

**MOTHERCARE NIGERIAN MATERNAL CARE
WORKPLAN**

March, 1992 - September, 1993

MOTHERCARE NIGERIAN MATERNAL CARE

WORKPLAN MARCH, 1992 - SEPTEMBER, 1993

INTRODUCTION:

The MotherCare Nigerian Maternal Care Project proposes to join the Federal Ministry of Health, Primary Health Care Division (FMOH/PHC), in efforts to address the problems related to the high maternal and neonatal mortality and morbidity in Nigeria by strengthening the quality of maternal care services, particularly labor and delivery services. To this end, the project proposes to upgrade knowledge and skills of clinical midwives in responding to obstetrical emergencies and in counseling clients about the complications which might arise during pregnancy and the appropriate course of action to be taken by the woman and her family. This goal shall be supported and promoted by a national policy promulgated by the endorsement of the FMOH to elevate the standard of performance for midwives.

The project shall be focused in two States, one northern and one southern, and will include the following components:

Midwife Training: To improve the quality of maternal services, a minimum of 160 clinical midwives shall be trained at two State hospitals (which will be identified as State Training Centers) in responding to obstetrical emergencies (life saving skills); in counseling clients in such areas as the risk of pregnancy, care of the newborn, family planning and early and exclusive breastfeeding. A minimum of 10 midwives will be trained as Master Trainers to conduct the life saving skills training and to serve as technical resources to States and LGAs for continuing in-service training and technical assistance to clinical midwives in rural hospitals and maternity centers in LGAs.

Policy Meetings: Two policy meetings will be hosted by the FMOH in order to justify and promote an upgraded standard of performance for midwives. The first meeting will be held after an initial assessment of the midwife training needs and the second meeting will be held towards the close of the project in 1993.

Information, Education, and Communication (I.E.C.): I.E.C. campaigns specific to each of the two states will focus on women, their families, and communities. The campaigns shall be designed:

- (a) to increase their awareness of problems that may arise during pregnancy and how to respond to protect and promote the health of the mother and the newborn, and
- (b) to generate a demand for services.

The I.E.C. campaigns will also include interpersonal communications activities at the clinic level to enhance the quality of prenatal and intrapartum services in States where the Training Centers are located. The messages will also promote self-care and information about early and exclusive breastfeeding.

Traditional Birth Attendants: MotherCare will collaborate with the national TBA curriculum development team in the design and field testing of a national TBA curriculum pilot in one of the focus States.

Breastfeeding: Based on knowledge, attitudes and practices at the community level affecting the prevalence of early and exclusive breastfeeding, a series of breastfeeding I.E.C. strategies shall be developed at the national, State and LGA levels.

The MotherCare Nigerian Maternal Care Project shall be implemented as shown in the Workplan. This plan shall be subject to revision after the first project year.

Technical assistance for the project shall be funded by A.I.D. through MotherCare/JSI in the amount of 7,192,992 naira (\$599,416.00) as outlined in the project budget.

MOTHERCARE WORKPLAN 1992-1993

NIGERIAN MATERNAL CARE PROJECT

ACTIVITY

1.0. Hire Project Staff and Establish MotherCare Office - March, 1992

1.1. MotherCare/JSI will establish and equip an office in Lagos

within the FHS/USAID compound for the duration of the project (March, 1992 - Sept., 1993).

* MotherCare will seek approval for the purchase of a computer (AST Brevo 386X20 (Model 43) and printer (Hewlett Packard Laser-Jet Printer III) for the project according to A.I.D. procurement regulations (as so specified in the MotherCare Prime Contract). Request for approval was sent to R&D/H/HSD February 20, 1992. Additional information - up-dated price listings from Resourcery LTD., for the above mentioned computer and printer plus copies of 1991 bids and justifications for the purchase of Resourcery equipment - was sent to R&D/H/HSD on February 26, 1992. Approval for the requested equipment is expected by March 30, 1992.

* Office space, furnishings and equipment will be supplied by FHS/USAID. Estimated costs for same have been outlined in the attached Project Budget under II. Project Office.

1.2. MotherCare/JSI will hire two full-time staff members

who will be responsible for the direction, administration and management of all field operations for the MotherCare Nigerian Maternal Care Project components - Project Coordinator and an Administrator/Secretary. (Refer to the Job Descriptions and Proposed Candidates enclosed within).

* These positions will be advertised according to USAID regulations and a short-list of qualified candidates will be interviewed. Selection should be made by March 7, 1992.

* The approval of the candidates selected for the Project Coordinator and the Administrator/Secretary by USAID/ Lagos and R&D/H/HSD will be completed by March 30, 1992.

- * Contracts between MotherCare/JSI and the Project Coordinator and the Administrator will be approved and signed by March 31, 1992.
- * MotherCare/JSI will request approval to hire a consultant to assist in the project start-up for a period not to exceed 44 days or not to exceed the approval of the Project Coordinator, whichever occurs first.
- * Approval for Mrs. Lola Payne to function in this capacity as a MotherCare/JSI Consultant was approved by FHS/USAID on February 26, 1992 and by A.I.D. R&D/H/HSD on February 27, 1992.

