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**Women and Infant Nutrition
Field Support Project
(WINS)**

**Quarterly Progress Report
January - March 1994**

Education Development Center, Inc.
1250 24th Street, N.W., Suite 300
Washington, DC 20037

July 20, 1994

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I. EXECUTIVE SUMMARY

This quarter effectively marked the culmination of a number of major WINS Project efforts over the past year. Comprehensive country programs in Burkina Faso and Uganda are successfully underway and clear progress has been made in the development of the Project's Regional Nutrition Support Strategy for Western and Central Africa (WCA).

The WINS Project accomplished a number of significant actions during the reporting period. The highlights are described below.

Burkina Faso

During the quarter, the Project's institutional capacity-building program with the Association for the Promotion of Infant Feeding in Burkina (APAIB) was implemented on a full-scale. Capacity-building activities in qualitative research methods and operations research were successfully executed.

Qualitative research methods training was carried out at two levels this quarter. A WINS Project consultant and Qualitative Research Methods Specialist conducted a one-week training of trainers (TOT) workshop at APAIB in February. Two of the TOT workshop participants then trained a group of four field workers to lead the focus group discussions that were conducted as part the program's collaborative operations research with Save the Children Federation (SCF) in Bazèga province.

The APAIB/WINS program's field-based activities to build the capacity of local institutions in operations research also started this quarter. In particular, the first stage of research to improve infant and young child feeding practices in Burkina was designed and implemented collaboratively by members of APAIB and Save the Children Federation (SCF) in Bazèga province (the SCF intervention zone). A technical assistance visit by the WINS Project Deputy Director in February ensured that representatives of APAIB, SCF, and WINS agreed on the operations research protocol and that the APAIB/WINS program's preparations for the start-up of field activities were on track.

Uganda

The WINS Project's comprehensive program with the Ministry of Health/Nutrition Division and the Child Health and Development Centre (CHDC) of Makerere University was successfully implemented this quarter. The Uganda program's technical and managerial achievements were notable.

A visit by the WINS Project Director during the month of March resolved a number of important issues regarding the management of the major program components, the roles and responsibilities of the principal collaborating organizations, the types and levels of resources to

be allocated to each component and the time-frames for the implementation of the various program activities. As a result of this successful mission, the WINS Project Director and the in-country Uganda program's Steering Committee (PSC) were able to: a) revise the program proposal and collaborative workplans to reflect the revised program purpose and outputs; b) revise the technical assistance requirements for the remaining period of the WINS Project's assistance (18 months); c) prepare a timetable for the technical inputs required under the program; and d) develop guidelines and mechanisms for the local disbursement of project funds to the program's in-country implementing agencies and for program monitoring and reporting by the in-country team.

A number of important technical achievements related to the program's operations research activities occurred during the reporting period. Dr. Charlotte Neumann, WINS Consultant and Maternal and Child Health Specialist, travelled to Uganda from February 18 to March 17. During her visit, she worked with the in-country program team to identify operations research topics and develop concomitant concept papers.

In addition, Dr. Jessica Jitta and other in-country collaborators at the CHDC drafted a research protocol for the program's baseline surveys in Iganga and Rukungiri districts which will be further developed and finalized with the district health teams next quarter.

Senegal

The WINS Project Director worked with consultants and staff members from the Wellstart Project to revise their joint nutrition program proposal which had been developed as a component of the USAID/Senegal on-going Family Planning and Child Survival Project. The proposal was developed in response to a request from the USAID Mission and the Senegalese Ministry of Health for technical services from the WINS and Wellstart Projects.

Regional Nutrition Support Activities for Western and Central Africa

In January, the WINS Regional Nutrition Advisor (RNA) for West and Central Africa moved to Abidjan, in the Ivory Coast, where the WINS Project's Technical Office for Western and Central Africa had been established. During the reporting period, the WINS RNA drafted an assessment of the nutrition situation and trends in West and Central Africa (WCA). The findings of this assessment will be incorporated into the WINS Project's Regional Nutrition Support Strategy for Western and Central Africa which is being prepared by the WINS Project Director.

