.6.0 Participant Training:

Selected courses have been identified, particularly in the areas of survey data management and computer systems management. General discussions about training needs and procedures have begun.

3.0 SHORT TERM TECHNICAL ASSISTANCE SUMMARY

3.1.0 Dr. Richard Manoff of Manoff International advised on social marketing of nutritional and health messages March 11-14.

3.2.0 Dr. William Drake of Community Systems Foundation began on March 25 his consultancy on processing of baseline evaluation data and the design of "REFLECTION-IN-ACTION" techniques for ICDS field staff.

3.3.0 The JSI/Boston based Project Director visited March 5 & 6.

3.4.0 The JSI/Boston based back-up Administrative Officer visited January 17 to February 6 to assist in establishing office procedures.

4.0 PROBLEMS, CONSTRAINTS, RECOMMENDED SOLUTIONS

4.1.0 The Training/NHED Advisor position remains unfilled and should be filled as soon as possible.

4.2.0 Many of the AID Assisted positions within the State level ICDS Cells remain unfilled. These individuals should be working in counterpart roles with contract staff. The positions should be filled as soon as possible.

5.0 WORK PLAN FOR THE APRIL TO JUNE, 1985 QUARTER

5.1.0 Training:

The Training/NHED position will be filled and the Advisor will receive orientation in Delhi and at the State, District, and training center levels in both project states.

5.2.0 Nutrition and Health Education:

5.2.1 Ms. Marcia Griffiths of Manoff International will visit May 12 to June 1 to commence work on the Focus Group Activities for the Social Marketing of Nutritional Messages.

5.2.2 Mr. Daniel Lissance of the same Organization will join her May 26 to continue this work.

5.3.0 Management Information Systems:

5.3.1 The Integrated M.I.S. Manual for ICDS will be edited.

5.3.2 Implementation of the Integrated M.I.S. for ICDS will commence in project sites.

5.3.3 The selection of institutions to conduct inservice training to Mukhya Sevikas in project sites in the conduct of quarterly surveys and the use of growth monitoring procedures and equipment.

5.3.4 Reflection-in-Action techniques resulting from Dr. Drake's consultancy will be field tested in project sites.

5.3.5 Mr. Kris Oswalt will recommend appropriate computer hardware and software for the two state ICDS cells and the MOSW.

5.4.0 Monitoring and Evaluation:

5.4.1 Field Officers will be appointed to positions at both project sites and under go training as per the Project Paper, commence regular monitoring, and assist in many of the above mentioned activities.

5.5.0 Contract Administration:

5.5.1 A time-phased, lif-of-work plan for each of the long-term (expatriate and Indian) members of the team will be submitted to the USAID/ICDS/India Project Officer

5.6.0 Participant Training:

5.6.1 A draft participant training plan including proposed courses, suggested candidates, and projected budget will be submitted.

5.6.2 Two or three trainees will be sent to the Nutrition Data Analysis and Evaluation Course at Tufts University.

5.6.3 Discussions with the Indian Institute of Management will commence. These discussions will focus on in-service training workshops for CDPOs and Statistical Assistants at Block and District levels.

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5.7.0 Short Term Technical Assistance Summary:

- 5.7.1 Ms. Marcia Griffiths, Manoff International, Focus Group Techniques for the Social Marketing of Nutritional and Health Messages (May).
- 5.7.2 Mr. Daniel Lissance, Manoff International, continuation of the same (May/June).
- 5.7.3 Commence discussions with local software firms regarding consultancies for the development of data base management systems for ICDS/MIS.

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Quarterly Status Report  
John Snow Public Health Group Incorporated  
Integrated Child Development Services

April 1, 1985 through June 30, 1985

Project No: 386-0476

Contract No: 386-0174-C-00-4030-00

Contract No: 386-0175 C 00-4030

Effective Date : At

Estimated Completion Date : February 1961

## 1.0 SCOPE OF WORK OBJECTIVE

"The objective of this contract is to assist the Government of India by: (1) providing short and long-term technical assistance in training, nutrition/health education, management information systems, monitoring, evaluation, and other technical areas as approved by USAID and the GOI, and (2) arranging for non degree short and long-term training in the U.S., in India and in third countries for senior Integrated Child Development Services (ICDS) management and technical staff in fields related to ICDS implementation. To achieve this objective during Phase I (duration: 30 months), the contractor shall provide short-term technical assistance in India of up to 6\* person months and long term technical assistance of up to 9.6 person years in the following disciplines, for the duration specified hereunder: (1) a Training/Nutrition and Health Education (NHED) Advisor for 2.5 years; (2) a Management Information System Advisor for 2.5 years; and (3) two Indian management information system assistants for 2.25 years each".]

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\* This amount has since been approximately doubled.

1 From Contract.

## 2.0 SUMMARY OF ACTIVITIES BY FUNCTIONAL AREAS

### 2.1.0 Training:

The Training/NHED Advisor has been selected after interviews in New Delhi the first three days of May. The Advisor begins work mid-July.

### 2.2.0 Nutrition & Health Education:

Manoff International staff Ms. Marcia Griffiths and Mr. Dan Lissance provided a total of 33 days consultation which resulted in: 1) a detailed plan for implementation of NHED/Social Marketing activities throughout the remainder of the JSI contract, and 2) a Request for Proposal (RFP) to solicit proposals for the marketing research phase of the NHED work.

### 2.3.0 MANAGEMENT INFORMATION SYSTEMS

2.3.1 Professor S.C. Bhatnagar, a consultant to the ICDS Project and Chairman of the Computer & Information Systems Group at JIPMER, Hyderabad proposed appropriate hardware and software for the State and Central level MUSW installations. The consultant has recommended locally purchased IBM PC/XT lookalikes supporting Data Base III and Lotus 1-2-3 software.

2.3.2 A week-long workshop including the Maharashtra State ICDS MIS Coordinator, the Head of Monitoring and Evaluation Unit MOSWW, the JSI MIS Advisor, a consultant (Prof. Bhatnagar), and a CDPO and a DPO produced a proposed computerized MIS/ICDS system for the model system in Maharashtra. The system provides comparative indicators to be used to improve ICDS management, particularly at the Block level.

2.3.3 A review of local and US computer purchase systems resulted in a proprietary purchase proposal submitted to the USAID Mission Director.

2.3.4 The editing of all but the last chapter of the ICDS Integrated MIS document was completed and submitted to the Jt. Secretary of MOSWW for review.

2.3.5 At the request of the MOSWW, editing of the ICDS Anganwadi Guidebook commenced.

#### 2.4.0 Monitoring and Evaluation:

2.4.1 Applications for the Field Officer position in Chandrapur and Godhra were reviewed and proved insufficient. A second round of advertising commenced through additional mailings and

newspaper advertisements. Selected respondents were interviewed in Bombay and New Delhi. Interviews continue into the following quarter.

2.5.0 Contract Administration:

2.5.1 The JSI/Boston back-up Administrative Officer arrived in June to assist with administrative procedures and will remain in India into the following quarter.

2.5.2 Computer training has been arranged for JSI and USAID/HN staff to occur in the following quarter.

2.5.3 Candidates for the long-term Training Advisor were solicited.

2.6.0 Participant Training:

2.6.1 The JSI/Boston back-up Administrative Officer arrived in June to assist in the development of participant training plan for JSI contract activities.

2.6.2 The Head of the Monitoring and Evaluation Unit of the MOSWW under went training in Data Base Management and spread sheet analysis at no cost to the contract and in anticipation of Central level ICDS computerized processing.

### 3.0 SHORT-TERM TECHNICAL ASSISTANCE SUMMARY

3.1.0 Dr. William Drake from Community Systems Foundation completed his consultation described in the prior Quarterly Report (March 25 - April 19, 1985).

3.2.0 Ms. Marcia Griffiths from Manoff International conducted a literature review, visited field sites and interviewed organizations which might be involved in plans for the social marketing of NHED messages (May 13 - 30, 1985).

3.3.0 Mr. Dan Lissance from Manoff International arrived to continue the work begun by Marcia Griffiths and produce projections for the implementation of the social marketing of NHED (May 23 - June 14, 1985).