1.3. The Johns Hopkins University/Population Communication Services (JHU/PCS) under the FHS Project will hire an I.E.C. Program Officer

who will direct and monitor the I.E.C. component of the MotherCare Nigerian Maternal Care Project. Until approval for such a position (and individual) is granted, JHU/PCS will hire a consultant to act in this capacity.

- * Approval for a full-time I.E.C. Program Officer is anticipated by March 30, 1992.

The I.E.C. Program Officer will work under the technical direction of MotherCare/JSI and JHU/PCS and will coordinate the I.E.C. activities with the other MotherCare Nigerian Maternal Care Project components through the MotherCare/JSI Project Coordinator.

1.4. MotherCare/JSI will establish a project bank account at NIB,

Lagos to cover the costs of all salaries and project components as outlined in the attached budget.

The account will be established by March 13, 1992.

2.0. Initiate Project Activities in Nigeria - February - April, 1992

MotherCare/JSI and USAID/Lagos will draft a Memorandum of Understanding which outlines all the MotherCare Nigerian Maternal Care Project components and specifies the responsibilities of all parties so involved (MotherCare/JSI, USAID and the FMOH, Nigeria). The draft was completed and sent to all parties for review - February 28, 1992.

It is anticipated that this Memorandum of Understanding will be approved and signed by all parties, as so indicated above, by April 1, 1992.

3.0. Midwifery Training in Life Saving Skills - February, 1992 -September, 1993

3.1. Preliminary Assessments of Potential Training Sites - February - March, 1992

Assessments will be made in State General Hospitals (4-5) based upon a set of criteria agreed upon by the FMOH and MotherCare/JSI.

Preliminary Assessments will be completed in six States (Oyo, Osun, Kano, Kaduna, Niger and Bauchi) by March 30, 1992 and recommendations will be made to the FMOH as to the final State selection, one in the north and one in the south, based on the selection criteria.

3.2. Training Needs Assessment - April, 1992

MotherCare/JSI Subcontractor, the American College of Nurse Midwives Consultant and the MotherCare/JSI Project Coordinator will conduct a detailed training needs assessment in at least three of the recommended State Hospitals (henceforth referred to as the primary Training Centers, i.e. centers where all trainers and trainees will receive initial training in Life Saving Skills) and in at least three General Hospitals in the LGAs in those States (henceforth referred to as sub-training centers from which midwife trainees will be drawn for training). This assessment will extend over a 22 day period and will include, but will not be limited to, an assessment of the major problems (or complications) which contribute to maternal mortality and associated morbidities; the midwives' performance in addressing these complications during labor and delivery, including the availability of the appropriate drugs and equipment, to satisfactorily manage the case. An assessment will also be made of the midwives' counseling, communications and record-keeping skills. The assessment will include the capacity and commitment of the hospital and staff, primarily the obstetricians, matrons-in-charge and hospital administrators, to support and promote over time, the training of midwives in Life Saving Skills at the primary and sub-Training Centers.

3.3. The results of the Training Needs Assessment will contribute to recommendations for -

- * The Memoranda of Understanding to be drafted and approved by the individual States (Hospital Management Board, if so indicated), the State Hospital and MotherCare/JSI. These Memoranda of Understanding should be agreed upon and signed by the FMOH, the States and MotherCare/JSI by May, 1992. Similar memoranda will be drawn up between LGAs and MotherCare/JSI;
- * Upgrading midwives skills in the management of specific complications (i.e. recommended standards for performance in addressing obstetrical emergencies), and for additional training in client counseling and communication skills;
- * Setting forth an agenda for a Policy Meeting for Midwife Performance.

3.4. Policy Meeting - June, 1992

The Policy Meeting will be supported and directed by the FMOH in Lagos with assistance from MotherCare/JSI Project Staff in Nigeria and will be attended by representatives from FMOH, State PHC division, State Hospital Board Management; Nursing and Midwifery Council; Obstetricians, Matrons and Midwife Supervisors, Hospital Administrators from the two States in which the training will take place. This group will debate and endorse the upgrading of the midwifery skills, as so indicated and recommended from the Training Needs Assessment, and will thereby direct the Midwife Training Curriculum Development Committee in the development of the protocols and training sessions to be used in the training course.

3.5. Training Curriculum Development Committee - June - July, 1992

The Training Curriculum Development Committee will include at least 8 members - 2 obstetricians (at least one representative from SOGON); 1 representative from the Nursing and Midwifery Council; FMOH, Division of Planning and Statistics, 1 midwife tutor; 1 service midwife; MotherCare/JSI Project Coordinator; 1-2 representatives from MotherCare/JSI/ACNM/I.E.C. This committee (individual members will be assigned specific tasks) will meet within a twenty-two day period and will focus on a variety of tasks -

- * Identify areas for modification of the Life Saving Skills Manual for specificity to Nigeria;
- * Identify new training sessions to be developed, such as counseling and communication skills;
- * Review and comment on final training sessions;
- * Develop and finalize evaluation indicators and develop the system for monitoring results of training overtime;
- * Finalize the criteria for the selection of the midwife trainers and trainees.

Other interested and involved parties - FHS, UNFPA, UNICEF - may also be invited to participate in specific activities.