A WINS Project consultant (Micronutrient Specialist) in Senegal also lent his technical services to the WINS WCA regional nutrition assessment. He conducted an overview of micronutrient deficiencies in WCA and an assessment of previous efforts to control micronutrient deficiencies in the region. He also outlined capacity-building strategies and activities to help local institutions address micronutrient deficiencies at the national and/or regional level.

The WINS RNA also responded to a request from USAID/Guinea to lend her technical nutrition services to the Guinea Health and Family Planning Sector Assessment. She critically examined breastfeeding issues as they relate to reproductive health/family planning and recommended a number of strategies and activities to promote breastfeeding and other nutrition activities in Guinea. The WINS RNA participated in the six-week assessment with collaborators from John Snow, Inc./Project SEATS.

II. MAJOR ACCOMPLISHMENTS DURING THE REPORTING PERIOD

A. Burkina Faso

This quarter marked the full-scale execution of the WINS Project's institutional capacity-building program with the Association for the Promotion of Infant Feeding in Burkina (APAIB). Capacity-building activities in qualitative research methods and operations research were successfully executed.

Training activities in qualitative research methods were conducted at two levels during this quarter. Rev. Olivia Holmes, WINS consultant and Qualitative Research Methods Specialist, conducted a one-week workshop in February. She trained five members of APAIB and two members of organizations collaborating with the APAIB/WINS program (Africare and SCF) as trainers in qualitative research methods. The workshop emphasized techniques for designing and conducting focus groups discussions and key informant interviews, and for analyzing and interpreting the resultant data.

After the training of trainers workshop, two of the participants, Mr. Gaston Sobgo (SCF) and Dr. Inoussa Kaboré (the APAIB/WINS Program Coordinator), had the opportunity to use their skills to train four field workers in techniques for leading the focus group discussions that were conducted as part of the APAIB/WINS program's collaboration in operations research with SCF in Bazèga province.

The program's field-based capacity-building activities in operations research were implemented with SCF in March. In February, Dr. Judith Ricci, the WINS Project Deputy Director, travelled to Burkina Faso to work with Ms. Binta Barry, the National Coordinator of APAIB, and Dr. Inoussa Kaboré to finalize preparations for the start-up of the operations research in Bazèga province.

A number of other technical achievements related to the program's operations research activities with SCF occurred during the quarter. APAIB and SCF finalized the research instruments for conducting the key informant interviews and focus group discussions. They recruited and trained field personnel and selected community members to participate in the operations research. Finally, they conducted key informant interviews with SCF animators and traditional birth attendants and focus group discussions with community members in Bazèga province, the SCF intervention zone.

The program's administrative accomplishments during the quarter are also noteworthy. Dr. Inoussa Kaboré began to work full-time on February 1, 1994; he had worked part-time as a consultant since the program's implementation in October 1993. The Project also strengthened APAIB's capacity to promote breastfeeding and infant and young child feeding practices in the country by procuring a laptop computer, computer software, and a laser printer to facilitate APAIB's operations research and program management activities.

B. Uganda

The WINS Project's comprehensive program with the Ministry of Health/Nutrition Division and the Child Health and Development Center (CHDC) at Makerere University was successfully implemented this quarter. The Uganda program's technical and managerial achievements were notable during the reporting period.

A visit by Ms. Bibi Essama, the WINS Project Director, from March 22nd to the 31st resolved a number of important issues regarding the management of the major program components, the roles and responsibilities of the principal collaborating organizations, the types and levels of resources to be allocated to each component, and the time-frames for the implementation of the various program activities. As a result of this successful mission, the WINS Project Director and the in-country Uganda program's Steering Committee (PSC) were able to: a) revise the program proposal and collaborative workplans to reflect the revised program purpose and outputs; b) revise the technical assistance requirements for the remaining period of the WINS Project's assistance (18 months); c) prepare a timetable for the technical inputs required under the program; and d) develop guidelines and mechanisms for the local disbursement of project funds to the program's in-country implementing agencies and for program monitoring and reporting by the in-country team.