3.4.0 Professor Bhatnagar, IIM/Ahmedabad, recommended hardware, and software for computerized State and Central ICDS/MIS processing (May 13-17, 1985).

- 3.5.0 Dr. Sarah Israel began editing the Anganwadi Workers' Guidebook (June 26 - August 31, 1985).
- 3.6.0 Professor S.C. Bhatnagar, IIM/Ahmedabad, assisted at the State level computerized MIS workshops held in Bombay (June 24-28).
- 3.7.0 Ms. Barbara Lamphere, JSI/Boston Administrative back-up, arrived June 27 to assist with contract administration and the completion of the contract participant training plan.

#### 4.0 PROBLEMS

- 4.1.0 Many of the AID Assisted positions within the State Level ICDS Cells and at NIPCCD remain unfilled. These individuals would be working in counterpart roles with contract staff. The positions should be filled as soon as possible.

#### 5.0 WORK PLAN FOR JULY-SEPTEMBER 1985 QUARTER

##### 5.1.0 Training:

- 5.1.1 The new Training Advisor will arrive the third week of July and undertake orientation

appointments and visits in Delhi, Chandrapur, Panch Mahals, and state offices in Bombay/Nasik and Ahmedabad. She will also visit Anganwadis, Mukhya Sevika and training centers.

5.1.2 Curriculum will be developed with the Indian organizations responsible for the mobile in-service training in Chandrapur and Panch Mahals.

5.2.0 Nutrition and Health Education (NHED):

5.2.1 A Request for Proposal (RFP) will be issued in order to solicit proposals from organizations to conduct the social marketing phase of the NHED component.

5.2.2 These proposals will be reviewed, an organization selected and work will commence.

5.3.0 Management Information Systems:

5.3.1 USAID will purchase computers for: 1) RDD, Maharashtra State ICDS processing, and 2) Central level MOSWW ICDS processing, and 3) Medical Directorate, Department of Health & Family Welfare, Gujarat State ICDS processing.



- 5.3.2 Local level MIS techniques will be developed for inclusion in the curriculum for the in-service training workshops.
- 5.3.3 Processing and Reporting systems will be developed for the Central level MOSWW ICDS computer installation.
- 5.3.4 Software application will be developed for both the State and Central level computer installations.
- 5.3.5 Training will be provided at both installation sites.
- 5.3.6 Installation will occur at both sites.
- 5.3.7 Discussions will commence with Gujarat ICDS officials regarding appropriate computer applications.
- 5.3.8 Training for District ICDS staff and CDPOs in the use of the new MIS will commence in Maharashtra.

5.3.9 Editing of the Integrated MIS document will be completed and the document will be delivered to the MOSWW in printer-ready form.

5.3.10 Editing of the Anganwadi Guidebook will be completed and presented to the MOSWW in printer-ready form.

5.4.0 Monitoring & Evaluation:

5.4.1 Field officers will be selected for both project sites.

5.4.2 Monitoring formats for use by the Field Officer will be developed and field officers trained in their use.

5.5.0 Contract Administration:

5.5.1 A time-phased, annual work plan for each of the long-term (expatriate and Indian) members of the team will be submitted to the USAID/ICDS/India Project Officer.

5.5.2 Staff development training in computer literacy and software applications will be provided to selected USAID/HN staff and JSI/India staff.

5.6.0. Participant Training

5.6.1 A contract participant training plan developed by Ms. Barbara Lamphere will be submitted to USAID and MOSWW.

5.6.2 Training referred to above under MIS will occur at Central and State levels.

5.6.3 Any training indicated under the participant training plan for this quarter will be initiated.

5.7.0 Anticipated Short-Term Technical Assistance Summary:

5.7.1 Barbara Lamphere, JSI/Boston will complete her work during July.

5.7.2 Richard Jansen & Judson Harper will review food processing options (July 28 - August 16, 1985).

5.7.3 Manoff International staff will assist in the initiating of the social marketing aspects of the NHED component (September).

5.7.4 Kris Oswalt will recommend computer hardware and software options for organizations assisting with the ICDE Baseline Evaluation Study (July 7-11, 1985).

- 5.7.5 Dr. Sarah Israel will assist with editing of the Anganwadi Guidebook.
- 5.7.6 Mr. Raj Bhatia will provide staff development training to selected USAID/HN and JSI/India staff in software applications (July 15-26, 1985).
- 5.7.7 David Fyle, JSI/Boston will assist in the development of an MIS research design beginning mid-September.
- 5.7.8 Community Systems Foundation (CSF) staff in Ann Arbor will design data base management systems for the analysis of the ICDS baseline evaluation survey data.

6.0 CURRENT STATUS OF WORK PLAN FOR LAST QUARTER: APRIL TO JUNE, 1985

6.1.0 Training:

The Training/NHED position will be filled and the Advisor will receive orientation in Delhi and at the State, District, and training center levels in both project states.

STATUS: The training advisor has been selected, arrives in New Delhi mid July and will commence orientation at that time.

6.2.0 Nutrition and Health Education:

6.2.1 Ms. Marcia Griffiths of Manoff International will visit May 12 to June 1 to commence work on the Focus Group Activities for the Social Marketing of Nutritional Messages.

STATUS: Done

6.2.2 Mr. Daniel Lissance of the same Organization will join her May 26 to continue this work.

STATUS: Done

6.3.0 Management Information Systems:

6.3.1 The Integrated M.I.S. Manual for ICDS will be edited.

STATUS: The task is almost completed and will be delivered to the MOSWW in July.

6.3.2 Implementation of the Integrated M.I.S. for ICDS will commence in project sites.

STATUS: Delays in completing the editing has postponed this until August.

6.3.3 The selection of institutions to conduct in-service training to Mulhya Sevtas in project sites in the conduct of quarterly surveys and the use of growth monitoring procedures and equipment.

SIAIUS: Contractual issues have delayed mobile in-service training. Implementation of the Integrated MIS will be provided for CDFO's in at least one project site prior to the commencement of mobile in-service training.

5.3.4 Reflection-in-Action techniques resulting from Dr. Drake's consultancy will be field tested in project sites.

SIAIUS: Dr. Drake's consultancy did not produce reflection-in-action techniques.

6.3.5 Mr. Kris Oswalt will recommend appropriate computer hardware and software for the two state ICDS cells and the MOSW.

SIAIUS: Due to Mr. Oswalt's absence, Professor S.C. Phatnager of the Computer and Information Systems Group at IIM/Ahmedabad has completed this task.

#### 6.4.0 Monitoring and Evaluation:

6.4.1 Field officers will be appointed to positions at both project sites and undergo training as per the Project Paper, commence regular monitoring, and assist in many of the above mentioned activities.

STATUS: Difficulties in identifying appropriate candidates have forced the postponement of this task to the following quarter.

6.5.0 Contract Administration:

6.5.1 A time-phased, life-of-work plan for each of the long-term (expatriate and Indian) members of the team will be submitted to the USAID/ICDS/India Project Officer.

STATUS: Postponed until the arrival of the training advisor during the following quarter.

6.6.0 Participant Training:

6.6.1 A draft participant training plan including proposed courses, suggested candidates, and projected budget will be submitted.

STATUS: Barbara Lamphere from the JSI office in Boston will complete this task during her visit to India during the month of July.

6.6.2 Two or three trainees will be sent to the Nutrition Data Analysis and Evaluation Course at Tufts University.

STATUS: Difficulties in identifying candidates has delayed this until the following summer.

6.6.3 Discussions with the Indian Institute of Management will commence. These discussions will focus on in-service training workshops for CDFOs and Statistical Assistants at Block and District levels.

STATUS: This task will be completed during July.

6.7.0 Short-Term Technical Assistance Summary:

6.7.1 Ms. Marcia Griffiths, Manoff International, Focus Group Techniques for the Social Marketing of Nutritional and Health Messages (May).

STATUS: Done

6.7.2 Mr. Daniel Lissance, Manoff International, continuation of the same (May/June).

STATUS: Done.