3.6. Training Site Preparation - August, 1992

Forty clinical midwives who are working in Labor and Delivery at the primary State Training Centers will be selected, based upon a pre-agreed selection criteria, for a 10 day in-service training course. The selection of topics from the newly developed curriculum to be used in this training will be based on the findings of the Training Needs Assessment which was conducted in April. Select midwives (4-5) who have participated in this training course will be nominated

as candidates for the Masters Training Course. The other 35 midwives may continue to receive training during the training courses planned at their hospital from January, 1993 - July, 1993.

3.7. Training Course for Master Trainers - October - November, 1992

- * Following the site preparation, there will be one Training of Trainers Course (TOT) at the two State Training Centers for a total of 12 midwife trainees. These trainees will be selected from staff at the primary State Training Centers and/or from the pool of qualified Network Trainers. Ten of the 12 trained will be selected as Master Trainers. Selection will be based on their performance in the training course, their clinical competency, their training skills and their job description.
- * This TOT will last for a period of 21 working days and will include: clinical practice in life saving skills and counseling skills, preparation of lesson plans, the training/teaching process, monitoring and evaluation skills.
- * The Master Trainers, upon completion of the TOT, will function as the lead trainers (with technical assistance from the MotherCare/ACNM consultants) during the first training course. They will also be responsible for conducting the four training sessions which will be held at the State Training Center from January - June, 1993.
- * The Master Trainers will also be available to provide training and technical assistance (both in helping to perfect their skills and in setting up additional training courses at the sub-center) to the midwife trainees who have completed the course and who have returned to their sites in the LGA sub-centers.
- * Two of the Master Trainers, one from each State Training Center, will assist the Project Coordinator in the quarterly collection of data and in supervisory visits of midwives who have taken the course.

3.8. Training Courses at State Training Centers - January - June, 1993

A total of 40 midwives from rural LGAs will be selected in each State to attend a 21 day training course in Life Saving and Counseling skills at the primary State Training Center located in their State. Since the objective of the course is to improve the quality of services at a particular institution, at least 70% of the midwives will be selected from the sub-centers to participate in the training. It is anticipated that this number will enable the change in performance in labor and delivery in their institutions and would also prepare them to initiate training in their institution for those midwives who did not

attend the training course at the State Training Center.

3.9. Monitoring and Evaluation of Midwife Performance - February - August, 1993

In order to measure the quality of maternal services at the State and LGA hospitals (primary and sub-centers), the performance of all midwives who have attended the course will be monitored immediately post training and through the life of the MotherCare Nigerian Maternal Care Project.

- * Policy support at Federal and State levels will be monitored and evaluated.
- * Midwife performance of life saving skills and counseling skills will be measured against the evaluation indicators developed with technical assistance by MotherCare/JSI and as agreed upon during the Training Curriculum Development Meetings.
- * The numbers of midwives trained at the primary State Training Center and the sub-centers in the LGA.
- * Clients will also be interviewed as to their knowledge and understanding of complications, according to the evaluation indicators.
- * The cooperation and support from the State Training Centers and LGA sub-centers will also be monitored.

Monitoring and Evaluation will be accomplished through quarterly reports sent to the MotherCare/JSI Project Coordinator in Lagos and through supervisory visits conducted by the Project Coordinator and one of the Master Trainers from each of the State Training Centers. Supervisory visits are scheduled in March, 1993 and July, 1993.

4.0. I.E.C. Needs Assessment - April, 1992

The I.E.C. Needs Assessment will take place simultaneously with the Training Needs Assessment and will be carried out by the I.E.C. Program Officer over a maximum of twenty-two days in the same States as the Training Needs Assessment.

The I.E.C. Assessment will identify the capability of the States to carry out qualitative research and the implementation of an I.E.C. campaign and will also identify other safe motherhood programs which are underway in the State.

4.1. Qualitative Research - May - August, 1992

The Research team will be identified and Subcontracts signed by mid-April, 1992.

MotherCare/JSI will send the MotherCare Women's Health Advisor to Nigeria to work with the Research team, as a technical informant, to design the

questionnaires, April 27 - May 9, 1992.

The qualitative research will take place in two States and will be directed and funded by MotherCare/JSI/Manoff with coordination and communications maintained with JHU/PCS, May - August, 1992. The I.E.C. Program Officer will oversee the qualitative research and will be responsible for monitoring the activities and maintaining the coordination with the MotherCare/JSI Project Coordinator.

4.2. The results of the qualitative research will lead directly to -

- * the development of messages directed towards the women, family, TBAs and Community Health Workers regarding the recognition of problems which may arise during pregnancy and the appropriate actions to make;
- * the development of additional training sessions to be included in the Midwifery Training Courses, such as sessions on counseling and communications.

4.3. I.E.C. Strategy Development Workshops in two States - August, 1992

The I.E.C. strategies developed at these workshops (3-5 days each) will be specifically designed and implemented in each of the two States where the Midwife Life Saving Skills courses will be conducted. The strategies and training will work in tandem so as to have a greater influence upon the appropriate and timely use of maternal services.

MotherCare/The Manoff Group and JHU/PCS will provide technical assistance at these workshops, which will be attended by FMOH and State-level health and media representatives to formulate the State-level I.E.C. campaigns, using the results from the needs assessment and the formative research.