In addition, Ms. Essama and the PSC drafted two separate Memoranda of Understanding between the EDC/WINS Project and the Ministry of Health (MOH), and between the EDC/WINS Project and the CHDC. The purpose of these documents is to clarify the roles and responsibilities of each organization with respect to the technical as well as the managerial aspects of the collaborative program. The Memoranda of Understanding will be reviewed by EDC and the MOH and finalized during the next quarter.

The Project also strengthened the CHDC's research and training capacity by procuring a laptop computer, laser printer, and computer software for the Center. This equipment will be used to support the program's research activities and to train district and central level health professionals in the use of selected computer software. In addition, the procurement of fax machines for the MOH, CHDC, and the District Medical Offices (DMOs) of Iganga and Rukungiri will facilitate communication among in-country program collaborators and between the in-country team and the WINS Project office in Washington.

A number of important technical achievements related to the program's operations research activities occurred during the reporting period. Dr. Charlotte Neumann, WINS Consultant and

Maternal and Child Health Specialist, travelled to Uganda from February 18 to March 17. During her visit, she worked with the in-country program team to identify operations research topics and develop concomitant concept papers. Two ideas for operations research were developed. One will comprehensively examine anemia in women - its prevalence, identification, and means for effective intervention. The other will identify risk factors for intrauterine growth retardation, infant and young child growth faltering using maternal anthropometric indicators and past maternal reproductive outcomes.

In addition, Dr. Jessica Jitta and other in-country collaborators at the CHDC drafted a research protocol for the program's baseline surveys in Iganga and Rukungiri districts which will be further developed and finalized with the district health teams next quarter. The surveys will collect information on household demographics and socioeconomics, the household food and nutrition situation, nutritional status of adults and children, and the knowledge, attitudes, and practices of community members related to maternal and child nutrition.

C. Regional Nutrition Strategy Development and Related Field Support Activities in West and Central Africa

In January, Dr. Julienne Ngo Som, the Project's Regional Nutrition Advisor (RNA) for Western and Central Africa (WCA) moved to Abidjan, in the Ivory Coast, where the WINS Project's Technical Office for Western and Central Africa had been established. The office is located at the "Société Ivoirienne d'Etudes, de Conseil et de Formation" (ECOFORM), an Ivoirian SARL (Limited Company) with expertise in professional training, project and survey management, and conference organization.

A number of key regional program actions were completed during this reporting period. Dr. Ngo Som prepared a first draft of the WINS Project's assessment of the nutrition situation and trends in WCA. The findings from Dr. Som's assessment will be incorporated into the WCA Regional Nutrition Support Strategy which is being written by Ms. Bibi Essama, the WINS Project Director.

In addition, Dr. Amadou Makhtar Ndiaye, Director of the Office of Research on African Food and Nutrition (ORANA) and a Micronutrient Specialist, was recruited by the WINS Project to lend his technical services to the overview of micronutrient deficiencies in WCA and an assessment of previous efforts to control micronutrient deficiencies in the region. He also outlined capacity-building strategies and activities to help local institutions address micronutrient deficiencies at the national and/or regional level. Dr. Ndiaye produced a draft report (in French) and discussed his findings with the WINS RNA during her reconnaissance mission to the country.

Following the preparation of the first draft of the WCA nutrition assessment report, Dr. Ngo Som travelled to Senegal to consult with Dr. Ndiaye and review the findings of his report. Also during her trip, she had the opportunity to meet with Dr. Ndiaye's staff at ORANA and members of the National Food and Nutrition Service in Senegal (SANAS) to familiarize herself

with their activities.

In March, the WINS RNA responded to a request from USAID/Guinea to lend her technical nutrition services to the Guinea Health and Family Planning Sector Assessment. She collaborated with team members from John Snow, Inc./Project SEATS during the six-week visit to Guinea from March 3 to April 18. As a member of the assessment team, Dr. Ngo Som evaluated breastfeeding issues as they relate to reproductive health/family planning and recommended a number of strategies and activities to promote breastfeeding and other nutrition activities in Guinea.