6.7.3 Commence discussions with local software firms regarding consultancies for the development of data base management systems for ICDS/MIS.

STATUS: Done.

- 1.0 Introduction/Summary
- 2.0 NIS Advisor/Chief of Party
  - 2.1.0 Quarter July to September 1985
  - 2.2.0 Work Plan for October to December 1985
  - 2.3.0 Status Report for Work Plan July to September 1985
- 3.0 Training/NHED Advisor
  - 3.1.0 Quarter July to September 1985
  - 3.2.0 Work Plan for October to December 1985
  - 3.3.0 Status Report for Work Plan July to September 1985
- 4.0 Short Term Technical Assistance Summary
- 5.0 Travel Summary

October 7, 1985

Contract No. : 386-0476-C-00

Effective Date : August 1, 1984

Est. Completion Date : February 14, 1987

## 1.0 INTRODUCTION/SUMMARY

### 1.1.0 Accomplishments

During the quarter Ms. Judith Standley joined as Training/NHED Advisor (July) and has commenced work on the social marketing of nutrition and health education and training components. A field officer, Dr. Narendra Gami has been appointed to the post in Panch Mahals and began work in mid-August.

Ms. Barbara Lamphere from the Boston office visited in July during which time she completed a Participant Training Plan for the period through February 1987. Two consultants, Dr. Richard Jansen and Judson Harper proposed food processing plants for the two USAID Assisted Districts.

A selection committee including the Training/NHED Advisor has chosen a market research group and Mr. Dan Lissance has visited to assist in the orientation of this group.

Dr. David Fyle arrived to commence work on local level MIS interventions and a purchase order has been placed for a computer to process ICDS information at the Central level.

1.2.0 Constraints

Sukhada distribution in Chandrapur continues to be irregular. More than half of the Anganwadis in Panch Mahals are without weighing scales. Less than half the blocks in Panch Mahals have CDPCs. Neither State has appointed MIS Coordinators and the identification of Training and NHED Coordinators at both State levels is unclear. Contracts for organizations to provide mobile in-service training in both Districts remain unsigned.

2.0 MIS ADVISOR/CHIEF OF PARTY

2.1.0 Quarter July to September, 1985

2.1.1 Management Information Systems

Local Level MIS

Monitoring cards to be used by CDPO's and supervisors have been developed. These cards will enable management by exception techniques which will identify specific problems at specific anganwadis and encourage ICDS staff to attend to these issues.

Additional innovations including home visit cards, revised Anganwadi MPR's, and reliability auditing techniques have been identified during Dr. Pyle's consultancy and will be detailed in his report to be presented October 11.

Tracking of CDPO MPR's from USAID assisted blocks has commenced with the entry of this data into data base formats. Initial analysis will review completeness, credibility, and coverage and nutritional grades across time and between blocks.

State level MIS

Technical specifications for computers at ICDS cells in Maharashtra and Gujarat have been developed. Purchase of these computers await appointment of MIS Coordinators at each site. Repeated meetings concerning the appointment of these coordinators and discussions with vendors have occurred.

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### Central level MIS

The Integrated Management Information Systems (IMIS) document has been completed in a near final draft. Initial chapters regarding Anganwadi level records and registers have been revised for inclusion in the Anganwadi Worker's Guide Book. Revisions to later sections (i.e. Supervisor's Diary, Central level reporting, and food commodity reporting) continue.

A purchase order for the central level ICDS processing computer has been placed with the vendor after completion of USAID PIOC procedures.

### 2.1.2 Monitoring and Evaluation

Dr. Narendra Gami was appointed field officer for Panch Mahals district. Housing and vehicle and Godhra office procedures have been established. Orientation of Dr. Gami included introductions to state and district level officials, a week of field work with the MIS advisor and field work with the Dr. Pyle.

A candidate for the Chandrapur field officer position interviewed in Chandrapur but refused appointment. Search for additional candidates has commenced.

A field officer checklist has been developed, reviewed with the USAID staff in H&N and FFD, field tested, and is currently in use.

### 2.1.3 Baseline\_Evaluation\_Study

Technical specifications have been developed for the purchase of a computer to be used by M.S. University for the processing of baseline evaluation survey data. verbal agreement has been obtained from the MOSWW for a request that M.S. University purchase the computer on behalf of the Ministry.

### 2.1.4 Contract\_Administration

The NHED/Training Advisor, Ms. Judith Standley, has joined the staff and undergone orientation.

An annual workplan for the NHED/Training Advisor and MIS Coordinator has been completed and submitted.

Software training in Lotus 1-2-3 has been provided to JSI and USAID/ICDS project staff.

### 2.1.5 Participant\_Training

A participant training plan for the JSI contract has been completed and reviewed with USAID and MOSWW. The plan has been developed during the month of July by the JSI/Boston Administrative Officer during a visit to India.

## 2.2.0 Work Plan for Following Quarter

### 2.2.1 Management Information Systems

Local level MIS: Innovations delineated in the Pyle consultancy report will commence according to the time line included in that report.

State level MIS: Design, software development, installation and training as delineated in the annual work plan will commence upon appointment of MIS Coordinators in each state.

Central level MIS: Revisions to the IMIS document will be completed and submitted to the MOSWW. Reporting systems for the central level computer installation will be developed. Training for central level monitoring and evaluation staff and management staff will be completed.

### 2.2.2 Monitoring and Evaluation

Recruitment of a field officer for Chandrapur will continue. The position will be filled and field training completed. Additional training in Delhi will be conducted for both field officers and field reviewers from USAID/FFD.

### 2.2.3 Baseline\_Evaluation\_Study

M.S. University will purchase the computer and training will be provided through the assistance of CSF staff.

### 2.2.4 Participant\_Training

CDPO Management Training. An appropriate group will be identified to assist with this training. Planning for task analysis workshops and curriculum development will occur.

MIS training for state computer installations. This will be presented upon appointment of MIS Coordinators.

## 2.3.0 Status\_Report\_for\_Work\_Plan: July\_to\_September\_1985

### 2.3.1 Management\_Information\_Systems

USAID will purchase computers for both states and central level ICDS processing.

STATUS: The order has been placed for the central level. Orders for the two states await appointment of MIS Coordinators.

Local level MIS techniques to be developed for inclusion in the curriculum for the in-service training workshop.

STATUS: Selected techniques have been developed and are awaiting commencement of curriculum development for in-service training.

Processing and reporting systems to be developed for the MOSWW ICDS computer installation.

STATUS: Delays in the ordering of the computer has postponed this task to the following quarter.

Software applications, training, and installation for the Maharashtra ICDS computer installation.

STATUS: These tasks await the appointment of an MIS Coordinator.

Discussions with Gujarat ICDS officials regarding appropriate computer applications.

STATUS: Done.

Training for District ICDS staff and CDPO's in the use of new MIS techniques.

STATUS: Awaiting appointment of MIS Coordinator.

Editing of Integrated MIS document and delivery to MOSWW.

STATUS: Done but additional alterations are required.

### 2.3.2 Monitoring and Evaluation

Field Officers selected for both project sites.

STATUS: The field officer for Panch Mahals has been commenced work. Recruitment of the field officer for Chandrapur continues after the selected candidate refused appointment.

Monitoring formats for use by the field officers will be developed and training undertaken.

STATUS: Done.

### 2.3.3 Contract Administration

Annual workplan to be submitted to USAID project officer.

STATUS: Done.

Staff development in computer literacy to be provided.

STATUS: Done.

2.3.4 Participant Training

Participant Training Plan to be developed.

STATUS: Done.

Training under this plan to commence.

STATUS: The only scheduled training for this quarter awaits appointment of MIS Coordinators.

### 3.0 TRAINING/NHED ADVISOR

#### 3.1.0 Quarter: July to September 1985

##### 3.1.1 Orientation

Introductory visit to MOSWW, NIPCCD, ICCW and UNICEF. (August).

Visits to ICDS Directorates in Ahmedabad (Gujarat) and Nasik (Maharashtra). (August and September).

Visits to three MLTCs in Gujarat and Maharashtra. (August and September).