4.4. I.E.C. State - Level Campaigns - August, 1992 - September, 1993

The I.E.C. State-Level Campaigns will be directed and monitored by JHU/PCS. Activities will be communicated to the MotherCare/JSI Project Coordinator (refer to JHU/PCS for additional details) -

- * Approval of State Subagreements - August - September, 1992;
- * Establish State-level Committees - August - September, 1992;
- * I.E.C. Message and Media Development, including Counseling Materials to be used in the midwife training -October - December, 1992;
- * Launch of Campaigns in two States - February - September, 1993.

* Monitoring and Evaluation - December, 1992 - September, 1993.

4.5. End of Project Policy and Evaluation Meeting - August, 1993

Following the completion of the training cycles at both State Training Centers (which will have been monitored during the life of the project) and with information from the I.E.C. campaigns, an evaluation subcommittee will meet to examine the data collected from the training and I.E.C. activities. This information will be presented with recommendations at the Policy Meeting. The purpose of this meeting will be to-

- * present the findings from both interventions;
- * consider the next steps;
- * make recommendations for long-term interventions and expansion into other States.

4.6. TOT for Master Trainers

There will be a short training course (6 days) following the Policy and Evaluation Meeting to train a maximum of six Master Trainers in the process required to transfer the midwifery training intervention into other zones.

5.0. Breastfeeding Strategy

MotherCare will include some questions regarding knowledge, attitudes and practice of early and exclusive breastfeeding in the qualitative research in both States as so indicated in 4.1. The promotion of early (within 1 hour of birth) and exclusive breastfeeding to 4-6 months will also be included in the State level campaigns as described in 4.4.

MotherCare will host and provide technical assistance for a Breastfeeding Strategy Technical Committee Meeting in May, 1992. (In response to an anticipated FMOH request). The purpose of this meeting will be to bring together representatives from FMOH, MCH, Nutrition, Health Education Divisions, representatives from the National Food and Nutrition Committee, UNICEF, and other representatives from Baby-Friendly institutions; researchers; communication experts; multinational corporations promoting breastmilk substitutes -- to review research and current activities already on the ground to promote breastfeeding and to develop a strategy to move this promotion forward at a national level. Donors (USAID, UNICEF, WHO) will also be invited to this meeting.

6.0. TBA Curriculum Development

MotherCare/ACNM sent a consultant in December, 1991, to work with a national TBA Curriculum Committee to develop a revised National TBA Curriculum.

MotherCare has offered to review and critique the Curriculum, as completed.
(Dates to be determined).

MotherCare has also offered to assist the piloting of the of the TBA Curriculum
in one State. (Dates to be determined - temporarily scheduled in June, 1992).

Months

ACTIVITIES	Jan'92 1	2	3	4	5	June 6	July 7	8	9	10	11	12	Jan'93 13	14	15	16	17	18	19	20	Sept 21	In-Country Implementation Agencies
i. Establish Office; Hire Staff			X																			
I. Needs Assessment (22 days)				X																		FMOH; MotherCare (Manoff; ACNM); JHU/PCS; MotherCare In- Country Coordinator (MICC).
II. Breastfeeding Meeting (2 Day)					X																	FMOH; MotherCare
III. Maternal Care, Formative Research (2 states)(44 days)					X	X	X	X														MotherCare; Manoff; Nigerian Research Agency or Consultants.
IV. Breastfeeding, Formative Research					X	X	X	X														MotherCare; Nigerian Research Company.
V. Policy Meeting (2 days)						X																FMOH; ACNM; MICC.
VI. Training Curriculum Development Working Committee Meeting (22 days)						X	X															FMOH; ACNM; JHU/PCS; MICC.
• Counseling Materials for Training						X	X															JHU/PCS; ACNM; FMOH.

Months

ACTIVITIES	Jan'92 1	2	3	4	5	June 6	July 7	8	9	10	11	12	Jan'93 13	14	15	16	17	18	19	20	Sept 21	In-Country Implementation Agencies	
X. TOT for Both Sites (22 days)										X	X												MICC; ACNM; JHU/PCS.
XI. Visits to 2 States' Participants' Institutions (with Needs Assessment)				X								X											MICC.
XII. Training: State #1 (21 days each) State #2 (21 days each)													X	X		X	X						MICC; ACNM; JHU/PCS (1st Round Only)
XIII. Supervisory Visits (20 days x 2 states)															X			X					FMOH; MICC.
XIV. Pilot TBA Curriculum (1 state)						X																	FMOH; MotherCare.
XV. End of Project Policy Meeting • Master Training Course (6 days)																					X		FMOH; MICC; Manoff; ACNM; JHU/PCS.