D. Senegal

During the reporting period, Ms. Bibi Essama worked with consultants and staff members from the Wellstart Project to revise their joint nutrition program proposal which had been developed as a component of the USAID/Senegal ongoing Family Planning and Child Survival Project. The proposal was developed in response to a request from the USAID Mission and the Senegalese Ministry of Health for technical services from the WINS and Wellstart Projects.

E. Contract Administration and Program Management Support

Major administrative and program management activities performed during the reporting period include:

- The WINS Project received consent from Office of Procurement at USAID to negotiate a subcontract with PRAGMA Corporation for the provision of short-term technical services to the MOH/CHDC/WINS Program in Uganda;
- The recruitment of Dr. Kaboré on a full-time basis as the program coordinator for the WINS/APAIB Collaborative Program in Burkina Faso;
- The successful implementation of the initial transfer of funds to our field operation programs in Uganda, Burkina and Côte d'Ivoire; and
- The procurement of office equipment and supplies to support our field operation program activities. The commodities were allocated as follows:

Burkina Faso

One laptop computer and one laser printer were procured to support research and training activities implemented in collaboration with the Association pour la Promotion de l'Alimentation Infantile au Burkina (APAIB).

Uganda

- One desktop computer and laser printer (for CHDC) to support research and training activities implemented in collaboration with the Ministry of Health Nutrition Division, the Child Health and Development Centre and the District Medical Offices; and
- Four fax machines (one each for the Ministry of Health, the CHDC and the DMOs of Iganga and Rukungiri). These commodities will facilitate the communication with EDC/WINS.

III. PROJECT FINANCIAL ANALYSIS

WINS core contract expenditures for the reporting period amounted to \$249,061.58.

A detailed report of the financial status of the project is presented in the Appendix.

IV. PROBLEMS, DELAYS, AND PROPOSED SOLUTIONS

A. Burkina Faso

The APAIB/WINS program's computer training workshop, originally scheduled for two consecutive weeks in January, was postponed due to a last-minute cancellation by the workshop facilitator. However, Ms. Binta Barry, the National Coordinator of APAIB, has since secured the services of new trainers at a local financial management institution to conduct the workshop. They will cover the same topics in two one-week workshops to be held next quarter in April and May.

The APAIB/WINS program in Burkina Faso has not yet developed a detailed workplan and budget for its collaboration with Africare. This activity will be a priority objective of the next technical assistance visit to Burkina Faso scheduled for April 1994.

B. Nigeria

Political instability which prevailed in Nigeria during the last quarter of fiscal year 1993 led to a temporary freeze on the Project's technical assistance activities and the return of the WINS Project resident advisor to the United States. Consequently, the Project's activities to produce and market a low-cost commercial weaning food (JOYVITA) were completely suspended during this quarter.

However, as soon as the U.S. State Department lifts its travel advisory for Nigeria, a nutritionist from Tufts University will travel to Lagos to wrap up Project activities in the country.

V. PROJECTED ACTIVITIES FOR THE NEXT THREE MONTHS

A. Burkina Faso

- Two one-week computer training workshops for four APAIB members to be conducted by local computer specialists in Ouagadougou
- A two-week training course in quantitative research methods for six APAIB members at the "Centre Africain d'Etudes Supérieures en Gestion" (CESAG) in Dakar, Senegal
- A technical assistance visit by a Public Health Specialist at the International Center for Research on Women to help APAIB: i) develop a detailed workplan and budget for the APAIB/WINS program's collaboration with Africare; ii) analyze and interpret the APAIB/SCF/WINS focus group and key informant interview data; and iii) draft the APAIB/SCF/WINS cross-sectional survey instrument and criteria for survey sample selection
- The continuation of capacity-building activities in operations research as the APAIB/WINS program and SCF collaborate to collect and analyze complementary cross-sectional survey data in Bazèga province

B. Nigeria

- A technical assistance visit by a Tufts University nutritionist to review and report on the findings of the research that had been undertaken by the University of Lagos research team and to complete the remaining complementary market survey planned under the Project