Field trip to Panch Mahals (Gujarat). Visits to Anganwadi Centers, and three ANTCs serving the district. (September).

##### 3.1.2 Mobile In-service Training

Gujarat: The Gujarat State Crime Prevention Trust (GSCPT) has been approved by the MOSWW, USAID, and the State ICDS Directorate to implement the mobile in-service training scheme. However, there have been delays at the State Ministry of Health and Family Welfare, and the contract has not yet been signed. Assurance of a timely signing have been given by the Deputy Secretary, Health and Family Welfare, Gujarat.

Maharashtra: The organization to carry out the mobile in-service training scheme has not been selected. Appropriate organizations have been identified and proposals are forthcoming.

### 3.1.3 Nutrition and Health Education

An extension of the subcontract between JSI and Manoff International Inc. (MII) has been agreed upon by both parties. Approval from USAID is still required.

The Request for Proposal (RFP) written by MII consultants was finalized and sent to 4 market research organizations by MOSWW (July).

The MOSWW in conjunction with representatives of the State Governments and USAID/JSI have selected Market Operations Design and Enquiry Services (MODE) to carry out the research components of the NHED Social Marketing Plan (September).

Mr. Dan Lissance, MII, spent one week in New Delhi orienting the JSI Training/NHED Advisor and clarifying the activities to be implemented by MODE (September).

### 3.1.4 Training

The Anganwadi Guidebook edited by Dr. Sarah Israel is in the last stages of proof reading. Mr. Ajit Edwin is preparing the illustrations under a subcontract agreement with Dr. Israel.

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Monitoring AWTC: Initial discussions have been held with the MOSWW and NIPCCD concerning JSI/NIPCCD collaboration on evaluating data of AWTCs in Gujarat and Maharashtra (September).

### 3.2.0 Work Plan for October - December 1985

#### 3.2.1 Orientation

Initial visit to Chandrapur and AWTCs serving the district (October).

Visit the MLTC at Surat, Gujarat (November).

#### 3.2.2 Mobile In-service Training

Gujarat: Once the Agreement is signed, activities can proceed.

- Hire Staff (October)
- Review ICDS materials (mid-October to November)
- Workshop to develop instruments and methodology for Needs Assessment, Task Analysis, and Time Allocation Study (November).
- Field work: Needs Assessment, Task Analysis and Time Allocation Study (mid-November to mid-December).

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- Workshop: Curriculum development and trainers training (mid-December).
- Develop curriculum and lesson plans (December - January).

Maharashtra: Review proposals of training organizations. Choose most appropriate (October).

- Assure timely signing of contract (October).
- Hire staff (November).
- Review ICDS materials (November - mid-December).
- Workshop to develop instruments and methodology for Needs Assessment, Task Analysis and Time Allocation Study (December).

### 3.2.3 Nutrition and Health Education

The Training/NHED Advisor will supervise the activities of the NHED Social Marketing Project. This will include scheduling timely visits by MII consultants, and assisting the market research organization to:

conduct the formative research in Panch Mahals, Gujarat and Chandrapur, Maharashtra (October - December).

#### 3.4.4 Training

The Anganwadi Guidebook will be completed and submitted to the MOSWW (October).

Participate in field testing the Growth Chart Manual at selected training centers in Gujarat and Maharashtra (October).

Collaborate with NIPCCD on organizing a supervision workshop and trainers training workshop (October and November).

Observe CDFD Training sessions at NIPCCD (November).

Continue discussions and develop plan for computerization of AWTC data for Gujarat and Maharashtra (November).

#### 3.3.0 Status of Project Work Plan for Quarter:

July to September, 1985-----

#### 3.3.1 Training

The Training/NHED Advisor will arrive the third week of July and undertake orientation visits and appointments:

Status: Judith Standley and family arrived July 1, 1985. See section 2.1.0 for orientation visits undertaken. Two orientation trips were not made in this quarter and are planned for the next quarter.

3.3.2 Nutrition/Health\_Education

The RFP will be issued to market research organizations to solicit proposals for conducting research components of the NHED social marketing plan:

SIATUS: The RFP was officially sent to the market research organizations by the MOSWW in July 1985.

These proposals will be reviewed and an organization selected:

SIATUS: Marketing Operations Design and Enquiry Services (MODE) was selected in September to conduct the research components of the NHED Social Marketing Plan. The contract is being prepared and expected to be signed by end September.



#### 4.0 SHORT-TERM TECHNICAL ASSISTANCE SUMMARY

##### 4.1.0 MIS

- 4.1.1 Dr. David Pyle arrived during mid-September to assist in the development of an experimental design for MIS innovations. (September 19 - October 11)
- 4.1.2 Dr. Richard Jansen and Judson Harper reviewed food processing options (July 28 - August 16)
- 4.1.3 Kris Oswalt reviewed computer hardware and software options for organizations assisting with the ICDS Baseline Evaluation Study (July 3 - 11)
- 4.1.4 Raj Bhatia provided computer software training to selected USAID/HN and JSI/India staff. (July 15-26)
- 4.1.5 Community Systems Foundation (CSF) staff in Ann Arbor commenced design of data base management systems for the analysis of ICDS baseline evaluation survey data.
- 4.1.6 Barbara Lamphere visited India during July and prepared the Participant Training Plan.

##### 4.2.0 Training/NHED

- 4.2.1 Ms. Sarah Israel edited the Anganwadi Guidebook (July - September).
  - 4.2.2 Daniel Lissance, Manoff International Inc. spent one week clarifying the activities to be implemented by MODE (September).
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5.0 TRAVEL SUMMARY

5.1.0 MIS Advisor

July 14 - 20 Chandrapur, Bombay, Panch Mahals with  
Barbara Lamphere

July 26 - 27 Panch Mahals

Aug 22 - 24 Panch Mahals with field officer candidate

Sept 12 - 13 Chandrapur field officer interview et.  
al.

Sept 16 - 21 Ahmedabad, Panch Mahals, orientation of  
field officer and work with Dr. Pyle

Sept 22 - 25 Chandrapur, with Dr. Pyle

Sept 30 - Oct 1 Tamil Nadu Nutrition Project with Dr.  
Pyle

5.2.0 Training/NHED Advisor

July 31 - Aug 3 Ahmedabad, Bombay, Nasik and Pravara  
Nagar

Aug 28 Bombay and Pune

Sept 3 Ahmedabad, Baroda, Panch Mahals

Quarterly Report

MIS Advisor/ Chief of Party

October 1 through December 31, 1985

1.0 Summary of Activities during Fourth Quarter

- 1.1 Completed visit to the World Bank Tamil Nadu Nutrition Project.
- 1.2 Worked with consultant, Dr. David Pyle, on plans for lower level MIS interventions
- 1.3 Attended Tenth Anniversary ICDS workshop
- 1.4 Completed editing of INIS/ICDS document.
- 1.5 Completed designs for new:
  - Andanwadi MFR
  - Supervisor's monthly summary register
  - Home Visit Cards
  - CDFO Monitoring Sheets
- 1.6 Designed and commenced distribution of block monthly monitoring graphics for growth monitoring coverage.
- 1.7 Completed purchase and received hardware for computers for RDD/Bombay and UWW/Delhi.
- 1.8 Completed MIT training for RDD/Bombay and staff.
- 1.9 Selected model blocks in Chandrapur and Panch Mahals
- 1.10 Conducted training for RDD/Bombay MIS staff.
- 1.11 Assisted NIPCCD in selection of computer hardware and softwares.
- 1.12 Designed, field tested, and delivered Sukhada distribution MIS for Chandrapur.
- 1.13 A Chandrapur Field Officer candidate completed two weeks in Panch Mahals and will commence work in Chandrapur January 15.
- 1.14 Initiated discussions on coordination of ICDS and Family Folder MIS.
- 1.15 Participated in training of new CDFO's at Bowla, Gujarat.
- 1.16 Initiated training request for "Management Issues in Health" course in USA as per participant training plan.

- 1.17 Initiated training request for "LDPO Management Training" via the National Productivity Council per participant training plan.