MOTHERCARE NIGERIA PROPOSAL
ORIGINAL WORK PLAN BUDGET BY COMPONENT (19 MONTHS PROJECT)
YEAR 1 & 2 (3/92 - 9/93)

ACTIVITY CODE	FIELD OFFICE EXPENSES 458		MIDWIFERY TRAINING IN THE FIELD 450		COMP.1 IEC TECH ASSISTANCE 452		COMP.3 TBA CURRICULUM 457		TECH. ASST JSI 451		TOTAL			
	US\$	NR	US\$	NR	US\$	NR	US\$	NR	US\$	NR	US\$	NR		
	JSI SALARIES	0	0	0	0	0	0	0	0	0	0	0	0	
JSI CONSULTANTS	0	0	0	0	10,400	124,800	0	0	42,006	504,072	52,406	628,872		
JSI TRAVEL & PER DIEM	0	0	0	0	32,620	391,440	4,720	56,640	67,268	807,216	104,608	1,255,296		
JSI ALLOWANCES	0	0	0	0	0	0	0	0	0	0	0	0		
JSI FIELD OFFICE:														
Salaries	11,768	141,216	0	0	0	0	0	0	0	0	11,768	141,216		
Insurance	290	3,480	0	0	0	0	0	0	0	0	290	3,480		
Health	4,812	57,744	0	0	0	0	0	0	0	0	4,812	57,744		
Travel		0	15,752	189,024	0	0	1,320	15,840	0	0	17,072	204,864		
Per Diem		0	143,888	1,726,656	0	0	5,460	65,520	0	0	149,348	1,792,176		
Allowances		0	7,520	90,240	0	0	0	0	0	0	7,520	90,240		
Equip/Commod	5,000	60,000	83,100	997,200	0	0	0	0	0	0	88,100	1,057,200		
Other Dir. Costs		0	0	0	0	0	0	0	0	0	0	0		
office rent		0	0	0	0	0	0	0	0	0	0	0		
office supp/mat	10,112	121,344	5,300	63,600	0	0	0	0	0	0	15,412	184,944		
communications	14,000	168,000	0	0	0	0	0	0	0	0	14,000	168,000		
transport/maint	4,180	50,160	0	0	0	0	0	0	0	0	4,180	50,160		
Car Rental	2,400	28,800	0	0	0	0	0	0	0	0	2,400	28,800		
secretarial		0	0	0	0	0	0	0	0	0	0	0		
Staff Training	1,000	12,000	0	0	0	0	0	0	0	0	1,000	12,000		
IEC		0	0	0	0	0	0	0	0	0	0	0		
new mat. dev.		0	4,000	48,000	0	0	0	0	0	0	4,000	48,000		
Total F/D other	31,692	380,304	9,300	111,600	0	0	0	0	0	0	40,992	491,904		
Total Field Off	53,562	642,744	259,560	3,114,720	0	0	6,780	81,360	0	0	319,902	3,838,824		
SI COMMODITIES/EQUIP		0	0	0	0	0	0	0	0	0	0	0		
SI OTHER DIRECT		0	0	0	0	0	0	0	0	0	0	0		
Communications	0	0	0	0	0	0	0	0	0	0	0	0		
Other	0	0	0	0	0	0	0	0	0	0	0	0		
Total Other Dir.	0	0	0	0	0	0	0	0	0	0	0	0		
SI OVERHEAD	0	0	0	0	0	0	0	0	0	0	0	0		
UBCONTRACTS		0	0	0	0	0	0	0	0	0	0	0		
Manoff	0	0	0	0	50,000	600,000	0	0	0	0	50,000	600,000		
ACNM	0	0	0	0	0	0	2,000	24,000	0	0	2,000	24,000		
TOTAL EXPENDITURE	53,562	642,744	259,560	3,114,720	93,020	1,116,240	13,500	162,000	109,274	1,311,288	528,916	6,346,992		
Component #3 'Breastfeeding' - under development											70,500	846,000		
EXCHANGE RATE US\$ 1.00 = NR 12.00											Total project cost		599,416	7,192,992
											US\$	NR		

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JOB DESCRIPTION

PROJECT COORDINATOR

MOTHERCARE NIGERIAN MATERNAL CARE PROJECT

The MotherCare Nigerian Maternal Care Project Coordinator will act as MotherCare's representative in Nigeria and as the Coordinator for all four components of the MotherCare Nigerian Maternal Care Project. She will be based in the MotherCare Nigerian Maternal Care Project Office in the FHS/USAID compound in Lagos.

The Project Coordinator will provide project oversight and direction and will function as the liaison with the FMOH, the Nursing and Midwifery Council and other institutions and groups involved in midwifery training and education. To this end, she will also maintain a working relationship with the representatives of the FHS public and private sector family planning projects and other agencies involved in family planning and maternal health and nutrition, such as UNFPA and UNICEF.

The Project Coordinator will be responsible for the management and administration of all field activities and will coordinate and supervise all technical input into the four MotherCare Nigerian Maternal Care Project Components.

MotherCare Nigerian Maternal Care Project Office:

As Project Coordinator, she will establish and maintain the project office in the FHS/USAID compound in Lagos. In this capacity she will:

- * establish and maintain office management systems - filing, accounting, procurement, and procedures and policies (according to FHS guidelines for such activities as hiring consultants, paying per diem and travel, etc.);
- * provide support and supervision of the Project Administrative Assistant and all consultants working for the project;
- * ensure that all subcontractual and procurement activities conform to the directives and articles of the MotherCare Prime Contract;
- * adhere to the MotherCare communication and reporting requirements - monthly financial reports, quarterly technical reports, travel concurrence, consultant scopes of work;
- * review and revise the annual workplan on a six-month basis and submit annually, a copy of the annual workplan to MotherCare/JSI, FHS/USAID and the FMOH;
- * maintain communications regarding all aspects of the project with the Federal Ministry of Health, FHS/USAID and MotherCare/JSI.