C. Uganda

- A results dissemination seminar conducted by the MOH and the CHDC in Iganga to present the findings of the 1992 assessment on breastfeeding and young child growth faltering in the district that was carried out by the MOH and CHDC, with technical assistance from the WINS Project
- A program planning workshop for Iganga district
- A research proposal development workshop for Rukungiri district
- A technical assistance visit by the WINS Project Director to monitor program activities and participate in the planning workshop in Iganga and the research proposal development workshop in Rukungiri

- A technical assistance visit by a WINS consultant (Information, Education and Communication Specialist) to: i) assess the training needs of multisectoral teams in Rukungiri and Iganga; ii) review the health/nutrition education curricula and related instructional materials used for in-service training of the district teams; and iii) propose strategies for enhancing the effectiveness of existing training courses and curricula as they relate to maternal and child nutrition in Uganda.
- A technical assistance visit by a WINS consultant (Anthropometry Specialist) to assist with the design and implementation of the anthropometric component of the program's baseline surveys and related anthropometric training of field personnel.
- The completion of all research plans and protocols for the Iganga and Rukungiri baseline surveys in preparation for data collection scheduled to begin in July

D. Senegal

- Submission of the final WINS/Wellstart collaborative proposal and budget to USAID/Senegal

E. Regional Nutrition Strategy Development and Related Field Support Activities in West and Central Africa

- Completion of the WCA Regional Nutrition Advisor's (RNA) technical assistance visit to Guinea and submission of her assessment report on breastfeeding practices to USAID/Guinea
- Completion of the first draft of the WCA Regional Nutrition Support Strategy paper currently under preparation by the WINS Project Director
- A technical assistance visit to Benin by the WINS RNA to participate at the mission's request in the Benin Health and Family Planning Sector Assessment
- A technical assistance visit by a WINS consultant (Nutritionist) to conduct a nutrition assessment in Benin whose findings will be incorporated into the WCA Regional Nutrition Support Strategy paper

APPENDIX

Costs of Fuel Report

Received
7/20/94

EDUCATION DEVELOPMENT CENTER, INC.
CERTIFIED FISCAL REPORT
Contract Number DAN-5117-C-00-0015-00

Category	Budget Amount	Inception To 3/31/94	Remaining Balance
Salaries and Wages (Incl. Paid Absences)	\$837,513	507,067.57	\$330,445.43
Fringe Benefits	209,379	123,428.02	85,950.98
Consultants	27,075	44,703.44	(17,628.44)
Travel & Per Diem	264,300	161,609.53	102,690.47
Training	20,000	14.00	19,986.00
Other Direct Costs	255,463	215,928.96	39,534.04
Subtotal	\$1,613,730	1,052,751.52	560,978.48
G&A #1	561,840	345,531.98	216,308.02
Nonexpendable Equipment and Commodities	20,000	21,068.00	(1,068.00)
Subtotal	\$2,195,570	1,419,351.50	\$776,218.50
Subcontracts			
Pragma Corp.	0	24,743.00	
Tufts	\$265,445	169,371.12	
ICRW	135,602	49,925.09	
The Travel Department(Travel)	268,970	56,355.95	
	\$670,017	670,017	300,395.16
G&A #2	33,500	15,019.76	18,480.24
TOTAL	\$2,899,087	1,734,766.42	\$1,164,320.58

Total Obligated Funding is \$1,983,828 leaving a remaining balance of \$249,061.58 at 3/31/94.

The undersigned hereby certifies that (i) the fiscal report and any attachments have been prepared from the books and records of the Contractor in accordance with the terms of this contract, and to the best of my knowledge and belief, that they are correct, that the sum claimed under this Contract is proper and due, that all the costs of contract performance (except as herewith reported in writing) have been paid or will be paid currently by the Contractor when due in the ordinary course of business, that the work reflected by the costs above has been performed, that the quantities and amounts involved are consistent with the requirements of this Contract, that all required Contracting Officer approvals have been obtained, and (ii) appropriate refund to AID will be made promptly upon request in the event of disallowance of costs not reimbursable under the terms of this Contract.

BY:

Joseph F. Flaherty

TITLE: Vice President & Treasurer

DATE:

7/12/94

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