## 2.0 Current Status

- 2.1 Plan: Local level MIS: "Innovations delineated in the Pyle consultancy report will commence according to the time line included in that report."

Status: The Supervisor's Summary Sheet has been introduced in Panch Mahals. The monthly block level feedback on growth monitoring coverage has commenced. Other innovations are awaiting approval.

- 2.2 Plan State level MIS: "Design, software development, installation and training as delineated in the annual work plan will commence upon appointment of MIS Coordinators in each state."

Status: Maharashtra: The computer has been delivered to the HCL offices in Bombay and software development is proceeding. Preliminary training has been provided to five persons who will staff the computer installation.

Gujarat: Although the MIS Coordinator position has been approved it is as yet unfilled.

- 2.3 Plan: Central level MIS/ICDS document: "Revisions to the IMIS document will be completed and submitted to the MOSNW.

Status: Done

- 2.4 Plan: Central level MIS computer: Reporting systems and training for central level staff will be completed.

Status: The computer has been delivered to the JSI offices and initial software developed. Data entry has commenced. Delays have occurred due to lack of staff availability at the Ministry.

- 2.5 Plan: Monitoring and Evaluation: A field officer for Chandrapur will be selected and trained. Additional training will occur for the field officers in Chandrapur and in Deol.

Status: The field officer has been selected and undergone two weeks of training in Panch Mahals. Left training has yet to be scheduled.

- 2.6 Plan: Participant Training, CDPO Management Training: an appropriate group will be identified to assist with this training. Planning for task analysis workshops and curriculum development will occur.

Status: A proposal has been solicited from the National Productivity Council. The proposal is under consideration by the Ministry.

### 3.0 Problems and Constraints

- 3.1 The position of MIS Coordinator in Gujarat is as yet unfilled.

### 4.0 Work Plan

- 4.1 Review at mission level draft local level innovations:  
Anganwadi NPR  
Home Visit Cards  
CDPO Monitoring Sheets  
Survey coverage monitoring techniques
- 4.2 Provide training at the local levels in use of the above
- 4.3 Provide ICDS field training to Maharashtra MIS staff.
- 4.4 Complete systems development, training and installation of ICDS MIS computer in Maharashtra.
- 4.5 Upon appointment of Gujarat MIS Coordinator, initiate purchase, systems design, systems development, and training for ICDS monitoring cell in Gujarat.
- 4.6 Complete data entry, systems debugging, training and installation of initial system for central level ICDS MIS computer.
- 4.7 Provide print ready copy of ICDS/MIS document to Ministry
- 4.8 Provide training for new field officer in Chandrapur and continuing supervision for both field officers.
- 4.9 Continue design discussion for coordinated ICDS and Family Patter III.

- 4.10 Persue with Government of Gujarat discussion on placement of computer at Panch Mahals to perform coordinated Health ICDS MIS.
- 4.11 Upon approval from Ministry, work with NPC to conduct task analysis workshop in Chandrapur and commence curriculum development for CDPD workshop.
- 4.12 Upon approval from Ministry, complete arrangements for participant training event: "Management Issues for Health" course in Boston.
- 4.13 Join Child Survival field tour and discussions.

Quarterly Report

Training/NHED Advisor

October 1 through December 31, 1985

1.0 Summary of Activities during Fourth Quarter

- 1.1 Attended meetings of Growth Monitoring Task Force organized by UNICEF.
- 1.2 Worked with Marcia Griffiths, Manoff International Inc. consultant and MODE staff members on planning indepth research for NHED Social Marketing Plan.
- 1.3 Developed Bar Scale Instruction Guide, lesson plan for teaching use of Bar Scale and commentary on technical aspects of Bar Scale.
- 1.4 Developed Teacher's Guide as prototype to accompany Exercise 1 of Growth Chart Manual.
- 1.5 Held one day training course in Chimur Block, Chandrapur for Mukhya Sevikas in proper use of Bar Scale, and in using the instruction guide as a training tool with Anganwadi Workers.
- 1.6 JSI Field Officer held teaching sessions for all CDPOs, ACDPOs and Mukhya Sevikas in Panch Mahals on use of the Bar Scale following lesson plan format.
- 1.7 Received and reviewed proposals for Mobile Inservice Training in Chandrapur District, Maharashtra.
- 1.8 Planned and participated in 3-day CDPO orientation workshop held in collaboration with C.P. Trust and Gujarat State ICDS Directorate, Davla Health and Family Welfare Center December 2-4, 1985.
- 1.9 Continued discussions with Ms. Lalitha Dy. Director Training at NIPED for monitoring AWTCs in Gujarat and Maharashtra with the long range goal of accreditation.
- 1.10 Began process of implementing Participant Training Plan.

2.0 Current Status

- 2.1 Plan: Initial visit to Chandrapur and AWTCs serving district.  
Status: Trip to Chandrapur done. AWTCs not visited due to priority of other work.
- 2.2 Plan: Visit MLTC at Surat, Gujarat.  
Status: Not done. Trip postponed until February 1986.
- 2.3 Plan: Proceed in implementing Mobile Inservice Training Scheme with Gujarat State Crime Prevention Trust (GSCPT).  
Status: Not done. Contractual agreement still not signed between the State Government and GSCPT.
- 2.4 Plan: Review proposals and choose appropriate group for implementing Mobile Inservice Training Scheme in Maharashtra.  
Status: Proposals reviewed. Final decision to be made after further visits to identified institutions and in collaboration with Maharashtra State Government.
- 2.5 Plan: Begin formative research in Panch Manals and Chandrapur under NHED Social Marketing Plan.  
Status: DONE.
- 2.6 Plan: The Anganwadi Guidebook will be completed and reviewed by the Department of Women's Welfare.  
Status: DONE. Mr. Dayal suggested revisions and additions to be made. Proposed date of completion early January.
- 2.7 Plan: Participate in field testing the Growth Chart Manual at selected MLTCs.  
Status: Developed Teacher's Guide to Exercise 1 of the Growth Chart Manual. Plan to test effectiveness in next two months.

2.8 Plan: Collaborate with NIPCCD on organizing supervisory workshop.

Status: Under consideration by NIPCCD for 1986 calendar year. Scope of work drafted and enquiries made of centrally funded contracts for service of consultant.

2.9 Plan: Observe CPOD training sessions at NIPCCD.

Status: Not done. Current class atypically small. Plan to observe batch in February.

2.10 Plan: Continue discussions and develop plan for computerization of AWTC data for Gujarat and Maharashtra.

Status: DONE.

### 3.0 Problems and Constraints

3.1 There are still vacancies in both State Government ICDS Directorates for NHED Coordinators and in Maharashtra for Training Coordinators. The post at NIPCCD for Training Specialist is also not filled.

3.2 The contract between the Government of Gujarat and the GSCPT for implementing the Mobile Inservice Training Scheme has not been signed due to bureaucratic obstacles in the State Ministry of Health and Family Welfare.

### 4.0 Work Plan

4.1 Visit MLTCs in Gujarat and Maharashtra with Deputy Director Training NIPCCD.

4.2 Field test "Trainer's Guide" to Growth Chart Manual at MLTCs in Gujarat and Maharashtra.

4.3 Begin analyzing data from AWTC monitoring programmes in collaboration with NIPCCD.

4.4. Begin work with GSCPT on preparing for implementation of Mobile Inservice Training Scheme.

4.5 Choose in collaboration with the Maharashtra State Government a training institution to implement Mobile Inservice Training in Chandrapur District.

- 4.6 Assist MCDE in analyzing the indepth research data and preparing report.
- 4.7 Develop brief on NHEB Social Marketing project, distribute advertising agencies; call for presentations, and choose most appropriate group.
- 4.8 Participate with AID staff in ICDS/CARE field exercise and workshop.
- 4.9 Critique "A Workbook on Weight Plotting for IPFP functionaries" developed by NIPCCD; recommend suggestions for improvement.
- 4.10 Complete Anganwadi Guidebook and send to printer.
- 4.11 Observe CUPO training sessions at NIPCCD.
- 4.12 Begin planning "Management for Training Programs" workshop under Participant Training Plan.