Midwife Life Saving Skills Training:

The Project Coordinator will provide the necessary management and technical oversight and will participate in all activities under the midwifery training component:

- * identification and recommendation of potential states to be considered as the primary state training centers;
- * identification and recommendation of potential general hospitals in LGAs to be considered as sub-centers;
- * participation in the Training Needs Assessment, selection of midwives to be trained as trainers, selection of midwives to be trained at the primary center and selected from the sub-centers;
- * participation in the training curriculum development;
- * provision of technical assistance and administrative assistance to all project meetings (policy and evaluation) and all training courses (training of trainers and participants);
- * oversight, collection and analysis of the monitoring and evaluation reports of midwife performance, numbers of training courses, numbers of trainees (according to evaluation indicators). Monitoring reports will be collected on a monthly basis.

I.E.C. Strategy and Campaign for Maternal and Neonatal Care:

- * maintain communication and coordination of all related maternal care project activities with the I.E.C. Program Officer;
- * initiate the Subcontract (according to MotherCare/JSI guidelines of the issue and approval of Subcontracts) for the I.E.C. qualitative research and monitor the performance and expenditures of the Subcontractor until completion of the Subcontract;
- * provide technical and logistical support to the I.E.C. component as indicated.

Breastfeeding Component:

- * participate in the negotiations with the FMOH regarding MotherCare's support to FMOH breastfeeding strategies;
- * function as the liaison between FMOH and MotherCare/JSI in the response to breastfeeding proposals, such as the anticipated proposal for a Technical Committee Meeting to be funded by MotherCare;
- * once activities are agreed upon, identify specific activities and monitor performance and expenditures.

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TBA Curriculum:

* negotiate MotherCare's role in the pilot of the TBA curriculum with the FMOH;

* once State Pilot of the curriculum is agreed upon, monitor performance and expenditures of the pilot until completion.

SUMMARY OF
CAREER CONTD.

Member of the Education Committee of the Midwives Board of Nigeria	1972 - 1979
Midwife Tutor on Nurse Tutors Programme for the Education of student Midwife Tutors	1971 - 1978
Member of the National Committee on Traditional Medicine	1977 to date
National Coordinator of Activities of the National Committee on Traditional Birth Attendants	1978 to date
Principal Nursing Officer (Midwifery) Federal Ministry of Health	1977 - 1978
Federal Deputy Chief Nursing Officer	1978 - 1989
Chief Nursing Officer	1989 to date
Member of the National Committee on Breast Milk substitutes	1981
Chairman Committee on Expressways Emergency Medical Service	1984
Chairman, Faculty of Maternal and Child Health, West African College of Nursing	1983 - 1987
Chairman, Safe Motherhood Programme in Nursing Division, Federal Ministry of Health, Lagos	1988 to date
<i>Member, National Task Force on Safe Motherhood 1991 - Date.</i>	

CONTINUING
EDUCATION

Attended, National Midwives Seminars	1965, 1975 and 1977
Course member at University of Ibadan Examiners workshop	1966
International Confederation of Midwives Congress U.S.A.	1972
Course member at the Teaching of Family Health Conference in Ghana	1973
Course member at the workshop on Family Health and the use of Instructional Materials - University of Ibadan	1975
Middle Management Course ASCON	1977
Writers workshop, Lagos	1978
Health Service Administrators Course, London.	1979

Workshop on "Sharing of Experiences in Basic Health Service Scheme" Port Harcourt.	1981
2nd Copenhagen International Hospital Conference, Denmark	1981
Afro/Euro Workshop on Risk Approach in Maternal and Child Health Care, Nairobi, Kenya.	1981
Course member at WHO Workshop in Strengthening of Maternal and Child Health and Family Planning Services, Switzerland.	1985
Participated in JHPIEGO's workshop on AIDS/Reproductive Health and future directions, Switzerland	1987
Participated in the pre-Congress ICM/UNICEF/WHO workshop on "Women's Health and the Midwife", The Hague	1987
International Confederation of Midwives Congress, The Hague	1987
Workshop on Enhancing Midwifery Services, Ghana.	1989
NATIONAL/INTERNATIONAL ASSIGNMENTS	
Member of Committee which reviewed and made recommendations on the Management of Orthopaedic Hospital	1976
Member of Committee which reviewed the National Midwifery syllabus	1976
Member of Delegation to seek Health Service co-operation and collaboration between Nigeria and Hungary	1977
Designed the Midwifery component of the Maternal and Child Health syllabus for the West African College of Nursing	1980
1st National Treasurer of the West African College of Nursing	1982
Member of Visitation Committee on pre-assessment of the Sokoto General Hospital prior to its being taken over as a Teaching Hospital.	1983
Reviewed the Nursing Staff needs of the Port Harcourt Teaching Hospital.	1983
Member of Committee on Management Audit of the Teaching Hospitals	1984

4.

NATIONAL/INTER-
NATIONAL ASSIGN-
MENTS CONTD.