Quarterly Report

Chief of Party/MIS Advisor

January 1 through March 31, 1986

1.0 Summary of Activities during First Quarter

- 1.1 A field officer joined in Chandrapur district in mid January, received training and orientation.
- 1.2 After a final edit, the IMIS/ICDS document was sent to NIPCCD for printing.
- 1.3 Initiated "Key Indicators" anganwadi wall displays in demonstration anganwadis in each USAID assisted block in Chandrapur.
- 1.4 Collected and reviewed existing register formats from Chandrapur blocks. Prepared revised registers for use in Chandrapur district.
- 1.5 Completed computer training for RDD/Bombay staff and the computer was installed.
- 1.6 Completed two, three-week tutorial training sessions for DWW/Delhi staff and installed computer.
- 1.7 Completed preparations for participant trainee to attend "Management Issues in Health" course in USA.
- 1.8 Met with DOH/Gujarat and NPC officers to plan CDPC Management Training.
- 1.9 Attended NIPCCD "Research in ICDS" conference.
- 1.10 Attended Bangalore "Child Survival" tour and workshop.

2.0 Current\_Status

2.1 Plan: Review at mission level draft local level innovations.

Status: Done

2.2 Plan: Provide training at local levels in use of the above.

Status: Training of CDPO's in "Key Indicators" initiated.

2.3 Plan: Provide ICDS field training to Maharashtra MIS staff.

Status: Done

2.4 Plan: Complete systems development, training and installation of ICDS MIS computer in Maharashtra.

Status: Training and installation completed. Systems Development on-going.

2.5 Plan: Upon appointment of Gujarat MIS Coordinator, initiate purchase ... (etc.)... for ICDS monitoring cell in Gujarat.

Status: No MIS Coordinator appointed.

2.6 Plan: Complete data entry, systems debugging, training and installation of initial system for central level ICDS MIS computer.

Status: Training and installation completed. Data entry commenced.

2.7 Plan Provide print ready copy of ICDS/MIS document to Ministry.

Status: Done.

2.8 Plan: Provide training for new Field Officer and continue supervision of both Field Officers.

Status: Done

2.9 Plan: Continue design discussion for coordinated ICDS and Family folder MIS.

Status: Not done.

2.10 Plan: Pursue with Government of Gujarat discussion on placement of computer at Panch Manals to perform coordinated Health and ICDS MIS.

Status: Continuing.

2.11 Plan: Upon approval from Ministry, work with NPC to conduct task analysis workshop in Chandrabur and commence curriculum development for CDPC Management Workshop.

Status: Ministry approval received. Initial site changed to Panch Manals. Discussions commenced.

2.12 Plan: Upon approval from Ministry, complete arrangements for participant training event: "Management Issues for Health" course in Boston.

Status: Ministry approval received. Arrangements completed.

2.13 Plan: Join Child Survival field tour and discussions.

Status: Done. -

### 3.0 Problems and Constraints

3.1 The post of MIS Coordinator in Gujarat remains vacant.

### 4.0 Work Plan

4.1 Review proposed anganwadi registers with Chandrapur district level officers, and upon approval commence training in their use.

4.2 Replicate use of "Key Indicators" anganwadi wall displays in Chandrapur district from demonstration anganwadis to an entire block.

4.3 Review status of anganwadi registers in Panch Mahals and recommend standardized Panch Mahals district-wide registers.

4.4 Initiate demonstration "Key Indicators" anganwadi wall displays in selected anganwadis in Panch Mahals.

4.5 Provide technical support implementation of Monitoring Card system in Chandrapur district.

4.6 Continue discussion of possible implementation of revised Anganwadi MPRs in Chandrapur district.

4.7 Meet with RDD and Directorate staff to determine CDPO MPRs for ICDS Maharashtra.

- 4.8 Continue systems support for RDD and DWW computer installations.
- 4.9 Sign contract with NPC for CDPG Management Training in Gujarat.
- 4.10 Upon appointment of MIS Coordinator in Gujarat, initiate purchase, systems design, systems development, and training for ICDS monitoring cell in Gujarat.
- 4.11 Pursue with Government of Gujarat discussion on placement of computer at Panch Mahals to perform coordinated health and ICDS MIS.

Training/NHED Advisor

January 1 through March 31, 1986

1.0 Summary of Activities during First Quarter

- 1.1 Worked with Dan Lissance, Manoff International Inc. Consultant and MODE staff in revising research instruments midway through Activity I (formative research).
- 1.2 Briefed Gujarat State ICDS officials and the Health Education Bureau staff on NHED Social Marketing component with Dan Lissance, MII and Ashok Sethi, MODE Project Director.
- 1.3 Completed Anganwadi Guidebook.
- 1.4 Attended meetings of Growth Monitoring Task Force organized by UNICEF.
- 1.5 Developed new exercises for the Training Manual for Growth Monitoring including a Teacher's Guide.
- 1.6 Began developing the computer program for monitoring AWTCs in collaboration with Ms. N.V. Lalitha, NIPCCB, Meenakshi Sethi, DWW, and Cliff Olson, JSI.
- 1.7 Wrote a communication brief to assist HN consultant in writing new health PID.
- 1.8 Prepared "Background Brief" on NHED Social Marketing components to use for advertising agency selection.

- 1.9 Began planning with Ms. Lalitha, NIPCCD the Growth Monitoring Workshop for instructors from MLTCs in Gujarat and Maharashtra at NIPCCD from May 8 - 10, 1986.
- 1.10 Attended NIPCCD Workshop on Social Marketing March 19-21, 1986.
- 1.11 Planned 4 day trip with Ms. Lalitha NIPCCD and Ms. Mary Ann Anderson to Gujarat and Maharashtra March 30 to April 3, 1986.
- 1.12 Worked with Marcia Griffiths consultant from MII on NHEd Social Marketing Component, analyzing research, and developing concept interventions.

## 2.0 Current Status

- 2.1 Plan: Visit MLTCs in Gujarat and Maharashtra with Deputy Director NIPCCD.

Status: Trip planned March 30 - April 3. To visit MLTCs in Pravara Nagar, DF Trust and AWTCs at Harni Road and Halol.

- 2.2 Plan: Field test "Trainer's Guide" concept to Growth Chart Manual at MLTCs.

Status: Not done. Instead new exercises developed with teacher guides which more clearly highlight objectives of growth monitoring training.

- 2.3 Plan: Begin analyzing data from AWTC monitoring programs in collaboration with NIPCCD.

Status: Done. Program for the DWW computer is currently being designed.

2.4 Plan: Begin work with GSCPT on preparing implementation of Mobile Inservice Training Scheme.

Status: Not done. Contractual agreement still not signed between the Gujarat State Government and GSCPT.

2.5 Plan: Choose in collaboration with the Maharashtra State Government a training institution to implement Mobile Inservice training in Chandrapur District.

Status: Not done. Field trip made to institutions who submitted proposals. Discussion with State Government set for April 1, 1980.

2.6 Plan: Assist MOSE in analyzing the indepth research data and preparing report.

Status: Done.

2.7 Plan: Develop brief on NHEI Social Marketing project, distribute to advertising agencies and call for presentations.

Status: Done.

2.8 Plan: Participate with AID and CARE staff in ICDS/CARE field exercise and workshop.

Status: Done.

2.9 Plan: Critique "A Work Book on Weight Plotting for ICDS Functionaries" developed by NIPCCD.

Status: Formal critique not presented. New growth monitoring exercises and teacher's guide developed to use as positive examples.

2.10 Plan: Complete Anganwadi Guidebook and send to printer.

Status: Done.

2.11 Plan: Observe CBPD Training at NIPCCD.

Status: Not done. After many requests NIPCCD did not send a training schedule for this batch of trainees.

2.12 Plan: Begin planning training workshops under the participant training plan.

Status: Done. Consultants identified.

2.13 Plan: Participate in Growth Monitoring Task Force meetings.

Status: Done.

2.14 Plan: Organize with NIPCCD Supervisor Workshop for NIPCCD regional trainers using a centrally funded consultant.

Status: Not done. NIPCCD not entirely in agreement. Maureen Brown, INTRAH identified as consultant.

### 3.0 Problems and Constraints

- 3.1 There are still vacancies in both State Government ICDS Cells for the post of NHED Coordinator.
- 3.2 The post at NIPCCD for a Training Specialist is still not filled hampering my ability to move ahead on revising ICDS training curricula and developing performance standards.
- 3.3 The contract between GSCPT and the Government of Gujarat for Mobile Inservice Training has not yet been signed.
- 3.4 The institution to implement Mobile Inservice Training in Maharashtra has not been decided upon.

### 4.0 Work Plan

- 4.1 Visit training centers in Gujarat and Maharashtra with Ms. Lalitha, NIPCCD, and Mary Ann Anderson, USAID.
- 4.2 Decide in collaboration with Maharashtra State Government a suitable institution for Mobile Inservice Training in Chandrapur.
- 4.3 Begin work with GSCPT on preparing for implementation of the Mobile Inservice Training Scheme.
- 4.4 Prepare a Training Needs Assessment for Mobile Inservice Training based on the NHED indepth research and a review of the literature.
- 4.5 Select an advertising agency for NHED social marketing component.

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- 4.6 Assist MODE in developing instrument guides for concept testing - Activity II, and begin implementation of Activity II.
- 4.7 Hold Growth Monitoring Workshop at NIPCCD May 8 - 10 for MLTC instructors from Gujarat and Maharashtra.
- 4.8 Observe CDPC training sessions at NIPCCD.
- 4.9 Work with DMW in identifying participants for Training Workshops under the Participant Training Plan.
- 4.10 Confirm consultants and set dates for trainer's training and Management in Training Workshops under the Participant Training Plan.
- 4.11 Participate in Growth Monitoring Task Force meetings at UNICEF.

1.0 SUMMARY OF ACTIVITIES DURING SECOND QUARTER

- 1.1 Participated in training of CDPOs and ACDPOs from Panch Mahals district at AID funded NIPCCD presented Kadana Dam workshop. The MIS component included a session on the use of Anganwadi Key Indicators including explanation of the importance of each indicator, where the numbers are derived from in the existing registers and the relationships between indicators.
- 1.2 Joined Sneh Rewal from CARE/Delhi and Rudy Horner from Care/New York in a tour to review implementation of the CARE ORT project in Panch Mahals.
- 1.3 Key indicator wall hangings training was conducted in Chandrapur at each block for Mukhya Sevikas and one selected Anganwadi Worker from each circle. Key indicator wall hangings were purchased in Delhi and printed in Nagpur for sufficient quantity for each block in Chandrapur.
- 1.4 Key indicator wall hangings for Panch Mahals were purchased in Delhi, printed in Baroda for 55 blocks in the district. Training for CDPOs and Mukhya Sevikas was completed for one demonstration Anganwadi in each block. Training commenced at selected blocks for hangings at the circle level.
- 1.5 Revised accounting procedures were implemented at field offices in Chandrapur and Godhra.
- 1.6 One participant trainee completed training in the "Management Issues for Health" course in Boston.

- 1.7 Training commenced in Chandrapur for use of Anganwadi Monitoring Cards.
- 1.8 Draft revised registers and a draft revised Anganwadi monthly progress report were developed in Chandrapur.
- 1.9 A contract was signed with the National Productivity Council for CDPO Management Training to be provided by the Ahmedabad office for CDPOs in Panch Mahals. The NPC Course Coordinator visited Panch Mahals for initial familiarization and preliminary task analysis.
- 1.10 Provided on-site training in dbase III to staff at NIFCCD.

## 2.0 Current Status

- 2.1 Plan : Review proposed Anganwadi registers with Chandrapur district officers and commence training.  
  
Status : Registers reviewed and approved at district level. Training awaits approval at Ministry level.
- 2.2 Plan : Replicate use of Key Indicators from demonstration Anganwadis to an entire block.  
  
Status : Replication accomplished at one per circle level as per revised instructions from project officer.
- 2.3 Plan : Review status of Anganwadi registers in Panch Mahals and recommend standardized district-wide registers.

- Status : Review accomplished but standardization awaits direction from Ministry on allowable variations from IMIS document.
- 2.4 Plan : Initiate demonstration of Key Indicators in selected Anganwadis in Panch Mahals.
- Status : Done.
- 2.5 Plan : Provide technical support for implementation of Monitoring Card system in Chandrapur district.
- Status : Done via field officer.
- 2.6 Plan : Continue discussion of possible implementation of revised Anganwadi MPRs in Chandrapur.
- Status : Done.
- 2.7 Plan : Meet with RDD and Directorate staff to determine CDFO MPRs for ICDS Maharashtra.
- Status : Visit disallowed.
- 2.8 Plan : Continue systems support for RDD and DWW computer installations.
- Status : RDD visit disallowed. On-going for DWW.
- 2.9 Plan : Sign contract with NPC for CDFO Management Training in Gujarat.
- Status : Done.

2.10 Plan : Upon appointment of MIS Coordinator in Gujarat, initiate purchase, systems design, systems development, and training for ICDS monitoring cell in Gujarat.

Status : MIS Coordinator for Gujarat not appointed during this quarter.

2.11 Plan : Pursue with Government of Gujarat discussion on placement of computer at Panch Mahals to perform coordinated Health and ICDS MIS.

Status : Trip disallowed.

Quarterly Report

Training/NHED Advisor

April 1 - June 30, 1986

1.0 SUMMARY OF ACTIVITIES DURING SECOND QUARTER

- 1.1 Worked with Marcia Griffiths, Manoff International Inc. Consultant and MODE on analyzing formative research and designing interventions for testing in Activity II.
- 1.2 Visited MLTC at Pravara Nagar, Maharashtra, and AWTCs at Halol, Harni Road, Baroda, and Wagodia, Gujarat.
- 1.3 Attended meetings of Growth Monitoring Task Force and training Sub-committee organized by UNICEF.
- 1.4 Visited MSU Baroda, Social Welfare Department and reviewed and discussed initial findings of AWW Time Allocation Study in Panch Mahals with Varja Anjaria, Project Director and two researchers.
- 1.5 Finalized Growth monitoring Exercises and Trainer's Guide after using in training course at NIFCCD. Sent to UNICEF for consideration for use in revised Training Manual for Growth Monitoring.
- 1.6 Held Growth Monitoring Workshop at NIFCCD for MLTC instructors May 8-19, 1986.
- 1.7 Selected Advertising Agency for collaboration on NHED Social Marketing campaign with panel representing MOHRD, Govt. of Gujarat, Govt. of Maharashtra, USAID, MII and JSI.

- 1.8 Held meetings with Richard Pollard, MII Consultant and Uika advertising agency for initial brief and discussion of proposed media strategy

## 2.0 CURRENT STATUS

- 2.1 Plan : Visit training centers in Gujarat and Maharashtra with Ms. Lalitha, NIPCCD and Mary Ann Anderson, USAID.

Status: Done. March 31 - April 3, 1986.

- 2.2 Plan : Decide in collaboration with Maharashtra State Government a suitable institution for Mobile Inservice Training in Chandrapur.

Status: Done. PIRENS has been identified. Clearance by Deputy Director, NIPCCD and an Accounting Team are needed before formal appointment.

- 2.3 Plan : Began work with GSCPT on preparing for implementation of the Mobile Inservice Training Scheme in Panch Mahals.

Status: Not Done. Contract still not signed between Govt. of Gujarat and GSCPT.

- 2.4 Plan : Prepare a Training Needs Assessment for Mobile Inservice Training.

Status: Done. First draft for Anganwadi Workers written.