Member of Inspection team for Bulk purchase of drugs from London to Lagos	Sept. 1985
Organised the air lifting of Bulk purchased drugs from London to Lagos	1985
Member of team which conducted the study on supervisory effects of relationship of Health workers on Maternal and Child Health Services. (WHO/NIGERIA project) Borno State.	1985/86
Member of Special Task Force on Drug Bulk purchase.	1986
Conducted a Safemotherhood workshop and campaign for Inner Wheel Club members of Rotary International District 911, Nigeria.	1988
Member of delegation to World Health Assembly, Geneva	1988
Member of Committee which reviewed the National Midwifery Curriculum with the integration of Safemotherhood	1988
Member of Planning Committee on Children Assembly	1988
Led the delegation which designed the National Programme on Enhancing Midwifery Service/Safemotherhood, Ghana	1989
Re-assessed the nursing staffing pattern and staff needs of Port Harcourt Teaching Hospital.	1990.
Conducted a Safemotherhood workshop for Lagos, Rivers, Anambra and Imo States private midwives.	1990
Participated in the planning of Society of Obstetricians and Gynaecologists of Nigeria (SOGON's) Safemotherhood conference.	1990

PUBLICATIONS/
PAPERS PRESENTED

* See bottom of page 5

- | | |
|--|------|
| (i) 'Why not be a Professional Midwife ? a brochure for prospective student-midwives | 1972 |
| (ii) A guide to the implementation of the midwifery syllabus - a pamphlet which: | 1972 |

5.

PUBLICATIONS/
PAPERS PRESENTED
CONTD.

- (a) aims at guidance to the duties of each member of the midwifery schools' Teaching staff; and
- (b) suggests the committees (members and their functions) necessary to implement the midwifery school's curriculum
- (iii) Nigerian Fourth National Health Plan published for the West African College of Nursing 1983
- (vi) Several papers presented at different times during National, International seminars, conferences and workshops 1968 to date

AWARDS

- 1st Prize Surgical Nursing, England 1957
- 1st Prize Medical Nursing 1957
- 1st Prize Ophthalmic Nursing 1958
- Foundation Fellow, West African College of Nursing, West Africa 1981

OTHER ACTIVITIES

- Charter Secretary, Inner Wheel Club Apapa, Nigeria 1981/82
- First Vice President, Inner Wheel Club Apapa, Nigeria 1986/87
- President, Inner Wheel Club, Apapa Nigeria 1987/88
- Modelling, Dress Designing, Interior Decoration, gardening and promotion of culture
- Matron to several Church societies and organisations.

September 1991.

- * Member of Planning Committee on World AIDS Day Dec. 1989/
Dec. 1990
- Planned and Conducted a workshop on "AIDS IN THE WORKPLACE" May 1990

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

(SEE PRIVACY ACT STATEMENT ON REVERSE)

INSTRUCTIONS:
Submit in duplicate to contracting officer. See reverse for Contractor Certification.

1. Name (Last, First, Middle) Mr. Mrs. Miss Ms.
PAYNE ABIMBOLA Olufunmilola

2. Contractor's Name

3. Address (include ZIP Code)
**115 BADE THOMAS STREET,
 SURULERE,
 LAGOS NIGERIA**

4. Contract No. 5. Position Under Contract

6. Proposed Salary 7. Country of Assignment 8. Duration of Assignment

9. Telephone Number (include area code)
01 836027

10. Marital Status Married Single Other (specify)

11. Names and Ages of Dependents to Accompany Individual (if applicable)

12. Date of Birth

13. Place of Birth

14. Citizenship (if non-U.S. citizen, give true status)
NIGERIAN

15. EDUCATION (include all secondary, business college or university training)

NAME AND LOCATION OF INSTITUTION	MAJOR SUBJECTS	Credits Completed		Type of Degree	Date of Degree
		Semester Hours	Quarter Hours		
METHODIST GIRLS HIGH SCHOOL, LAGOS	ENGLISH LANGUAGES				
	ENGLISH LITERATURE				
	HEALTH SCIENCES, LATIN	50	50		195
	MATHEMATICS YORUBA				
	HISTORY, GEOGRAPHY	Full			

16. EMPLOYMENT HISTORY

1. Give last three (3) years. Continue on reverse to list all employment related to duties of proposed assignment.
 2. Salary definition - basic periodic payment for services rendered.
 Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential, or quarters, cost of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS	Dates of Employment (Mo., Yr.)		Salary	
		From	To	Dollar	Per.
		CHIEF NURSING OFFICER (CNO)	FEDERAL MINISTRY OF HEALTH, NEW SECRETARIAT BUILDING, IKOYA, LAGOS	JULY 1989	NOV 1991
ASSISTANT CNO	FEDERAL MINISTRY OF HEALTH, IKOYA, LAGOS	1979	1989	N14,232	

17. SPECIFIC CONSULTANT SERVICES (give last three (3) years)

SERVICE PERFORMED	EMPLOYER'S NAME AND ADDRESS	Dates of Employment (Mo., Yr., Day)		DAILY RATE
		From	To	
		Developing strategies and objectives of the National Task Force on Safe Motherhood for a National Programme	NATIONAL TASK FORCE ON SAFE MOTHERHOOD, CHAIR D. O. OLUKIN, 101 TOWNING STREET, LAGOS	
DEVELOPMENT OF NATIONAL TBA CURRICULUM	FEDERAL MINISTRY OF HEALTH IKOYA LAGOS	22ND NOV	23RD NOV 1991	N200.00
		8TH DEC 1991	13TH DEC 1991	N400.50