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- 2.5 Plan : Select an advertising agency for NHED Social Marketing Component.
- Status : Done.
- 2.6 Plan : Assist MODE in developing instrument guides for concept testing Activity II and begin implementation.
- Status : Done.
- 2.7 Plan : Hold Growth Monitoring Workshop at NIPCCD May 8-10 for MLTC instructors from Gujarat and Maharashtra.
- Status : Done.
- 2.8 Plan : Observe CDPO training sessions at NIPCCD.
- Status : Not done.
- 2.9 Plan : Work with Department of Women's and Child Development (DWCD) to identify participants for Training Workshop under Participant Training Plan.
- Status : Done. Eighteen participants from selected institutions for combined Trainer's Training and Management of Training Workshop. Seven participants from selected institutions/ departments for 2 day master seminar.

2.10 Plan : Confirm consultants and set dates for Training Workshops under Participant Training Plan.

Status: Not completed; confirmation of consultants and dates for training under consideration.

2.11 Plan : Participate in Growth Monitoring Task Force meetings at UNICEF.

Status: Done.

### B.0 PROBLEMS AND CONSTRAINTS

3.1 The post of NHED coordinator is not officially filled in Gujarat or Maharashtra. This means that U.S. training under the Participant Training Plan cannot be implemented for these people.

3.2 NIPCCD has not officially selected a Training Specialist although they have placed Dr. Usha Abrol in the Training Division to act as a counterpart.

3.3 The contract between GSCFT and the Government of Gujarat for Mobile Inservice Training has not been signed.

3.4 The institution to implement Mobile Inservice Training in Maharashtra, although tentatively identified has not been confirmed.

#### 4.0 WORK PLAN

- 4.1 Assist MODE in analyzing the findings of Activity II - testing intervention strategies and in preparing report.
- 4.2 Review and revise if necessary, media plan developed by ULKA.
- 4.3 Work with MII Consultant and ULKA on designing message strategy.
- 4.4 Work closely with ULKA and MII Consultant in preparing prototype communication material.
- 4.5 Assist when needed, the mid project's evaluation team.
- 4.6 Confirm consultants for Training Workshop under Participant Training Scheme; finalize dates, venue, and trainee appointment letters.
- 4.7 After contract is signed, develop with GSCPT a work plan for implementing Mobile Inservice Training in Panch Mahals and begin Task Analysis Exercise.
- 4.8 Complete Training Needs Assessment for all levels of workers.
- 4.9 After contract signed, develop with PIRENS a work plan for implementing the Mobile Inservice Training Scheme in Chandrapur and begin Task Analysis Exercise.
- 4.10 Participate in Growth Monitoring Task Force convened by UNICEF.

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- 4.11 Work with UNICEF on revising Training Manual for Growth Monitoring.
- 4.12 Work with NIPCCD on holding future growth monitoring workshops for MLTC instructors.
- 4.13 Expedite computer training course for NIPCCD Training Unit and computerization of AWTC monitoring proformas.

## Quarterly Report

Judith Standley

JSI Training & NHED Advisor/Chief of Party

July 1 - September 30, 1986

### 1.0 OVERVIEW: ADMINISTRATIVE, GENERAL, SPECIAL EVENTS

- 1.1 JSI MIS Advisor and Chief of Party Mr. Clifford Olson, departed post on August 7, 1986. The Training/NHED Advisor, Judith Standley takes over as Chief of Party for JSI in India.
- 1.2 During the 3rd quarter, Richard Pollard, MII consultant visited India from July 24th to August 23rd and from September 16th to 20th. Marcia Griffiths, MII consultant visited India September 16th to September 27th, 1986.
- 1.3 Under the Participant Training Plan, two courses were given by Kris Oswalt. The first Manager's Seminar on Computer Applications was a 3 day course July 30 - August 1, 1986, followed by a 12 day course August 4 - 16, 1986 entitled Microcomputer Software for Evaluation and Data Analysis.
- 1.4 Training/NHED Advisor presented a lecture/discussion on Growth Monitoring at NIPCCD for two training courses:
  - July 25, 1986 - Workshop for Officers Handling Food Aid
  - August 20, 1986 - Workshop for ICDS Program Officers.

- 1.5 Gave presentation to the Growth Monitoring Task Force convened by UNICEF on the USAID-Assisted ICDS NHED Social Marketing campaign - September 17, 1986.
- 1.6 The Mid-Project Evaluation took place during this quarter. The Training/NHED Advisor accompanied the team to training centers in Maharashtra and Gujarat.
- 1.7 JSI Field Officers visited USAID/JSI in New Delhi from September 9 - 12, 1986.

**2.0 TRAINING -- NHED**

**Current Status:**

- 2.1 Plan : Assist MODE in analyzing the findings of Activity II - testing intervention strategies.  
Status : Done. Report presented August 4, 1986.
- 2.2 Plan : Review and revise media plan developed by ULKA.  
Status : Done. Final plan presented August 19, 1986.
- 2.3 Plan : Work with MII Consultant and ULKA on designing message strategy.  
Status : Done. Creative strategy presented August 19, 1986.
- 2.4 Plan : Work closely with ULKA in preparing prototype communication materials.  
Status : Currently in progress.

- 2.5 Plan : Assist the Mid-Project Evaluation Team.  
Status : Done.
- 2.6 Plan : Confirm consultants for Training Workshop under Participant Training Scheme.  
Status : Done. David Kahler approved by MOHRD to co-train with JSI Training Advisor.
- 2.7 Plan : Develop work plan with GSCPT for Mobile Inservice Training in Gujarat.  
Status : Not done. Contract is still not signed.
- 2.8 Plan : Develop work plan with FIRENS for Mobile Inservice Training in Maharashtra.  
Status : Not done. State government has still not selected FIRENS as implementing institution.
- 2.9 Plan : Complete Training Needs Assessment for all workers under Mobile Inservice Training Scheme.  
Status : Done.
- 2.10 Plan : Participant in Growth Monitoring Task Force convened by UNICEF.  
Status : Done.

2.11 Plan : Work with UNICEF on revising Training Manual for Growth Monitoring.

Status : Done. Revised manual with exercises developed in draft and sent to NIPCCD for comments.

2.12 Plan : Work with NIPCCD on holding future growth monitoring workshops for MLTC instructors.

Status : Not done. Discussions in progress.

2.13 Plan : Expedite computer training course for NIPCCD Training Unit, and computerization of AWTC monitoring proformas.

Status : Training date not yet set. Kris Oswalt will assist Dr. Bose Director of NIPCCD to define training needs and schedule training course.

### 3.0 WORK PLAN

#### October 1 - December 31, 1986

3.1 Review and revise, if necessary, prototype materials developed by ULKA.

3.2 Review pretesting guides developed for all materials with MODE.

3.3 Assist ULKA and MII consultant in revising materials after pretesting if necessary.

3.4 Review scripts for training films, and participate in location shooting to ensure technical competency of growth monitoring content, and training methodology.

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- 3.5 Develop in collaboration with ULKA, designated FVO, and JSI field officers, and with approval of GOM and GOG, training schedules for the training of ICDS and health functionaries under the communications component.
- 3.6 Develop detailed lesson plans in collaboration with the designated FVO: two one day MS training sessions, two one day AWW training sessions and a one day orientation to the NHED communication campaign for PHC staff.
- 3.7 Begin to supervise ULKA in producing materials for campaign.
- 3.8 Once Mobile Inservice contract is signed in Gujarat, collaborate with GECPT on developing a work plan for curricula developing activities.
- 3.9 Explore with NIPCCD the possibility of enhanced refresher training through existing training centers in Gujarat and Maharashtra.
- 3.10 Develop in collaboration with NIPCCD and the Maharashtra Government, a viable arrangement for implementing the Mobile Inservice Training Scheme or refresher in Maharashtra.
- 3.11 Assist NIPCCD in developing and finalizing a Growth Monitoring Module including lesson plans and measureable objectives (performance standards).
- 3.12 Assist NIPCCD in holding Trainer's Training courses in Growth Monitoring.
- 3.13 Participate in re-writing Growth Monitoring Training Manual.

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- 3.14 Organize computer training at NIPCCD and begin to analyze data from AWTC proformas.
  
- 3.15 Organize Trainer's Training Workshop under Participant Training Plan, by setting venue, assist in appointing participants, and begin developing curriculum to be held in early 1987.

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