18. LANGUAGE PROFICIENCY

LANGUAGE	Speaking			Reading			Writing			Understanding		
	Fair	Good	Excl.	Fair	Good	Excl.	Fair	Good	Excl.	Fair	Good	Excl.
	ENGLISH											
YORUBA		✓				✓			✓			✓
HAUSA	✓									✓		

19. Special Qualifications (honors, professional societies, special licenses, publications, research, special skills, and relevant education not previously mentioned; use reverse side of form, if necessary)

FELLOW OF THE WEST AFRICAN COLL OF NURSING (FWACN)
 1ST PRIZE MEDICAL NURSING 1957
 1ST PRIZE MEDICAL NURSING 1957
 1ST PRIZE OPHTHALMIC NURSING 1957

20. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee

Date: 10/2/92

Exchange: N1.00 = N10

(Use this space for continuation of Blocks 16 and 19)

MAIS CONTD

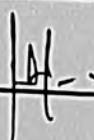
	MAJOR SUBJECTS	CREDENTIALS	DEGREE	DATE
NAL LANCOSTE? INFIRMARY -LINCSTER, ENGLAND)	ANATOMY, PHYSIOLOGY PHYSICS, MEDICINE SURGERY, PEDIATRICS OPHTHALMOLOGY, GYNECO- -LOGY		STATE REGISTERED NURSE	1958
MARSTON GREEN MATERNITY HOSPITAL HOSPITAL NR. BIRMINGHAM U.K.	ANATOMY, PHYSIOLOGY OBSTETRICS, PRENATAL INTRANATAL + POSTNATAL CARE		STATE REGISTERED MIDWIFE	1960
ROYAL COLLEGE OF MIDWIVES LONDON U.K	PSYCHOLOGY, EDUCATION, TEACHING METHODOLOGY PUBLIC HEALTH, MATERNAL AND CHILD HEALTH, ADVANCED MIDWIFERY		REGISTERED MIDWIFE TEACHERS CERTIFICATE	1963.
ADMINISTRATING STAFF COLLEGE OF NIGERIA, IKETA LAGOS	PRINCIPLES OF MANAGEMENT			1977
INTERNATIONAL HOSPITAL FEDERATION / KINGS FUND COLLEGE, LONDON, ENGLAND)	UPDATE ON HEALTH SERVICE MANAGEMENT & GENERAL MANAGEMENT / ADMINISTRATIVE PRINCIPLES.			1979.

CONTRACTOR'S CERTIFICATION (To be completed by responsible representative of Contractor)

I hereby certify that ('X' appropriate box):

- The initial salary proposed herein meets the salary standards prescribed in the contract.
- The salary increase proposed herein conforms to the customary policy and practice for this organization for periodic salary increases.

Justification or Remarks

Signature 	Title	Date 25th February 1992
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PRIVACY ACT STATEMENT

The following statement is required by the Privacy Act of 1974 (Public Law 93-579; 88 Statute 1896).

The information requested on this form is needed by AID to evaluate your suitability for the position for which you have been nominated as a contract employee. It is necessary that you provide the information for AID to consider your nomination. The Foreign Assistance Act of 1961, as amended, constitutes authority for its collection.

Employers and educational institutions you list may be contacted for verification of the information provided. Disclosure may otherwise be made in whole or in part to any (a) foreign government concerned if required by that government in connection with their review of your nomination and (b) pursuant to any other applicable routine use listed under AID's Civil Service Employee Office Personnel Record System, AID-2 in AID's Notice of Systems of Records or implementing the Privacy Act as published in the Federal Register, or (c) when disclosure without the employee's consent is authorized by the Privacy Act and provided for in AID Regulation 15. (A copy of the Regulation and Notice of System of Records is available from AID Distribution on request.)

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

MOTHERCARE NIGERIAN MATERNAL CARE PROJECT

The Administrative Assistant for the MotherCare Nigerian Maternal Care Project will be responsible for the administration and management of the project and will work under the direction and supervision of the Project Coordinator. The Administrative Assistant will also be responsible for all secretarial aspects of the project.

The Administrative Assistant will be based in the MotherCare Nigerian Maternal Care Project office at FHS/USAID and will focus on the following activities:

Project Office

- * assist in the establishment and maintenance of the office management and information systems - filing, accounting, procurement of office supplies and training course supplies;
- * provide full secretarial support to the Project Coordinator in the preparation and distribution of correspondence, Subcontracts, technical reports, quarterly technical reports, working papers, financial reports, etc.;
- * assume responsibility for all correspondence in and out of the office - logging, tracking, filing;
- * assume responsibility for all project accounts - all entries into the monthly ledger (with the proper documentation and attachments), monthly bank reconciliation, preparation of monthly financial reports for review by the Project Director and for monthly submission to MotherCare/JSI;
- * organize and maintain a small MotherCare library within the project office.

Midwife, I.E.C., Breastfeeding and TBA Components

- * provide administrative, financial and logistical support (travel and per diem for participants) for all project meetings and trainings;
- * prepare and distribute all information (including necessary forms) to participants and guests prior to meetings and trainings;
- * order all materials for the training courses to ensure timely delivery of same for the training;
- * reconcile accounts after every meeting and training;
- * assist the Project Coordinator in monitoring, collating and entering the data for the primary and sub-training centers.